

**2025-2026**

**New Paltz High School**

**Student/Family 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.

### **REACHING THE HIGH SCHOOL**

#### **MAIN OFFICE 256-4100**

Dr. Samuelle Simms	Principal
Mrs. Kathleen Schneck-Suma	Assistant Principal/DASA Coordinator
Ms. Annie DeLongis	Secretary to Principal
TBD	Secretary to Assistant Principal
Ms. Joanna Munley	Greeter

#### **STUDENT SUPPORT CENTER 256-4120**

Mrs. Jessica Bradley	School Counselor
Ms. Molly Messina	School Counselor
Mrs. Stephanie Popper	School Counselor
Mrs. Cynthia Velez	Secretary
Ms. Sharon Randolph	Attendance
Mrs. Mary Kay Fiore	School Psychologist
Ms. Lisa Watkins	Social Worker
Mr. David Rosenfeld	Social Worker

#### **NURSE'S OFFICE 256-4110**

Mrs. Sandy Hekking	School Nurse
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#### **ATHLETIC DEPARTMENT 256-4151**

Mr. Peter Bianco	Athletic Director
Mrs. Jenna Manning	Secretary

#### **LUNCH OFFICE 256-4050**

Mrs. Sheila Moran	School Lunch Director
Ms. Mary Grace DeCoeur	Secretary to Lunch Director

#### **DISTRICT OFFICE 256-4000**

Mr. Stephen Gratto	Superintendent of Schools
Ms. Sandy Ermo	Secretary to Superintendent

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**PLEASE SIGN AND RETURN** these paper copies, **OR** log into the parent portal <http://npcsd.powerschool.com> as a parent, click on Forms, and fill out electronically.

**CODE OF CONDUCT/STUDENT HANDBOOK ACKNOWLEDGEMENT**  
**COMPUTER and INTERNET USE POLICY (AUP)**  
**DENTAL HEALTH CERTIFICATE**  
**DIRECTORY INFORMATION ANNUAL NOTICE**  
**FOOD SERVICE (Application for Free and Reduced Lunch)**  
**HEALTH EXAMINATION FORM**  
**MILITARY EXCLUSION NON-CONSENT FORM**  
**PESTICIDE NOTIFICATION**  
**PROJECT SAVE**  
**PTSA MEMBERSHIP**  
**STUDENT EMERGENCY INFORMATION SHEET**

**NPHS Bell Schedule**  
**2025-2026**

	START TIME	END TIME		1 HR Delay START TIME	1 HR Delay END TIME		2 HR Delay START TIME	2 HR Delay END TIME	
Student Arrival	7:45	7:57		8:55	9:00		9:55	10:00	
Block 1	8:00	9:21		9:00	10:06		10:00	10:45	
Block 2	9:24	10:50		10:09	11:17		10:48	11:33	
Block 3	10:53	12:56		11:20	1:08		11:36	1:36	
A Lunch	10:53	11:34		11:20	11:57		11:36	12:16	
B Lunch	11:34	12:15		11:57	12:34		12:16	12:56	
C Lunch	12:15	12:56		12:34	1:11		12:56	1:36	
Block 4	12:59	2:20		1:14	2:20		1:39	2:20	
Teacher Support	2:20	2:45		2:20	2:45		2:20	2:45	

