

Liberty Central School District



Extracurricular Academic Eligibility Handbook 2010 - 2011

THE MISSION OF THE LIBERTY CENTRAL SCHOOL DISTRICT IS TO INSPIRE ALL STUDENTS TO PURSUE THEIR DREAMS AND TO CONTRIBUTE AND THRIVE IN A DIVERSE COMMUNITY.

TITLE IX

The Liberty Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, color, national origin or handicap. Every effort is made to offer equal extracurricular opportunities for males and females at all levels of the program.

HAZING/INITIATION

The Liberty Central School District takes a very strong stand in regard to hazing/initiation. We demand an atmosphere that is free from all forms of harassment and/or violence including hazing. Any student involved in hazing, as a participant or a spectator, will be subject to discipline and/or suspension from the team/club. In addition, criminal charges may apply. Any student who is aware of hazing has the responsibility to report it to the advisor, coach or Athletic Director.

GAMES - SCHEDULES - INFORMATION

For up to date team schedules, go on the district web page at: <http://www.libertyk12.org/> and click on the Athletic Department's website. Choose "schedules" and then scroll down to OCIAA Scheduling. This is a link to the OCIAA web page. You can go directly to the OCIAA web page at <http://ociaa.ouboces.org/> and click on the "schedules" link and then the "game schedule" link. Of course, there are many days that, due to weather or other problems, a game is rescheduled or cancelled. Call the Athletic Hotline at 292-5400, then choose "1" from the menu selection and then "8" to hear the events scheduled each day. Other important information is included on the hotline, when appropriate. Please call after 12:00 since most changes are not made until late in the day. It is suggested that, when the weather is threatening, you call just before you leave for the game. Changes and cancellations are posted as they occur. Weekend events are included on the Friday message.

For Directions

Access the Orange County Interscholastic Athletics website (<http://ociaa.ouboces.org/>). Directions to most schools are posted. Directions for contests scheduled for out of area schools will be made available in the Athletic Office. Please have your student/athlete stop in the day before the contest for a printed copy of the directions.

SPORTSMANSHIP

Good sportsmanship requires ALL Liberty spectators (students and adults) to follow this code of conduct: Cheer for Liberty, never mock or boo opponents. Be considerate of opposing players, fans, and coaches. Respect the calls of officials. Treat visiting teams and their spectators as invited guests. Become familiar with the spirit and rules of the game/activity. Accept decisions made by the officials. Be gracious in victory and in defeat. Cheer good plays made by either team. Support our cheerleaders in a positive manner. