



# **STUDENT/PARENT ATHLETIC HANDBOOK**

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**Note:** The Handbook is an overview of rules and policies and is not meant to be reflective of all NJSIAA, Athletic Department, Team, and School policies, rules and regulations.

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## Message from the Administration

This handbook is being presented to you because your son/daughter desires to participate in interscholastic athletics in the Berkeley Heights Public School District. You have also expressed your willingness to permit him/her to compete. Your family's interest in the athletic program at our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Berkeley Heights Public School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each students' educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parent/guardian/custodian of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the athletic department to make rules and follow NJSIAA guidelines governing interscholastic competition. These rules/guidelines need broad-based community support to be fully effective. This is achieved only through communication between the athletic department and the parents/guardians/custodians of our athletes. It is our hope to accomplish this objective through this parent/student athletic handbook.

Yours in commitment, sportsmanship and success,

*Ann Clifton*

*Director of Health, Physical Education and Athletics*

Governor Livingston High School does not discriminate on the basis of race, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or disability in the District's services, educational programs, activities and athletics.

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## INTRODUCTION

This handbook has been prepared to enhance communication between parents, student/athletes, coaches and school administrators. Parents and athletes are asked to familiarize themselves with the contents of this handbook. Any concerns or questions may be directed to Ann Clifton, Director of Health Physical Education and Athletics, 908-464-3100 ext. 2540. **Questions regarding specific sports should be directed to the coach of the team on which your son/daughter is playing.**

By design, athletic participation is filled with a great many challenges. Winning is not always the most important thing, but trying to is. Parents can make a big difference in the success of the athletic program by encouraging their student/athletes and by supporting the coaches' and officials' decisions.

Parents and student-athletes are encouraged to contact the coach for clarification, understanding and counsel.

The **GOVERNOR LIVINGSTON HIGH SCHOOL ATHLETIC DEPARTMENT** is held in high regard by the **NJSIAA, UNION COUNTY CONFERENCE, and Union County Interscholastic Athletic Association**. Athletes are expected to uphold this tradition by exhibiting the highest level of competition and sportsmanship. Governor Livingston athletes traditionally are noted for dedication to their sport, intense competitiveness, and respect for opponents and officials.

## PHILOSOPHY *and* OBJECTIVES

It is the intent of **GOVERNOR LIVINGSTON'S ATHLETIC DEPARTMENT** to provide to the students of the high school a comprehensive, well-planned and balanced program of interscholastic athletics and to show how the student can benefit from participation in this type of activity.

The purpose of the athletic program at Governor Livingston is to provide for the pursuit of competitive excellence in all sports, with the understanding that the pursuit of that excellence is educational in purpose. The prime concern is to develop the student-athlete physically, mentally, socially and emotionally in a positive environment among all coaches, and participants.

The athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost!" The Board discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. Infractions are all inclusive for disciplinary purposes no matter the nature of the offense.

The program shall be managed and teams coached in a manner which strives to achieve the following objectives:

1. Athletes should be required to maintain academic standards consistent with our eligibility policy,
2. Participation in athletics is a privilege, not a right.
3. Athletes must learn to abide by rules, regulations, and decisions associated with their particular sport. The coach has the responsibility to determine an athlete's ability and talent, who shall make the team, and the coaching techniques and strategies that, will be employed.
4. There must be mutual respect for all who are involved in the competition – teammates, opponents, coaches, and officials.
5. Participation helps develop character, cooperation, and the moral and ethical values that lead to useful citizenship.
6. Participation teaches a student that discipline and self-sacrifice are necessary ingredients of teamwork.
7. Through participation, the student athlete will develop a healthy body, sound mind, and an appreciation of individual differences,
8. Participation leads to a better understanding of ethics, sportsmanship, integrity, and fair play.
9. Valuable lessons are learned in the course of competition, both winning and losing. They help us grow up and develop.
10. The Board of Education, administration, members of the athletic staff, student-athletes, and parents should do everything within their power and ability to promote the athletic program and to create an atmosphere of learning that is in the best interest of students and the community.

### **Athletic Goals and Objectives**

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Goal – The student athlete shall become a more effective citizen in a democratic society.

## **Specific Objectives**

- The student athlete shall learn teamwork: To work with others in a democratic society, a person must develop self-discipline, and respect for authority and the spirit of hard work and sacrifice. *Athletes must place the team and its objectives higher than personal desires.*
- To have fun and learn: The main reason student athletes participate in sports and games.
- To be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- Sportsmanship: To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- To improve: Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- Enjoy athletics: It is necessary to acknowledge all of the personal rewards we derive from athletics, and to give sufficiently of ourselves in order to preserve and improve the program.
- To develop desirable personal health habits: To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

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## **NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

The **NJSIAA** is a private, non-profit, voluntary organization which is responsible for regulating interscholastic athletics in New Jersey. The **NJSIAA** governs and controls all the sports programs offered to high school boys and girls.

Over the last few years the Association has broken new ground in a number of areas, including a dramatic increase in women's sports, considerable streamlining of eligibility requirements so as to focus on academic consideration, and more regulation of leagues and conferences throughout New Jersey to provide an opportunity for all member schools to become members of athletic conferences suitable to their geographic location and size.

We must provide a sufficient number of quality activities to meet the needs of our student-athletes in New Jersey and continue to ensure those activities are conducted within an educational atmosphere.

The quality of those experiences depends largely on those coaches and officials who interact regularly with our young people. We must provide training of these leaders as role models through workshops, clinics, videos, and other educational resources.

The member schools, their communities, and the whole of society desire academic excellence and recognition, activities free from unsportsmanlike acts, and a culture free of substance abuse. These issues must be addressed by this Association as part of its responsibility to New Jersey's leaders of tomorrow.

The Association is made up of public, private and parochial high schools in the State who choose to become members. Today, approximately 440 schools belong to the NJSIAA.

The headquarters is located in Robbinsville, approximately 12 miles from Trenton (609-259-2776).

Effective September 2007, NJSIAA established a mandatory steroid and random student drug testing program for athletes involved in post-season play.

## PARTICIPATION LIMITATIONS

The NJSIAA Constitution, Bylaws, Rules and Regulations have for all intents and purposes defined the 12-month sequence of participation in the following manner:

(A) In Season (B) Out-of-Season (C) Summer Recess

### (A) IN-SEASON

Athletes are able to participate on their desired sport team within the following datelines:

Note: Official starting date for fall practice is established by NJSIAA Summer Recess Practice guidelines.

2018: Fall Athletic Team Practice Start Dates:

Please note ALL coaches have bhpsnj.org emails (first initial of their first name and full last name- for example John Smith- [jsmith@bhpsnj.org](mailto:jsmith@bhpsnj.org)).

The coaching staff can be reached over the summer via email.

**Football:** Varsity and JV 8/8/18 and Freshman 8/13/18 7:30am-2:00pm at Governor Livingston High School  
**Boys Soccer:** Freshman, JV and Varsity 8/13/18 9:00am-11:30am Monday-Saturday at Governor Livingston High School

**Girls Soccer:** Freshman, JV and Varsity 8/15/18 9:00am-12:00noon Monday-Saturday at Governor Livingston High School

**Field Hockey:** Freshman, JV and Varsity 8/13/18 8:00am-11:00am

**Cross Country:** (Girls) 8/13/18 8:00am-11:00am- at Columbia Park Complex Cross Country (Boys) 8/13/18 8:00am-11:00am- at Columbia Park Complex

**Girls Tennis:** 8/15/18- Coach Acosta will contact team

**Volleyball:** 8/14/18 Tryouts- Tuesday- 8/14/18 to Friday 8/17/18 9:00am-11:00am. Regular practice will begin on Monday 8/20/18 9:00am-11:00am

**Cheer:** 8/13/18-8/15/18 9:00am-4:00pm GLHS Cheer Camp in Blue Gym. 8/17/18 Team photo with Football Team- TBA. 8/20/18-8/24 10:00am-1:00pm Practice at GLHS Blue Gym. 8/27/18-8/29/18 10:00am-1:00pm Practice at GLHS Blue Gym.

**NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

1161 Route 130 North, P.O. Box 487, Robbinsville, NJ 08691  
Phone 609-259-2776 ~ Fax 609-259-3047

**NJSIAA 2018-2019 Athletic Season Dates**

<b>Fall 2018</b>	<b>First Practice</b>	<b>First Scrimmage</b>	<b>First Contests</b>
Football	Aug. 08	Aug. 15	Aug. 30
Cross Country	Aug. 13	Aug. 20	Sept. 4
Field Hockey	Aug. 13	Aug. 20	Sept. 4
Gymnastics	Aug. 13	Aug. 20	Sept. 4
Soccer	Aug. 13	Aug. 20	Sept. 4
Tennis (Girls)	Aug. 13	Aug. 20	Sept. 4
Volleyball (Girls)	Aug. 13	Aug. 20	Sept. 4
<b>Winter 2018-19</b>	<b>First Practice</b>	<b>First Scrimmage</b>	<b>First Contests</b>
Ice Hockey	Nov. 05	Nov. 12	Nov. 24
Bowling	Nov. 12	No Restriction	Nov. 24
Swimming	Nov. 12	Nov. 19	Dec. 1
Skiing	Nov. 26	Dec. 3	Jan. 1
Basketball*#	Nov. 26	Dec. 3	Dec. 14
Fencing*#	Nov. 26	Dec. 3	Dec. 14
Winter Track*#	Nov. 26	Dec. 3	Dec. 14
Wrestling*#	Nov. 26	Dec. 3	Dec. 14
<b>*Try-out Time</b>	Nov. 19-21		
<b>#No Contact Time</b>	Nov. 22-25		
<b>Spring 2019</b>	<b>First Practice</b>	<b>First Scrimmage</b>	<b>First Contests</b>
Lacrosse	March 1	March 8	March 27
Golf	March 1	No Restriction	April 1
Tennis (Boys)	March 1	March 8	April 1
Baseball	March 1	March 8	April 1
Softball	March 1	March 8	April 1
Spring Track	March 1	March 8	April 1
Volleyball (Boys)	March 1	March 8	April 1

**Please Note:**

The "first scrimmage" dates above include the 6 days on and 1 day off rule. You may break up the first 7 days as you choose, just remember that 6 days of practice and 1 day of rest within the 7-day time frame.

Bowling & Golf are not considered strenuous sports; therefore the 6 practices is not necessary before they can scrimmage.

**Football Only** - upon board approval, teams may begin the "Heat Acclimatization" period on August 6<sup>th</sup>.

Revised June 2018

**(B) OUT-OF-SEASON**

During this period, athletes may not be involved in intramurals in which they have attained team status. Open gym and recreation participation are permitted for players as long as their coaches are not present. Camp/clinic participation is permitted for players provided their coaches are not involved. Athletes may participate in local community sponsored recreation programs as long as their coaches are not involved. Athletes may be involved with a non-school team with the approval of their school.

## **(C) SUMMER RECESS**

Practice sessions during the summer recess period may be conducted by schools. Athletes are permitted to participate in any school sponsored practices but participation is not required.

During the summer recess period, an athlete may not be sponsored or supported by a school or school-related group (Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics or recreation programs.

The first school day following the last NJSIAA spring championships to the first day of the next school term, all restrictions are rescinded for practice for all sports. Schools may issue any and all equipment for practice use during the summer recess and the local school district may determine to what extent the school, the coaches, and the students are to be involved in the "summer recess" program. Athletes and coaches may participate at their own individual risk.

### **Responsibilities of a Highlander Athlete**

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Being a member of a Berkeley Heights Public School District athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built over-night. It takes hard work of many people over many years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school, our opponents, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years, our squads have achieved numerous county, league, state and national championships. Many individuals have set records and won All-Conference and All-State honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

### **Responsibilities to Yourself**

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The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.

### **Responsibilities to Your School**

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Another responsibility you assume as a squad member is to your school. Berkeley Heights Public School District cannot maintain its position as having outstanding programs unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on the stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Governor Livingston proud of you and the community proud of your school.

### **Responsibilities to Others**

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As a squad member, you also bear a heavy responsibility to your home. You must measure up to all of the training rules. You should practice to the best of your ability every day. If you have played the game "all out," you can keep your self-respect and your family can be justly proud of you.

## Sportsmanship Philosophy and Guidelines

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The Berkeley Heights School District Athletic Department believes that interscholastic competition involving member schools of the New Jersey State Interscholastic Athletic Association (NJSIAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We, therefore, expect school administrators, coaches, athletes, and spectators to know and embrace the following fundamentals of sportsmanship.

Respect should be demonstrated for an athletic opponent and for their school at all times. Governor Livingston will treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules.

All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.

All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

**Coaches:** The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Instruct their players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit as well as the letter of the rules.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unacceptable behavior.
4. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous.
5. Respect the officials' judgment and interpretation of the rules.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials and opposing coaches before and after contests.

## Fan Code of Conduct

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The Berkeley Heights Public School District, in association with the NJSIAA promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator of the Berkeley Heights Public School District we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

Failure to be an example of these athletic practices and/or ejection from an athletic contest will result in the

following procedures to be taken:

**First Offense** – Removal from the next two home athletic contests and/or one calendar week (7 days) of the same sport. A letter will be sent by the Assistant Principal to the spectator in question notifying them of the ejection and the dates that they must be absent from the contests.

**Second Offense** – Removal from all home athletic contests for that season. If applicable, relinquishing their season pass to the athletic department. A letter of ejection will be sent from the office of the Assistant Principal notifying the spectator of the ejection.

**Third Offense** – Removal from all home Berkeley Heights Public School District athletic contests for the year. If applicable, relinquishing their yearly pass (if applicable) to the athletic department. A letter of ejection will be sent from the office of the Assistant Principal notifying the spectator of the ejection.

Any athletic official, including but not limited to, officials, athletic directors/coordinators, principals, assistant principals, site directors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

## STUDENT/ATHLETE PARTICIPATION

Participation in athletics and all activities in the **GOVERNOR LIVINGSTON SCHOOL DISTRICT** is a privilege which carries with it certain responsibilities. A student is a representative of the school and the entire community. There are certain basic standards expected of the participants in athletics at **GOVERNOR LIVINGSTON**.

1. All students who represent **GOVERNOR LIVINGSTON** on a team are expected to conduct themselves in such a manner as to reflect credit upon **GOVERNOR LIVINGSTON**.
2. All students must remember they are students of the school first and participants second. Participation in athletics is a privilege granted to a student, not a right guaranteed to them.
3. Being a member of a team does not entitle any student to any special privileges in the school. Rather, it carries and added responsibility of being a good citizen in the face of peer pressure to become involved in some action which might violate school rules. Our athletes are expected to set examples of good school citizenship and cooperation which will reflect upon them as individuals and upon all our athletes in general.
4. Students afforded these privileges must assume the responsibilities which accompany them at all times.

### Requirements for Participation- 3 step process

Remember that as an athlete, you are not eligible to participate in any sport until the following items have been completed:

#### All academic eligibility requirements have been satisfied.

**Step 1.** - SPORTS REGISTRATION PACKET- Online

<https://formreleaf.com/organizations/governor-livingston>

**Step 2.** - Complete and submit the New Jersey Preparticipation Physical Evaluation (PPE)- only item that requires a hard copy signed by an NJDOE Cardiac Module approved Physician.

**Step 3.** - Pay to Participate fees paid. (Pay for it)

Attend a pre-season coaches meeting accompanied by parent(s)/guardian(s) prior to the start of the school year- CONDUCTED BY SPORT SPECIFIC COACHING STAFF.

### Conduct of Athlete

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior

be above reproach in all of the following areas:

**In the classroom** – In the academic area, a good athlete becomes a good student. A person must give maximum effort in the classroom at all times. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horse- play and unnecessary boisterousness are not approved habits of behavior.

**Citizenship/Character** - Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law, may cause the participant be declared ineligible for athletic participation.

## **CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM**

Any violation of the substance abuse policy, random drug and alcohol policy will result in discipline in accordance with **Board Policies** and the **Student Handbook** which can be found on the school website.

Any cause for suspension from participation other than the above mentioned, is at the discretion of the coach. These violations include, but are not limited to: insubordination, profanity, fighting, unsportsmanlike conduct, and unexcused absence from practice, unsatisfactory attitude, and a failure to follow the code of conduct, or any additional rules and regulations that the coach or advisor deems necessary to maintain discipline and facilitate the efficient execution of daily procedures.

Imposed suspensions in excess of one week require consultation with the athletic director. Parental notification will be required in all cases of suspension.

Discipline referrals and school suspensions are justification for suspension or removal from a team.

**TRANSFER RULE** - the following **NJSIAA RULE** applies to all students:

A student-athlete transferring from one secondary school to another, without a bona fide change of residence by that student's parent or guardian, shall be ineligible to participate for a period of thirty (30) calendar days or one half of the maximum number of games allowed in the sport by NJSIAA rules (the ineligibility period) from the beginning of the regular schedule, whichever is less, in any sport in which the student has previously participated at the varsity level

## **ATHLETIC ELIGIBILITY PROTECTION**

1. Accept only awards of trophies, pins, jackets which are approved by your Board of Education.
2. Do not accept merchandise or cash.
3. You may caddie or work in a golf or tennis shop, but may not receive compensation for giving instruction.
4. You may bowl in an adult league, but you may not accept or have anyone accept for your any merchandise or cash.
5. You may not accept free on loan or on a discount basis, any equipment or merchandise for personal use under any circumstances.

## **CONTEST DISQUALIFICATION NJSIAA**

An athlete who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified from the next two regularly scheduled games/meets, with the exception of football which will carry a one game disqualification. Any player with two or more disqualifications in the current season, prior to the start of an NJSIAA tournament, will be ineligible to compete in said tournament.

Disqualification is a judgment call by the official and the decision is final and may not be appealed.

A disqualified player may not be present at any contest in that sport during the period of disqualification (not to be present in the locker room, on the bus, on the sidelines, or in the bleachers/stands before, during, or after the game).

Any player disqualified a second time during a 365-day period from the first disqualification will have the penalty doubled. On the third offense, the player will be suspended indefinitely and must apply in writing to the NJSIAA, through the office of his/her principal, for reinstatement.

### **UNION COUNTY CONFERENCE**

**GOVERNOR LIVINGSTON HIGH SCHOOL** is a member of the Union County Conference which is comprised of schools with the following classifications, Group I, II, III, and IV. Groups are determined by the enrollment of students in each of the schools, with Group IV schools being the largest. Governor Livingston maintains a Group 2 and Group 3 classification by the NJSIAA.

The UNION COUNTY CONFERENCE is comprised of 26 schools that are located in Union County. The schools are in a divisional structure that is based on competitive program and student enrollment. This school alignment extends for a period of two years and then is restructured based on input from the member schools.

GOVERNOR LIVINGSTON HIGH SCHOOL has earned a fine reputation in our conference for competitive, aggressive play with an emphasis on sportsmanship, fairness and integrity. We continue to be proud of student athletes' accolades and the outstanding job our coaches do in working with our athletes.

From the UCC:  
The Union County Conference:

All Union County Conference schools are members of the New Jersey Interscholastic Athletic Conference, and the Mid State 38 Football League.

Athletics is an integral component of academics as it contributes to the overall development of student athletes through participation in team activities. The Union County Conference is proud of all our student athletes for their participation, sportsmanship, and honors earned, that reflect not only for them, their families and supporters, but on their schools as well.

As important as winning seasons are, and we always strive to be the best, the above grows in importance as the results of the overall program are essential in preparing these young athletes for life after high school. The very foundations of their future in high school education or any other endeavors they embark on have been formed on the athletic fields of the schools they represent. For this, we are privileged and grateful to be a part of this system.

### **GOVERNOR LIVINGSTON HIGH SCHOOL SPORTS OFFERINGS:**

<b>FALL</b>	<b>VARSITY</b>	<b>JV</b>	<b>FROSH.</b>
Cheerleading	X	X	
Cross Country (B)	X	Novice	
Cross Country (G)	X	Novice	
Field Hockey	X	X	X*
Football	X	X	X
Soccer (B)	X	X	X
Soccer (G)	X	X	X
Tennis (G)	X	X	
Volleyball (G)	X	X	X
<b>WINTER</b>	<b>VARSITY</b>	<b>JV</b>	<b>FROSH.</b>
Basketball (B)	X	X	X
Basketball (G)	X	X	X*
Cheerleading	X		
Fencing (B)	X	Novice	
Fencing (G)	X	Novice	
Ice Hockey	X		
Swimming (B)	X		
Swimming (G)	X		
Winter Track (B)	X	Novice	
Winter Track (G)	X	Novice	
Wrestling	X	X	
<b>SPRING</b>	<b>VARSITY</b>	<b>JV</b>	<b>FROSH.</b>
Baseball	X	X	X
Golf (B)	X		
Lacrosse (B)	X	X	X*
Lacrosse (G)	X	X	X*
Softball	X	X	X*
Tennis (B)	X	X	
Track & Field (B)	X	Novice	
Track & Field (G)	X	Novice	

\*- numbers permitting per season

## **ATHLETIC DEPARTMENT**

Ann Clifton, Athletic Director, 908-464-3100 ext. 2540, aclifton@bhpsnj.org  
 Ashley Gonnella, Athletic Secretary, 908-464-3100 ext. 2545 agonnella@bhpsnj.org  
 Todd Hirsch, Trainer, 908-464-3100 ext. 2546, thirsh@bhpsnj.org

### In-House Head Coaches:

Dan Guyton- Football  
 Dan Guyton - Spring Track  
 Bruno Somma - Boys Soccer  
 Chris Coughlin - Cross Country  
 Phil Acosta- Girls Tennis  
 Chris Eckert- Girls Basketball  
 Chris Loeffler - Boys Basketball  
 Rick Ortega- Wrestling  
 Dan Guyton – Winter Track

Chris Roof - Baseball  
Sharon Leahy – Coed Golf  
David Closs – Boys/Girls Swimming

Out of the Building Head Coaches:

Chloe Griffin – Girls Lacrosse (Works in District)  
Patrick Crann- Boys Lacrosse  
Dana Hilaire - Volleyball  
Michael Wang- Fencing  
Michael Criscitello – Ice Hockey  
Mike Roof - Girls Soccer (Columbia Middle School)  
Emily Stecher – Cheerleading Fall and Winter  
Gina DeLauro- Field Hockey (Columbia Middle School)  
Michael Smookler- Boys Tennis

**COACHES**

**FALL**

Head Coach	Daniel Guyton	<a href="mailto:dguyton@bhpsnj.org">dguyton@bhpsnj.org</a>
Assistant Coach	Carmin Scuderi	<a href="mailto:cascud53@gmail.com">cascud53@gmail.com</a>
Assistant Coach	Jonathon Stack	<a href="mailto:jstack07922@gmail.com">jstack07922@gmail.com</a>
Assistant Coach	Dominick Mastroianni, Jr.	<a href="mailto:dominickmastroianni89@gmail.com">dominickmastroianni89@gmail.com</a>
Assistant Coach	Gary Chan	<a href="mailto:gchan@mountainsideschools.org">gchan@mountainsideschools.org</a>
Assistant Coach	Jeffrey Marretta	<a href="mailto:jmarretta@bhpsnj.org">jmarretta@bhpsnj.org</a>
Assistant Coach	Chris Eckert	<a href="mailto:cecekert@bhpsnj.org">cecekert@bhpsnj.org</a>

**BOYS SOCCER**

Head Coach	Bruno Somma	<a href="mailto:bsomma@bhpsnj.org">bsomma@bhpsnj.org</a>
Assistant Coach	Kevin Fontana	<a href="mailto:kfontana@bhpsnj.org">kfontana@bhpsnj.org</a>
Assistant Coach	James Didyoung	<a href="mailto:jdidyoung93@gmail.com">jdidyoung93@gmail.com</a>
Assistant Coach	James Cariello	<a href="mailto:jacariello@gmail.com">jacariello@gmail.com</a>

**GIRLS SOCCER**

Head Coach	Michael Roof	<a href="mailto:mroof@bhpsnj.org">mroof@bhpsnj.org</a>
Assistant Coach	Jenna Stickle	<a href="mailto:jennastickle@gmail.com">jennastickle@gmail.com</a>
Assistant Coach	Grace O’Brien	<a href="mailto:obriegra@kean.edu">obriegra@kean.edu</a>
Assistant Coach	Steve Lesnewich	<a href="mailto:slesnewich@chathamdayschool.org">slesnewich@chathamdayschool.org</a>

**GIRLS TENNIS**

Head Coach	Phil Acosta	<a href="mailto:pacosta@bhpsnj.org">pacosta@bhpsnj.org</a>
Assistant Coach	Joseph Reel	<a href="mailto:jreel@bhpsnj.org">jreel@bhpsnj.org</a>

**FIELD HOCKEY**

Head Coach	Gina DeLauro	<a href="mailto:gdelauro@bhpsnj.org">gdelauro@bhpsnj.org</a>
Assistant Coach	Kristy Detore	<a href="mailto:kristy.detore@millburn.org">kristy.detore@millburn.org</a> <a href="mailto:kristy.detore@gmail.com">kristy.detore@gmail.com</a>
Assistant Coach	Jacqueline Wells	<a href="mailto:jwells2422@gmail.com">jwells2422@gmail.com</a>

**CROSS COUNTRY**

Head Coach	Chris Coughlin	<a href="mailto:ccoughlin@bhpsnj.org">ccoughlin@bhpsnj.org</a>
Assistant Coach	Lisa Dhaibar	<a href="mailto:ldhaibar@bhpsnj.org">ldhaibar@bhpsnj.org</a>

Assistant Coach	Steve Siebelts	<a href="mailto:ssiebelts@bhpsnj.org">ssiebelts@bhpsnj.org</a>
Assistant Coach	William "Bud" Ayres	<a href="mailto:wayresbhpsnj.org">wayresbhpsnj.org</a>

#### **CHEERLEADING**

Head Coach	Emily Stecher	<a href="mailto:estecher23@aol.com">estecher23@aol.com</a>
Assistant Coach	Briana Figueiredo	<a href="mailto:bfigueiredo@bhpsnj.org">bfigueiredo@bhpsnj.org</a>

#### **VOLLEYBALL**

Head Coach	Dana Hilaire	<a href="mailto:dana.hilaire@gmail.com">dana.hilaire@gmail.com</a>
Assistant Coach	Steve Hess	<a href="mailto:shess@bhpsnj.org">shess@bhpsnj.org</a>
Assistant Coach	Michael Brokes	<a href="mailto:michaelbrokes@yahoo.com">michaelbrokes@yahoo.com</a>

#### **WINTER- Assistant Coaches pending BOE approval**

##### **WRESTLING**

Head Coach	Rick Ortega	<a href="mailto:rortega@bhpsnj.org">rortega@bhpsnj.org</a>
Assistant Coach	Joseph J Giaccio	<a href="mailto:jgiaccio@ycp.edu">jgiaccio@ycp.edu</a>
Assistant Coach	Dan Hilt	<a href="mailto:Dhilt125@gmail.com">Dhilt125@gmail.com</a>

##### **BOYS BASKETBALL**

Head Coach	Chris Loeffler	<a href="mailto:cloeffler@bhpsnj.org">cloeffler@bhpsnj.org</a>
Assistant Coach	Kevin Fontana	<a href="mailto:KevinFontana18@gmail.com">KevinFontana18@gmail.com</a>
Assistant Coach	Justin Petino	<a href="mailto:jptino@gmail.com">jptino@gmail.com</a>

##### **GIRLS BASKETBALL**

Head Coach	Chris Eckert	<a href="mailto:ceckert@bhpsnj.org">ceckert@bhpsnj.org</a>
Assistant Coach	Rob Ritter	<a href="mailto:rbritter111@aol.com">rbritter111@aol.com</a>
Assistant Coach	Pending	

##### **ICE HOCKEY**

Head Coach	Michael J. Criscitello	<a href="mailto:mcriscitello@npsdnj.org">mcriscitello@npsdnj.org</a>
Assistant Coach	Ryan Daly	<a href="mailto:ryan.daly2121@gmail.com">ryan.daly2121@gmail.com</a>

##### **INDOOR TRACK**

Head Coach	Daniel Guyton	<a href="mailto:dguyton@bhpsnj.org">dguyton@bhpsnj.org</a>
Assistant Coach	Carmin Scuderi	<a href="mailto:cascud53@gmail.com">cascud53@gmail.com</a>
Assistant Coach	Beryl Roman	<a href="mailto:broman@bhpsnj.org">broman@bhpsnj.org</a>
Assistant Coach	Gary Chan	<a href="mailto:gchan@mountainsideschools.org">gchan@mountainsideschools.org</a>
Assistant Coach	Lisa Dhaibar	<a href="mailto:ldhaibar@bhpsnj.org">ldhaibar@bhpsnj.org</a>
Assistant Coach	Dominick Mastroianni	<a href="mailto:dominickmastroianni89@gmail.com">dominickmastroianni89@gmail.com</a>

##### **FENCING**

Head Coach	Michael Wang	<a href="mailto:wang29@tcnj.edu">wang29@tcnj.edu</a>
Assistant Coach	Ellen Hewett	<a href="mailto:hewdah@verizon.net">hewdah@verizon.net</a>
Assistant Coach	Don Satchell	<a href="mailto:donald.satchell@gmail.com">donald.satchell@gmail.com</a>

##### **SWIMMING**

Head Coach	David Closs	<a href="mailto:dcloss@bhpsnj.org">dcloss@bhpsnj.org</a>
Assistant Coach	Sharon Leahy	<a href="mailto:sleahy@bhpsnj.org">sleahy@bhpsnj.org</a>

##### **CHEERLEADING**

Head Coach	Emily Stecher	<a href="mailto:estecher23@aol.com">estecher23@aol.com</a>
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#### **SPRING- pending BOE approval**

##### **BASEBALL**

Head Coach	Chris Roof	<a href="mailto:croof@bhpsnj.org">croof@bhpsnj.org</a>
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Assistant Coach	Ralph Yeza	ryezza36@gmail.com
Assistant Coach	James Cariello	jacariello@gmail.com
Assistant Coach	Lou Clemente	LOUCLEM21@GMAIL.COM

**SOFTBALL**

Head Coach	<b>OPEN</b>	
Assistant Coach	Erin Lanigan	<a href="mailto:elanigan24@bhpsnj.org">elanigan24@bhpsnj.org</a>
Assistant Coach	Rick Ortega	<a href="mailto:rortega@bhpsnj.org">rortega@bhpsnj.org</a>
Assistant Coach	<b>OPEN</b>	

**BOYS LACROSSE**

Head Coach	Patrick Crann	<a href="mailto:Patrickcrann@verizon.net">Patrickcrann@verizon.net</a>
Assistant Coach	<b>OPEN</b>	
Assistant Coach	<b>OPEN</b>	

**GIRLS LACROSSE**

Head Coach	Chloe Griffin	<a href="mailto:cgriffin@bhpsnj.org">cgriffin@bhpsnj.org</a>
Assistant Coach	Jackie Wells	<a href="mailto:jwells2422@gmail.com">jwells2422@gmail.com</a>
Assistant Coach	<b>OPEN</b> - pending program numbers	

**OUTDOOR TRACK**

Head Coach	Daniel Guyton	<a href="mailto:dguyton@bhpsnj.org">dguyton@bhpsnj.org</a>
Assistant Coach	Carmin Scuderi	<a href="mailto:cascud53@gmail.com">cascud53@gmail.com</a>
Assistant Coach	Chris Coughlin	<a href="mailto:ccoughlin@bhpsnj.org">ccoughlin@bhpsnj.org</a>
Assistant Coach	Dominick Mastroianni, Jr.	<a href="mailto:dominickmastroianni89@gmail.com">dominickmastroianni89@gmail.com</a>
Assistant Coach	Greg Dunkerton	<a href="mailto:gdunkerton@bhpsnj.org">gdunkerton@bhpsnj.org</a>
Assistant Coach	Bruno Somma	<a href="mailto:bsomma@bhpsnj.org">bsomma@bhpsnj.org</a>
Assistant Coach	Lisa Dhaibar	<a href="mailto:ldhaibar@bhpsnj.org">ldhaibar@bhpsnj.org</a>
Assistant Coach	Gary Chan	<a href="mailto:gchan@mountainsideschools.org">gchan@mountainsideschools.org</a>

**BOYS TENNIS**

Head Coach	Michael Smookler	<a href="mailto:smookler@bhpsnj.org">smookler@bhpsnj.org</a>
Assistant Coach	Phil Acosta	<a href="mailto:pacosta@bhpsnj.org">pacosta@bhpsnj.org</a>

**GOLF**

Head Coach	Sharon Leahy	<a href="mailto:sleahy@bhpsnj.org">sleahy@bhpsnj.org</a>
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**ATHLETIC DEPARTMENT WEB PAGE - [www.bhpsnj.org](http://www.bhpsnj.org), click on Governor Livingston and Athletics Tab**

- a. Contains – Schedules, Athletic News, Directions, Forms, Handbooks, NJSIAA Link, Strength and Summer Training Schedules.
- b. Please be advised that in order for students to receive recognition for athletics and/or achievements on Governor Livingston’s website or through our District list serve, it will be necessary for parents/guardians to give their consent via Consent Form. Without this permission, student names cannot appear in any announcements over the internet.
- c. Throughout the year, the media sometimes contacts the school about student events or activities. When this occurs and the media request an interview or wish to photograph students, please be aware by signing the Consent Form you have given permission for your student to be photographed or interviewed by the press. Media will not be allowed to interview or photograph students without parental consent.

**SPORT SCHEDULES**

Schedules are posted and will be updated on our school web-site during the season. The address is <http://www.unioncountyconferencenj.org> and click on Governor Livingston.

## ACTIVITY SCHEDULER USER GUIDE

We now use the rSchoolToday™ Activity Scheduler (<http://www.unioncountyconferencenj.org/>) as our School Calendar as it provides significant advantages to our school community. Because it is web-based, we can provide you instant access to the most up-to-date information at all times. All changes are in real time.

The Calendar will provide an instant view of all activity on today's date. Other features:

1. Click on any date within the month and see the activities for that day
2. Jump to any month in one click
3. One click here to view the whole week
4. Locations can be links that open to printable maps and directions to that location
5. **Notify Me!** You can set yourself up for automatic email reminders or text messages to your cell phone before any activity or with any changes to any schedules.
6. The latest rosters and scores can be available right from these calendar tabs.
7. You can subscribe to schedules using **Subscribe**. This lets you push every day's events to your smart phone or personal calendar.
8. You can get detailed reports by location, by gender, by level, etc. from the Advanced View.
9. You can get the latest complete schedules for any activity. Click on the schedule you want and then click View.

## NJSIAA ACADEMIC ELIGIBILITY

The New Jersey State Interscholastic Athletic Association Rules and Regulations regarding eligibility are mandatory.

A student entering 10th, 11th, or 12th grades will be required to achieve 30 credits in the year prior to participation in the first semester of a school year. To be eligible in the second semester, the student must have achieved 15 credits in the first semester of that year.

A 9th grade student will automatically be eligible in his/her first semester. To be eligible in the second semester he/she must have achieved one half of 30, or 15 credits for participation in spring activities.

These academic requirements will apply to all cheerleaders, student stat/managers, student trainers, and athletes. Additional information regarding eligibility can be obtained upon request from the athletic director or principal.

## HIGH SCHOOL ELIGIBILITY REQUIREMENTS

**FALL/WINTER** 9th Grade - All eligible. 10th/11th/12 Grade - 30 credits need to be earned from the previous school year.

**SPRING** 15 credits must be earned during the first semester by all grade levels.

## GENERAL INFORMATION

### ACADEMICS

Student athletes must always keep in mind that their first priority is their school work. Many studies show that athletes can maintain a high level of performance in the classroom and on the field if they make effective use of their unscheduled time. If students are having difficulty in a specific subject, they are encouraged to arrange time to meet with their classroom teacher to assist with the process.

### AGE ELIGIBILITY

You cannot participate if you have reached the age of 19 prior to September 1st of the current school year.

## STUDENT ATTENDANCE POLICY

All students are required to be in their appropriate class by the start of the class period. The bell marks the start of the class period. **Students who enter the classroom after the bell are considered late to class.** (See tardy procedures below.) At the start of every class the instructor is required to take attendance, note absences, and submit the information on PowerSchool.

### Excused/Unexcused Absence:

Teachers are to keep track of all student absences. For the purposes of monitoring attendance all absences are to be considered unexcused.

### Attendance Flag:

When a student reaches each of the following attendance flags, teachers must submit an email containing the student's name in the subject line to the appropriate attendance folder. (Attendance 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup>)

- 2<sup>nd</sup> absence in a 1.0 credit course
- 3<sup>rd</sup> absence in a 1.25 credit course
- 5<sup>th</sup> absence in a 2.5 credit course
- 9<sup>th</sup> and 15<sup>th</sup> absence in a 5.0 credit course

### Loss of Credit:

A student will receive no credit for the course, regardless of grades earned, if he/she is absent:

- 5 days or more in a 1.25 credit course
- 9 days or more in a 2.5 credit course
- 18 days or more in a 5.0 credit course

Loss of credit can be appealed to the Attendance Review Committee.

### Cut Policy

All teachers are to notify the attendance secretary or Assistant Principal's office immediately in the event of a suspected student cut. The teacher must submit a disciplinary referral on the student cut within one working day of the incident.

### **Cut** – Unauthorized absence in a class

#### **Infraction**

- 1<sup>st</sup> in a course
- 2<sup>nd</sup> in a course
- 3<sup>rd</sup> in a course

#### **Penalty**

- Administrative detention
- Two Administrative detentions
- Loss of credit

### **Student Tardiness Procedures**

Students who arrive late are missing valuable class time and are disrupting the learning of other students.

- Excessive tardiness may result in disciplinary action.
- A student who missed more than half a class period will have an absence recorded.
- Any student who arrives at school after the regular start time must report directly to the attendance office and check in with the attendance secretary in order to be admitted. The attendance office is located next to the main office. Students who arrive to school late will be provided with a pink pass from the attendance office. Failure to follow this procedure could result in disciplinary action.

All teachers are to require a tardy student to enter the classroom with a pass. If a tardy student does not have a pass, then he/she needs to obtain one. If he/she cannot obtain a pass, then he/she should be sent to the Assistant Principal's office.

## Grading

By the end of the marking period teachers should have recorded multiple grades using a variety of assessments. All instructors should check with their departmental supervisors in order to be sure to meet individual department grading requirements and standards. Instructors who are teaching individual sections of a multi-section course must use the same grading system.

### Grading System                      Quality Points

A+ = 95 - 100	4.5
A = 90 - 94	4.0
B+ = 85 - 89	3.5
B = 80 - 84	3.0
C+ = 75 - 79	2.5
C = 70 - 74	2.0
D+ = 65 - 69	1.5
D = 60 - 64	1.0
F = 40 - 59	0.0

<p>P = Passing or Satisfactory in Pass/Fail course U = Failing or Unsatisfactory in Pass/Fail course ME = Medical Excuse, Phys. Ed Only I= Incomplete, Becomes F after 10 school days W = Withdrew WP = Withdrew Passing WF = Withdrew Failing NG = No Grade, Phys. Ed. Only NC = No credit</p>
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Semester and final averages will be calculated using the following formulas:

#### Semester Course:

Marking Period	Weight of Grade
1	2/5
2	2/5
Final Exam	1/5

**Final Average:**  $(MP1 \text{ Grade} \times 2) + (MP2 \text{ Grade} \times 2) + \text{Final Exam Grade}$

#### Full Year Course:

Marking Period	Weight of Grade
1	2/10
2	2/10
Midterm Exam	1/10
3	2/10
4	2/10
Final Exam	1/10

**Final Average:**  $(MP1 \times 2) + (MP2 \times 2) + \text{Midterm Exam} + (MP3 \times 2) + (MP4 \times 2) + \text{Final Exam}$

#### Grade Weighting

Grade weighting will be in place for the upcoming school year. Honors courses will carry an additional weight of 0.5 and Advanced Placement courses will carry an additional weight of 1.0. Dual reporting of current (non-weighted) and weighted GPA will be posted on the student transcript. For the students enrolled at Governor Livingston in September of 2012, the application of this weighted system will impact any Honors or AP course already completed at Governor Livingston as well as any course taken in the future. The weighted GPA is calculated after completion of each course and reflected only in the GPA average reported on the transcript.

#### Academic Integrity

Academic integrity is founded upon the values of personal honesty and ethical behavior. It involves the honest presentation of one's own work and the responsible, cited use of the work, words, or ideas of others. Any attempt to obtain credit for work done by another constitutes academic dishonesty, is not honorable, and will

not be tolerated at Governor Livingston High School. This includes, but is not limited to, cheating on tests (including midterm or final exams), copying the work of others, falsification of data, and failure to properly cite the works, words, or ideas of others. When a student participates in academic dishonesty:

- 1) The student will receive a zero as a grade
- 2) The parent/ guardian will be notified
- 3) The Supervisor and Assistant Principal will be notified
- 4) The student may be excluded from Honor Societies.
- 5) The student may be subject to disciplinary action.

Governor Livingston High School reserves the right to verify student work electronically using online plagiarism prevention programs and databases. Each department may also enforce subject specific integrity standards that will be disclosed at the start of the academic year.

### Student Conduct

Each teacher/coach has a responsibility to the particular students assigned to him/her as well as to the student body in general. While instructional responsibilities relate directly to one's assigned students, each teacher/coach also bears a responsibility for discipline within the building that must be discharged as part of the Governor Livingston High School team. In effect, proper student conduct is everyone's job. Therefore, each staff member must bear in mind that they are responsible for following and enforcing all of the rules and procedures set forth in the student and faculty handbooks. Be alert to students passing through the corridors, in the cafeteria, home athletic events, bus transportation and away athletic events and attending school functions. Take the initiative in handling improper behavior. Alert and consistent action by all of the faculty, coaches and staff will ensure a positive environment for students and staff alike.

### Classroom Management and Practice Arena Management

Classroom management is a basic responsibility of every teacher/coach. The development and maintenance of good classroom and practice discipline is critical to the success of both student and teacher. The development of mature, responsible, and self-governing individuals is the unstated goal of every curriculum and athletic season of the school. The teacher/coach is the primary force for the development of these traits for the student while they are at GLHS.

### Developing Good Classroom and Practice Arena Management

Good classroom and practice arena management exists if the students are engaged in an orderly pursuit of learning and the occasional disturbances that arise are handled in an effective and professional manner. A general set of guidelines that are helpful in creating effective classroom and practice arena discipline is as follows:

- Set forth only a few rules. Make sure these rules are appropriate and clearly stated, and enforced in a calm and discrete manner.
- Be consistent and impartial. It should not matter "who" does it, it only matters "what" is done and under what circumstances it happened.
- Avoid arguments with a student. Enforce the rules in a dispassionate manner.
- Certainty of consequence is more important than severity.
- Expect excellent behavior from the first day and encourage it by providing challenging and meaningful classroom experiences. It is better to be strict with new groups in the beginning.
- Be friendly with your students but always maintain a professional relationship.
- Give attention to detail. Stopping the little things goes a long way to stopping the big things.
- Avoid threats that you cannot carry out.
- Acknowledge errors. Admitting fallibility gives you credibility.
- Avoid disciplining the entire class for the action of an individual.
- It is always best for the teacher/coach to handle problems in class his/her self. If a child is sent out of class or practice, be sure it is for a very serious breach of student conduct. Keep in mind that sending a child out of class has the potential to create a situation in which a child will deliberately act out in order to get out of class. In this case poor behavior is being rewarded.
- If a child is sent out of class or practice, the teacher must call that child's parent before leaving for the day. Call home or work, if necessary. The best defense is a good offense and parents are still the most effective "behavior modifiers".

If a student behaves improperly, take these steps:

1. Apply appropriate classroom and practice correction.
2. Hold a private conference with the student.

3. **Apprise parents of the problem by telephone. Be sure to keep your own written log or record of all parent contacts.**
4. **If you choose to contact a parent via letter or e-mail, be sure that the content is professional, constructive, and positive in tone. When in doubt, show the communication to an administrator.**
5. Consult the student's counselor and other teachers for insights or advice.
6. **Hold a private conference with the parents.**
7. Consult the assistant principal and/or Director of Health, Physical Education and Athletics.
8. Apply resulting strategies.
9. Refer student to the Assistant Principal and/or Director of Health, Physical Education and Athletics.
10. Make yourself available for consultation and conferences.
11. Assist in the implementation of disciplinary measures.

If the 9<sup>th</sup> step in this process is reached, the teacher/coach must be prepared to document his/her efforts to assist the administrator working with them. In most cases, the 3<sup>rd</sup> or 6<sup>th</sup> steps are usually the terminal ones as most parents are typically very supportive if you involve them in the early stages. It is also helpful to inform parents of the positive actions of their student.

Avoid:

- Physical contact unless protecting a student from harm in an emergency situation.
- Purchasing anything from a student regardless of how attractive the deal sounds, unless it is a school fundraiser.
- Lending money to students. If they claim to be short for lunch direct them to the main office.
- Excusing a student from another instructor's/coach's class or practice. If an unavoidable delay takes place, contact the next teacher/coach via phone.
- Discussing your personal life with students or using personal incidents as classroom examples.
- Socializing or fraternizing with students after school hours.
- Disagreeing with professional colleagues or school policy in front of students.
- Discussing one student with another.
- Transporting students in your car, without following Board of Ed policy.
- Encouraging or allowing students to call you by your first name.

#### Levels of Discipline

**Teacher Detention:** The first level of discipline. For infractions of classroom rules, teachers should have students report to them before or after school. The length of the detention is determined by the teacher, it can be anywhere from 5 minutes to 45 minutes in length.

**Office Detention:** For minor infractions of the code-of- conduct and repeated violations of class rules. Office detentions are assigned by the Assistant Principals.

#### **Procedure:**

- Held Tuesday - Thursday from 3:00 to 3:45 in Room 119 (located on the main hall).
- Each teacher monitors one to two detentions per school year.
- Prior to the detention the teacher will receive a sign-in sheet in their mailbox.
- Students entering the room will sign-in on the sheet.
- Students are allowed to work or read quietly.
- There is no talking, sleeping, or listening to headsets.
- If a student violates these rules they are to be removed from the detention. The teacher will submit a disciplinary referral to the AP office by the next day.
- The sign-in sheet is to be returned to the AP office at the end of the Detention period.
- If there are no students assigned to OD on the given day, teachers should still report until 3:15.

**Restricted Lunch:** For repeated or more serious violations of the student code of conduct or inappropriate lunch time behavior. Students assigned to restricted lunch must report to the assigned classroom by 11:00 and remain for the duration of the lunch period.

**Administrative Detention:** For gross or repeated violations of the code of conduct. Administrative Detentions are assigned by the Assistant Principals.

#### Procedure:

- Held on Wednesday afternoons from 3:00 to 6:00 in room 119.

- Teachers interested in monitoring Administrative Detention must submit their names for board approval. Administrative Detention teachers are compensated as per 'Schedule E' of the contract.
- Prior to the Administrative Detention, the teachers will receive a copy of the Administrative Detention list.
- Teachers should have each student sign-in by both signing and printing his/her name on a sign-in sheet.
- If a student's name is not on the Administrative detention list, they will be allowed to stay and receive credit for the detention if they have signed in.
- Students must sit quietly. They may read or do work. They may not sleep, wear hats or hoods, put their heads on the desk, talk, or listen to headphones.
- Students who do not follow detention rules may be removed at the discretion of the Administrative Detention teacher.
- If a student is removed, the teacher should call home to notify the parents of removal.
- The Administrative Detention teacher must return the Administrative Detention sign-in sheet to the Assistant Principal's office by the start of the next school day.

#### Suspension:

Any pupil who is guilty of continued and willful disobedience, or of open defiance of authority of any teacher or person having authority over him, or the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Berkeley Heights Board of Education, acting upon the recommendation of the administration. Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils, shall cause a pupil to be suspended upon the first offense. Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work, incomplete assignments will result in a grade of zero. Students will not be readmitted without a parent/guardian conference.

## **ATTENDANCE ELIGIBILITY**

In order for a student to participate in a scheduled athletic event, practice or school function, he/she must be in school on the day of the event or the last day of school prior to a Saturday event by 7:35 AM. Excuse from a doctor or prior written approval from the athletic director or administration are the only **VALID** excuses. Excessive absenteeism, tardiness and cutting classes will not be tolerated. These offenses justify removal from a team with the consent of the athletic director.

### **Harassment, Intimidation and Bullying (BP- 5512.01)**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation or bullying.

#### ***Definition***

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incident (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

### ***Harassment, Intimidation, and Bullying Reporting Procedure***

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in the Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provision of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

### ***Expected Behavior***

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. A student who believes that he/she is subject to harassment, intimidation, or bullying should report it immediately to an adult in authority and not respond in a way that will make the situation worse, either verbally or physically.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in

the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measure as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

***Berkeley Heights Board of Education Substance Abuses Policy:***

**5133 SUBSTANCE ABUSES**

The Berkeley Heights Board of Education recognizes that the misuse of drugs by any student seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug, substance, and alcohol abuse and the rehabilitation of drug, substance, and alcohol users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

Board drug policies and implementation procedures shall be reviewed and evaluated annually in consultation with members of the:

1. Berkeley Heights CORE Teams
2. Administrative Council
3. The County Prosecutor's Office; and
4. Municipal Alliance (Representative Community/Board members)
5. Drug Free Schools Committee

Input from the above groups will be utilized to determine the effectiveness of policies and procedures and in the determination to continue and/or modify programs, policies and procedures.

The drug, substance, and alcohol policies and procedures will be distributed annually to staff, students, and parent/guardians in the form of printed or online materials such as staff/student/parent handbooks.

Each principal/or their designee will report each Substance abuse incident to the Superintendent as delineated in the policy and procedures as set forth below. With the assistance of the referring staff member, the Superintendent will review and compile all data necessary to complete the Violence, Vandalism and Substance Abuse Incident Report for transmittal to the County and State Department of Education.

For the purposes of this policy the following terms are defined as follows:

**Substances** means alcoholic beverages, controlled dangerous substances, anabolic steroids, over the counter or prescription medications, or any chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at [N.J.S.A. 2C:35-10.4](#).

**Drug Paraphernalia** means all equipment, products and material of any kind which are used or intended for use in processing, preparing, packaging, repacking, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance, controlled substance analog or toxic chemical in violation of [N.J.S.A. 2C:35-1](#) *et seq.*

**Substance Abuse** means the consumption or use of any drug for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. [N.J.S.A. 18A:40A-9](#)

The Board prohibits the use, possession, and/or distribution of any Substance on school

premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by the Board. Students suspected of being under the influence of Substance will be identified, evaluated, and reported in accordance with law. A student who uses, possesses, distributes or is under the influence of any Substances, on school premises, at any event away from the school premises that is sponsored by the Board, or on any transportation vehicle provided by the Board, will be subject to discipline, which will be graded to the severity of the offense and shall include suspension, expulsion and/or exclusion from school activities. The student may be reported to appropriate law enforcement personnel and the CORE Team. Incidents of drug involvement will also be reported to the Commissioner on the state-approved form.

The Board will enforce the laws of New Jersey requiring a program of Substance education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades kindergarten through 12. Substance education shall be integrated with the health curriculum.

All professional staff members and any other employees of the school district including, but not limited to, teaching staff members and coaches shall be alert to signs of Substance use by students and shall respond to those signs in accordance with procedures established by the Superintendent. The Board will provide in-service training to assist teaching staff members in identifying the symptoms and behavioral patterns which might indicate that a student may be involved with Substances, in applying appropriate intervention strategies, in teaching students about the consequences of Substance use, and in helping students with Substance-related problems in a program of rehabilitation and/or through the CORE Team.

The Board directs the establishment of a Student Assistance Program which provides counseling for students affected by their own and/or family Substance abuse, referral to outside agencies, and aftercare support for students returning from treatment. The Board also directs the establishment of a CORE Team at both the high school and middle school. This interdisciplinary team meets on a regular basis to make decisions about students who have been referred to them due to possible Substance use and abuse. The goal is to facilitate early identification of students with Substance abuse problems and to provide assistance to them and their parents. The team provides the school with viable intervention strategies and possible treatment referrals.

In accordance with Board policy, the following procedures are established for:

- I. Substance Education
- II. The Identification of Pupils Involved with Substances
- III. Possession of Substances or Drug Paraphernalia
- IV. Reporting and Evaluation and Treatment of Pupils Under the Influence of Substances Other Than Anabolic Steroids
- V. Procedures to be Followed if Screening Results are Positive
- VI. Procedures to be Followed if Screening Results are Negative
- VII. Identification of Students Who Possess and/or Distribute Substances
- VIII. Procedure for Students who are Recommended for a Substance/Alcohol Assessment and/or Treatment Program
- IX. Reporting and Examination of Students under the Influence of Anabolic Steroids
- X. Students Returning from Treatment
- XI. Voluntary Student Request for Assistance
- XII. Family Services
- XIII. Expense of Counseling and Treatment Programs
- XIV. Legal Liability of School and Medical Personnel

XV. Outreach to Parents

XVI. Law Enforcement

XVII. Athletics

XVIII. Confidentiality

XIX. Failure to Comply

**Note:** For the purpose of this document extra-curricular activities include all school sponsored activities.

## **I. SUBSTANCE EDUCATION**

A. Teachers shall be guided by the Substance education program approved by the Board of Education as part of the health education curriculum in accordance with State Board rules and Department of Education guidelines. Substance education in the elementary grades will be appropriate to the age and maturity of students. Substance education in grades 6-12 will be conducted for no fewer than ten hours per school year.

B. Teachers, administrators, parents/guardians and/or community members will be requested to evaluate the Substance education program consistent with the district curriculum review schedule (every 5 years).

C. Efforts to determine and address the underlying causes of Substance abuse within the school environment will be encouraged.

## **II. IDENTIFICATION OF STUDENTS INVOLVED WITH SUBSTANCES**

A. A student is "involved with Substances" when he or she uses or is in possession of Substances or Drug Paraphernalia. A suspicion or determination that a student is involved with Substances does not depend on a finding that he/she is under the influence of a Substance or possesses or distributes a Substance on school premises.

B. Any educational or other professional staff members will be alert to the signs of a student's involvement with Substances; impaired health or fatigue; excessive truancy or tardiness; decline in academic performance; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks, a change in attitude, personality, temperament, appearance or peer groups; mental confusion; resorting to excuses and rationalization.

## **III. POSSESSION OF SUBSTANCES OR DRUG PARAPHERNALIA**

A. A student is in possession of Drug Paraphernalia if they are found to have devices, cartridges, oils or containers intended for storage purposes or for consumption, or other items deemed to be possessed for the facilitation of Substance use.

B. Any Substance use or Drug Paraphernalia possession will result in an automatic Substance and alcohol assessment at the district's expense.

a. If any student refuses or does not go for an assessment within two (2) hours of the district's request, it will be considered a positive test result and a referral will be made to the CORE team. This referral may result in a full Substance and alcohol screening requirement. Failure to comply may result in a Division of Child Protection and Permanency notification.

b. If such student is over 18 years of age, assessment results must be given to the high school administration within two (2) school days of the results being provided. If results are not given to the district, a formal complaint may be filed with the police.

## **IV. EVALUATION AND REMEDIATION/TREATMENT OF STUDENTS UNDER THE INFLUENCE OF SUBSTANCES OTHER THAN ANABOLIC STEROIDS**

A. A student is under the influence of Substances other than anabolic steroids when he or she is observed in the use of Substances other than anabolic steroids or exhibits physical and/or behavioral characteristics that indicate Substance use (other than anabolic steroids) including alcohol intoxication. If the student is using and/or in possession of a Substance other than anabolic steroids, the student will receive consequences for both the Substance (other than anabolic steroids) use and possession.

Physical and behavioral signs that may indicate Substance use other than anabolic steroids include, but are not limited to the following:

- Altered, rapid, slurred or incoherent speech
- Glassy, bloodshot eyes
- Dilated or constricted pupils
- Unusual, erratic behavior
- Drowsiness or inability to stay awake
- Lack of coordination
- Loss of fine motor skills
- Delayed reaction, disorientation
- Muscle twitches or tremors
- Odor of alcohol, marijuana, etc., emitting from the student's breath or body
- Sudden weight fluctuation
- Significant mood and/or behavior changes
- Decline in academic performance

B. Any educational staff member or other professional of the school district to whom it appears that a student may be currently under the influence of Substances other than anabolic steroids, shall report the matter as soon as possible to the principal or, in her/his absence to her/his designee and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator. [N.J.A.C. 6A:16-4.3](#)

C. In instances where the principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the principal's designee shall be the staff member responsible for the school function. [N.J.A.C. 6A:16-4.3\(a\)\(1\)\(ii\)](#).

D. The principal or her/his designee shall immediately notify the parent or guardian and the Superintendent of Schools, and arrange for an immediate examination of the student by a physician selected by the parent or guardian, or if that physician is not immediately available, by the school physician, if he/she is available. If a physician or school physician is not immediately available, the student shall be taken by a parent or guardian to the emergency room of the nearest hospital for examination. The student shall be examined as soon as possible for the purpose of diagnosing whether or not the student is under such influence. "Immediate" shall be defined as two (2) hours following the initial report that a student may be under the influence of a Substance. If a parent is not available, authorities may be contacted to transport the student to the hospital for a test.

E. When the medical examination is conducted by a physician selected by the parent the examination shall be at the expense of the parent and shall **not** be at the expense of the Board of Education.

F. The examination may be performed by the contracting physician in which a physical examination and an immunoassay Substance screen will be given. A monitored urine screening and chain of custody will be followed to ensure test validity.

G. The medical examination shall include at the minimum the following:

- examination by a physician
- monitored urine screening and chain of custody
- any additional medical test deemed necessary by the physician
- a note indicating the student is/is not physically and mentally able to return to school. (See addendum)

H. The district may require testing for Substances indicated by the district physician.

Since Substance preferences change over time, the administrators, the Student Assistance Counselor and the CORE Team will make recommendations for adding or deleting Substances from the above list.

Based on the recommendation, the Superintendent will determine what Substances are appropriate for testing.

I. the student, and the principal by the examining physician within 24 hours. [N.J.S.A. 18A:40A-12](#); [N.J.A.C. 6A:16-4.3\(a\)\(8\)](#)

J. The principal or the principal's designee may inspect the student's locker or other storage facility provided to the student to protect this student and all other students from possible ingestion of any harmful substance per United States Supreme Court in [New Jersey vs. T.L.O.](#) 469 U.S. 325 (1985). Students shall be informed in writing at the beginning of each school year that such inspections may occur.

## V. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE POSITIVE

A. Results are considered positive when:

- a positive diagnosis is obtained;
- a negative diagnosis indicating an atypical specimen resulting from water dilution or other tampering is received from the laboratory;
- student refuses to give a urine sample; or
- student does not give a urine sample within the two-hour time allotment following the report of possible substance use.

B. If there is a positive determination from the medical examination indicating that the student's Substance use interferes with his or her physical or mental ability to perform in school:

- The student shall be returned to the care of his or her parents as soon as possible;
- Attendance at school shall not resume until a written report has been submitted to the parent, the principal, and the chief school administrator from an appropriately licensed physician verifying that the student's Substance use no longer interferes with his or her physical and mental ability to perform in school;
- The Student Assistance Counselor will contact the student and parents/guardians, conduct an investigation for the purpose of assessing the student's need for educational programs, supportive services or treatment which extends beyond the general school program and refer the student to an outside state-approved facility for a Substance assessment; and
- Local law enforcement officers may be notified.

C. The consequences for positive test results of Substance use are outlined below:

Any student for whom there is a positive diagnosis from the medical examination indicating that the student was under the influence of Substances in school or at a school function will be subject to the following:

- 1<sup>st</sup> offense**
- parent/guardian meeting with administration
  - a four (4) day out-of-school suspension
  - followed by seven (7) calendar days exclusion from extracurricular activities

- 2<sup>nd</sup> offense**
- parent/guardian meeting with administration
  - a ten (10) day out-of-school suspension followed by 28 calendar days exclusion from participation in extra-curricular activities

- 3<sup>rd</sup> offense**
- parent/guardian meeting with administration
  - a ten (10) day out-of school suspension
  - followed by 45 school calendar days exclusion from participation in/attendance at extra-curricular activities possible expulsion from school or alternate educational setting

**NOTE:** *Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. Notifications to the extra-curricular programs will be made by the School Administrators.*

## **VI. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE NEGATIVE**

A. The student whose screening results are negative may return to school and continue in his/her regular program. However, the Board understands that the written report of a physician is merely to document whether the student must be kept out of school for medical reasons. It does not prohibit the Board from taking disciplinary action against a student who has violated a school policy by using or consuming Substances on school property. Thus after completion of the screening, the principal and the CORE team shall review these findings and recommend appropriate action.

## **VII. IDENTIFICATION AND REMEDIATION OF PUPILS WHO POSSESS AND/OR DISTRIBUTE SUBSTANCES**

A. In the event that there is a suspicion of Substance or Drug Paraphernalia possession, a student's person, belongings, and school storage places will be searched. The principal or designee conducting the search shall confiscate as evidence any drug Substance or Drug Paraphernalia found in the student's possession. Such evidence shall be sealed in an appropriate container, labeled with the date, name of the student, and the name of the school official who conducted the search. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer from whom the school official shall obtain a receipt.

B. A student found to have possessed or distributed Substance in violation of law and Board policy will be reported to the principal or his/her designee, the CORE Team, Child Study Team when appropriate, Student Assistance Counselor, and appropriate law enforcement officers, and is subject to discipline in accordance with this policy.

C. Since the Board believes that a student who possesses and/or distributes such Substances is likely using the drugs, the school will require an assessment for the purpose of determining the extent of the pupil's Substance use and its effect on his/her school performance.

Penalties will be imposed depending on whether the student is considered to be in possession (for personal use), is found to have distributed, or has intentions of distributing Substances.

A formal complaint may be filed with law enforcement.

D. School related consequences for the possession of Substances

**1<sup>st</sup> offense** - parent/guardian meeting with administration - a four (4) day out-of-school suspension  
- followed by seven (7) calendar days exclusion from extra-curricular activities

**2<sup>nd</sup> offense** - parent/guardian meeting with administration  
- a ten (10) day out-of-school suspension

- followed by 28 calendar days exclusion from extra-curricular activities

**3<sup>rd</sup> offense**

- parent/guardian meeting with administration
- a ten (10) day out-of-school suspension
- followed by 45 calendar days exclusion from extra-curricular activities
- and possible expulsion from school

#### E. Penalties for distribution of Substances

- 1<sup>st</sup> offense**
- parent/guardian meeting with administration
  - a ten (10) day out-of school suspension
  - followed by 45 calendar days exclusion from participation in extra-curricular activities

- 2<sup>nd</sup> offense**
- parent/guardian meeting with administration
  - a ten (10) day out-of school suspension
  - possible expulsion from school

**NOTE:** *Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. Notifications to the extra-curricular programs will be made by the School Administrators.*

**VIII. PROCEDURE FOR STUDENTS WHO ARE RECOMMENDED FOR A SUBSTANCE ASSESSMENT AND/OR TREATMENT PROGRAM**

A. The student will be referred to an outside resource recommended by the State Department of Health for a Substance assessment and urinalysis.

B. The student/parent/guardian may be required to give written permission for the CORE Team records to be released to the treatment facility.

C. Following the diagnostic assessment, the facility will send a written report outlining findings and therapeutic recommendations to the student assistance counselor. This report is CONFIDENTIAL and shall not be part of a student's permanent school record. The results and recommendations shall be shared with the building principal and the CORE Team.

D. Failure of the parent/guardian/student to comply with the CORE Team's recommendation regarding the Substance assessment and/or treatment, will result in a report being sent to the Department of Child Protection and Permanency.

The student assistance counselor will monitor progress and behavior of students enrolled in an approved treatment program. Students may continue to attend school as long as participation in a treatment program can be documented. Parents/guardians will sign a confidential release so that the school and treatment program may communicate about a student's progress without breaching confidentiality.

E. If the student/parent/guardian disagrees with the facility recommendations, the student may receive another assessment. However, information gathered from the original assessment will be communicated through the release of information process.

F. When a professional evaluation suggests that a student is experimenting but not chemically abusing or dependent, it will be recommended that the student participate in follow up counseling sessions.

G. If a student leaves a treatment program before completion, he/she will be suspended from school until such time as he/she receives a new Substance assessment and is enrolled in a program. Previous treatment and school records must be released to the agency completing the assessment. If the student complies with these requirements, he/she will be allowed to re-enter school. If the student is a classified student, he/she shall be placed in an alternative educational setting for no more than 45 days that shall be determined by the IEP Team.

## **IX. REPORTING AND EXAMINATION OF STUDENTS UNDER THE INFLUENCE OF ANABOLIC STEROIDS**

A. Any teaching staff member who has reason to believe that a student has used or may be using anabolic steroids shall report the matter as soon as possible to the principal or the principal's designee and either the certified or non-certified school nurse, the school physician, or the Substance Awareness Coordinator.

B. The principal or his or her designee shall immediately notify the student's parent and the Superintendent.

The principal shall arrange for the immediate examination, defined as within two (2) hours, of the student by a physician selected by the parent.

If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or another physician identified by the principal. [N.J.A.C. 6A:16-4.3\(b\)\(2\)](#)

C. The student shall be examined within two hours for the purpose of diagnosing whether or not he or she has been using anabolic steroids. A written report of the examination of the student shall be furnished by the examining physician to the student's parent/guardian, and to the school nurse.

D. If it is determined that the pupil has been using anabolic steroids, the school physician shall refer the pupil to the student assistance counselor. The student will then be referred to an appropriate treatment program approved by the Commissioner of Health. The appropriate law enforcement officials will be contacted.

## **X. STUDENTS RETURNING FROM TREATMENT**

A. Students enrolled in inpatient treatment facilities who are absent from school for an extended period of time will be readmitted to school only upon the school's receipt of a written recommendation from the treatment program. The absences will be considered in the same manner as an extended illness. A re-entry conference will be held with the principal (or her/his designee) and the student assistance counselor.

B. All students who have been in an inpatient Substance treatment program must follow the recommendations of the discharging facility upon re-entry to school. The school will develop and conduct a program for students returning from treatment.

The student assistance counselor will work closely with students on an individual and/or group basis.

However, the school-based student assistance program is not a substitute for an aftercare program at a state-approved facility.

C. Concerns about the student's relapse to Substance use shall be dealt with in the same manner as any other student suspected of being under the influence, outlined elsewhere in these procedures.

## **XI. VOLUNTARY STUDENT REQUEST FOR ASSISTANCE**

Whenever a student voluntarily seeks help for a Substance use pattern through a staff member, the staff member shall:

1. Reinforce the student's actions by expressing approval of a decision to seek help and indicate concern for the student.
2. Indicate at the beginning of the conference that what is told to the student assistance counselor which relates to the request for assistance shall be kept confidential consistent with State and Federal Law.
3. Offer immediate help to the student through the office of the Student Assistance Counselor.
4. If the student is reluctant to go to the student assistance counselor alone, the staff member shall offer to go with the student to the student assistance counselor's office and attend the initial conference with the individual and the student assistance counselor, if possible and appropriate. All students are eligible for services through the student assistance program.

## **XII. FAMILY SERVICES**

In the case of a family seeking help for a Substance dependent/abuser student, the student assistance counselor shall be active in the intervention process. The following options may be considered:

1. The CORE Team may obtain behavior referral sheets from the student's teachers and guidance counselor.
2. The established procedure for processing referrals to the CORE Team may be followed.

## **XIII. EXPENSE OF COUNSELING AND TREATMENT PROGRAMS**

All Substance assessments, counseling and treatment programs not provided by staff members of the district recommended under the district policy shall be at the sole cost and expense of the parent/guardian and not be paid in whole or in part by the Board of Education.

## **XIV. LEGAL LIABILITY OF SCHOOL AND MEDICAL PERSONNEL**

Any staff member (including a Substance Awareness Coordinator, any school nurse or other educational personnel, medical inspector, examiner, who complies with the procedures delineated herein and, in good faith, reports a student to the principal or the principal's designee, shall not be liable in civil damages as a result of their compliance. [N.J.S.A. 18A:40A-1, 13-14](#) *et. seq.*

## **XV. OUTREACH TO PARENTS**

A. All parents of students whose assessment results are positive will be referred to assistance programs, which are to be included on the district website.

B. The parents/guardians' outreach program will include:

1. Recommendations as to the ways in which parents/guardians may enhance, reinforce, and supplement Substance abuse instruction;
2. Information on the pharmacology, physiology, psychosocial, and legal aspects of Substance abuse;
3. Instruction in the identification of the symptoms and behavioral patterns that might indicate a Substance abuser;
4. Information on the state and local organizations available to assist in the prevention of Substance abuse and the early intervention, treatment and rehabilitation of Substance abusers;

## **XVI. LAW ENFORCEMENT**

Pursuant to [N.J.A.C. 6A:16-6.1](#) *et seq.*, the Board will develop procedures for cooperating with law enforcement drug operations and activities on or near school property. The Superintendent shall annually designate a liaison person or persons to the law enforcement agencies concerned with the enforcement of drug laws and prescribe the role and responsibilities of such liaison person or persons.

## **XVII. ATHLETICS**

The Berkeley Heights School District is a member of the New Jersey State Interscholastic Athletic Association ("NJSIAA"). As a member of this agency, we are obliged to comply with all regulations concerning Substance abuse. It is the responsibility of the school district to inform the student athlete and his/her parents of NJSIAA regulations.

## **XVIII. CONFIDENTIALITY**

Reporting procedures for the Student Assistance Counselor and the Core Team will be in compliance with State and Federal Regulations governing confidentiality. Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in possession of a Substance-abuse counseling or treatment program including, but not limited to, the district's own Substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. [N.J.S.A. 18A:40A-7.1](#) and [N.J.S.A. 18A:40A;-7.2](#); [N.J.A.C. 6A:16--6.5](#); [42 CFR 2](#)

## **XIX. FAILURE TO COMPLY**

If the parent/guardian refuses to allow a medical examination of his/her child, in accordance with the procedures described herein, such refusal will be interpreted as a violation of this policy. Additionally, a report will be made to the Division of Child Protection and Permanency (DCPP).

Date Adopted: June 9, 1975

Date Revised: June 9, 1987

September 15, 1987 (implemented September 16, 1987)

February 21, 1990 December 17, 1991 August 21, 1993 May 17, 2001 September 10, 2009

Current update: September 13, 2018

## **PARTICIPATION FORMS**

Instructions for Sports Registration for the 2018-2019 School Year: Information for any student interested in participating in sports during the 2018-2019 school year:  
Sports registration forms/physical forms are now available  
Look for Quick Link on the GL web page or go to the GL Athletics web page  
Click on Sports Registration Packet.

**Instructions for student athletes participating in their FIRST SPORT during the 2018-2019 school year.**

**Registration submission deadlines are as follows:**

- **2018 Fall Sport Physicals are due on Friday, July 27, 2018**
- **2018-2019 Winter Sport Physicals are due on Friday, October 12, 2018**
- **2019 Spring Sports Physicals are due on Friday, February 1, 2019**

**Medicals forms still need to be completed and returned to the Nurse's Office at the High School- BY THE POSTED DUE DATE because of the requirement for the Doctor's clearance signature.**

- **Complete the Registration Form Online.**
  - **Complete all sections below.**
  - **Select all sports in which the student athlete plans to participate during the 2018-2019 school year.**
- **Complete and submit the New Jersey Preparticipation Physical Evaluation (PPE) Print from website.**
  - **History Form- completed by parents/guardians.**
  - **The Athlete With Special Needs: Supplemental History Form- completed by parents/guardians, even if student athlete does not have special needs.**
    - **All YES answers on the History Form must be explained.**
    - **All cardiac history or testing (ECG, EKG, Echocardiogram, etc.) noted on the History Form requires cardiac clearance by the student athlete's doctor.**
    - **If the student athlete requires emergency medication (EpiPen or inhaler), forms including permission for self-administration, completed by the private physician are required. Any student requiring medication must submit the appropriate paperwork to the Health Office prior to the start of preseason.**  
**Medication forms:**
      - Medication Policy
      - Medication Authorization Form
      - Asthma Information Parent Tool
      - Asthma Action Plan
      - EpiPen Packet
  - **Physical Examination Form- completed by student athlete's doctor, who has completed the Cardiac Module.**

- Clearance Form- The required PPE must be conducted within 365 days prior to the first official practice in an athletic season.
  - The school Physician provides sports physicals in school during the month of MAY only.
  - Scholastic Student Athlete Safety Act states that prior to participation on a school-sponsored interscholastic athletic team or squad, each student athlete in grades six through 12 must present a completed PPE form. The required PPE must be conducted within 365 days prior to the first official practice in an athletic season. There can be no exceptions.
  - The Board of Education Physician must approve the PPE performed by a private doctor after it is submitted to the Health Office before the student will receive final clearance to participate. This process that can take up to 10 days. All students must submit a one-time per school year Activity Participation fee of \$150.00 for all athletics. All payments can be made online at the [www.payforit.net](http://www.payforit.net) website. Please register for the website; you will need your student's PowerSchool student ID number. This number can be found by clicking in the the Demographic Update" page in the parent portal of PowerSchool. You will see the following: Name (last, first, MI) then the student ID number. Pay For It will be available after July 1, 2017, for the 2017-2018 school year. (All Magnet School Students will need to submit a check for the participation fee of \$150.00 to the Berkeley Heights Board of Education Business Office). \* The fee is subject to change pending the outcome of the budget process and formal BOE approval.
- Pay the Activity Fee. [www.payforit.net](http://www.payforit.net)
  - All student athletes must submit a once per school year Pay to Participate fee of \$150.00. Payments can be made online at after July 10, 2018, for the 2018-2019 school year.
  - To register on the website you will need your student's PowerSchool student ID number found by clicking into the Demographic Update page in the parent portal of PowerSchool. Following Name (last, first MI) you will find the student ID number. \* \$150 fee is subject to change pending outcome of budget process and formal BOE approval.
- Parents/Guardians will receive an electronic notification from FormReLeaf when a student athlete is cleared and placed on a sports team roster to participate/play.

Instructions for student athletes participating in the SECOND AND/OR THIRD SPORT during the 2018-2019 school year whose physical was conducted within 365 days prior to the first official tryout in the athletic season.

Form submission deadlines: Winter - Friday, October 12 2018; Spring - Friday, February 1, 2019.

- Complete the NJ Health History Update Questionnaire and return it to the Health Office – Print:

<http://www.state.nj.us/education/students/safety/health/records/HealthHistoryUpdate.pdf>

- **Important Note: If the student athlete's physical was conducted more than 365 days prior to the first official tryout in the athletic season then a new 4 page Preparticipation Physical Evaluation is required before the form submission deadline (see instructions above).**

If you have any questions, please do not hesitate to call the Health Office.

Thank you,

Jeanne Ringwood, RN, CSN, MA

Governor Livingston High School

175 Watchung Boulevard

Berkeley Heights, NJ 07922

(908) 464-3100 ext. 2530

## **ATHLETIC PHYSICALS DEADLINE MUST BE ADHERED TO BY STUDENT ATHLETES AND PARENTS/GUARDIANS**

In order to be eligible to participate in any interscholastic sport, a student must have a physical examination by their medical home, nurse practitioner, or physician's assistant within 365 days prior to the first practice session. The School Medical Inspector must certify the student's fitness to participate.

Students participating in two or three consecutive sports seasons, who have suffered no injury or illness during a specific sport season or seasons, will need to take only one physical examination. The School Medical Inspector or his/her designee, however, will be required to certify to each candidate's fitness to participate in subsequent sports seasons by way of a Health History Questionnaire Form. Forms can be found on Athletics webpage under the link Files Forms and Procedures.

### **NJSIAA STEROID TESTING POLICY**

In accordance with Executive Order 72, issued by the Governor of the State of New Jersey, Richard J. Codey, on December 20, 2005, the NJSIAA will test a random selection of student athletes, who have qualified, as individuals or as members of a team, for state championship competition.

1. General prohibition against performance enhancing drugs.
  - A. It shall be considered a violation of the NJSIAA's sportsmanship rule for any student-athlete to possess, ingest, or otherwise use any substance on the list of banned substances, without a written prescription by a fully licensed physician, as recognized by the American Medical Association to treat a medical condition.
  - B. Violations found as a result of NJSIAA's testing shall be penalized in accordance with this policy.
  - C. Violations found as a member school testing shall be penalized in accordance with the school's policy.
2. List of banned substances:

A list of banned substances shall be prepared annually by the Medical Advisory Committee, and approved by the Executive Committee. (See list on athletic web page).
3. Parent/Student Consent form:

Before participating in interscholastic sports, the student-athlete and the student-athlete's parent or guardian shall consent, in writing, to random testing by signing the Unified Form in accordance with this policy. A failure to sign the Unified Consent Form renders the student-athlete ineligible.

4. Selection of athletes to be tested:
  - A. Tested athletes will be selected randomly from all of those athletes participating in championship competition.
  - B. Sixty percent of all tests shall be from football, wrestling, track & field, swimming, lacrosse, and baseball. The remaining forty percent of all tests shall be from all other NJSIAA sports.
5. Administration of tests:

Tests shall be administered by a certified laboratory, selected by the Executive Director and approved by the Executive Committee.

## **TRY-OUT PERIOD**

The first day of practice (try-outs) is made known to the athlete at a pre-season meeting or as in the case of **Fall** sports, through written coaches' correspondence and posting on BHPSNJ site. The athlete will be evaluated through try-outs for six days once practice begins (exception see note below Winter). If student-athlete shows up late and is ill, injured or for no legitimate reason, he/she will be evaluated based on a minimum of three days. (Only practice days count toward a try-out period. At no time, will scrimmages or games count towards practice days).

**NOTE: PLAYERS CANNOT PARTICIPATE IN SCRIMMAGE/GAMES UNTIL SIX DAYS OF PRACTICE HAVE BEEN COMPLETED FOR ANY SEASON.**

**NOTE: WINTER TRYOUTS PERIOD WILL BE THE MONDAY, TUESDAY AND WEDNESDAY PRIOR TO THANKSGIVING. A COACH MAY DECIDE TO EXTEND THE TRY-OUTS UNTIL AFTER THANKSGIVING BREAK.**

Injuries at any level of play, at any time during the six days of try-outs, should be reported to the coach and be evaluated by the trainers and /or school medical examiner before the student-athlete can return to 100% participation. The try-out would then occur during a three-day scenario, as mentioned above. If after cuts are made, injuries are then reported to the coach, the try-out evaluation will stand.

## **ATHLETIC COMMUNICATION STANDARDS PARENT/COACH COMMUNICATION**

### **RELATIONSHIP – PARENT/COACH**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **COMMUNICATIONS - YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

1. Philosophy of the coach
2. Expectations and goals the coach has for your child as well as for the team/season
3. Locations and times of all practices and contests.
4. Team requirements, special equipment, strength and conditioning programs
5. Procedure if your child is injured during participation
6. Team rules, guidelines and consequences for infractions
7. Lettering criteria
8. Team selection process

## **COMMUNICATION COACHES EXPECT FROM ATHLETES/PARENTS**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

As your child becomes involved in the programs at Governor Livingston, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of our child
2. Ways to help our child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you hope. Coaches are professional. They make decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other persons' position. When a conference is necessary, the following procedure should be used to help resolve any concerns.

## **IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH – THE PROCEDURE YOU SHOULD FOLLOW IS BELOW:**

1. Call and or email the coach to set up an appointment.
2. The Governor Livingston High School telephone number is 908-464-3100
3. If the coach cannot be reached, call the Director of Health, Physical Education and Athletics, Ann Clifton. She will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.

## **THE NEXT STEP**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Director of Health, Physical Education and Athletics to discuss the situation.
2. At this meeting, the appropriate next step can be determined.

## **PARENT CODE OF CONDUCT**

1. Make sure our child understands that win or lose, you love him or her.
2. Be realistic about your child's physical ability.
3. Help your child set realistic goals.
4. Emphasize "improved" performance, not winning.

5. Provide a safe environment for training and competition.
6. Don't relive your own athletic past through your child.
7. Control your emotions at games and events.
8. Be a "cheerleader" for your child and other children on the team.
9. Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
10. Be a positive role model.

Be sensible, responsible and keep your priorities in order. There is a lot more at stake than a win or loss record.

## **EQUIPMENT**

The equipment issued by the school becomes the responsibility of the athlete during the season. Special care must be taken to lock all equipment in the locker/team room during practices and games. Athletes should provide their own locks and are reminded not to bring large amounts of money to school. Also, expensive jewelry should not be worn to school and left in the locker room. At the conclusion of the season, all equipment and uniforms must be returned by the athlete to the coaches. Any missing uniforms or equipment will be handled as a financial obligation; and diplomas, report cards and/or schedules will not be given out until the uniforms are returned or a fee paid.

### **Financial Obligations and Equipment**

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**Uniforms** – In several sports, the athlete will be required to purchase a portion of the game uniform, which will become their property, ex Ice Hockey/Golf and other sports.

**Equipment** – All athletes are responsible for the proper care and security of equipment issued to them.

1. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e.- jerseys).
2. Before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.
3. Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. Berkeley Heights Public School District is not responsible for lost or stolen equipment. Athletes should lock all athletic lockers to avoid theft.
4. All athletic equipment is the property of the Board of Education and the Athletic Department, therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the Athletic Director.
5. All equipment issued to an athlete must be returned at the end of the school season. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Checks can be made out to Governor Livingston High School. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week may be denied the right to participate in athletics and place on the obligations list until the equipment is returned or paid for.

## PRACTICE SCHEDULE

There are practice sessions every day after school beginning at 3:00 PM. The length of the practice is up to the discretion of the individual coaches. In most cases, practices will run until approximately 6:00 PM. Practice sessions are also conducted on the weekends. The student athlete should not use athletic practices as an excuse for not attending tutorials which are provided by our staff.

An athlete should consult/communicate with his/her coach before missing practice. Missing practice or a game without good reason will be dealt with each individual sport through its rules and regulations given to athletes after selection of teams is announced and is part of the student code of conduct sign by the student-athlete and parent(s).

There will be times during the season when it will be necessary for teams to practice away from the high school. When this occurs, transportation may be provided by the school district and the same procedures will be followed as for an away contest with the exception of ice hockey. The following teams do travel for practices and games: b/g cross country, b/g golf, ice hockey, fencing and b/g swimming.

It is very important that our parents support their student athletes by working with our coaching staff on scheduling college visits, doctor appointments and other conflicts to avoid practice and game schedules. Our coaching staff and teams rely on a commitment from each member of the team to attend all team functions. Please work to assist with this very important aspect of our athletic department by developing a level of commitment for our student athletes and respecting all scheduled team functions.

## TRANSPORTATION

All student athletes must use the transportation provided by the district to away contests. If an emergency does occur, prior parent/guardian permission must be obtained. The procedure for this is as follows: ***Parental Transportation home from events- must have at least 24 hours and email your sport specific coach and cc the athletic department too. You are responsible for this aspect of the travel. Please have your child see their coach prior to departing from the field/gym". If a child is traveling home with another parent- we need an email from their parent granting permission and one email from the parent accepting the responsibility to transport the child (2 emails). The coach staff will keep the emails on file until the trip has concluded and everyone is home safely***

## **STUDENTS WILL NEVER BE ALLOWED TO DRIVE THEIR OWN CARS TO AN AWAY CONTEST!**

## ATHLETIC TRAINING PROGRAM

The training room is open every day. Mr. Todd Hirsch Certified Athletic Trainer, can be reached at 908-464-3100 ext. 2526. Services include injury prevention strategies, injury assessment, taping treatment and follow-up care. We encourage athletes and parents to report all injuries to the coaches and trainers.