**NEW PALTZ HIGH SCHOOL**  
**MARKING PERIOD & REPORT CARD DATES 2025-2026**

OCTOBER	3	FRIDAY	<i>END OF 5 WEEK MARKING PERIOD</i>
	8	WEDNESDAY	COMMENTS DUE BY THE END OF DAY
	10	FRIDAY	<u>PROGRESS REPORT DISTRIBUTION</u>
NOVEMBER	7	FRIDAY	<i>END OF FIRST QUARTER</i>
	12	WEDNESDAY	MARKS DUE IN BY END OF DAY
	14	FRIDAY	<u>REPORT CARD DISTRIBUTION</u>
DECEMBER	12	FRIDAY	<i>END OF 15 WEEK MARKING PERIOD</i>
	17	WEDNESDAY	COMMENTS DUE BY THE END OF DAY
	19	FRIDAY	<u>PROGRESS REPORT DISTRIBUTION</u>
<b>**Winter Recess</b>			
JANUARY	30	FRIDAY	<i>END OF SECOND QUARTER</i>
FEBRUARY	4	WEDNESDAY	MARKS DUE IN BY END OF DAY
	6	FRIDAY	<u>REPORT CARD DISTRIBUTION</u>
MARCH	6	FRIDAY	<i>END OF 25 WEEK MARKING PERIOD</i>
	11	WEDNESDAY	COMMENTS DUE BY THE END OF DAY
	13	FRIDAY	<u>PROGRESS REPORT DISTRIBUTION</u>
APRIL	17	FRIDAY	<i>END OF THIRD QUARTER</i>
	22	WEDNESDAY	MARKS DUE IN BY END OF DAY
	24	FRIDAY	<u>REPORT CARDS DISTRIBUTION</u>
MAY	22	FRIDAY	<i>END OF 35 WEEK MARKING PERIOD</i>
	27	WEDNESDAY	COMMENTS DUE BY THE END OF DAY
	29	FRIDAY	<u>PROGRESS REPORT DISTRIBUTION</u>
JUNE	18	THURSDAY	<i>END OF FOURTH QUARTER</i>
	24	WEDNESDAY	MARKS DUE IN BY END OF DAY
	26	FRIDAY	<u>REPORT CARD DISTRIBUTION</u>



## **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 examine objectively 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 Student Support Center. The School Social Workers 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. Astor services are also available at the high school.

### **ACADEMIC INTERVENTION SERVICES**

Students will be offered Academic Intervention Services during and after school. 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 extracurricular 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 Student Support Center) for extended absences due to: Prolonged illness (10 or more days with Doctor's note), or suspension by the Superintendent.

### **HOMEWORK**

All teachers are available from 2:20-2:45 p.m to review assignments. Students are responsible for making up missed assignments. 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 3:30 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. If a course is dropped after the designated drop period a **W** (withdraw) may be added to the transcript.

A student must have written permission of a parent or guardian, their school counselor, and the high school principal to drop a course. Course add/drop forms must be completed in order for changes to be considered. These forms can be found in the Student Support Center.

## **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. Students must get an Early Release Form from the Student Support Center for consideration of approval. All students with Early Release must sign out at the main office.

## **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 may be offered in some 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, there may be either a school assessment or a Regents examination 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 by four. Comments on student progress will be added to 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.

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

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

## **CLASS STANDING**

**10th Grade** – In order to be promoted from freshman to sophomore status, students must have earned at least 5.5 units of credit. At least one of these units must be in English and one in Social Studies.

**11th Grade** – In order to be promoted from sophomore to junior status, students must have earned at least 11 units of credit. At least two of these units must be in English, two in Social Studies, one in Math, and one in Science.

**12th Grade** – In order to be promoted from junior to senior status, students must have earned at least 16.5 units of credit and they must be scheduled for all subjects necessary for graduation.

\*Students who do not have the correct amount of credits will not be allowed to move forward in class standing.

\*Students remain with their original cohort throughout high school. In other words, they will not skip a grade level based on credits earned. Students wishing to graduate at the end of their junior year, as per policy, will be allowed to do so with approval. However, they will remain with their original cohort. For example, a junior who is graduating early, will still be considered a junior during their last year of high school.

\*Students who elect to graduate early must submit a letter of explanation to their counselor which details their plan. The letter must include a parent/guardian signature. The letter will be reviewed by the school counselor, principal and superintendent for approval.

In order to attend BOCES Vocational School, a student must satisfy the requirements above to be either a junior or a senior. No student will be able to attend BOCES Vocational school for more than two school years during their high school career.

## **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**

### **NPCSD Attendance Policy**

#### **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 EXTRACURRICULAR 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 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.

#### **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 a health clinic, including appointments 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
- Extracurricular 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.

Absence/Excuses/Leaving with Permission can be sent to: [hsattendance@newpaltz.k12.ny.us](mailto:hsattendance@newpaltz.k12.ny.us)

## **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 get to class. Students who enter the building after 7:57 am will receive a tardy slip.

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 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 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 Student Support Center 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.

## **DISCIPLINARY CONSEQUENCES**

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Negative consequences will not be imposed, however, where the absence, tardiness, or early departure is related to housing insecurity. Consequences may include, but are not limited to, detention, or in-school suspension, and denial of participation in interscholastic and extracurricular activities. Parents or persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness, or early departures and the importance of class attendance and appropriate interventions. Individual buildings and grade levels will address procedures to implement the notification process to the parent or person in parental relation.

### **Intervention Strategy Process**

In order to effectively intervene when an identified pattern of excused absences, unexcused absences, tardiness, or early departures occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of excused absences, unexcused absences, tardiness, or early departures);
- b) Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent or person in parental relation will be contacted;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness, or early departures;
- g) Monitor and report short and long term effects of intervention.

### **Appeal Process**

A parent or person in parental relation may request a building level review of his or her child's attendance record.

## **GENERAL RULES AND REGULATIONS**

### **CELL PHONE POLICY**

Research consistently demonstrates that limiting smartphone usage in schools significantly enhances teaching and learning. A late 2023 Pew Research Center poll revealed that nearly 75% of teachers consider cell phone distraction a major problem in their classrooms. A statewide ban on cell phones will measurably improve the classroom experience for everyone.

Starting with the 2025-2026 school year, Governor Hochul's cell phone policy establishes a statewide standard for distraction-free schools in New York. This policy includes:

- **No unsanctioned use of smartphones and other internet-enabled personal devices on school grounds in K-12 schools for the entire school day ("bell to bell").** This applies to all settings, including classroom time, lunch, and study hall periods.
- All smartphones and internet-enabled devices **must be stored in a student's locker for the entire school day.** This includes the cafeteria, during physical education class, and study halls.

**Students who do not adhere to these guidelines will face the following consequences:**

- **First offense:** The device will be **confiscated**, and a phone call will be made to the parent. The student can pick up the device from the main office at the end of the school day.
- **Second offense:** The device will be **confiscated**, and a phone call will be made to the parent. The student can pick up the device from the main office at the end of the school day. A **lunch detention** will be assigned.
- **Third offense:** The device will be **confiscated**, and a phone call will be made to the parent. The device must be picked up by the **parent** in the main office at the end of the day. An **after-school detention** will be assigned. Additionally, the student will be required to hand in their device to the main office **each day for 5 weeks.**
- **Continued offenses** will result in additional consequences.

## **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 of 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 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.

## **STUDENT ENTRANCE**

**All Students must present their school issued ID to enter the building.** After 7:55 a.m., all students are to enter the building through the front door and sign in at the window at the main office.

## **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. Students must stay with the teacher or staff until late dismissal.

## **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 their driving privileges and may be subject to disciplinary action. Students are not allowed to go to their cars during the school day without permission from the administration.

## **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. **Anything of value, please bring to the Main Office.**

## **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
- Storage
- Roof

### **HALLWAY LOCKERS**

**All students will be expected to leave their cellphones and other electronic devices that are not permitted in their lockers each day.** 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 Student Student Support 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.

Students are responsible for locking up their personal belongings. Please ensure that gym lockers are locked and always refrain from leaving items unsecured.

### **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, chromebooks, 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 or check the school website. Parents can sign up for text communication.

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

## **EXTRACURRICULAR ACTIVITY GUIDELINES**

All students are urged to participate in one or more activities. 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 Extracurricular Eligibility Guidelines will be enforced. The intention of Extracurricular 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.” Extracurricular 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:**

1. Academic Achievement
2. Attendance
3. Conduct

The intention of the Extracurricular 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 extracurricular activities and contribute to the school community.

## ELIGIBILITY

To be eligible to participate in extracurricular 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 they are registered. Students who fail two or more courses will be deemed ineligible.

Attendance – A student must maintain an excellent attendance record.

Conduct– The New Paltz Code of Conduct 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 or Vaping Devices (including but not limited to smokeless tobacco, e-cigarettes and electronic smoking devices)

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

#### Use or Possession of Alcohol/ Controlled or Illegal Substances

- 1<sup>st</sup> 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).
- 2<sup>nd</sup> 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

- 1<sup>st</sup> 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

- 1<sup>st</sup> 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).
- 2<sup>nd</sup> 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 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 extracurricular 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 extracurricular 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 school administrators to ensure fairness to the student involved, as provided in the New Paltz Code of Conduct.

## **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 they:

- Do not complete an Eligibility Contract within two weeks of notification.
- Do not comply with their 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 extracurricular 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).
- Are failing two or more subjects at the end of a school year and do not correct failures over the summer during summer school. If a student makes no attempt during the summer to remediate their grades, the student will be ineligible for fall activities and will be placed on first quarter academic intervention as of September 1<sup>st</sup> of the new school year. The situation will be reviewed at the end of the first five-week marking period.
- Are deemed to be ineligible if they are failing and drop 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 school administrators 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 2<sup>ND</sup> BLOCK TO PARTICIPATE IN ALL EXTRACURRICULAR ACTIVITIES.**

A student is deemed ineligible if they:

- Have an absence on the day of any event.
- Have 4 unexcused tardies to school in any quarter. This constitutes one verified referral for eligibility purposes.
- Have more than 20 excused or unexcused absences; until an attendance conference is held with the principal.
- If the student has been on the ineligibility list 2 consecutive times, they will not be eligible until the next 5 weeks.

Behavior/Conduct – BEHAVIOR IS CUMULATIVE FROM SEPTEMBER THROUGH JUNE. Two verified Code of Conduct behavior referrals will make a student ineligible for all extracurricular activities for the period of one week exclusive of vacation, starting at the time s/he is 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 extracurricular suspension.

## CONSEQUENCES OF INELIGIBILITY

An ineligible student may not participate in extracurricular 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 –

- Upon first instance of ineligibility the student 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, they 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 school administrators. Full compliance with Academic Eligibility (and Attendance and Behavior Rules outlined in this policy), as well as weekly review by school administrators 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 extracurricular activity.

Review – The school administrators 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 school administrators 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 school administrators 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 extracurricular 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

## **EXTRACURRICULAR ACTIVITIES/CLUBS AVAILABLE TO HIGH SCHOOL STUDENTS**

A Cappella Choir	Model UN
All-County Band	National Honor Society
All-Country Chorus	NPZ
Asian Culture Club	Open Studio Art
Bicycle Club	Peer Leadership
Drama Club	Ping Pong Club
Engineering/Technology Club	Science Olympiad
Environmental Club	Senior Class
Freshman Class	Snow Club
PRIDE Club	Sophomore Class
High School Newspaper	Spring Musical
Interact Club	Student Government
Junior Class	Students of Color Alliance
Marching Band	Ultimate Frisbee
Martial Arts	World Language
Math Club	Yearbook
Mock Trial	



## **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 to the High School Main Office.*** 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  
2025-2026



# **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, and 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 skills, 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 Educational 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

Participation 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 squads 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.

### **MODIFIED A PROGRAM PHILOSOPHY**

This program may exist for particular sports when the school does not have a junior varsity program for that sport. Seventh, eighth, and ninth grade students are eligible to participate in modified A programs when they are offered. The philosophy for modified A programs is the same as that for modified programs.

### **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. Seventh and eighth graders may also be included provided they have satisfied all Athletic Placement Process requirements and have administrative approval.

