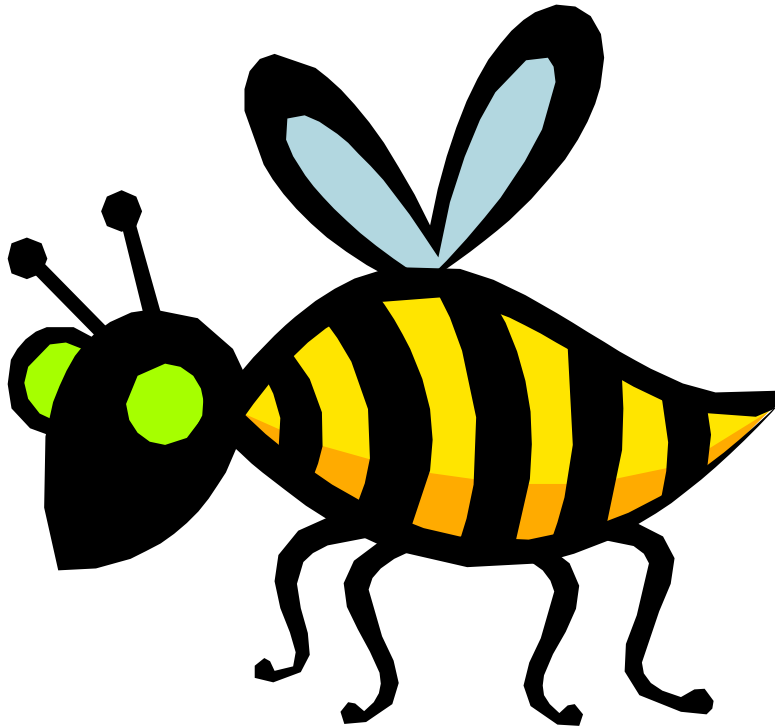


2008 - 2009

BENEDICTINE ACADEMY

840 North Broad Street Elizabeth, NJ 07208
908-352-0670 x 109



Student/Athlete Handbook

President/Principal: Sister Germaine Fritz, OSB
Associate Principal: Mr. Kenneth Jennings
Athletic Director: Mr. Mike Jones
908-352-060 x109 BA Athletic Office

ATHLETIC ELIGIBILITY RULES

- ?? Each athlete is **required** to meet Benedictine Academy eligibility requirements as set forth in the Athletic Handbook.
- ?? Each athlete **must** exhibit positive school spirit and attitude toward both academics and athletics.
- ?? Each student **must** participate in all team and sports-related activities.
- ?? Each athlete **must** have an Emergency Information Form (Form 1B) on file in the Athletic Director's Office. Any change in the emergency contact information must be given to the Athletic Director within 3 days of the change. The form is to be completed in its entirety or the student will not be permitted to participate in any sport.
- ?? Each athlete and their parent/guardian are **required** to read, understand, complete, and sign the Athletic Contract (Form 1A). This contract will be renewed prior to the start of each season at Benedictine Academy.
- ?? Each athlete is **required** to have a doctor-administered Physical. This Physical remains on file in the Athletic Director's office at all times. The athlete's parents are responsible to notify the Athletic Director whenever a change in the athlete's physical occurs. This notification must be on a medical professional's letterhead and will be attached to a form on file. The official Benedictine Academy form is available anytime from the Athletic Director.
- ?? Each athlete must adhere to all of rules governing athletic participation in sports as defined in the Benedictine Academy Parent-Student Handbook.
- ?? Each athlete is to complete and return the Athletic Responsibility Acknowledgement Form (Form 1C) prior to participation in athletic events.

AWARDS AND LETTERS

Students earn awards for participating in interscholastic athletics. Typically these awards are in the form of certificates and/or letters. Plaques denoting outstanding achievement are awarded based on the level of achievement in a particular sport. Additionally, all athletes are honored at the annual Sports Awards Banquet in May.