Any athlete, who sustains an injury during an athletic related activity, must report it to his/her coach **IMMEDIATELY**, who in turn, will report it to the trainer. The trainer will then be responsible for providing this information to the school nurse. If any injury occurs outside of school, it must be reported to the coach prior to the athlete's next practice or game.

If your son/daughter is seen by a physician for an injury or illness sustained at a school sponsored athletic event, and has not been evaluated by the Athletic Training staff, he/she must submit a letter to the Athletic Trainer from the treating physician stating the diagnosis, treatment, and restrictions, and estimated time out of athletics before he/she is allowed to return to athletic participation. Even if you take your child to the physician after being evaluated by an Athletic Trainer, the same letter must be returned to the Athletic Trainer before he/she resumes athletic participation. In certain instances, the school medical examiner may need to clear the athlete.

## CONFLICTING ACTIVITIES DURING SPORT SEASON

Prior to the start of any season, an athlete must realize his/her obligation to the team and refrain from scheduling any conflicting sports or activities during the season. An individual student who attempts to participate in too many extracurricular sports will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts. Students have a responsibility notifying faculty sponsors and coaches involved immediately when a conflict does arise.

## AWARDS

The Seasonal Varsity Awards Nights are held by the Athletic Department in order to recognize the achievements of earning a Varsity Letter during the athletic season. If any student athlete is not a team member in good standing as a result of a violation of an existing BOE policy or discipline action the athlete will forfeit the privilege to attend the individual sport banquet and/or forfeit all letters and or awards earned during that season.

### **Trainers, Managers and Statisticians**

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Managers, statisticians, and student trainers will earn Varsity Letters under the following guidelines:

Managers and statisticians shall follow the criteria set forth in their particular sport as if they were a player. Their name must appear on the eligibility list for that sport. All managers and statisticians must be on a varsity team the entire season in order to be awarded a varsity letter.

### **Qualifications for Governor Livingston GL Varsity Letters**

#### Baseball and Softball

A player shall have played in at least one-half of the total number of innings in the season. Pitchers must have played the equivalent of three full games.

#### Basketball

A student shall have played in twenty-five percent of the total quarters.

#### Bowling

A player shall have played in at least one-half of the total matches in a season.

#### Cross Country

A student athlete must have finished in the top 7 at least 3 times in a varsity race. A student athlete must be on the team and compete in races for the last 80% of season. A student can also earn a varsity letter by being part of the team for at least 3 years. Finally, a student athlete can earn a varsity letter by completing the 2 point rule- 1) 80% of the season without being absent, late, or leaving early

2) Starting practice on time and not leaving early fewer than 7 times in the season  
Examples of positive influence i.e. promoting the team and the sport of cross country, volunteering for leadership roles and/or team responsibilities. In addition, all varsity letter award winners will be subjected to coach's discretion

#### Fencing

A student shall have played in 70% of the total interscholastic competitions (meets & tournaments) and/or received the recommendation of the coaches.

#### Field Hockey

A student shall have played in fifty percent of the total quarters.

#### Football

A player shall have competed in 50% of total quarters and must have fulfilled their signed player agreement pledge.

Golf

A student shall have played in fifty percent of the total matches.

Lacrosse

A student shall have played in fifty percent of the total quarters.

Girls Soccer

A student shall have played in 50% of the total games.

Boys Soccer

All boys that are on the varsity roster (typically play in 40% of the games) will receive a varsity letter. In addition, all varsity letter award winners will be subjected to coach's discretion

Swimming

In order to earn a Varsity letter, the following requirements must be met:

(A) Athletes must not have more than 2 unexcused absences- Work, dentist appointments, other outside activities etc. are NOT EXCUSED absences.

(B) They must demonstrate a full commitment to the team through practice attendance, effort and participation in team activities

(C) Athletes must score a minimum of 15 points.

(D) The coach may at his/her discretion award a varsity letter to those athletes who presence and outstanding contribution to the team warrant a varsity letter should they not meet the required elements

Ice Hockey

A student shall have played a minimum of 15 minutes or one full period of a varsity game.

Track

An athlete shall have competed in a Varsity event at the UCIAC Relays/Championships and/or the NJSIAA Relays/Championships. The athlete must have also fulfilled their signed player agreement pledge.

Girls and Boys Tennis

For a player to receive a varsity letter in tennis they must participate in at least half of the matches which includes starting or traveling.

Cheerleading

Governor Livingston Highlander Cheerleader to earn a varsity letter at the end of the fall and/or winter season he or she must cheer at at least five games or performance events, or any combination of the two adding up to three at the varsity level. In additional all decisions will be under the discretion of the coach.

Wrestling

A student must wrestle in 7 varsity matches to earn a varsity letter

Volleyball

After the completed try-out process any player placed on the Varsity roster will be awarded a varsity letter at the conclusion of the season.

Managers - Statisticians - Student Trainers

A student shall have completed satisfactory service and be recommended by the coach for a letter.

A head coach, with the approval of the Director of Health, Physical Education and Athletics, has the right to issue an athletic award to any athlete who may not

have completed all requirements but who is considered deserving of an award; i.e., letter and certificate, leatherette certificate or plaque or gold letter.

Prior athletic experiences on the part of students who transfer into Governor Livingston High School may be counted towards awards at Governor Livingston only after review and approval by the Director and the Principal. The time played in competition at the original school and its similarity to the requirements of Governor Livingston will be the deciding factor.

## HIGHLANDER BOOSTER CLUB

The Highlander Booster Club is a volunteer organization of parents and other community members whose common goal is to enhance the athletic experience for all Highlander athletes and athletic teams.

### *Our Statement of Purpose:*

To encourage and support athletes and athletic programs at Governor Livingston High School.

To provide financial assistance in meeting specific objectives when requested by the Athletic Director and/or coaches and staff.

To provide a forum and a continuing communication line between parents, coaches, the Athletic Director, and the Berkeley Heights Board of Education.

To stimulate interest in the development of and support of all athletic teams and programs throughout the communities of Berkeley Heights and Mountainside.

To recognize the achievements of individual athletes and teams.

To make athletic events enjoyable for players, coaches, and fans.

To celebrate the athletic and academic achievements of student athletes.

[The Highlander Booster Club](#), an IRS-approved 501(c)3 nonprofit organization, is funded by member dues, donations, GL merchandise sales and various other fundraisers. Last year the Booster Club raised over **\$30,000** for [Program Support](#); all of this money was channeled directly back to the athletes and athletic programs at Governor Livingston High School through [Grants](#), Awards and Sponsorships.

Please join us in support of our athletes by completing your [Membership Invitation](#) today. The Highlander Booster Club meets monthly, see [Important Dates](#) for further information. We welcome your membership and volunteerism!

## THE FUNDAMENTALS OF SPORTSMANSHIP

The NJSIAA and its member schools are emphasizing the importance of GOOD SPORTSMANSHIP. Hopefully, the following will help everyone to understand his/her responsibility at athletic contests.

1. Gain an understanding and appreciation for the rules of the contest. To be well informed is essential. All involved must know the rules. Uninformed individuals should refrain from expressing opinions of officials, coaches, and administration decisions. The spirit of GOOD SPORTSMANSHIP depends on conforming both to rule's intent and to the letter of a given rule.
2. Exercise representative behavior AT ALL TIMES. A prerequisite to GOOD SPORTSMANSHIP requires one to understand his/her behavior. The true values of interscholastic competition rely upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. An individual's behavior influences others whether or not that person is aware of it.
3. Recognize and appreciate strongly skilled performance regardless of affiliation. Applause for an opponent's good performance displays generosity. It is a courtesy that should be regularly

- practiced. GOOD SPORTSMANSHIP but also reflects a true awareness of the game by recognizing and acknowledging quality.
4. Exhibits respect for the officials. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Players should not rationalize their own unsuccessful performances by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made.
  5. Display openly a respect for the opponent at all times. Opponents are guest and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Each person needs to be a positive representative for his/her team, school, and family. This the golden rule in action.
  6. Display pride in your actions at every opportunity. Each individual must never allow his/her ego to interfere with good judgment and his/her responsibility as a school representative. This is paramount since it suggests that the person cares about him/herself and how others perceive him/her.

## **CODE OF BEHAVIOR FOR ATHLETIC EVENTS**

1. Enthusiastically encourage your own team.
2. Refrain from abusive or irritating remarks and booing.
3. Accept the decisions of officials with good grace.
4. Protect the safety and comfort of the players or other spectators. Don't throw objects. The use of noise-makers, signs or banners is prohibited.
5. Any person obviously and intentionally violating the letter or spirit of the code will be subject to ejection from the contest and may not be allowed to attend further athletic contests.

## **PLAYERS**

Good sportsmanship is the mark of the good player:

Do not swear or fight.

Use self-control.

Do nothing which will bring discredit to your school.

Win graciously; lose without alibi.

Accept officials' judgment without question.

Give the best that is in you for your team and school.

All team cheering should be positive with no intimidating or demeaning chants, gestures, etc.

All players must follow the Code of Behavior for Athletic Contests.

## **Unsportsmanlike Conduct**

The New Jersey State Interscholastic Athletic Association (NJSIAA) defines unsportsmanlike conduct to include "Any person (athletic department, staff member, student-athlete, fan or spectator associated with a member school) who uses obscene gestures or profane or unduly provocative language or actions towards officials, opponents, or spectators." Therefore, all GL students are aware that should any chant, cheer, or actions deemed in violation of the NJSIAA expectations for sportsmanship become apparent, the student fan or group will be removed from the event. This pertains to all school events not just athletics.

## **PARENTS/SPECTATORS**

Spectators have an important role in the success of an athletic program. If the program is going to be successful, spectators must encourage good sportsmanship, courteous treatment of visitors and absolute fairness under all conditions. It is important that spectators allow the athletes to play the game, the coaches to coach and the officials to officiate. All spectators must follow the Code of Behavior for Athletic Contests.

In accordance with Union County Conference Bylaws, whenever a member school finds it necessary to notify a parent/spectator in writing that they are banned (as a spectator) from a school athletic event, that person shall be banned from the events of all member schools until the conclusion of that school year.

## **A MESSAGE TO OUR FANS**

Our athletic programs meet the basic needs of many students and are of great value to them. The success of the program is due to a large extent to the work of the coaches and students involved. The spectator also has a role in the program. If the program is going to continue to be successful, spectators must encourage good sportsmanship, courteous treatment of visitors and absolute fairness under all conditions. This year we ask all fans to remember, "Athletics is Fun" and to do your part to keep it fun. These are high school athletes who are performing. They are friendly rivals as members of opposing teams. They are not enemies.

## **LETTER TO PARENTS:**

The role of the parent in the education of a youngster is important. The support shown in the home is often manifested in the ability of the student to accept the opportunities presented at school in the classroom and through co-curricular activities.

A student's involvement in the classroom and other activities contributes to the development of a value system which has been established in the home. Integrity, fairness and respect are life time values taught through athletics. These are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

A good sport-student or parent is a true leader in the community. As a parent of a student at our school, your sportsmanship goals should include:

- To realize that athletics are part of the educational experience and the benefits of involvement go beyond the final score of the game.
- To encourage our students to perform their best just as you would urge them on with their class work.
- To participate in positive cheers that encourage your student and to discourage any cheers that would redirect that focus-including those that taunts and intimidates opponents, their fans and officials.
- To learn and understand the rules of the game, and to respect the officials who administer.
- To respect the task our coaches, face as teachers and to support them as they strive to educate our youth.
- To respect our opponents and acknowledge their efforts and to develop a sense of dignity under all circumstances.
- To be a fan... not a fanatic!
- You can have a major influence on your student's attitude about academics and athletics. The leadership role you assume in sportsmanship will influence your child for years to come.

We look forward to serving you in the year ahead, and appreciate your continued support.

Please contact the Athletic Department with any questions and or concerns at:  
Ann Clifton, Director of Athletics [aclifton@bhpsnj.org](mailto:aclifton@bhpsnj.org) (908) 464-3100 ext. 2545

# ***Go Highlanders!!***

4/13/19