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 interscholastic sports program. The roster will consist mainly of juniors and seniors. Occasionally, eighth graders, freshmen 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 Process 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, have completed a Health History update, have agreed to the training rules, and have completed the Coaches Authorization card online using FinalForms.

"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.

### **EXTRACURRICULAR ACTIVITY GUIDELINES**

All students are urged to participate in one or more activities. 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 Extracurricular Eligibility Guidelines will be enforced. The intention of Extracurricular 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.

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*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:**

1. Academic Achievement
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The intention of the Extracurricular 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 extracurricular activities and contribute to the school community.

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

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all subject areas for which they are registered. Students who fail two or more courses will be deemed ineligible.

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Director prior to participation in another activity (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 extracurricular 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 extracurricular 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.

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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 school administrators to ensure fairness to the student involved, as provided in the New Paltz Code of Conduct.

## **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.

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same two or more classes on the next report card or five-week report.

- This student will be declared ineligible to participate in all extracurricular 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).
- Are failing two or more subjects at the end of a school year and do not correct failures over the summer during summer school. If a student makes no attempt during the summer to remediate their 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.
- Are deemed to be ineligible if they are failing and drop 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 school administrators 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 EXTRACURRICULAR ACTIVITIES.**

A student is deemed ineligible if they:

- Have an absence on the day of any event.
- Have 4 unexcused tardies to school in any quarter. This constitutes one verified referral for eligibility purposes.
- Have more than 20 excused or unexcused absences; until an attendance conference is held with the principal.

**Behavior** – BEHAVIOR IS CUMULATIVE FROM SEPTEMBER THROUGH JUNE. Two verified Code of Conduct behavior referrals will make a student ineligible for all extracurricular activities for the period of one week exclusive of vacation, starting at the time s/he is 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 extracurricular suspension.

### **CONSEQUENCES OF INELIGIBILITY**

An ineligible student may not participate in extracurricular 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, they 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 school administrators. Full compliance with Academic Eligibility (and Attendance and Behavior Rules outlined in this policy), as well as weekly review by

school administrators 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 extracurricular activity.

Review – The school administrators 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 the 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 school administrators 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 school administrators 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 extracurricular 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

All Varsity and JV athletes are required to abide by the High School Academic, Behavior and Attendance requirements of the Extracurricular Eligibility Guidelines. 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 inappropriate 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 have 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 Extracurricular 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 to allow 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 Extracurricular 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 of 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 these substances produce harmful effects. Athletic performance is compromised 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 Middle School or High School discipline - the start date of suspension or removal will coincide with the start of the Middle School/High School disciplinary action.

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 NYSPHSAA 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 NYSPHSAA 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.

- Any member of a squad ruled out of a contest for unsportsmanlike conduct or for a flagrant foul will have the following occur:
  1. 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.
  2. 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.
  3. 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: Disqualifications from one season carry over to the next season of participation.**

- 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 contests. 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 High School 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 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 extracurricular 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.

NOTE: A student's eligibility is determined by the situation/ facts at the time of registration.

a. 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 a 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 **at the varsity level** 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. A student's period of ineligibility begins with the date of registration at the student's new school. (May 2020) **NOTE:** Students in grades 7-10, shall be eligible to participate at the sub-varsity level and practice at all levels, while students in grades 11- 12 shall be limited to practice (all levels) only. (July 2019). At no time during the one-year period of ineligibility at the varsity level should a student participate in a scrimmage or be an exhibition participant at the varsity level.

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, this is the district (building) of their residence. Any subsequent transfer would be subject to the Transfer Rule.

1. The student reaches the age of maturity 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.

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 high school level will be subject to the transfer rule in “that” sport (July 2015).

#### **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 High School 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. A shared services student is only eligible at one school per school year (home district or shared service school) regardless of the interscholastic athletic programs

offered. (May 2020) Exceptions for special cases must be approved by the 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.

Students enrolled in a TASC program (GED) must be receiving 2.5 hours of instruction daily and also meet the Physical Education requirement in accordance with NYSED Bona Fide Student Regulation. (July 2021) Students may only be Athletically Placed through APP into a member school. Furthermore, to be eligible to be Athletically Placed into a member schools' athletic programs a student must be registered in that school district; excluding the 13 K-8 school districts in New York State.

