

2019-2020

**New Paltz Central High School
Student Handbook**



NEW PALTZ HIGH SCHOOL MISSION STATEMENT

To become a community of learners that emphasizes mutual respect and responsibility in which everyone realizes their potential.

New Paltz High School....caring, connecting, and making a difference!

WELCOME

It is a pleasure to welcome you to New Paltz Central High School. The information contained in this packet will help you to understand the rules by which you, as a citizen of our school community, will live. For additional information, see the administration, your teacher, or school counselor.

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ACADEMICS

STUDENT INQUIRY AND EXPRESSION

New Paltz Central Schools should afford the greatest possible opportunity for freedom of inquiry and expression for all members of the school community. Students and teachers should be free to objectively examine and discuss significant issues and the diverse points of view concerning these issues. The expression by students of their attitudes, ideas, and opinions is particularly vital to education in a democracy. Effective classroom activities are structured to encourage students to express, examine, and debate their thoughts and those of others. The opportunity to share thoughts and to discuss and debate ideas and values helps to eliminate bias and prejudice, and fosters the exercise of reason in forming, understanding and defending beliefs. This opportunity may be shared by all -- students, teachers, and administrators -- to express themselves and participate as listeners as well as speakers.

COUNSELING/SUPPORT SERVICES

School counselors are assigned to help you plan your future, select courses, and be supportive. Make an appointment to see them as needed. Applications for working papers can be picked up in the School Counselors' Office. The School Social Worker and School Psychologist are also available for additional support and can assist parents in accessing community agencies. Students and parents are urged to make appointments to talk to teachers, school counselors, and/or administrators whenever they have a problem that needs attention.

ACADEMIC INTERVENTION SERVICES

Students will be offered Academic Intervention Services during and after school, at the Astor Office and Saturdays as deemed appropriate by Administration, the School Counseling Office and/or classroom teachers. Regular classes end at 2:20 p.m. Students may remain with all teachers for tutorial after school until 2:45 p.m. Students waiting for extra-curricular activities to begin at 2:45 p.m. must report to the Cafeteria unless otherwise excused by coaches and/or administration. Transportation will be available at 3:35 p.m. (Lenape bus) and 4:45 p.m. (Sports bus) each day. Students must obtain a late bus pass from their teacher in order to ride the late buses. Students are expected to wait for these buses in the front lobby by the Main Office. Students may receive home teaching (through the School Counseling Office) for extended absences due to: Prolonged illness (10 or more days with Doctor's note), or suspension by the Superintendent.

HOMEWORK

Students are expected to complete an average of 30 minutes of homework per subject daily. Students who do not complete assignments will meet with the teacher on the day the assignment is due to discuss follow-up actions. All teachers are available from 2:20-2:45 p.m. Additional support is available pending the teacher's schedule. Students are responsible for notifying parents if they stay beyond regular dismissal time. Transportation will be available at 3:35 p.m.

SCHEDULE CHANGES

Requests for schedule changes must have prior approval from either the Principal or the Assistant Principal.

DROPPING OR ADDING COURSES

Students should see their school counselor for procedures and time limits for dropping or adding a course. Given the block schedule, this will vary according to course and units of credit. Changes will be considered without penalty before the 5th week of school only. Courses may be added during the first two (2) weeks of classes.

A student must have written permission of a parent or guardian, their school counselor and the high school principal to drop a course.

MINIMUM SCHEDULE

All students must have a fully-scheduled academic program. Twelfth graders may be excused early for work or community service providing they have their own transportation and parental permission.

MARKING SYSTEM

Academic Achievement – Numerical grades will be used to indicate academic achievement with 65% as the passing grade. Pass/Fail grades will be used to indicate achievement in selected courses.

Quarterly Average – The quarterly mark will be determined by assessing class work, homework, unit tests and performance tasks.

Common Mid-Term – A common mid-term assessment will be offered in all courses. The mid-term grade will be used to determine academic progress.

Rank in Class/ Weighted Grades – For the purposes of ranking, Advanced Placement and college level courses will be weighted differently than Regents and school level courses. The weighting for GPA purposes will be as follows:

- School/Regents Courses 1.00
- Advanced Placement/College Level Courses 1.06

Final Examination – At the completion of the course, either a school examination or a Regents examination will be given. This examination will be graded numerically with 65% as the passing grade.

Final Average – A student's final average in full-year courses will be determined by adding the grade for each quarter plus the final exam grade and dividing by five. In semester courses, each quarter grade accounts for two-fifths; the final exam grade is added and the sum is divided by five. Conduct and effort are reported with comment slips and comments on the report card.

Independent Study – Independent Study is offered for the purpose of providing alternative educational experiences for students. Please see your school counselor for details.

PHYSICAL EDUCATION

Physical Education must be taken each semester, each year a student is enrolled.

AWARDS, HONORS, AND RECOGNITION

Principal's List – Students who achieve averages of 89.5 or above are placed on the Principal's List.

Honor Roll – Students who achieve an average between 84.5 and 89.4 are placed on the Honor Roll.

National Honor Society – Students do not apply for membership. It is granted only to those students selected by the faculty council. Students who are scholastically eligible are notified and then must complete the Student Activity Information Form. Academic records are reviewed to determine scholastic eligibility.

In addition, service, character, and leadership are rated. A point system is used to evaluate candidates in each of the categories. The faculty council establishes the cut-off point prior to the review. National Honor Society Inductions occur in the fall of the year.

Graduation Awards – Awards are given to graduating seniors who have excelled in various endeavors during their high school careers.

Recognition – Students are also recognized for their accomplishments at a year-end program.

Valedictorian and Salutatorian – Designations are determined after the final recording of the first semester grades of senior year.

CLASS STANDING

10th Grade – Pupils achieve sophomore status when they have earned at least four units of credit.

11th Grade – Pupils achieve junior status when they have earned nine units of credit. At least one of these units must be in English and one in Social Studies.

12th Grade – Pupils will achieve senior status when they can be scheduled for all subjects necessary for graduation.

HONORS DIPLOMA

A local school district may award a student a Regents Diploma with Honors, or a Regents Diploma with Advanced Designation with Honors. To earn honors, a student shall achieve an average of 90 percent or better on all Regents examinations required for the diploma. *An average below 90.0 percent WILL NOT be rounded upward to 90 percent.*

PROGRESS REPORT/REPORT CARDS

Progress reports are issued every five weeks and Report Cards are issued each quarter (every 10 weeks). Dates are printed on the school calendar. Student progress may also be monitored on-line.

NEW PALTZ HIGH SCHOOL ATTENDANCE GUIDELINES

PHILOSOPHY

A student's primary objective is learning. There is a direct relationship between attendance and academic success. Students who have enjoyed good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

In addition, all instances of absences and tardiness become a part of a student's permanent record. This record is often requested by colleges and places of employment to serve as an indication of student self-discipline and responsibility. Students are asked to give their personal best in school. In the event of any absence, full or partial, legal or illegal, all students are expected, upon their return to school, to contact their instructors and make up assignments or collect missed notes and support materials.

Parents and/or guardians are responsible for seeing that their children attend school regularly and on time, with completed homework in hand. **THE NEW PALTZ HIGH SCHOOL, SCHOOL DAY IS 8:00 A.M - 2:20 P.M. STUDENTS ARE EXPECTED TO BE IN ATTENDANCE AND IN CLASS EVERYDAY. STUDENTS MUST BE IN ATTENDANCE PRIOR TO SECOND BLOCK IN ORDER TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES.**

Teachers, administrators, and professional support staff are responsible for keeping students and parents/guardians apprised of student performance and attendance records in a timely, relevant and understandable fashion, and for providing assistance when academic performance is compromised.

Support services are available to all students to help them achieve success, no matter what the need. New Paltz High School offers opportunities for individual students to experience success through the efforts of faculty and administration, academic support services, the Instructional Support Team, and the professional talents of the school social worker, psychologist, student assistance counselor and school counselors. All of these resources can be drawn upon by students and their parents to ensure academic success and an enriching high school experience. These services will be made readily available to support students who are having difficulty maintaining the requirements of these attendance guidelines.

COURSE CREDIT: ABSENCES AND CONSEQUENCE

For 10 Week Courses – Students with more than 3 absences that have not been made up from any class, whether absences are legal or illegal, may face the denial of credit for those courses that are affected (including BOCES), regardless of grades.

For Semester-Long Courses – Students with more than 5 absences that have not been made up from any class, whether absences are legal or illegal, may face the denial of credit for those courses that are affected (including BOCES), regardless of grades.

For Year-Long Courses – Students with more than 10 absences that have not been made up, whether absences are legal or illegal, may face the denial of credit for those courses that are affected (including BOCES), regardless of grades.

Summer School – Students must remain in a course in which credit has been denied to be eligible to enroll in the same course in summer school.

Appeal Process – Any appeal of a decision to deny credit will be conducted in accordance with the New Paltz High School Code of Conduct.

Class Make Up Option – This procedure provides opportunities for all students to lessen the impact of absences by making up missed classes and class work so that credit can be restored. However, the attendance record will still reflect the number of absences, regardless of whether the student has pursued options to make up the work and class time.

EXERCISING THE CLASS MAKE-UP OPTION

Following each absence, ALL students are expected to get class notes, materials etc., for classes missed. Students will be required to make up missed work and time. To reduce the impact of class absences, and thereby avoid loss of credit, students may exercise the following options: Students may make up time and work for EACH class missed for 80 minutes after school or in detention. This is not meant as a punishment, but rather to ensure academic success. A tutorial may be developed to meet the specific and agreed-upon needs of each student for each class involved.

To ensure due process, the principal is authorized to act as the fair hearing officer and to provide written communication to students and parents regarding the date of the hearing. In the event, the principal is not the designated hearing officer, the superintendent or his or her representative will hear cases.

EXCUSABLE ABSENCES

Under New York State Education Law, which every school district is bound to uphold, a student may only be excused from school for the following reasons:

- Sickness
- Religious observance
- Serious sickness or death in family
- Required court appearance
- Impassable roads
- Attendance at health clinic, including appointment with doctor, dentist, etc.

Activities, such as college visits, music lessons, etc. are to be approved by the school in advance in order to be an excused absence.

The above reasons apply to full-day absences, partial-day absences, and lateness to school. There are, however, consequences for any absence as outlined in this document, especially under the headings “Student Responsibilities” and “Course Credit: Absences and Consequence.”

The following situations constitute an absence:

- Full day absence - more than 3 hours absent
- Partial day absence
- Tardiness to school
- Lateness to class
- Leaving school grounds
- Early dismissal due to illness or appointments
- Absences due to family vacations

Exceptions – Class absences for the following reasons will not be counted when applying the attendance guidelines. However, students are responsible for making up all class work missed.

- Field trips
- Music rotations

- Extra-curricular athletics
- Administrative detainment (e.g., suspension)
- In-school suspension if work is completed in a satisfactory manner
- Long-term illness when the school has arranged to fulfill educational needs of the students (i.e., home tutoring).

ABSENCES, EXCUSES, LEAVING SCHOOL WITH PERMISSION

Parents are asked to call the attendance office at 256-4112 between 7:45 a.m. and 8:45 a.m. each day a student is to be absent. The school will contact parents not heard from. Students who are absent must present to the nurse a note from parent, guardian, and/or doctor immediately upon their return to school. Attendance notes for full-day or part-day absence should contain the following:

- Student name
- Date note was written
- Date(s) of absence
- Phone number where parent or guardian may be contacted during the day
- Signature of parent or guardian

Following an absence from school, each student is to report to the attendance office before 7:50 a.m. on the day he/she returns to school with a written excuse. Failure to do so will result in the absence being recorded as illegal.

TARDINESS TO SCHOOL

Lateness to school is a partial day absence. It is covered by the same section of the Education Law cited above. School begins at 8:00 a.m., and all students are to be in class prepared to learn at that time. A warning bell rings at 7:55 a.m. allowing students time to go to their lockers. Students who arrive late to school from 8:00 a.m. to 8:10 a.m. should report directly to their first block class. Students who come into school past 8:10 a.m. should sign in at the Attendance Office.

Students who are late to school without a written legal excuse at the time of arrival are subject to disciplinary action as per the New Paltz Central High School Student Code of Conduct, including loss of driving privileges. Students are responsible for all work missed when they are late for school.

Lateness to class – Students who are more than 15 minutes late for class will be counted as absent from that class and will be required to make up the class. Students must present an admit slip to gain entrance to the class when arriving late. Admission slips must be obtained from the Attendance Clerk. Students will receive a referral/detention for every three lates per quarter. Nine lates per quarter results in ineligibility.

Leaving school grounds – Students are not to leave school grounds at any time after arriving without permission. A student who has left the grounds will be counted as absent for the class(es) missed and will be required to make up all the work. Students will also face disciplinary action according to the New Paltz Central High School Student Code of Conduct. Parents picking up students are required to sign students out in the Main Office.

Early dismissal from school – Early dismissal is also a partial-day absence and covered by the Education Law cited above. Students are required to make up work for any missed class(es). Parents picking up students are required to sign students out in the Main Office.

For appointments – Students who wish to be excused during the day must present a written legal excuse signed by a parent or guardian. This excuse is to be presented to the Attendance Office before 8:30 a.m. on the day the student wishes to be excused. A note for an appointment must include the name of the service provider and the time of the appointment. A parent contact number must also be provided. All requests will be verified with parent/guardian prior to approval.

Due to Illness – Students who become ill during the day should report to the Nurse's Office immediately.

Under no circumstances is a student to leave school without getting permission from the Nurse or from the Main Office. The sign-out sheet, like the attendance register, is a legal document. Before leaving the building, students are to print name, destination and time on the sign-out sheet in the Health Office. Parents picking up students are required to sign students out in the Main Office.

Vacation Policy – Absences for family vacations are illegal absences.

Extended Illness – When a student is absent for the second consecutive instructional day, or when a student is diagnosed as having a potential long-term illness, the parent should contact the Nurse’s Office and the Guidance Office to arrange for the educational needs of the student (for example, homework). If five consecutive school days are missed, a note from a health care provider is required to receive home instruction.

Perfect Attendance – A student must be in school each block, each day classes are in session.

GENERAL RULES AND REGULATIONS

DRESS CODE

Students’ dress is a reflection of our school, community, parents, and themselves. All students are expected to dress neatly in clothing suitable for school activities. Student attire should not disrupt or interfere with the educational process for the individual or surrounding persons.

The following are deemed to be inappropriate, either because they interfere with the health and safety or our students and staff or are disruptive to the educational process:

- Clothing which is considered by school authorities to be dangerous (spiked bracelets, rings or belts)
- Items that are vulgar, obscene, and libelous or denigrate others on account of race, color, socio-economic background, religion, creed, national origin, gender, sexual orientation, gender identity or disability.
- Items that promote/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Footwear that is a safety hazard including but not limited to; flip flops, athletic slides, bedroom slippers, or wheeled footwear.
- Wearing of hats, hoods, or bandanas in the school building, except for a medical or religious purposes.
- See through/cut outs and extremely brief garments including strapless tops that expose the students’ midriff, upper thigh, or torso.
- Exposed bras/underwear/boxers.

All district personnel are sensitive to the individuality and self-expressiveness of each student, in addition we must ensure the needs and feelings of all students are acknowledged. If a staff member sees a student who is not in compliance with the dress code, he or she will be talked to directly or referred to appropriate personnel.

CELL PHONE USE

A CELL PHONE OR ANY OF ITS FUNCTIONS MAY NOT BE USED DURING THE SCHOOL DAY. IN ADDITION, NO COMMUNICATION DEVICES CAN BE USED AT ANY TIME DURING AN EMERGENCY SITUATION, TO ENSURE THE SAFETY OF ALL INDIVIDUALS IN THE SCHOOL BUILDING UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY A DISTRICT ADMINISTRATOR.

STUDENT ENTRANCE

After 8 a.m., all students are to enter the building through the front door and sign in at the window.

STUDENT ID

STUDENTS ARE REQUIRED TO CARRY THEIR ID BADGES AT ALL TIMES.

The privilege of having this card comes with responsibility. **DO NOT** lend your card to anyone and if you misplace or lose the card come to or contact the High School Main Office (845-256-4100) **IMMEDIATELY** to have the card deactivated.

If a card is lost, stolen or does not work:

- Come to or contact the High School Main Office (845-256-4100) immediately to deactivate the card.
- The replacement card will be available for pick up from the Main Office.

Lending your card or use of another student's card to gain entry is prohibited and will result in loss of privileges and potentially greater consequences.

- 1st Offense – loss of card privileges for 2 weeks
- 2nd Offense – loss of card privileges for one month
- 3rd Offense – forfeiting of card

The High School administration reserves the right to impose other consequences as deemed necessary to insure student safety.

The keyless entry card must be returned to the High School Main Office when you transfer to another school, graduate or when it is to be replaced.

PASSES

Hall Passes – Passes are required in the hallways at all times.

Bus Passes – A bus pass is required anytime a student is to ride to someplace other than their home.

Late Bus Passes – Late bus passes are required for academic late buses.

STUDENT CARS ON CAMPUS

All students who wish to drive to school must secure a parking permit. No one will be allowed to park on school property without a permit. No students are allowed to park in the first two rows of the rear parking area or in front of the high school. All vehicles on property are subject to administrative search. Unregistered vehicles may be towed at the owner's expense. Dangerous or reckless operation of a motor vehicle or excessive tardies to school may result in loss of privileges, suspension and/or legal action. Any student who drives a student off-campus without authorization may lose his/her driving privileges and maybe subject to disciplinary action. Students are not allowed to go to their cars during the school day without permission from the administration.

DETENTION

Students will be assigned detention in accordance with the Student Code of Conduct. After-school detention is from 2:30 p.m. – 3:10 p.m.

TELEPHONE

Students may use office phones in emergencies.

LOST AND FOUND

The Lost and Found is located in the High School cafeteria. Students who find lost articles are asked to take them to the cafeteria.

PLAYING CARDS/GAMES

Are not permitted in school, including Study Hall/Lunch.

SCHOOL BUS RULES

Students are expected to follow established school bus rules. Copies of the bus rules and regulations are available at the Transportation Office (256-4070) and are printed in the District Calendar.

VISITORS

All visitors are to report to the Main Office upon arrival and show I.D. Students may not bring visitors to school during the school day.

RESTRICTED AREAS

The following areas are off limits; students in these areas are subject to disciplinary procedures:

- Parking lot
- Parked cars
- Front of building and playing fields
- Wooded areas around school
- Courtyard
- Gymnasiums, weight room & locker rooms
- Stairwells
- Rear lobby

HALLWAY LOCKERS

The High School Main Office assigns lockers to students. It should be noted that lockers are the property of the school and are subject to administrative inspection at any time during the year. Students are responsible for the care and cleanliness of their lockers. To maximize the security of their lockers, students are advised not to share their combinations with others. The school assumes no responsibility for the contents of any locker. All problems with lockers must be reported to the Main Office. Vandalism to lockers will result in disciplinary action as well as financial liability for any damage caused to school property. Lockers must be emptied before the start of final examinations. Materials found in lockers after the announced date in June will be donated to various charitable organizations.

PHYSICAL EDUCATION LOCKERS

The Physical Education staff assigns lockers to students registered for Physical Education classes. Only school locks may be used. Unauthorized locks will be cut off. A fee of \$5.00 will be charged for locks not returned to the Physical Education staff.

CAFETERIA

Food is available in the cafeteria during scheduled times. Inappropriate behavior, including theft of food, will result in disciplinary action and/or financial liability.

High school students may not charge lunch. Students **MAY NOT** order out/have food delivered by outside vendors.

DELINQUENT ACCOUNTS

Students must pay for lost books, athletic equipment and other materials loaned to them by the school. Permanently assigned textbooks, athletic equipment and/or other materials may be withheld until payment is made. If books are marked or damaged beyond normal use students will be fined accordingly. Caps and gowns will not be distributed to students with delinquent accounts.

ACCIDENTS DURING SCHOOL

Any accident must be reported to the Nurse or Principal immediately. Under no circumstances should a student who has had an accident, leave school without authorization from the Principal/designee. **PLEASE NOTE THAT FAILURE TO RETURN THE EMERGENCY INFORMATION SHEET MAY RESULT IN CARE BEING DELAYED AT THE HOSPITAL. PARENTAL CONSENT IS NECESSARY IN MOST INSTANCES BEFORE A HOSPITAL WILL RENDER TREATMENT. **PLEASE BE SURE TO NOTIFY US DURING THE SCHOOL YEAR OF ANY CHANGES THAT NEED TO BE MADE ON THIS FORM**** This form is also available on the web site.

CLOSING OF SCHOOL

In the event of school closing due to inclement weather local radio stations will carry the announcement. You may also call the Closing Hot-Line at 255-4099.

*Please see the District Calendar for a full listing of radio/television stations notified of emergency school closings.

EXTRA CURRICULAR ACTIVITY GUIDELINES

All students are urged to participate in one or more activity. Those already available are listed below. It is possible for students to form a new club or activity if enough students are interested, if a faculty member is approved by the Board of Education and if space and facilities can be provided. The Extra-Curricular Eligibility Guidelines will be enforced. The intention of Extra-Curricular Eligibility is to establish a clearly defined process for early identification, notification, intervention, and remediation on behalf of students facing difficulties with academics, attendance or behavior.

The New Paltz High School Mission Statement states that the goal of the high school is “To become a community of learners that emphasizes mutual respect and responsibility in which everyone realizes their potential.” Extra-curricular activities operate as adjuncts to the academic curriculum and are an integral part of our educational program. Participation in these activities is highly encouraged; however, this can occur only if students exhibit academic success, comply with the New Paltz High School Code of Conduct, and exhibit excellent attendance. Athletic team participants will also be required to follow the guidelines in the Athletic Handbook.

These eligibility standards are in keeping with our academic mission and are meant to encourage students to give their best to each other and themselves.

Three areas are identified for high performance: academic achievement, attendance, and behavior.

The intention of the Extra-Curricular Eligibility guidelines are to establish a clearly defined process for early identification, notification, intervention, and remediation on behalf of students facing difficulties in any of these areas so that they can continue to participate in extra-curricular activities and contribute to the school community.

ELIGIBILITY

To be eligible to participate in extra-curricular activities, a student must meet the following criteria in three areas: academic, attendance, behavior.

Academic – A student is expected to maintain a passing grade in all subject areas for which s/he is registered.

Attendance – A student must maintain an excellent attendance record.

Behavior – The New Paltz High School Behavior Code must be upheld and includes the following:

USE, POSSESSION, BUYING, SELLING, PROVIDING OR THE GIVING AWAY OF THE AFOREMENTIONED IS STRICTLY PROHIBITED.

Consequences for confirmed infractions involving tobacco, alcohol, and drugs are as follows and may be expanded upon as per the District Code of conduct:

Use or Possession of Tobacco (including but not limited to smokeless tobacco, e-cigarettes and electronic

smoking devices)

- 1st Offense – Minimum suspension of 1 week from the activity (team)
- 2nd Offense – Removal from the activity (team)

Use or Possession of Alcohol/Performance Enhancing Substances

- 1st Offense – Minimum suspension of 2 weeks from the activity (team). Students will be assessed by the Nurse and must participate in the recommended counseling program. Failure to participate in the assessment and counseling program will result in removal from the activity (team).
- 2nd Offense – Removal from the activity (team). Athletes must meet with the Athletic Director prior to participation in another activity (sport).

Selling, Distributing or Providing of Alcohol

- 1st Offense – Removal from the activity (team). Athletes must meet with the Athletic Director prior to participation in another activity (sport).

Use or Possession of Illegal Drugs, Drug paraphernalia and/or Prescription Medications without a physician's orders

- 1st Offense – Minimum suspension of 2 weeks from the team. Students will be assessed by the Student Assistance Counselor and must participate in the recommended counseling program. Failure to participate in the assessment and counseling program will result in removal from the activity (team).
- 2nd Offense – Removal from the activity (team). Athletes must meet with the Athletic Director prior to participation in another sport.

Selling, Distributing or Providing of Illegal Drugs and/or Prescription Medications

- If it becomes apparent to the Administration that the CONDITIONS for PLAY are being broken but the individual violators cannot be identified, the Administration reserves the right to forfeit athletic contests, or cancel the season.

ASSESSMENT OF ELIGIBILITY

The academic records of all students participating in extra-curricular activities will be reviewed at the end of each five-week marking period to assure compliance with the guidelines outlined in this document. In an effort to ensure full participation in extra-curricular activities by interested students, assistance will be offered to any student who is struggling to meet the standards with regard to behavior, attendance, or academics, as set forth in these guidelines.

NOTIFICATION OF INELIGIBILITY

A student and his or her parents/guardians will be notified of his or her eligibility status ONLY if such status is in jeopardy at the close of each five-week marking period.

APPEAL PROCESS

This policy recognizes the importance of partnerships between the student, teacher, coach, advisor, and parent or guardian. At any point, a student or parent/guardian can initiate an appeal to the Assistant Principal to ensure fairness to the student involved, as provided in the New Paltz High School Behavior Code.

CONDITIONS OF INELIGIBILITY

Academic – Eligibility is determined at the end of each five week marking period. Any student who fails two or more subjects at the end of any five-week report, or at the end of any marking period, is considered to be ineligible and in academic jeopardy, and will be placed on Ineligibility. However, the student is given an opportunity to re-establish academic eligibility if s/he pursues the terms of the Eligibility Contract as outlined below. A student who chooses this option will be allowed to practice and/or perform in scheduled events even while engaged in the

Academic Intervention process.

A student placed on academic intervention is ineligible if s/he:

- Does not complete an Eligibility Contract within two weeks of notification.
- Does not comply with his/her Eligibility Contract once drawn up.
- Receives two or more failing grades for the same two or more classes on the next report card or five-week report.
- This student will be declared ineligible to participate in all extra-curricular activities until academic eligibility is met. (If a student is now passing the initial failed classes, but two or more others are being failed students will receive another contract and will be assigned AIS).
- Is failing two or more subjects at the end of a school year and does not correct failures over the summer during summer school. If a student makes no attempt during the summer to remediate his/her grades, the student will be ineligible for fall activities and will be placed on first quarter academic intervention as of September 1st of the new school year. The situation will be reviewed at the end of the first five-week marking period.

- Is deemed to be ineligible if he/she is failing and drops 2 failed courses from the previous 10 week marking periods.

Attendance – Eligibility is determined on a quarterly basis. However, on each day of an event the Assistant Principal and/or Athletic Director will review the attendance sheet to determine eligibility. An event is defined as a game, practice, rehearsal, performance, club meeting or trip, etc. **STUDENTS MUST BE IN ATTENDANCE BY 2ND BLOCK TO PARTICIPATE IN ALL EXTRA CURRICULAR ACTIVITIES.**

A student is deemed ineligible if she/he:

- Has an absence on the day of any event.
- Has nine (9) unexcused tardies to school in any quarter. This constitutes one verified referral for eligibility purposes.

Behavior – BEHAVIOR IS CUMULATIVE FROM SEPTEMBER THROUGH JUNE. Two verified Code of Conduct behavior referrals will make a student ineligible for all extra-curricular activities for the period of one week exclusive of vacation, starting at the time declared ineligible. If a student receives a third verified penalty referral the student will be ineligible for three consecutive weeks; after a fourth verified referral the student will serve five weeks, all referrals thereafter will result in five concurrent weeks of ineligibility. Student behavior referrals will carry over to the next school year in the form of a behavior contract. Students will return in September with a probationary period of the length of their carry over period. Students with no infractions throughout probation will be given a fresh start at the end of probation. Students who incur a Code of Conduct referral will immediately be placed on a 5 week extra-curricular suspension.

CONSEQUENCES OF INELIGIBILITY

An ineligible student may not participate in extra-curricular activities or any other school sponsored activity, on or off school grounds, and which are not open to the general public. Examples include:

- All interscholastic sports
- After-school clubs
- Trips (recreational)
- Plays and musicals
- Dances
- Senior Ball

- Junior Prom
- Yearbook

Exempted events are course-required events and school-sponsored activities open to the general public.

REGAINING ELIGIBILITY

Eligibility may be regained when a student:

Academic –

- Completes an Eligibility Contract within two weeks of notification of ineligibility;
- Complies with the terms of an Eligibility Contract and seeks extra help in the identified academic areas. If an ineligible student reduces the number of failures to only one in any quarter, s/he may regain eligibility for that quarter.

Attendance and Behavior – In any quarter, once a student has been deemed ineligible as a result of a violation of the Attendance Guidelines or the Behavior Code, s/he is ineligible for the duration of the consequence.

ACADEMIC INTERVENTION: THE ELIGIBILITY CONTRACT

Purpose – The Eligibility Contract is meant to provide assistance for those students in academic jeopardy through an Academic Intervention process and is offered to all students facing academic ineligibility.

Duration – Students with an Eligibility Contract will remain on academic intervention until the beginning of the next five-week reporting period at which time their status will be reviewed by the Assistant Principal. Full compliance with Academic Eligibility (and Attendance and Behavior Rules outlined in this policy), as well as weekly review by the Assistant Principal will extend eligibility to the end of the probationary period (5 weeks). At that time, when the newest grades are issued, the student in question will be given complete eligibility or declared ineligible and must withdraw from extra-curricular activity.

Review – The Assistant Principal will make the determination as to whether the student will either be removed from Ineligibility.

Student requirement – As long as students continue to seek out and receive help under the terms of their Eligibility Contract, they may participate fully. The student is required to seek extra help throughout the academic intervention period and is responsible for documenting his or her compliance with the Eligibility Contract.

Terms of the Eligibility Contract –

- Must be completed within two weeks of notification or student will be declared ineligible for the remainder of the quarter.
- Is drawn between the student, teacher(s), and parents/guardians.
- Outlines the remedial action to be taken.
- Supports student efforts to regain eligibility by providing feedback on student progress.

Contents of the Eligibility Contract –

- Student name, parent/guardian names and telephone numbers.
- List of all subjects the student is failing.
- List of faculty directly involved, including their telephone numbers and office hours.
- Outline generated by the teacher(s) involved stating the remedial action to be taken.
- Signatures of the teacher(s), student, and parents/guardians.

Filing procedure – The completed and signed contract must be returned to the Assistant Principal who will hold the document. A copy of this contract will be held by the student, the parent/guardian and the Main Office.

Progress Report – Progress Reports must be filed weekly. Brief statement(s) on the progress report confirm that the student is getting extra help in the subject area(s). Full compliance with Academic Eligibility (and Attendance and Behavior Rules outlined in these guidelines), as well as weekly review by the Assistant Principal will extend eligibility to the end of the five week-marking/reporting period. When the newest grades for that marking period are

issued, the student in question will be given complete eligibility or declared ineligible and must withdraw from extra-curricular activity.

OUTLINE OF RESPONSIBILITIES

Student Responsibilities – As long as students continue to seek out and receive help under the terms of their Eligibility Contract, they may participate fully. The student has a two-week time limit to file the contract and begin seeking extra help. Failure to do so will result in immediate ineligibility. The student is responsible for documenting his or her compliance (as agreed upon by the teacher(s)) with the Eligibility Contract.

Extra Help Options Available to Students –

- Any Academic Intervention Service provided by NPHS
- After school extra help with the teacher(s)
- Honor Society tutor
- Private tutor
- Extra-credit projects
- Other, as approved by the administration

EXTRA-CURRICULAR ACTIVITIES AVAILABLE TO HIGH SCHOOL STUDENTS (as of 8/2019)

All County Band	Open Art Studio
All County Chorus	Peer Leadership
Cheerleading – Football	Poetry Club
Drama Club	Science Olympiad
Environmental Club	Senior Class
Freshman Class	Snow Club
Gay/Straight Alliance	Sophomore Class
High School Newspaper	Spring Musical
Honor Society	Student Government
Junior Class	Technology/Computer Club
Marching Band	World Language Club
Math Club	Yearbook
Mock Trial	Youth for Unity
NPZ-TV	

ADVISORS

All student organizations must have an advisor. The function of the advisor is to counsel, not control or censor, except where the intended action may cause injury to the group or individuals.

STUDENT GOVERNMENT

Elected student governments have traditionally symbolized democratic principles at work in our schools. The essential principle of democratic student government is the eligibility of every student to vote and hold office. It is important for students to recognize that with the right to vote goes the responsibility to exercise that right.

SCHOOL NEWSPAPER

Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, student newspapers are free to report the news and to editorialize.

STUDENTS AND THE SCHOOL BOARD

Formalized channels of communication, through which students express their views concerning the operation of the school system, have proven helpful to many Boards of Education. At present, the Board of Education invites one member of the student body to its meetings as a non-voting advisor to the Board.

STUDENTS AND THE PTSA

Students' representation at PTSA meetings is strongly encouraged.

STUDENT INFORMATION AND THE MILITARY

In the past, it has been the policy of the New Paltz Central School District to limit access to military recruiters about school and student information. However, pursuant to the No Child Left Behind Act, the New Paltz Central School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without the prior written parental consent. ***Therefore, if you, as a parent/guardian of a high school student, or as a high school student, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must complete, sign, date and return the form included in the back to school mailing.*** For more information on the Family Educational Rights and Privacy Act please see the District Calendar.

New Paltz Central Schools
Athletic Handbook For
Players, Parents/Guardians, Coaches, & Fans
2019-2020

Mr. Greg Warren, CMAA
Director of Health, PE, and Athletics
Revised 7/17/19

Be Loud, Be Proud, Be Positive!

Warning: Participation by a student in athletic activities involves some degree of risk of physical injury. Such physical injury can occur in any type of sports activity, be it a contact or a non-contact sport. By volunteering to participate in a school sponsored athletic activity, a student and his/her parents acknowledge the potential for an accidental physical injury or death to occur.

PHILOSOPHY

The athletic program, is an extension of New Paltz School District's academic goals and ideals, and is an important and integral part of the total educational experience. As such, all involved accept the responsibilities, rules and regulations that are unique to an interscholastic athletic program. Open to voluntary participation by all students the program places high expectations on athletes with regard to time, behavior, energy, commitment, and loyalty. Interscholastic athletics, unlike recreational sports are not "just play." Athletes, coaches, parents and fans are the school's most visible representatives and are expected to display acceptable and appropriate behavior both in and out of the playing arena.

"The experience of participation in athletic activities is designed to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. To develop individual and team potential by promoting high standards of competence, character, civility and citizenship.

Coaches, Student-athletes and Spectators, should demonstrate:

Competency - knowledge and possession of skill, strategies, fitness, healthy behaviors

Character - responsibility, accountability, dedication, trustworthiness, fair play, self-control

Civility – respect toward others, fairness, caring for self, team and opponents

Citizenship – loyalty, commitment, teamwork, role modeling"

(NYS Framework for Athletics)

An athletic contest is only a game, not a matter of life or death for a player, coach, school, official, fan or community. "We do not always win, but we succeed when we continually STRIVE to WIN. Winning is not everything, but making the effort to win is!" - Vince Lombardi

Participations in interscholastic athletics is a privilege and not a right and those who are unwilling to uphold these high expectations may be subject to consequences.

Please remember that joining an athletic team is a large commitment of not only the athlete's time and efforts but those of the athlete's parents and/or guardians as well.

MODIFIED PROGRAM PHILOSOPHY

This program is available to all students in the seventh and eighth grades. At this level, the focus is on learning athletic skills, game rules, fundamentals of team play, strategy, socio-emotional growth, and healthy competition.

At the modified level, the number of teams and size of the squad will be determined by the availability of financial resources, qualified coaches, suitable facilities and a safe environment.

Practice sessions are vital in order for the desired development of the adolescent athlete and team to occur. League rules dictate that playing time for all players be equitable. Opportunities for meaningful contest participation for each individual will exist over the course of a season based on attendance, commitment, attitude and behavior.

JUNIOR VARSITY PROGRAM PHILOSOPHY

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers. Team membership is usually dominated by ninth and tenth graders. Eighth graders may also be included provided they have satisfied all Athletic Placement requirements.

At this level, athletes are expected to have committed themselves to the team, program and continued self-development. Emphasis on physical conditioning, refinement of skills, elements and strategies of team play in addition to emotional development is increased. The outcome of the contest is a consideration at this level while still working towards team and player development.

The junior varsity player must realize that practice sessions are important and vital if the program is to be successful. Meaningful contest participation will exist over the course of the season, but specified amounts of playing time are not guaranteed. While contests and practices are rarely held on holidays and Sundays, practices may be held during school vacations. With the goal of becoming a varsity athlete in sight, a high level of dedication and commitment is expected at the junior varsity level.

VARSITY PROGRAM PHILOSOPHY

Varsity competition is the culmination of the scholastic sports program. The roster will consist mainly of juniors and seniors. Occasionally, freshman and sophomores will be included if there is evidence of advanced skill levels, physical and socio-emotional development. In sports where there are no junior varsity level teams, the varsity roster may consist of freshmen and sophomores as well as juniors and seniors. Seventh and eighth graders may also be included provided they have satisfied all Athletic Placement requirements.

Squad size at the varsity level is limited. Conducting effective and meaningful practices, skill level, playing time, along with commitment, attendance, attitude and behavior are considered when choosing the team. Each team member will have a role(s) and be informed of the importance of this role. The students' acceptance of this role will determine, to some degree, roster positions. Contest participation over the course of the season is desirable but is never guaranteed.

To gain a position on a varsity team, the participant must have a sound attitude and possess an advanced level of skill. The realization that a varsity sport may require a six-day-a-week commitment is important. This commitment is often extended over vacation periods and should be taken seriously.

PARTICIPATION REQUIREMENTS-

No students may begin practice unless they and their parents have completed permission forms, have a current physical performed by a NYS licensed physician, physician's assistant or nurse practitioner, an Health History update, agreed to the training rules, and completed the Coaches Authorization card online with Final Forms.

"Any student engaged in inter-school competition shall receive an adequate health examination and may not practice or participate without the approval of the school medical officer. The school's medical officer has the final approval on all Physical examinations given by personal physicians." (NYSPHSAA)

Each athlete will participate under the eligibility requirements, rules, and regulations of the New York State Commissioner of education, the New York State Public High School Athletic Association, the New Paltz Board of Education, Section IX, as well as the Mid-Hudson Athletic and/or Orange County Interscholastic Athletic Leagues.

Athletic paperwork which is found to be plagiarized will result in the automatic exclusion of an athlete for that season.

Warning: Participation by a student in athletic activities involves some degree of risk of physical injury. Such physical injury can occur in any type of sports activity, be it a contact or a non-contact sport. By volunteering to participate in a school sponsored athletic activity, a student and his/her parents acknowledge the potential for an accidental physical injury or death to occur.

EXTRA-CURRICULAR ELIGIBILITY GUIDELINES – All Varsity and JV athletes are required to abide by the High School Academic, Behavior and Attendance requirements of the Extra-Curricular Eligibility Guidelines. These requirements can be found in the District Code of Conduct, HS Handbook, Athletic Handbook, and on the web-sites. All Modified athletes are required to abide by the Middle School guidelines. Athletes who are unable to maintain good academic standing, attendance and/or conduct themselves in an appropriate manner may face suspension or dismissal from the team. Students must participate in and maintain a passing Physical Education Grade.

TRYOUTS- All sports have a try-out period. Try-outs are generally the first week of any season. Once a team is formed no new athletes will be accepted. Students are encouraged to pick a single sport and focus their attention and efforts on securing a spot on the team. Teams are picked on a variety of criteria including but not limited to effort, attitude, skill, and potential. Teams are also picked with relation to the number of players who can actively play at one time (i.e. volleyball – 6 on the court), the rules and regulations governing substitutions, and facility and equipment limitations. Students who are ‘cut’ from a team may request through the Athletic Office to move to a team which did not have cuts. Requests will be handled on an individual basis.

PLEASE NOTE- ALL TEAMS NORMALLY PRACTICE AT THE SAME TIME EACH DAY, AT DIFFERENT SITES, AND ATHLETES MUST HAVE THE REQUIRED NUMBER OF PRACTICES IN EACH SPORT TO PLAY, THUS PARTICIPATING ON TWO TEAMS IS NOT GENERALLY PRACTICAL.

PRACTICE REQUIREMENTS- Team members must be present and on time for all scheduled practice sessions and games. It is expected that if an athlete is in school he/she will attend practice unless the coach has granted prior permission to be excused. Family vacations taken during a sports season are discouraged. It should be noted that a player's position on the team could change based on the material covered during the player's absence and the necessity for conditioning. Players must have met the NYS required number of practices for their sport before they will be allowed to participate in either a game or scrimmage.

SCHOOL ATTENDANCE- Student athletes are expected to maintain a satisfactory school attendance record. **Students may not practice or participate in games on days they have arrived after First Block for JV and Varsity players and ½ day for Modified players without a legal excuse. Students who have left school due to illness or been absent from school due to illness are also not eligible to play that day. Students must participate in Physical Education to be eligible to participate that day.** Student athletes are expected to be in school the day before, the day of, and the day after an athletic contest. Athletes who are in need of extra academic help should bring a pass from their teacher. Athletes absent or late to practice without a valid excuse will be subject to appropriate disciplinary action.

As per the High School Extra-Curricular Eligibility and Attendance Guidelines, student athletes who cut class will be subject to disciplinary action. **The action could result in suspension or dismissal from the team.**

Athletes unable to participate in a practice or contest due to illness, injury or an emergency should make a strong effort to contact the coach either in person or by phone. Athletes unable to practice for 5 or more

days will be required to have ½ the minimum practices required by the state in order to return to activity in order to have appropriate time for re-conditioning purposes.

IN OR OUT-OF-SCHOOL SUSPENSION- Athletes assigned **In-School Suspension or Out-of-School Suspension may not practice, participate or attend** athletic events for the duration of the suspension. The High School Extra-Curricular Eligibility and Athletic guidelines will determine an athlete's ability to rejoin a team.

CONDITIONS FOR PLAY- *As our most visible representatives Athletes* are expected to exemplify good citizenship in both school and the community at large. Athletes will display good behavior both in practices and games. Participation rules apply to in-school and off-school violations that occur during the school year. This means that these CONDITIONS are in effect seven days a week, twenty-four hours a day during the school year.

Conduct unbecoming an athlete can result in suspension or dismissal from the team. Such conduct would include but would not be limited to: profanity, fighting, hazing, arrest, being found delinquent by the courts, placed on probation, vandalism, stealing, assault, sexual harassment, indecent exposure, poor sportsmanship, insubordination, use/possession/distribution of tobacco, electronic smoking devices, alcohol and drugs. The athlete's discipline records will be subject to review in each of the above cases. Infractions are cumulative and will result in penalties which differ from athlete to athlete. For infractions not involving tobacco, alcohol, drug paraphernalia and/or drugs initial consequences will be determined by the coach in consultation with the Athletic Director. Parents/guardians of any such student athletes who are subject to disciplinary action will be notified by the appropriate coach, Athletic Director, or building Principal.

Use of tobacco, electronic smoking devices, alcohol, drugs, performance enhancing substances and abusive use of medication present significant health risks for all students. Medical research clearly substantiates that the use of use of these substances produce harmful effects. Athletic performance is compromise by substance abuse. **Athletes who experiment with such substances jeopardize team morale, team reputation, team success and do physical harm to themselves.** Additionally use of these substances is illegal. Students have to decide if they want to be athletes and must make the commitment in order to be a competitor. Students participating on a New Paltz athletic team are to refrain from the use, sale, distribution and/or possession of alcohol, tobacco, electronic smoking & drug paraphernalia and/or drugs (an illegal or non-prescribed "controlled substances" as defined by Penal Law Section 220.00), whether on or off school grounds.

Please note- for any Athletic disciplinary action that is issued in conjunction with MS or HS discipline - the start date of suspension or removal will coincide with the start of the HS/MS disciplinary action.

USE, POSSESSION, BUYING, SELLING, PROVIDING OR THE GIVING AWAY OF THE AFOREMENTIONED IS STRICTLY PROHIBITED.

Consequences for confirmed infractions involving tobacco, alcohol, and drugs are as follows and may be expanded upon as per the District Code of conduct:

- **Use or Possession of Tobacco** (including but not limited to smokeless tobacco, e-cigarettes and electronic smoking devices)
1st offense – Minimum suspension of 1 week from the activity (team)
2nd offense – Removal from the activity (team)
- **Use or Possession of Alcohol/Performance Enhancing Substances**
1st offense – Minimum suspension of 2 weeks from the activity (team). Students will be assessed by the Student Assistance Counselor and must participate in the recommended counseling program. Failure to participate in the assessment and counseling program will result in removal from the activity (team).
2nd offense – Removal from the activity (team)
Athletes must meet with the Intervention team prior to participation in another activity (sport).

- **Selling, Distributing or Providing of Alcohol**
1st offense – Removal from the activity (team)
Athletes must meet with the Intervention Team prior to participation in another activity (sport).
- **Use or Possession of Illegal Drugs, Drug paraphernalia and/or Prescription Medications without a physician's orders**
1st offense – Minimum suspension of 2 weeks from the team. Students will be assessed by the Student Assistance Counselor and must participate in the recommended counseling program. Failure to participate in the assessment and counseling program will result in removal from the activity (team).

2nd offense – Removal from the activity (team)
Athletes must meet with the Intervention Team prior to participation in another sport
- **Selling, Distributing or Providing of Illegal Drugs and/or Prescription Medications**
1st offense – Removal from the activity (team)
Athletes must meet with the Intervention Team prior to participation in another sport

The Intervention Team will be led by a District Counselor and will include members of the High School and/or Middle School Instructional Support Team (IST). All recommendations from this committee will be made to the appropriate building Principal and Athletic Director for final approval.

If it becomes apparent to the Administration that the CONDITIONS for PLAY are being broken but the individual violators cannot be identified, the Administration reserves the right to forfeit athletic contests, or cancel the season.

SPORTSMANSHIP - Sportsmanship should be practiced at all times by athletes, coaches, parents and fans. Under no circumstances will anyone involved in playing, coaching or as a parent or fan provoke or otherwise engage in verbal or physical confrontations outside the rules of the game. Good sportsmanship includes the following: showing respect for opponents and officials, knowing and understanding the rules of the game, maintaining self-control and recognizing and appreciating performance regardless of team affiliation. *Parents and fans who are unable to follow sportsmanship rules will be asked to leave the site, whether home or away.*

SECTION IX UNSPORTSMANLIKE CONDUCT RULE

“The N.Y.S.P.H.S.A.A. and Section IX recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the N.Y.S.P.H.S.A.A. and Section IX has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular and post schedule play.

1. Any member of a squad ruled out of a contest for unsportsmanlike conduct or for a flagrant foul will have the following occur:
 - A. First Ejection – that player(s) cannot attend or participate in the next scheduled contest **in that sport**. If the season has ended the player(s) cannot attend or participate in the next scheduled contest in his/her next season of participation.
 - B. Second Ejection – that player(s) cannot attend or participate in the next two scheduled contests **in that sport**. If the season has ended the player(s) cannot attend or participate in the next two scheduled contests in his/her next season of participation.
 - C. Third Ejection – that player(s) cannot attend or participate in any remaining scheduled contests for the remainder of that sports season. If the season has ended the player(s) cannot attend or participate in the next three scheduled contests in his/her next season of participation.

Please note: Disqualified from one season carry over to the next season of participation.

2. Any member of the squad who strikes, shoves, kicks or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense. **NOTE:** “Member of the squad” includes player, manager, scorekeeper, timers, and statisticians.

Any team member who leaves the bench area during an altercation is subject to suspension for one or more athletic competitions. A student athlete who violates the Section IX Sportsmanship Rule will be subject to BOTH the Section IX penalty and the New Paltz Athletic Handbook penalty.

UNSPORTSMANLIKE CONDUCT BY SPECTATORS may result in forfeiture of the right to remain at and/or return to future the contest. This includes but is not limited to being in an unauthorized area and/or inappropriate comments, harassment, focused at players, coaches, officials and/or fans at both home and away venues. PLEASE NOTE: Officials reserve the right to award a forfeit to the non-offending team if the spectator infraction is severe.

HAZING – Any behavior, physical or emotional that is asked of or imparted on a person to join a team that is dangerous or humiliating, regardless of the athlete’s willingness to participate in the behavior/activity is hazing. **HAZING WILL NOT BE TOLERATED. ATHLETES PARTICIPATING IN HAZING ACTIVITIES WILL BE SUBJECT TO IMMEDIATE REMOVAL FROM THE TEAM AND/OR ENTIRE PROGRAM. THIS BEHAVIOR WILL ALSO BE ADDRESSED THROUGH THE H.S. CODE OF CONDUCT.**

DUE PROCESS- In any of the situations involving a violation of rules and regulations, the individual athlete is entitled to an informal conference. The Athlete and his/ her parent(s)/guardian(s) may request a meeting with the athletic director and the coach, if applicable, to discuss the matter. A decision will be reached at this meeting. A full due process hearing is inapplicable to exclusion for extra-curricular activities. (Matter of Mungoli 21 Ed Dept Rep 364 [1981]. See also Matter of Clark 21 Ed Dept Rep 542-543 & Education Law §3214)

AGE AND GRADE- A student shall be eligible for interschool competition in grades 9, 10, 11 and 12 until his/her nineteenth birthday. If the age of nineteen years is reached on or after July 1, the student may continue to participate during that school year in all sports. **NOTE:** Students may be eligible regardless of age or grade if they have been approved through the State Education Department’s Athletic Placement Program. The 15 year old below the 9th grade needs only to meet Athletic Placement maturity standards to be eligible at the high school level. (NYSPHSAA)

TRANSFER STUDENTS-**NOTE:** The Transfer Rule will be enforced as written with no variations permitted. A student in grades 9-12 who transfers, with a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible after starting regular attendance in the second school. A residence change must involve a move from one school district to another. Furthermore, when a student moves from public school district to another public school district for athletic eligibility the student must enroll in the public school district or in a private school within that district's boundaries of his/her parent's residency. For athletic eligibility, a residency is changed when one is abandoned by the immediate family and another residency is established through action and intent. Residency requires one’s physical presence as an inhabitant and the intent to remain indefinitely. The Superintendent, or designee, will determine if the student has met district residency requirements.

b. A student who transfers without a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months prior) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year if as a 9-12 student participated in that sport during the one (1) year period immediately preceding his/her transfer. Students who transfer from any school to the public school district of the residence of his/her parents (or other persons whom the student has resided for at least six months) or a private school within that district's boundaries shall receive a waiver from the Transfer

Rule. Such

A transfer without penalty will only be permitted once in a high school career. ***Schools must submit the required transfer form to the Section office. Athletes are not permitted to practice before the form has been submitted. Athletes are not permitted to compete without approval.*** **NOTE:** A student in a foreign exchange program listed by CSIET has a one-year waiver of the Transfer Rule. If such a student elects to stay a second year he/she becomes a foreign student at the start of the school year with item (b) in effect.

Exemptions to (b): For athletic eligibility a student must enroll in the public school district or in a nonpublic school within that district's boundaries of his/her parent's residency.

Note: Multiple High School Districts - The policies/boundaries of the school district will be followed. If the district has an open enrollment policy, the interpretation to be used will be the same as used for students of K-8 school districts.

When a student enrolls in 9th grade that is the district (building) of their residence. Any subsequent transfer would be subject to the Transfer Rule.

1. The student reaches the age of majority and established residency in a district and can substantiate that they are independent and self-supporting.
2. If a private or parochial school ceases to operate a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in the public school district of his/her parents' residency.
3. A student who is a ward of the court or state and is placed in a district by court order. Guardianship does not fulfill this requirement.
4. A student from divorced or "legally" separated parents who moves into a new school district with one of the aforementioned parents. Such a transfer is allowed once every six months. The legal separation agreement must address custody, child support, spouses support and distribution of assets and be filed with the County Clerk or issued by a Judge.
5. A student who is declared homeless by the superintendent pursuant to Commissioner's Regulation 100.2.
6. A student of a military employee who is transferred to an active military base may enroll in the non-public school closest to their residence and maintain eligibility if the student enrolls in a non-public school immediately following the change in residence.

NOTE: It is provided, however, that each school shall have the opportunity to petition the section involved to approve transfer without penalty based on an undue hardship for the student. Educational Waivers will not be considered as an undue hardship effective for the 2015-2016 school years.

c. Transfer students trying out for sports before school opens in the fall shall register and be accepted by the principal of that school before the medical examination and the first practice. This shall constitute the start of the regular attendance for falls sports.

NOTE: After approval by the school medical officer a student may practice immediately and must satisfy the specific sports standard according to the number of practice sessions.

d. Practices at the previous school may be counted toward the minimum number of practices required provided the principal or athletic director of the previous school submits, in writing, the number and dates of such practices to the principal or athletic director of the new school.

e. 7th and 8th graders that compete at the HS level will be subject to the transfer rule, effective with the **2017-2018** school year.

Transfer Appeal Guidelines:

Financial – Appeals require documented proof of a significant loss of income or a significant increase in expenses.

- Written description outlining the circumstances that led to the financial hardship

- Appropriate documentation may include:

- Evidence of loss income or change in financial obligation that are not self-imposed.
- Family W2 forms – pay stubs
- Notarized statement from parent
- Statement from employer or professional with knowledge of circumstances

- Most recent tax returns – two years

Health and Safety – Appeals are considered for safety, mental health, personal relationships and other similar circumstances.

- Written documentation is required from Superintendent of Schools or HS Principal of the sending school indicating the specific circumstances which necessitated the transfer.

- Supporting documentation from a third party outside of the school may be submitted (ex. police report)

BONA FIDE STUDENTS: A contestant must be a bona fide student of the high school represented and must be taking at least four subjects including Physical Education. A foreign exchange student may be considered a bona fide student if all of these eligibility rules are satisfied. A student in an education program in two schools may represent only the home school. **NOTE:** A student in a shared services part-time or full-time program, taking the equivalent of four subjects including Physical Education, is considered as being registered in the home school. Exceptions for special cases must be approved by League and Section.

A student who satisfies all eligibility standards, enrolled in the equivalent of three subjects as well as meeting the Physical Education requirement, who has not completed requirements for graduation, may be enrolled in one or more college courses for advance placement. The student must be earning a minimum of three high school credits and Physical Education to be eligible.

For assistance in determining the eligibility of students enrolled in a GED program, please contact the NYSPSHAA office. Students may only be selectively classified between member schools. Furthermore, to be eligible to be selectively classified into member schools' athletic programs a student must be registered in that school district.

AMATEUR- A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur is one who engages in athletic competition solely for the pleasure of the activity and for the physical, mental, and social benefits derived from participation. When competing in non-NYSPHSAA sponsored events, an athlete forfeits amateur status in a sport by:

1. Competing for money or other compensation (allowable travel, meals, and lodging expenses may be accepted).
2. Receiving an award or prize of monetary value which has not been approved by this Association. **NOTE:** Only awards or prizes having a monetary value of two hundred fifty dollars (\$250) or less per competition will be approved by the Association. When honoring student-athletes for success in NYSPHSAA sponsored championship events, Boards of Education are encouraged to approve limited awards that are appropriate to high school level competition.
3. Capitalizing on athletic fame by receiving money or gifts of monetary value (scholarships to institutes of higher learning are specifically exempted).
4. Signing a professional playing contract in that sport.

Instructing, supervising, or officiating in any organized youth sports program, recreation, playground, or camp activities will not jeopardize amateur standing. Receiving compensation for officiating shall not effect amateur standing.

c. A student who violates the above rule may apply to the league or to the designated body within that section for reinstatement one year from the date of the latest violation. (NYSPHSAA)

ASSUMED NAME- Participating under an assumed name in any athletic contest shall make the student/athlete ineligible in that sport for one (1) year from the date of the violation.

RECRUITMENT AND UNDUE INFLUENCE: Recruiting and Undue Influence is defined as the use of influence by any person connected directly or indirectly with a NYSPHSAA school to induce a student to transfer from one school to another, or to enter the ninth grade at a member school for athletic purposes - whether or not the school presently attended by the student is a member of the NYSPHSAA.

a. The use of undue influence to secure a student for competitive purposes in a sport is prohibited. An infraction shall cause the student to forfeit eligibility in that sport for one year from the date of enrollment. The offending school shall be subject to provisions of Rule 19 (D).

b. Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer, gifts of money, jobs, supplies, clothing, free transportation, admission to contests, invitation to attend practices and/or games, or free and/or reduced tuition.

COLLEGE & PROFESSIONAL TRY-OUTS- A student is no longer eligible to represent the school in that sport in that season if the student participates in practice or competition with or against any individual or team(s) representing a college that season. No tryouts for, or practice, with professional teams and their affiliates, are approved except during the summer vacation. A student who participates in such a tryout is ineligible to represent the school in that sport.

COLLEGE BOUND ATHLETES- There are a number of conditions which need to be met to enter any level college athletic program. Please check with your Guidance Counselor, The Athletic Office and the NCAA web site for information about playing in college. **START EARLY AS FRESHMEN TO ENSURE COMPLIANCE.**

INJURY- All athletes will report all injuries, no matter how minor, to the coach and the school nurse. If a student has a physician attended injury, or is absent from attendance in school or at practice sessions, due to illness, for five (5) or more consecutive school days, he/she must have a medical release before participating in practices, scrimmages, or games. All medical releases are subject to the approval of the school physician.

CONCUSSION

The NFHS Concussion Rule states, "Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headaches, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until *cleared* by an appropriate health-care professional".

New York State Education Department's policy on "cleared by an appropriate health-care professional¹:"

- 1 New York State only permits the school medical officer to clear an athlete to return to play after removal from a game for exhibiting the signs/symptoms of a concussion.
- 2 If the school medical officer is not available on the sideline to allow a safe return to play, the athlete must remain out of the game until cleared by the school medical officer to return to play.

Students are prohibited from returning to play the day the concussion is sustained.

Concussion Management Protocol

Return to play

Return to play following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. These NYSPHSAA current returns to play recommendations are based on the most recent international expert opinion.* No student athlete should return to play while symptomatic. Students are prohibited from returning to play the day the concussion is sustained. If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion. Once the student athlete is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no other mitigating circumstances).

Day 1: Light aerobic activity

Day 2: Sport-specific activity

Day 3: Non-contact training drills

Day 4: Full contact practice

Day 5: Return to play

Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-

concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

[These NYSPHSAA current return to play recommendations are based on the most recent international expert opinion.*]

Concussion in the Classroom

Students recovering from concussion can experience significant academic difficulties due to impaired cognitive abilities. Mental exertion and environmental stimulation can aggravate concussion symptoms such as headache and fatigue, which in turn can prolong recovery. Accordingly, academic accommodations should be available to the student recovering from concussion both to ensure academic progress and to set the conditions for optimal medical recovery. Academic stress and a sense that teachers or school staff don't understand the student's concussion-related problems can complicate recovery. Ensuring adequate rest, avoiding overexertion and overstimulation, reducing risk of re-injury and providing academic accommodations are the essential components of a return-to-school plan after concussion. Home tutoring will be needed at first in some cases. As the student recovers, he or she may need to attend school part-time or full-time with rest breaks.



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (<i>even briefly</i>)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.

After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

CONCUSSION

A Must Read for Young Athletes

Let's Take Brain Injuries Out of Play

CONCUSSION FACTS

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a blow to the head or body:
 - from contact with another player, hitting a hard surface such as the ground, ice, or court, or
 - being hit by a piece of equipment such as a lacrosse stick, hockey puck, or field hockey ball.
- A concussion can happen even if you haven't been knocked unconscious.
- If you think you have a concussion, you should not return to play on the day of the injury and until a health care professional says you are OK to return to play.

CONCUSSION SYMPTOMS

- Concussion symptoms differ with each person and with each injury, and may not be noticeable for hours or days. Common symptoms include:
 - Headache
 - Confusion
 - Difficulty remembering or paying attention
 - Balance problems or dizziness
 - Feeling sluggish, hazy, foggy, or groggy
 - Feeling irritable, more emotional, or "down"
 - Nausea or vomiting
 - Bothered by light or noise
 - Double or blurry vision
 - Slowed reaction time
 - Sleep problems
 - Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

WHY SHOULD I REPORT MY SYMPTOMS?

- Unlike with some other injuries, playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery and a delay in your return to play.
- While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and the likelihood of long term problems.
- In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to your brain. They can even be fatal.

What Should I Do if I Think I Have a Concussion?

DON'T HIDE IT, REPORT IT. Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

GET CHECKED OUT. Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

TAKE CARE OF YOUR BRAIN. A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

All concussions are serious. *Don't hide it, report it. Take time to recover. It's better to miss one game than the whole season.*



*For more information about concussion and other types of traumatic brain injuries, go to www.cdc.gov/Concussion

A part of CDC's Heads Up series

INSURANCE- All students who participate in the interscholastic athletic programs are covered by school provided medical insurance. This insurance is secondary or excess coverage insurance. The parent/guardian's insurance provides the primary coverage. If a parent or guardian does not have medical coverage, then the school's insurance will provide coverage but it will be less than full coverage. Parents should contact the school nurse's office for assistance.

QUITTING A TEAM-A student who quits a team has seventy-two (72) hours to reconsider before being formally dropped from the team. **After seventy-two (72) hours, a player may not return to the team and may not go out for another team during that season. If a student desires to return to the team during the 72 hour window, coach, student and parent must meet to resolve the issue.**

If a student quits a sport mid-season, he/she will not be allowed to practice with the next season's sport until the in-season sport has finished AND/OR depending on the circumstances, may not be allowed to participate in the next season. This includes postseason championship play. No student may quit a team without discussing the reason for leaving the team with his/her coach. All equipment issued to the student who quits must be returned. If a student wishes to change sports during a season, he/she may do so with the approval of the Athletic Director and both coaches. He/she must pick up the correct form from the Athletic Director.

CARE OF EQUIPMENT, UNIFORMS, AND FACILITIES-*All equipment and uniforms issued by the school to athletes are the property of the NP School District.* All uniforms and equipment issued becomes the responsibility of the individual athlete. Any equipment not returned at the end of the season must be paid for or replaced by the student. Failure to do this will result in suspension from further participation in athletic contests. New uniforms are purchased in a rotating cycle. By law the district may not purchase personal items of clothing.

**** PLEASE NOTE**** Any item with an athlete's name/number on it has been purchased by the athlete either personally or through team fund raising. These are personal items of clothing and are not purchased by the district.

Misuse of Equipment and Facilities: All equipment and facilities should be cared for as if they were the athlete's personal property. Any equipment intentionally misused will be repaired at the player's expense.

The Athletic Placement Process (BOE policy 7420, 6/15/16)

The Board recognizes that the New York State Education Department (NYSED)/ New York Public High School Athletic Association's (NYSPHSAA) The Athletic Placement Process was designed for mature and exceptionally skilled students to advance to a higher level of competition. **The program is not to be used to fill positions on teams.** It is aimed at the very few select students who can benefit from such placement because of their level of readiness and expertise. Only the exceptional athlete is permitted for classification to a higher level of competition. Based on this purpose the district's policy for eligibility to advance to a higher level of competition is as follows:

1. Students in seventh grade may not classify up to a high school team at any time if a Modified Program is offered in a given sport. Eighth graders who have successfully completed a year in a modified sport may attempt to classify up to JV in that same sport.
2. If no JV level is offered, only then may students attempt to qualify for the Varsity level.
3. Requests for Athletic Placement may be generated from one or more of the following: Director of Athletics, Physical Education teacher, coach or member of the family in question.
4. In order to be eligible for advanced level of competition students must:
 - Be in good academic standing
 - Pass all components of the fitness and maturity assessment.

5. Students who satisfy the requirements of the Athletic Placement process in a particular sport may have to satisfy additional physical skills testing and/or maturity level ratings if they elect to participate in the Athletic Placement process for another sport. Physical skills testing and maturity level are sport specific. Athletic Placement results are valid for the duration of a student's enrollment in the 7th and 8th grade for that particular sport.

6. A student who does not meet the criteria as a 7th grader to selectively classify to a higher level may try again as an 8th grader for that particular sport. A student who does not qualify as a 7th or 8th grader may still try out for any of these teams when he/she reaches 9th grade, the age/grade appropriate level for Junior Varsity (JV) and Varsity, without taking the Athletic Placement Test.

7. A student may attempt to classify for one sport per season, Fall, Winter, Spring. Inability to qualify during one season does not preclude attempting to qualify during a subsequent season.

8. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of the Athletic Placement process and procedures.

The athlete must pass the Athletic Placement Fitness test and be approved by the school physician. An Athletic Placement process referral should be initiated by a higher level coach. Forms may be obtained from the school. In order for a student to be approved for Athletic Placement, he or she must be approved by all of the following: Athlete's Parents, Guidance, Principal, Athletic Director, and Superintendent.

As per NYSPHSAA this process MAY NOT be used to fill Varsity or JV teams if there are inadequate numbers of 9-12 graders to field a squad.

PARENT/COACH COMMUNICATION- As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

What you should expect from your child's coach:

- Program Philosophy and expectations for your child
- Locations and times of all practices and contests.
- Team requirements, i.e., special equipment, off-season conditioning.
- Procedure should your child be injured during participation.
- Discipline for infractions of team and/or school rules

What coaches expect from parents

- Concerns expressed directly to the coach, not to other parents or players
- Notification of any schedule conflicts well in advance
- Support for the team, coach and program.
- Refraining from "side-line" coaching
- **Reinforcement and modeling of positive, supportive behavior**

As your children become involved in programs at New Paltz, it is important to understand that, along with the good times there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

- The treatment of your child, mentally and physically,
- Ways to help your child improve,
- Concerns about your child's behavior

Coaches are professionals. They make judgment decisions based on what they believe to be the best for **all** athletes involved with their team/program. 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 on the following page, must be left to the discretion of the coach.

The following are a coach's decision

Playing time, Playing position, Team strategy, Play Calling, Other student/athletes.

Athletes earn playing time at all levels based on the structure of the league/state requirements along with their effort, coachability, attitude, sportsmanship, attendance and skill during practices and games involving New Paltz District athletics. Outside clubs and recreational sports do not play a role in MS/HS ball.

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

Please do not 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 do not promote resolution.

Procedure to follow to discuss a concern with a coach- Ask the coach for an appointment to meet and give a specific reason or two. Call the Secretary of the NP Athletic Department at 256-4151, to set to set up an appointment or leave a message with the coach. If the coach cannot be reached, call the NP Athletic Director. Arrangements for the meeting will be made for you.

What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution? Call the Athletic Secretary to set up an appointment with the Athletic Director. The parent/guardian, coach and Athletic Director will meet to discuss the problem. At this meeting, the appropriate next step can be determined. Parents are encouraged to discuss issues and problems with the Athletic Director. However, if a parent has specific complaints regarding a coach, then the coach must have the opportunity to be present to meet with the parent.

TRANSPORTATION- All athletes **MUST** travel to and from all away contests and off campus practice sites on school provided transportation. Athletes arriving at away sites on other than school provided transportation will not be permitted to dress or participate in that contest. A player may be released to his/her parents after the parent fills out the transportation release form with the coach. Team members may be released to another adult with written parental permission and Athletic Director approval. A note must be presented by 11 am on the day of the request. All notes must have a parent phone number. Notes will be confirmed with the requesting parent. Inability to confirm the note will result in denial of the request. Notes which are presented late in the day risk denial (students will NOT be released to other students). All athletes are required to observe all district transportation rules and regulations while on board the bus. On rare occasions special exceptions to the transportation guidelines may be made by the Athletic Director and the Principal.

WE ARE ALL HIGHLY CONCERNED WITH YOUR CHILD'S SAFETY. ATHLETES WHO DRIVE TO OFF-SITE PRACTICES WILL BE SENT HOME. DISCIPLINARY ACTION MAY RESULT.

LATE SPORTS BUS- The District operates late sports buses during all 3 sports seasons to take athletes home after practice.

VARSITY LETTER REQUIREMENTS- An Athlete Must:

- A. Be a member of the team for the entire season and finish in good standing.
- B. Attend all practices and contests unless excused by the coach for a valid reason.
- C. Be recommended by his/her coach.
- D. Participate as follows:

Baseball	Fifty percent (50%) of the games (exclusive of the pitcher).
Basketball	Fifty percent (50%) of the quarters. On the squad for the entire season.
Cross Country	Score better than the 5 runner of the opponents
Football	Fifty percent (50%) of the quarters.
Golf	Fifty percent (50%) of the scoring matches.
Gymnastics	Ninety percent (90%) of the meets.
Lacrosse	Fifty percent (50%) of the games
Nordic Ski	Ninety percent (90%) of the meets.
Soccer	Fifty Percent (50%) of the quarters
Softball	Fifty percent (50) of the games (exclusive of the pitcher)
Swimming	Fifty percent (50%) of the scoring matches.
Tennis	Fifty percent (50%) of the scoring matches.
Track	Score fifteen (15) points. Five (5) points for each runner on winning relay team)
Volleyball	Fifty percent (50%) of the total matches.
Wrestling	Total of nine (9) points.

A Participation Certificate will be awarded to any Junior or Senior who meets requirements A, B, and C but does not meet the letter earning requirements. Junior Varsity Awards will be given to all members of Junior Varsity teams and Freshmen and Sophomores on teams that are only Varsity, and who complete requirements A, B, and C. Only one Chenille Varsity and Junior Varsity letter will be awarded to athletes during their high school athletic career. When letters are renewed or additional letters are earned, certificates and metal inserts will be awarded.

Students who participate on Middle School Modified Athletic teams, and who meet requirements A, B, and C will be awarded a certificate by the New Paltz Athletic Association.

New Paltz Athletic Association END OF THE YEAR ATHLETIC AWARDS

A Sportsmanship Award plaque is given to one member of each team for outstanding contribution to the team through dedication and good sportsmanship. Winners are selected by their coaches.

Gym Banners are awarded to all League and Section IX Championship teams

A Senior Plaque will be awarded to seniors who earn a minimum of four (4) Varsity letters with at least two (2) letters earned in two (2) different sports.

Coaches vote each season on the following three awards. All Senior athletes are considered.

The All Sports Award is presented by the New Paltz Athletic Association to a Senior boy and a Senior girl who have demonstrated outstanding ability and leadership in a variety of sports throughout four (4) high school years. The winners are selected by the Varsity and Junior Varsity Coaches and the officers of the New Paltz Athletic Association.

The Lawrence Johnson Memorial Award plaque is presented to one senior boy and one senior girl who have exemplified the qualities of sportsmanship, desire and excellence. The winners are selected by the Varsity and Junior Varsity Coaches and the officers of the New Paltz Athletic Association.

The John Ford Award- is given to a male and a female athlete who have made outstanding contributions to the athletic program.

Only school sponsored athletic awards will be given out at the Annual Athletic Awards Dinner sponsored by the New Paltz Athletic Association. Coaches who desire to give out individual awards may do so at the end of the season pizza party sponsored for each Varsity and JV team by the New Paltz Athletic Association.

THE NEW PALTZ ATHLETIC ASSOCIATION

The New Paltz Athletic Association is the only booster club for all New Paltz High athletic teams. Its purpose is to benefit all student athletes representing New Paltz Central Schools. Individual sports booster clubs are not allowed. Each sports team is asked to have a parent representative attend the Athletic Association meetings during their respective sports season. The Association is always in need of new members, please call the athletic office for further information.

POTENTIAL SPORTS OFFERINGS The sports listed may be offered providing certified coaches can be secured and enough students participate to field a team.

Fall Season

Varsity Football	Junior Varsity Football	Modified Football
Varsity Boys Soccer	Junior Varsity Boys Soccer	Modified Boys Soccer
Varsity Girls Soccer	Junior Varsity Girls Soccer	Modified Girls Soccer
Varsity Girls Tennis	Varsity Girls Swimming	Modified Volleyball
Varsity Volleyball	Junior Varsity Volleyball	Modified Cross Country
Varsity Boys Cross Country	Varsity Girls Cross Country	Varsity Boys Golf

Winter Season

Varsity Boys Basketball	Junior Varsity Boys Basketball	Modified Boys Basketball
Varsity Girls Basketball	Junior Varsity Girls Basketball	Modified Girls Basketball
Varsity Wrestling	Junior Varsity Wrestling	Modified Wrestling
Varsity Boys Nordic Ski	Varsity Girls Nordic Ski	
Varsity Boys Swimming	Varsity Gymnastics	

Spring Season

Varsity Baseball	Junior Varsity Baseball	Modified Baseball
Varsity Softball	Junior Varsity Softball	Modified Softball
Varsity Boys Track	Varsity Girls Golf	Modified Boys Track
Varsity Girls Track	Varsity Boys Tennis	Modified Girls Track
Varsity Girls Lacrosse	Varsity Boys Lacrosse	

Other information can be found along with **Permission Slips and Physical forms at <http://www.newpaltz.k12.ny.us/> Under Our Departments-Athletics**

**Special thanks for their input and efforts with the current revisions to our handbook to:
The NY State Public High School Athletic Association, The Mid-Hudson Athletic League Athletic Directors,
The New Paltz Athletic Association, The New York State Athletic Administrators Association,
The New Paltz High School Student Government, New Paltz Athlete, Coaches & Parents.**

Take a moment and reflect on your fan appeal-

The following is taken from The Sport Parent's Manual by Tom Doyle.

“Things parents do that embarrass their kids!

- Try teaching me how to do something ‘correctly’ after a game.
- Coaching during games even though you aren’t the coach.
- Telling me what I was doing wrong after every game.
- Being asked to leave the field by an official.
- Taunting other players, opponents, and refs.
- Acting disappointed with what I am doing instead of reassuring me I will do better next time.
- Going crazy at the refs-because it is not your job. It is the coach’s job to question bad calls.
- Coming to a game drunk or after drinking.
- Yelling things at coaches and getting involved with something that was between the coach and me. It was none of their business.

Things parents do that their kids really appreciate!

- Take time out of your busy schedule to come to games and support what we do.
- Bring snacks after a game.
- Supporting the whole team, not just me.
- Cheering the team even when losing badly.
- Tell us we did a good job.
- Being proud of us even when we didn’t win.
- Being quiet unless cheering with everyone e
- Never yelling at a coach or ref.
- Making friends with the other parents.
- Telling a ‘negative’ parent to be quiet.”

Be Loud, Be Proud, Be Positive!

Students

SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

The New Paltz Central School District recognizes the value of electronic resources to enhance student learning and the overall operation of our schools. To this end, the District encourages the responsible use of computers, the Network/Internet and other electronic resources to support the mission and vision of the New Paltz Central School District. This policy is designed to protect and provide guidance for our students and staff that will have access to these resources.

The Network and Internet are provided to students and staff for educational purposes. Access to the Network and Internet services will be provided to users who act in accordance with this policy. The smooth operation of the Network and Internet relies upon the responsible conduct of the end users and requires efficient, ethical, and legal utilization of the Network/Internet resources.

Digital Citizenship and Personal Accountability

The District advocates for equal digital rights and access for all. Through this process it is imperative that all students and staff understand the importance of being responsible, ethical digital citizens. This includes, but is not limited to:

- (a) Treating all others with respect online;
- (b) Refraining from participating in cyberbullying and report any harassing activities you witness;
- (c) Making appropriate decisions while communicating online through any digital channels;
- (d) Respecting others' digital work. Do not steal or damage anyone's digital property;
- (e) Using network and online tools effectively to empower and enhance your learning experience;
- (f) Limiting screen time and the health risks of technology. Technology is a learning tool, but should not be used exclusively in the learning environment. Maintaining awareness of the physical and psychological risks.

Internet Safety/Managing Your Digital Footprint

In addition to being a good digital citizen, you must also be aware of your own digital footprint. Developing a positive digital footprint is important to your future. It reflects the information you share

(continued)

Students

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP) (cont'd)**

online about yourself and can be harmful to your reputation if mismanaged or if one of your accounts has been compromised. Good management includes, but is not limited to:

- (a) Protecting yourself. Do not give out any personal identifiable information online (name, age, ID numbers, address, etc.);
- (b) Protecting your passwords. Passwords are confidential, if you believe your password has been compromised, you should change it immediately and alert a teacher or administrator. You are responsible for keeping your password secure;
- (c) Privacy on District network: New Paltz CSD Email, files, and anything else created and stored on our local or cloud-based servers are not private. The network administrator may monitor any account at any time for subject, content, and appropriateness. You are responsible for your actions on the District network and any violations of this policy will be reported to the school administrator;
- (d) Internet etiquette and social media. Follow the District Code of Conduct for guidelines on accepted behaviors both online and in our schools. You are responsible for what you say online. Do not use social media platforms or other online programs to create, send, display, or distribute anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity;
- (e) Videos and Photographs. No student is permitted to take photos or videos of any other staff member or student without the consent of the staff member or student;
- (f) Proxy Use. No staff member or student is permitted to employ the use of proxies to circumvent the content filtering of New Paltz CSD;
- (g) Refraining from plagiarism and adhering to copyright laws.

Additional Responsibilities

- a) Each user must use the school Network and Internet primarily for educational purposes.
- b) Each user is responsible for all material received via the Internet.

(continued)

Students

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP) (cont'd)**

c) Each user may NOT:

1. Attempt to circumvent Network and Internet security measures;
2. Tamper with or in any way adjust default or teacher-created settings;
3. Create a computer virus or place a virus onto any computer;
4. Trespass in another user's folder, work, or files;
5. Share their own ID or Password with others;
6. Log in using another user's account;
7. Reveal personal information about themselves or others on Websites, including last names, addresses and/or phone numbers;
8. Receive or transmit information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices;
9. Create, send, or display hate mail, discriminatory or other antisocial remarks, or information which is intended to harass;
10. Damage, dismantle, detach, or remove computers, mobile devices, network equipment, computer peripherals, printers, scanners, or cameras;
11. Remove keys from the keyboard;
12. Disconnect or alter cables;
13. Intentionally waste limited resources (paper, ink cartridges, storage space, etc.);

(continued)

Students

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP) (cont'd)**

14. Employ the Network/Internet for commercial purposes;
 15. Bring gum, food or drink into computer equipment areas;
 16. Access the Network to play non-educational games or for other non-academic activities;
 17. Delete, rename, move, copy, any file or its properties, other than your personally owned data files;
 18. Violate federal copyright laws or software license agreements;
 19. Load , run, or copy software or executable files of any kind onto any of the District's computers or network server;
- d) User's access and system rights assigned by the network administrator.
- e) The user will be responsible for any cost to the District due to user negligence or misuse.

Users must also conform to any additional site restrictions that may be in effect. All Board policies and school regulations apply to the use of the Network/Internet.

Consequences

It is the user's responsibility to abide by the rules set forth in this policy. Violations will result in the user's account being removed from the Network/Internet for a period of one week, one month, one semester, or one year depending on the gravity of the offense.

Depending on the gravity of the offense, other administrative and/or legal action may occur.

Attempts to log in to the system as a system administrator will result in immediate cancellation of user privileges.

(continued)

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Students

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP) (cont'd)**

The network administrator, school administrators, Superintendent, and/or the School Board may request specific accounts to be denied, revoked, or suspended.

New Paltz High School Technology

The following is an explanation of selected technologies available to you at New Paltz High School.

If you have any problems, contact Mrs. McEachin, Room 208, at 256-4148 or kmceachin@newpaltz.k12.ny.us

As a student in New Paltz High School, you have access to the following technologies:

- computer network account
- Google account
- district email account
- district website account
- student portal to view your current class grades
 - Castle Learning
- our terminal server
- Library databases

You are responsible for adhering to our district **Acceptable Use Policy (AUP) and submitting the consent form**. The regulations and form are located in your school handbook and on our high school website under “About Us .”

Computer Network Account

You have access to your account folder and your “Classes” folder where you may be accessing information from your teachers or submitting work to them.

Student Portal

This account allows you to see your current class grades and attendance. Log in using your network username and password. Login using the Parent Portal link on the High School webpage.

Your School Email Account

This is the preferred email account when corresponding with or submitting work to teachers electronically. Currently located in Office 365 (log in using the link on the school webpage- Your username will be your school email address. Your password will be the same as your computer log in), soon to be moved to your Google account.

Google Account

To log in to your account: Use the link to Google Drive on the school webpage. Your username will be your school email address. Your password will be the same as your computer log in.

Your Google account includes...

- **Google Drive:** Online file storage. You will be able to access your files on any device with an internet connection.
- **Docs, Sheets, Slides, Classroom (and more):** Create documents, spreadsheets, etc.

Your District Website Account

In the upper right hand corner of our website, you will notice a “SIGN IN” button. Log in using your network username and password.

Those developing our website may restrict certain pages to registered users. As a student in the district, you are a registered user and can sign in to have access to district web pages that are not available to the general public.

Your Castle Learning Account

Castle Learning supports classroom instruction through content-related review assignments, practice sessions, and tests prepared by the teacher. Students may also create their own review sessions. Instructions will be given by the teacher. You will log in using the “Sign in with Google” link.

HS Student Resources

Located under “For Students” on our high school website, this section gives you information and tutorials helpful in creating and saving files and projects at home and at school.

NPZ TV Morning Show

Morning announcements—available from our home page (text version also available).

Library Technology

The NPHS Library currently has our full catalog of books online. Students can go to the library website and search the OPAC (Online Public Access Catalog) either at school or at home to see what books are available at the library.

In addition, the library subscribes to many online databases. These sources contain timely and accurate information for academic research which is often preferable to many of the sites found through a standard search engine. All databases can be accessed at home using individual passwords. See Ms. Arkans, in the library, for details.

Finally, we subscribe to Noodletools, an online service that helps students create and store citations and bibliographic information. Check the library webpage for these features and more.

Tips for Students

Student Resources

Student help files are available on our high school website under “For Students.”

Parent Information

Know What’s Happening at the High School:

- Access information from our website
- Watch our announcements on NPZ from our home page
- Sign up (through Parent Portal) for paperless reports

Using Your Child’s District Website Account

In the upper right hand corner of our website, you will notice a “SIGN IN” button. Those developing our website may restrict certain pages to registered users. Your child’s network username and password may be used to access all applicable information posted by their teachers that may not be available to the general public

Castle Learning Training

Your high school student has access to Castle Learning, an online program which will enable him/her to work on teacher created review assignments and test AND to create his/her own reviews. If you are interested in learning more about this program, contact your student’s teacher.

Library Databases

Our library databases contain reliable information for assigned projects. If you would like further information concerning how these programs are used, contact Mrs. Arkans at 256-4130.

Parent Portal

Parents and students can access grades, assignment information, and attendance through Parent Portal. Access the Parent Portal website using the link of the district webpage for information on creating an account. Students can access the portal by logging on with their network username and passwords. For further information, contact Cheri Pettus at 256-4060.

The New Paltz Central School District Summary Code of Conduct

2019-2020

INTRODUCTION

The New Paltz Board of Education hopes that our students will become passionate learners who are empowered to achieve their dreams and act as good citizens of the world.

To achieve that goal, the Board strives to provide safe schools for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex and prohibit denigration of a student’s physical size/shape where all members of the school community behave with personal responsibility and mutual respect. The Board recognizes that to maintain such an environment, we must all live within certain boundaries and that inappropriate action by one person can infringe upon the rights of another. When conflicts arise, we are committed to nonviolent resolutions that encourage personal growth, responsibility and that treat each individual with respect and dignity.

This Code of Conduct describes the behavior that the Board expects from all members of the school community, identifies consequences if those standards are not met, and establishes procedures to ensure that discipline, when necessary, is prompt, fair and effective.

Unless otherwise indicated, this Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

A full copy of the District Wide Code of Conduct may be found on the District website, www.newpaltz.k12.ny.us, in the District Office and in the main offices of each school building.

Definitions

Definitions of terms (e.g., among others “disruptive person”, “violent person”, “parent”, “school property”, “school function”, and “weapon”) are found in **Attachment A** of the full Code.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have a right to:	Students have the responsibility to:
A free education that will prepare them for active citizenship in a democracy.	Attend classes, observe school rules and work for satisfactory achievement.
A safe and secure environment that promotes learning.	Refrain from violence. Notify an adult of the presence of drugs, alcohol, weapons, harassment and other violent acts or threats of violence.
Speak and be heard.	Listen to others.
Take part in any school activity on an equal basis.	Participate and support others in school events.
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Be treated with courtesy and respect. Freedom from bullying, harassment and other abuse or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex and prohibit denigration of a student's physical size/shape.	Be courteous and respectful. Speak up about and refrain from bullying, harassment and other abuse or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex and prohibit denigration of a student's physical size/shape.
Academic and emotional support.	Ask for help when it is needed, and offer help to peers when needed

Express themselves through their choices in clothing.	Adhere to the school dress code.
Communicate thoughts and beliefs that do not interfere with the rights of others or school operations.	Show consideration for people whose beliefs differ from their own.
Assemble peacefully.	Get permission from appropriate school personnel before assembling.
Learn strategies that develop cooperation, tolerance, and conflict resolution	Use cooperative solutions.
Be informed of school policies and rules.	Abide by the Code of Conduct.

EXPECTED BEHAVIOR

All members of the school community should respect the rights and welfare of others, act ethically, and care for school facilities and equipment. The Board expects respectful behavior and civil conduct on all school property, including buses, and at all school functions, whether on or off school property.

The Board will not tolerate:

- Possession or use of weapons or illegal materials.
- Possession, distribution, use, or being under the influence of alcohol or illegal substances (including synthetic drugs).
- Behaviors that infringe on the physical, and/or mental well-being of others, or that disrupt the educational environment.
- Intimidation, harassment or discrimination on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, and prohibit denigration of a student's physical size/shape or for any other reason.
- Academic misconduct (e.g., plagiarism, cheating, copying, altering records, assisting another student in any of these actions).
- Damage to school property, including busses, or the property of others.
- The distribution of materials that are obscene, advocate illegal action or appear libelous.
- Entering or remaining on school property without authorization.
- Violation of any federal, state or local law, or Board policy.

Attachment B describes the specific expectations for staff, parents and visitors.

Attachment C describes the specific expectations for students.

Attachment D describes consequences for infractions of the Code.

DIGNITY FOR ALL STUDENTS ACT

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing and intimidation. The District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex and prohibit denigration of a student's physical size/shape by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events which can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline. **Attachment E-** DASA Polic

DRESS CODE

All students and staff should show healthy and respectful attention to their personal cleanliness and clothing. Adults should model and reinforce acceptable dress for students. **Attachment F** lists the specific dress code rules.

REPORTING CODE VIOLATIONS

Each individual in the school community has the responsibility to report code violations that he or she witnesses. Violations involving weapons, alcohol or illegal substances (including synthetic drugs such as synthetic cannabinoids) must be reported immediately. Students should report violations to the building principal or a guidance counselor, social worker, teacher or any adult they trust. Adults should report violations in accordance with District Policy 7310 When code violations break not only school policy but the law, the school principal or designee must promptly notify the appropriate law enforcement agency.

DISCIPLINE

The Board believes that the best discipline is self-imposed. Adults should model self-discipline and help students accept responsibility for their actions.

Disciplinary action should be used only when necessary and in accordance with applicable contracts, laws, regulations and policies. Such actions should not just punish, but should encourage personal growth and individual responsibility. Staff members authorized to impose discipline should act in a prompt, fair and problem-solving manner.

School personnel administering student discipline should consider:

- The student's age, learning style, and prior disciplinary record.
- The nature and circumstances of the offense.
- The effectiveness of any prior discipline.
- Information from parents, teachers or others, as appropriate.
- Other extenuating circumstances.

Consequences. For students, these can range from an oral warning to permanent school suspension.

Disciplinary action against staff will conform to law and applicable contracts. Visitors will be asked to leave the building. **Attachment D** more fully describes the possible consequences.

Procedures. All disciplinary action should adhere to District contracts, regulations and policies. Students accused of misconduct should be told by authorized personnel of the nature of the accusation. If necessary, authorized school staff should investigate the facts surrounding the alleged misconduct. Students will have an opportunity to tell their version of the events. Depending on the nature of the penalty, students may be entitled to additional rights before a penalty is imposed. **Attachment G** more fully describes disciplinary procedures.

Minimum suspensions. A student who brings a weapon to school (including but not limited to a weapon under the Gun Free Schools Act) will be suspended for at least one calendar year, unless the Superintendent modifies the penalty based upon the student's age, prior disciplinary record, the belief that other forms of discipline may be more effective, other relevant information from parent(s), teacher(s) or others, or other extenuating circumstances. A student who commits any other violent act or who repeatedly and substantially disrupts the educational process will be suspended for at least five days, unless the Superintendent modifies the penalty, based upon the factors listed above. **Attachment H** more fully describes minimum suspensions.

Alternative instruction for disciplined students. The district will provide immediate, alternative instruction to all students removed from classes by teachers or suspended from school.

Referrals. Students may be referred for counseling, a Person in Need of Supervision (PINS) petition through Family Court, or juvenile delinquency proceedings. **Attachment I** describes when students may be referred to such counseling or proceedings.