ATHLETIC APPAREL

1. Each athlete is responsible for supplying her own athletic footwear.
2. Athletes are responsible for the maintenance and security of uniforms issued by the Athletic Department.
3. Students who have not returned all of their athletic equipment, or who have incurred debts resulting from the loss, damage or misuse of athletic equipment or facilities will not be allowed to participate in athletics in any subsequent season until the debt(s) are satisfied.

CHANGING OF SPORTS

When sports are running simultaneously, a student may switch from one sport to another provided consent is given by the athlete's parent, coach, and the Athletic Director prior to the first regular season contest. Changing of teams will be permitted after the first scrimmage or within two (2) weeks of the first regular scheduled game, whichever comes first. No student will be permitted to participate in two sports during the same season.

BEHAVIOR POLICIES

1. Practice before the season, during the season, and any post-season activities are a critical part of an athlete's conditioning program. All athletic participants are required *to be on time* for all games and practices. All exceptions must receive prior approval from the Athletic Director only after a discussion with the appropriate teacher, administrator or parent/guardian.
2. Any athlete placed on disciplinary probation will be suspended or dismissed from the team based on the severity of the probation. Athletes should be responsible for their actions during practices, games, and all other school-related activities. The student will act as a representative of Benedictine Academy whether they are in uniform or not.
3. a.) All team members are responsible for maintaining passing grades in all academic subjects. If during the season, a team member falls below acceptable academic standards, the teacher will inform the Administration. A recommendation will then be given to the Athletic Director, who will make a decision on the student's playing status in consultation with the School Counselor and Dean of Students. The athlete may be required to attend Jump Start in order to restore eligibility in the sport. The decision of the Administration of Benedictine Academy is final.

b) Students receiving a school detention that interferes with a scheduled game and due to that detention, misses the game will be suspended from the next regularly scheduled activity in that sport. If the detention and subsequent suspension occurs at the end of a season, the suspension will carry to the next sport or the next season. If the athlete intentionally does not attend the regularly scheduled detention, an additional three (3) detentions will be given to the student. If the athlete misses a third game due to a detention, the student will be dropped from the team, the award for that season will be forfeited and all records reflecting the student's participation will be erased.

4. Good sportsmanship is required of each student athlete. Gloating or verbal abuse of any kind is strictly forbidden.
5. Athletes not meeting the appropriate eligibility requirements will be dismissed from the team.
6. **Each Benedictine Academy athlete will:**
 - ?? abide by the New Jersey State Interscholastic Athletic Association (N.J.S.I.A.A.) regulations that requires any athlete ejected from an athletic contest automatically forfeit participation in the **next two (2)** athletic contests at that same level of participation.
 - ?? treat opponents with respect.
 - ?? stand at attention for the flag salute at athletic contests
 - ?? exhibit good conduct on the bench, van, and gym areas.
 - ?? respect officials and accept their decisions without gesture or argument.
 - ?? win without boasting, lose with self-respect, lose without excuses, and never quit.
 - ?? always remember that it is a privilege to represent the school

DISCIPLINARY PROCEDURE

1. If, at any time, the behavior policy has been violated, it is the responsibility of the coach to notify the athlete and the Athletic Director that the violation has occurred.
2. The violation will be investigated by the Athletic Director by way of discussion with involved parties, other team officials (if necessary), other team members, other school officials (if pertinent), and the coaching staff. The Athletic Director will make a disciplinary determination, present that determination to the Dean of Students and the student will be informed of that determination. All decisions will be final.
3. Any suspension from the team will not affect the student's ability to participate in future sports but will remain on file in order to determine a pattern that might not be beneficial to the sportsmanship image of Benedictine Academy. Students may be suspended in the following ways at the determination of the Athletic Director and the administration: suspension for one or more games, suspension from the team, and suspension from school. Suspensions will be determined by the severity of the disciplinary event.
4. The penalty will become greater based on frequency of the offense. After three offenses, the athlete may be dismissed from that team, receiving no official transcript recognition for participation in the sport.

5. Any athlete involved in a confrontation with a member of his or her own team or another team will be suspended immediately. The offense will be discussed with the administration for additional disciplinary procedures as it pertains to the image of Benedictine Academy. Fighting results in automatic expulsion from Benedictine Academy.