### **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:

- Competing for money or other compensation (allowable travel, meals, and lodging expenses may be accepted).
- 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.
- Capitalizing on athletic fame by receiving money or gifts of monetary value (scholarships to institutes of higher learning are specifically exempted).
- 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 affect amateur standing.

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.

- 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).
- 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 School Counselor, the Athletic Office and the NCAA website for information about playing in college. **START EARLY AS A 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".

Below is New York State Education Department's policy on "cleared by an appropriate health-care professional<sup>1</sup>:"

- **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.**
- **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 Return 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](http://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.

### 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.

### 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.*

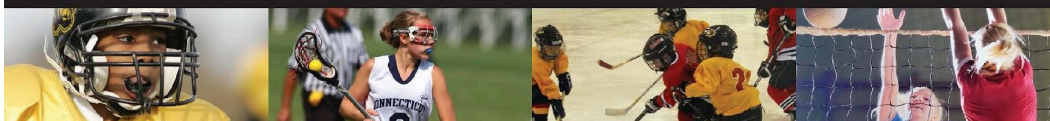
## What Should I Do if I Think I Have a Concussion?

**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](http://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 New Paltz Central 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 fundraising. 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 and/or replaced at the player's expense.

### **THE ATHLETIC PLACEMENT PROCESS (BOE POLICY 7420, 4/22/25)**

The Board recognizes that the New York State Education Department (NYSED)/ New York Public High School Athletic Association's (NYSPHSAA) 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 Physical and Emotional 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:

#### **A) Individual Sports**

1. No Junior Varsity team exists - Athletic Placement Process is available only to Varsity level;

2. A Junior Varsity team exists - Athletic Placement Process is available only to Junior Varsity level, except if the student meets the requirements set forth in “2(b)” below.

B) Team Sports

1. Athletic Placement Process available only to Junior Varsity level, except as provided in “2(b)”, as set forth below;
2. Eighth graders can participate at Varsity level, but only if they meet the requirements set for in (a) - (e), as set forth below;
  - a. Student athlete(s) participated at the Junior Varsity level as a seventh grade student;
  - b. Statistically performed at a high level on the Junior Varsity team as a starter;
  - c. Positive recommendation from coach;
  - d. Parents/Guardians and student athlete(s) meet with the Athletic Director, Head Coach, and High School Building Principal;
  - e. A panel, made up of the Superintendent or Assistant Superintendent, High School Principal and Athletic Director must be convened for the purpose of reviewing all pertinent facts relevant to a particular student playing at the varsity level and will make final determination.

Requests for the Athletic Placement Process may be generated from one or more of the following: Director of Athletics, Physical Education teacher, coach or member of the family in question.

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.

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 Athletic Placement Process 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.

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.

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.

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 APP 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, School Physician, Principal, Athletic Director, and Superintendent.

**As per NYSED, this process MAY NOT be used to fill Varsity or JV teams due to a lack of interested students needed 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 wish. 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 the following, 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 Middle School/High School sports.*

**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.** 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.

**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 New Paltz Athletic Department at 845-256-4151, to set up an appointment or leave a message with the coach. If the coach cannot be reached, call the 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 anything 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.**

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

**VARSITY LETTER REQUIREMENTS**

An Athlete must:

- Be a member of the team for the entire season and finish in good standing.
- Attend all practices and contests unless excused by the coach for a valid reason.
- Be recommended by his/her coach.
- Participate as follows:
  - Baseball 50% of the games (exclusive of the pitcher) 50 % of practices
  - Basketball 50% of quarters, 50 % of practices, on the squad for the entire season
  - Cross Country Score better than the opposing team's #5 runner and 50 % of practices
  - Football 50% of quarters and 50 % of practices
  - Golf 50% of the scoring matches and 50 % of practices
  - Lacrosse 50% of games and 50 % of practices
  - Nordic Ski 90% of meets and 50 % of practices
  - Soccer 50% of quarters and 50 % of practices
  - Softball 50% of the games (exclusive of the pitcher) and 50 % of practices
  - Swimming 50% of the scoring matches and 50 % of practices
  - Tennis 50% of the scoring matches and 50 % of practices
  - Track Score 15 points. 5 points for each runner on winning relay team and 50 % of practices
  - Volleyball 50% of the total matches and 50 % of practices
  - Wrestling Total of 9 points and 50 % of practices

A Participation Certificate will be awarded to any Junior or Senior who meets the first 3 requirements but does not meet the letter earning requirements. Junior Varsity Awards will be given to all members of Junior

Varsity teams. Freshmen and sophomores on Varsity teams that do not offer a JV level and meet the first 3 requirements, will be awarded a JV letter. 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 the first 3 requirements will be awarded a certificate by the New Paltz Athletic Association.

### **NEW PALTZ ATHLETIC ASSOCIATION END OF THE YEAR ATHLETIC AWARDS**

**The Sportsmanship Award** - is presented by the New Paltz Athletic Association to one athlete chosen by their coach, on each Varsity and JV team, who has demonstrated sportsmanship, responsibility, perseverance and team spirit.

**The MVP Award** - is presented by the New Paltz Athletic Association to one athlete chosen by their coach, on each Varsity and JV team, who is the most valuable player.

**Gym Banners** - are awarded to all League and Section 9 Championship teams.

**Senior Plaques** - are awarded to encourage students to participate in a variety of sports during their high school career. To receive a Senior Plaque, a student must have earned a minimum of four Varsity letters with at least two letters in two different sports and have demonstrated throughout their athletic career the ideals of Character, Competence, Civility and Citizenship.

Coaches vote each year on the following three awards, all senior athletes are considered:

**The All Sports Award** - is presented by the New Paltz Athletic Association to one senior girl and one senior boy who have demonstrated outstanding ability and leadership in a variety of sports throughout four high school years.

**The John Ford Award** - is presented by the New Paltz Athletic Association to one senior girl and one senior boy who have made outstanding contributions to the athletic program.

**The Larry Johnson Award** - is presented by the New Paltz Athletic Association to one senior girl and one senior boy who have exemplified the qualities of Sportsmanship, Desire and Excellence.

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 JV and Modified



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 sport 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

Modified A Football

##### Varsity Boys Soccer

##### Junior Varsity Boys Soccer

Modified Boys Soccer

##### Varsity Girls Soccer

##### Junior Varsity Girls Soccer

Modified Girls Soccer

##### Varsity Volleyball

##### Junior Varsity Volleyball

Modified Volleyball

##### Varsity Boys Cross Country

Modified Boys Cross Country

##### Varsity Girls Cross Country

Modified Girls Cross Country

##### Varsity Girls Tennis

##### Varsity Boys Golf

##### Varsity Girls Swimming

#### **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 Boys Indoor Track

##### Varsity Girls Indoor Track

##### Unified Bowling

### **Spring Season**

Varsity Baseball	Junior Varsity Baseball
Modified Baseball	
Varsity Softball	Junior Varsity Softball
Modified Softball	
Varsity Boys Lacrosse	Junior Varsity Boys Lacrosse
Modified Boys Track & Field	
Varsity Girls Lacrosse	
Modified Girls Track & Field	
Varsity Boys Track & Field	
Modified Boys Lacrosse	
Varsity Girls Track & Field	
Modified A Girls Lacrosse	
Varsity Boys Tennis	
Varsity Girls Golf	
Unified Basketball	

Other information can be found 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 go to:**

- **The New York State Public High School Athletic Association**
- **The New Paltz Athletic Association**
- **The Mid-Hudson Athletic League Athletic Directors**
- **The New Paltz High School Student Government**
- **The New York State Athletic Administrators Association**
- **New Paltz Athletes, 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, 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 else.
- 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!***

### **STUDENT ACCEPTABLE USE POLICY (AUP)**

The Board will provide access to various computerized information resources through the District's computer system ("DCS") consisting of software, hardware, computer networks, and electronic communications systems. This may include access to email, on-line services, and the Internet. It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, will be subject to this policy. Further, all DCS use must be in support of education or research and consistent with the goals and purposes of the District.