Disciplining students with disabilities. Students with known or suspected disabilities who are determined to have committed an act of misconduct may be referred to the District's Committee on Special Education (CSE). A student will not be punished if the CSE determines that the conduct stems from the student's disability. But when the CSE determines that discipline is allowed, it will conform to the federal and state laws and regulations governing the discipline of students with disabilities. Such students will not receive harsher punishments than students who are not disabled. **Attachment J** describes the specific policies for disciplining students with disabilities.

Use of physical force. Corporal, or physical punishment, is strictly forbidden. However, reasonable physical force may be used to:

- Protect yourself or others from physical injury.
- Protect another student, teacher or any other person from physical injury.
- Protect the property of the school or of others.
- Restrain or remove a disruptive or violent student who refuses to refrain from disruptive or violent acts where methods not involving the use of physical force cannot be reasonably employed to achieve the aforementioned purposes.

The district will file reports on incidents of the use of physical force with the Commissioner of Education in accordance with Commissioner's Regulations. The Building Principal or designee is responsible for enforcing these rules, as described in **Attachment K**.

STUDENT SEARCHES AND INTERROGATIONS

Searches. The Superintendent, building principals and assistant principals, may search students and their possessions for illegal matter, matter that threatens the health, safety, welfare or morals of fellow students or matter that violates this code, if there is reasonable individualized suspicion to believe a student is violating a law or this code of conduct. If a search is warranted, it must be reasonable in scope.

School computers, desks, lockers and storage spaces are school property and may be opened and inspected by school officials from time to time without prior notice or student consent, but mindful of the student's rights and the nature of the school as an educational institution.

Questioning. School officials may question students about possible violations of school rules. The student's parents may be contacted, however, there is no right for a student's parent to be contacted while school officials are investigating violations of school rules.

The police may enter the schools if a crime has been committed on school property, they have an arrest or search warrant, or if they have been invited by school officials. Prior to questioning students, police must give students their "Miranda rights" and school administrators or police must diligently try to notify the student's parents and give them the opportunity to be present.

Child Protective Services (CPS) may interview students on school property without notification to the parents regarding allegations of suspected child abuse, maltreatment or neglect (including educational neglect).

Attachment L more fully describes the rules governing student searches and questioning.

SCHOOL VISITORS

The Board encourages parents and other community members to visit our schools to observe the work of students, teachers and other staff. But all visitors must first report to the office and obtain authorization for being on school premises. The building principal or his or her designee is responsible for all persons in the building and on the grounds. **Attachment M** more fully describes the policy governing school visitors.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful and safe environment that is conducive to learning. All persons on school property or attending a school function, whether on or off of school property, shall conduct themselves in a respectful and orderly manner.

No person, either alone or with others, while on school property or attending a school function, shall:

- Intentionally injure or threaten to injure any person.
- Intentionally damage or destroy school property or the property of others, or remove or use such property without authorization.
- Disrupt the orderly conduct of classes, school programs and activities.
- Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of, for example, actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sexual orientation or disability, prohibit denigration of a student's physical size/shape or any other discriminatory reason.
- Harass, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements (verbal, by electronic or other means), an identifiable individual or group which is intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidate, which includes engaging in actions or statements that put an individual in fear of bodily harm, including threats.
- Enter any school property without authorization or remain in any school premises after it is closed.
- Obstruct the free movement of any person.
- Violate traffic laws, parking regulations or other vehicle restrictions.

- Possess, consume, solicit a sale, sell, buy, distribute or exchange alcoholic beverages, any form of tobacco including but not limited to, cigarettes, smokeless tobacco, e-cigarettes and electronic smoking devices, or controlled substances (including but not limited to synthetic drugs such as synthetic cannabinoids), or be under the influence of the above.
- Possess, display or use weapons (unless specifically authorized by the district).
- Loiter, gamble, litter or spit.
- Refuse to comply with reasonable directives of school officials while they are performing their duty.
- Willfully incite others to commit any acts prohibited by the Code of Conduct.
- Violate any federal or state law, local ordinance or Board policy.

DISSEMINATION AND REVIEW OF CODE

The school district will educate the community about this Code of Conduct by:

- Providing a summary of the code to all students and parents at the beginning of each school year, including a form encouraging comments on how to improve or change the code.
- Providing the code to all students and parents at the beginning of each school year.
- Providing a summary of the Code of Conduct written in a plain-language age-appropriate manner to students at a school- or grade-level assembly or within the classroom held at the beginning of the school year.
- Providing copies of the code, including any amendments, to all school personnel as soon as practical after adoption.
- Providing new employees with a copy of the code when they are hired.
- Providing copies of the code to any student, parent or community member who asks for one.

Copies of the complete code are available on the District website. **Attachment N** more fully describes the district's plan for educating the community about the Code of Conduct Intentionally damage or destroy school property or the property of others, or remove or use such property without authorization.

Dear Students and Parents/Guardians:

New York State enacted Project SAVE (Safe Schools against Violence in Education Act) in 2000, to improve school safety and promote an environment of learning in our schools. To accomplish this end, all school districts must have a Code of Conduct. The purpose of our District Code of Conduct is to set expectations for behavior and to maintain order in our school community. These expectations are based on principles of good citizenship, mutual respect, tolerance and integrity.

The New Paltz District Code was developed by a District Wide Health Advisory Committee, including students, parents, community members, teachers and administrators. We have included feedback from public forums and surveys from students, parents and teachers, administrators and the Board of Education.

We encourage ongoing feedback from all areas of our school community and hope that you will use the tear off sheet below to include your comments and suggestions. Please include your name and telephone number for further contact, if needed, and return to:

New Paltz Central School District
Health Advisory Committee
196 Main St
New Paltz, NY 12561

This Code of Conduct Summary as well as the Full District Code Document is available at each school, the district office and on the district website.

Name _____ Phone number _____

BELL SCHEDULES 2019-2020

REGULAR SCHEDULE

Warning Bell	7:55 a.m.
Block I	8:00 – 9:21 a.m.
Home Room	9:25 – 9:30 a.m.
Block II	9:30 – 10:51 a.m.
Block III	10:55 a.m. – 12:55 p.m.
A lunch	10:55 -11:25
B lunch	11:25 - 11:55
C lunch	11:55 - 12:25
D lunch	12:25 - 12:55
Block IV	12:59 – 2:20 p.m.
Dismissal	2:20 p.m.

1 HOUR DELAY

Warning Bell	8:55 a.m.
Block I	9:00 – 10:03 a.m.
Home Room	10:07 – 10:12 a.m.
Block II	10:12 – 11:15 a.m.
Block III	11:19 a.m. – 1:11 p.m.
A lunch	11:19 - 11:47
B lunch	11:47- 12:15
C lunch	12:15- 12:43
D lunch	12:43 - 1:11
Block IV	1:16 – 2:20 p.m.
Dismissal	2:20 p.m.

2 HOUR DELAY

Warning Bell	9:55 a.m.
Block I	10:00 a.m. – 10:46 a.m.
Home Room	10:50 a.m. - 10:55 a.m.
Block II	10:55 a.m. – 11:41 a.m.
Block III	11:45 a.m. – 1:29 p.m.
A lunch	11:45 – 12:11
B lunch	12:11 -12:37
C lunch	12:37 – 1:03
D lunch	1:03 - 1:29
Block IV	1:34 p.m. - 2:20 p.m.
Dismissal	2:20 p.m.

**New Paltz Central High School
CODE OF CONDUCT/STUDENT HANDBOOK
ACKNOWLEDGEMENT**

TO: Students and Parent/Guardians
FROM: New Paltz Central High School
DATE: August 2019

Please read, sign and return this acknowledgement AND the Emergency Information sheet to your homeroom teacher by Friday, September 13, 2019

I have received and reviewed the information contained in the New Paltz Central High School Student Handbook.

Student Name (Print) _____

Student Signature _____

Date _____

**New Paltz Central School District
STUDENT AND EMERGENCY CONTACT INFORMATION**

Please print

Homeroom/Grade _____

STUDENT NAME _____ D.O.B.: _____
(First) (Middle) (Last) (M / D / Y)

STUDENT RESIDENTIAL ADDRESS STREET _____ APT. _____ CITY _____, NY ZIP _____ HOME PHONE _____	STUDENT MAILING ADDRESS (only if different than Residential) STREET _____ APT. _____ CITY _____, NY ZIP _____ HOME PHONE _____
---	--

G U A R D I A N NAME _____
(Mr., Mrs., Ms., Miss) (First) (Middle) (Last) (M / D / Y / W)
 STREET _____ APT.# _____
 CITY _____ STATE _____ ZIP _____
 HOME PH. _____ WORK PH. _____ Cell PH. _____
 EMAIL ADDRESS _____
 PLACE OF EMPLOYMENT _____ On Active Duty in the Armed Forces

Relationship to student _____ Living with Student YES / NO

G U A R D I A N NAME _____
(Mr., Mrs., Ms., Miss) (First) (Middle) (Last) (M / D / Y / W)
 STREET _____ APT.# _____
 CITY _____ STATE _____ ZIP _____
 HOME PH. _____ WORK PH. _____ Cell PH. _____
 EMAIL ADDRESS _____
 PLACE OF EMPLOYMENT _____ On Active Duty in the Armed Forces

Relationship to student _____ Living with Student YES / NO

Paperless option: Do you wish to receive notifications via your computer? Check if Yes Preferred email address _____

Person(s) to be contacted in case of emergency if parent/guardian cannot be reached. Please list in the order you would like them called.

NAME _____ RELATIONSHIP _____ PHONE _____
 NAME _____ RELATIONSHIP _____ PHONE _____
 NAME _____ RELATIONSHIP _____ PHONE _____

OTHER CHILDREN IN FAMILY who are in the school district:
 NAME _____ GRADE _____ NAME _____ GRADE _____
(First) (Last) (First) (Last)
 NAME _____ GRADE _____ NAME _____ GRADE _____
(First) (Last) (First) (Last)

EMERGENCY INFORMATION If available, provide updated immunization records for your child with this form.
 PHYSICIAN _____ PHONE _____ HOSPITAL CHOICE _____
 DENTIST _____ PHONE _____
 Allergies: Food _____ Insect _____ Medication _____ Medical Condition _____

EMERGENCY DISMISSAL INFORMATION
 In the event of an EARLY DISMISSAL due to inclement weather or other emergency, please indicate if your child will be picked up or bussed. Choose ONE and complete the information. NOTICE: the school **WILL NOT** contact parents individually in the event of an unexpected school closing.

- Please transport my child to our home on his/her regular bus.
- My child will be picked up by a guardian or emergency contact. I will listen to the radio for early dismissal information, or call the school closing line at 256-4099 if a winter storm is predicted. I understand that if I am not there by dismissal, my child will be put on the bus.
- Bus my child to the following address in the New Paltz Central School District:

Name _____ Tel.# _____ Relationship _____
 Address _____ Bus # _____

The people listed on this form (contacts and guardians) are authorized to pick up my child from school or from the bus stop. In case of a medical emergency, we hereby authorize the school district to seek emergency medical assistance for our child if we cannot be reached.

Signature of Parent/Guardian _____ Date _____

OFFICE USE ONLY ID# _____	Date entered into student management system _____	School year _____
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MILITARY/INSTITUTIONS OF HIGHER LEARNING EXCLUSION

Dear Parent/Guardian:

In the past, it has been the policy of the New Paltz Central School District to limit access to military recruiters about school and student information. However, pursuant to the No Child Left Behind Act, the New Paltz Central School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The District must also notify parents/guardians of their right and the right of their child to request that the District not release such information without prior written parental consent.

Therefore, if you as a parent/guardian of a high school student, or a high school student, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must complete, sign, date and return the form below to the High School Principal by September 13, 2019.

Sincerely,

Dr. Mario Fernández,
Principal

MF:slr

I, the parent/guardian of _____, a student or I, _____, a student over the age of 18 at New Paltz High School, do not consent to the release of the name, address and telephone of such student to:

_____ military recruiters _____ institutions of higher learning



Directory Information Annual Notice

The Family Educational Rights and Privacy Act (FERPA) allows schools to disclose students' information without prior written consent, unless notified to the contrary, in writing, by the end of the first thirty (30) days of the new school year. (Please note that this does **not** mean we will arbitrarily release any information regarding your child to individuals, institutions, or the media). The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- School web site photos;
- Videos of your child in student videos, including "In the Middle TV" and "NPZ-TV";
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, honor roll lists sent to local newspapers, and companies that manufacture class rings or publish yearbooks.

Please fill out this **optional form** only if you do **NOT** want the information released.

Please check any of the following directory information that you do **NOT** want released:

_____ Student's name

_____ Address

_____ Telephone listing

_____ Date and place of birth

_____ Picture and/or video

_____ The name of the educational agency or institution previously attended by the student

_____ Major field of study

_____ Weight and height if members of athletic teams

_____ Participation in officially recognized activities and sports

_____ Degrees and awards received

_____ None of the above information should be released

Student Name: _____ Date: _____

School: _____ Grade/Teacher: _____

Parent/Guardian Signature: _____