INJURY PROCEDURES

Athletes are to wear all required protective equipment to cut down on the possibility of injury.

If an athlete is injured at a practice or game, the coach or athletic director must follow these procedures:

- ?? Administer or have administered the necessary first aid immediately following the injury.
- ?? If more advanced treatment is necessary, as in the case of a bone break or other trauma, an ambulance or emergency service provider will be called. It is also the responsibility of the coach or athletic director to call the athlete's parent or guardian as indicated on the Emergency Medical Authorization Form. (Form 1B)
- ?? Except in minor cases (minor cuts requiring only a band-aid), fill out an Injury Report form and leave it in the Athletic Director's mailbox
- ?? Information indicated on the Emergency Medical Authorization Form will be followed for treatment by a doctor or hospital.

UNIFORMS AND EQUIPMENT

Team uniforms will be distributed prior to the first regular season game for each season. Athletes are responsible for making sure that uniforms are in proper condition before they are worn. Any uniform that does not fit or look appropriate and does not represent Benedictine Academy in the proper fashion will be collected or the student will be asked to fix and/or clean the uniform before it can be used. The athlete may be required to miss a game but the uniform and proper appearance is the responsibility of the athlete. All uniforms must be worn properly during each event whether the athlete is playing or not.

Athletes will not take possession of the uniform without signing a Uniform Release Form (Form 1D) which must be signed by three people, the athlete, the parent, and the Athletic Director. The athlete will maintain the uniform during the season and also be responsible for the return of the uniform at the end of the season in the same condition that it was distributed. The athlete will not be placed on any future teams until all uniforms parts are returned in the proper condition. Benedictine Academy policies will be applied if funds due are not paid for damage or dues owed to the athletic department.

SPECIFIC SPORTS

Volleyball

Home and away team jerseys, dark green shorts

Soccer

Home and away jersey, shorts

Basketball

Home and away team jerseys and shorts, warm-up pants, shooting jerseys and warm-up jacket

Softball

Uniform pants, stirrup socks, belts, hat, uniform jerseys, and warm-up jacket

Track

Tracks shorts, singlet top, and warm-up jacket and pants

Pep Squad/Cheerleading

Vest and skirt, accessories provided by the student

EQUIPMENT

All equipment is provided by Benedictine Academy for interscholastic sports except: sneakers, cleats, knee/elbow pads, and softball mitts.

MISCELLANEOUS INFORMATION

CAPTAINS

All team or squad captains are appointed by the coach or advisor with the approval of the Athletic Director. A captain can be selected if the player has at least one (1) season of experience in the specific sport. [A first year or newly transferred student is not eligible to be elected captain. The only exception is if the team is composed of only first year players, any upper class member may be selected as captain. In this case, the coach, after discussing the situation with the Athletic Director, will have the final decision as to the captain selection.]

PERSONAL BELONGINGS

1. Students should not bring any personal valuables to school. Coaches, staff members and other employees of Benedictine Academy will not to be held responsible for the personal belongings of the students. No cell phones are permitted during practice or games.

2. Students assume responsibility for their own belongings, including purses, clothing, books, etc. while participating in the extracurricular activities.
3. Students are encouraged to keep all personal articles locked in a hall or gym locker. The locker room will be locked by the Coach when the last athlete leaves the locker room.

JEWELRY

According to N.J.S.I.A.A. regulations, no athlete or squad member is allowed to wear any jewelry during the performance of a game or event. This rule will be strictly enforced to prevent injury to the person wearing jewelry and to the other athletes. Earrings and any other personal jewelry must be removed when dressing for practice or a game.