#### **Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents or guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the District. The District cannot screen or review all of the available content or materials on these external computer networks, thus, some of the available content or materials on these external

networks may be deemed unsuitable for student use or access by parents or guardians. It is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians should establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

### **Standards of Acceptable Use**

Generally, the same standards of acceptable student conduct which apply to any school activity apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

District students must also adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use of the DCS may lose access in accordance with applicable due process procedures, and may be subject to further discipline in accordance with the District Code of Conduct.

Student data files and other electronic storage areas are considered District property subject to control and inspection. The Computer Coordinator may

access all files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy. Students should not expect that information stored on the DCS will be private.

### **Notification**

The District's AUP will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS. General Obligations Law Section 3-112

NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering District Code of Conduct

## **NEW PALTZ HIGH SCHOOL TECHNOLOGY**

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

- Google account
- student portal to view your current class grades

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**Getting Technology Help:** If you need assistance, please visit our Technology Support page. You will find a link to this page on the high school website in the Announcements section. There you will find helpful resources, videos and a link to submit a help ticket to our technology team.

If your chromebook is not working, please bring it to the library. You will be able to sign out a loaner to use while we try to resolve your problem.

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### **Login Information:**

This will become your username and password for ALL accounts. Your permanent password must be set up FIRST. This can be done by logging into your chromebook or by logging into Google (<https://mail.google.com>).

*If you are logging into Google, you will use your full email address ([bsmith@newpaltz.k12.ny.us](mailto:bsmith@newpaltz.k12.ny.us)).* You can also access our NP Google sign in page from [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us) using the Staff/Student Email link.

**Username:** first initial, last name (i.e. bsmith)

**Password:** your student ID number

*The system will ask you to change your password when you first login.*

**New passwords must contain:**

- 8 characters
- at least one capital letter
- at least one lowercase letter
- at least one number and/or one special character (e.g., %, #, @)
- The password cannot include any part of the users name or student ID

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### **Your School Email and Google Account**

**Email address:** computer username@newpaltz.k12.ny.us (i.e. [bsmith@newpaltz.k12.ny.us](mailto:bsmith@newpaltz.k12.ny.us)), which is a Gmail account.

**To log in to your account:** Your login will be your school email address and password.

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### **Parent Portal**

**\*You must set up your permanent password using the instructions above FIRST\***

Log in using your username (i.e. bsmith) & password (NOT your full email address).

Your student account allows you to see your current class grades and attendance. You can access the site and our help page using the shortcut on the district webpage.

**From the High School webpage you can view:**

**NPZ TV Morning Show:** Our daily morning announcements

**Website Announcements:** Check the High School webpage for important reminders and announcements.

**Approved Flyers:** A folder of extracurricular student opportunities.

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### **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. Hewitt, in the library, for details. You may also reach her by email at [thewitt@newpaltz.k12.ny.us](mailto:thewitt@newpaltz.k12.ny.us).

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.

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## Parent Information

### **Parent Portal**

Parents can access grades and attendance through the Parent Portal. Parent accounts allow completion of our required back to school paperwork (emergency contact form , Code of Conduct, etc.). Access the Parent Portal using the shortcut on the district webpage for information on creating an account. For help, contact Cheri Pettus at 256-4060 or [cpettus@newpaltz.k12.ny.us](mailto:cpettus@newpaltz.k12.ny.us).

### **Google Classroom Guardian Summaries**

As a guardian, you can get email summaries about your student's activity in Classroom. In email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

To begin receiving Guardian Summaries, please request an invitation from one of your child's teachers.