AWARDS

1. Athletes will receive transcript credit for participation in a sport after completing a full season. Athletes must attend all games and are only permitted to miss two (2) practices. All these conditions must be met in order to receive credit.
2. Athletic Department awards are distributed at the Sports Awards Night.
3. Coaches in conjunction with the Athletic Director are to select athletes for the annual awards:
 - Most Valuable Player** (Varsity Only)
 - Most Improved Player** (Varsity Only)
 - Rookie of the Year** (Varsity Only)
 - Varsity Letters** (an athlete must have participated in at least 50% of all Varsity matches over 2 seasons or be a member of a Varsity Team for 3 full seasons)
 - 6th Player Award** (Basketball Varsity only)
 - Participation Award** (letters, pins, medals, certificates) All sports, all levels
 - Gold/Silver/Bronze Medals** (Track only)
 - Athlete of the Year** (candidates for this award must have participated in at least 2 full seasons at the varsity level in one sport [50% of all games] All sports players must have earned a varsity letter to qualify for four year award)
 - Manager Award Certificate** (a certificate will be presented to the managers of each sport for their organizational talents)
4. All league, county or state championship trophies earned by a Benedictine Academy team or squad become the possession of the school and remain proudly on display in the appropriate area.
5. All league, county or state championship trophies awarded to a Benedictine Academy student become the sole possession of the individual.

MANAGERS

The coaches and the Athletic Director select students as managers. Their assigned functions include statistic maintenance, game scores, collection of admission funds, and accounting of all school equipment.

3. Properly fill out and return to the coach the Medical Form.

As a Benedictine Academy student athlete participating voluntarily in interscholastic athletics, I understand that:

1. I will abide by the Benedictine Academy student code of conduct, the school's Athletic Handbook and the coach's team rules.
2. I will conduct myself in an exemplary social manner at all times.
3. I will be responsible for all athletic equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
4. I will not use or be in possession of tobacco, alcohol or narcotics. If I do use any of these substances, am in possession of such substances, or am suspended from Benedictine Academy for the use of any of these substances, I will be subject to disciplinary actions as outlined in the athletic handbook.
5. I acknowledge that I have been properly advised, cautioned and warned by administrative and coaching personnel of Benedictine Academy that I am exposing myself to the risk of injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment of my limbs, brain damage, paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury.
6. I along with my parents, certify that I have read and understand all of the Benedictine Academy Athletic policies in the athletic handbook and I order to be eligible for participation I must comply with all the requirements listed.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Coach's Approval: _____ Date _____

Please sign one of the insurance sections on the reverse side

BENEDICTINE ACADEMY ATHLETIC DEPARTMENT

We, the parents or guardians of _____ do hereby acknowledge that an accident insurance policy is not in force for our daughter that will pay the medical or surgical expense that result from any injury, major or minor, that the above-named student may receive as a result of practicing or performing in athletics at Benedictine Academy.

Since we, the parents or guardians of the above named student do not have an insurance policy that will provide adequate financial coverage, we, the parents, release Benedictine Academy from any legal or medical responsibility.

Parent Signature _____ Date _____

Mission Statement of Benedictine Academy

Benedictine Academy, a Catholic college preparatory school in Elizabeth, New Jersey, founded by the Benedictine Sisters, educates young women to be responsible leaders. Focusing on academic growth and character formation in the Benedictine tradition, the Academy challenges students to become life-long learners with listening hearts and loving spirits committed to justice and integrity.

Beliefs of Benedictine Academy

LISTEN, LEARN, LOVE, AND LEAD: THIS IS THE BENEDICTINE WAY.

BELIEF STATEMENTS

At Benedictine Academy,

- ??We believe that **Jesus Christ** is the **First Teacher** in our school.
- ??We believe that every person has dignity and intrinsic value.
- ??We believe that Prayer and Eucharist lead to spiritual fulfillment in the Benedictine tradition.
- ??We believe that a culture of peace must permeate all aspects of community life.
- ??We believe that every student, through self-discipline, can achieve academic success and personal growth.
- ??We believe that critical thinking and intellectual curiosity are essential skills for successful living.
- ??We believe that students, teachers, parents, and board members can build community through shared responsibility.
- ??We believe that every student and staff member can build a more just world by serving the local and global community.
- ??We believe that every student can be challenged to pursue leadership opportunities in the community.
- ??We believe that every student has unique gifts and talents to be respected and developed.

The Mission and Belief Statements were revised by stakeholders including faculty, students, administration, alumnae, community and board members. Both the Mission and Belief Statements were approved by the Governing Board on July 7, 2005.

BENEDICTINE ACADEMY ATHLETIC EMERGENCY MEDICAL AUTHORIZATION FORM

(Form 1B)

Purpose: For parents/guardians to authorize emergency treatment for athletes who become ill or injured while under school authority or when a parent cannot be reached.

ATHLETE _____

ADDRESS _____

HOME PHONE _____ **WORK PHONE** _____

PARENT/GUARDIAN _____

In the event reasonable attempts to contact me _____ are unsuccessful, the undersigned parents/guardian of _____

DO authorize any hospital, clinic, or licensed physician to treat my child and administer any x-ray examination, anesthetic, or surgical diagnosis rendered under the general or special supervision of any member of the medical staff of the hospital, clinic, or office

Our preferred physician is

_____ **Phone** _____

Our preferred dentist is _____ **Phone** _____

Our preferred hospital is

_____ **Phone** _____

In the event the designated preferred practitioner is not available, we authorize in advance another licensed physician or dentist to render care in her/his best judgment and to the transfer of my child to any hospital reasonably accessible. It is understood that every effort shall be made to contact the parent/legal guardian prior to rendering treatment to the patient, but that treatment will not be withheld if the parent or guardian cannot be contacted. Permission is also granted for a member of the school's Athletic Department to act on my behalf, if I cannot be contacted and to provide emergency treatment prior to my child's admission to any medical facility.

Signature of Parent/Guardian

Date

Parent/Guardian Insurance Carrier

Policy Number

List restrictions/physical impairments:

List any special Medications taken by athlete:

Benedictine Academy Athletic Membership

Benedictine Academy is a member of the NJSIAA: the New Jersey State Interscholastic Athletic Association.

Benedictine Academy is a member of the North Jersey Girls Parochial League.

All Benedictine Academy coaches have participated in the Protecting God's Workshop for Children as mandated by the Archdiocese of Newark.

Pep Rally and Sports Awards Night Schedules for the 2008-2009 Athletic Season

Volleyball Pep Rally: Friday, September 12, 2008
Soccer Pep Rally

Basketball Pep Rally: Friday, December 12, 2008

Softball/Track Pep Rally: Friday, March 27, 2009

Sports Awards Banquet: Wednesday, May 13, 2009

BENEDICTINE ACADEMY UNIFORM RELEASE FORM

(Form 1D)

NAME: _____

SPORT: _____

COACH: _____

I _____ have read the Benedictine Student/Parent Athletic Handbook and understand my responsibility in maintaining the uniform distributed to me in good order. I will maintain the uniform during the season and also be responsible for the return of the uniform at the end of the season in the same condition that it was distributed. I understand that I will not be placed on any future teams until all uniform parts are returned in the proper condition. Above all, I will wear and maintain my uniform with the pride of being a Benedictine Academy athlete.

ATHLETE'S SIGNATURE: _____

ATHLETIC DIRECTOR _____

ACKNOWLEDGEMENT OF HANDBOOK

(Form 1A)

Dear Parents and Athletes:

I would ask all parents and athletes to read the Athletic Handbook, which outlines all of the policies and procedures of the Benedictine Academy Athletic program.

I hope that we will all enjoy a successful athletic year.

Please remember that team selection is based on the following: Attendance, Attitude and Ability, in this order. Playing status is also based on the above criteria. Just because an athlete has been selected for a team does not mean that she has a right to play. Her attitude and cooperation with the coach and her teammates will help determine playing status.

Academics are of course the number one priority of the Academy. Athletes are students first.

Thank you for reading this Handbook and go Green Bees!

Sincerely,

Kenneth Jennings
Athletic Director

Form 1A

I HAVE READ THE 2008-2009 BENEDICTINE ACADEMY ATHLETIC HANDBOOK.

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

NAME OF STUDENT: _____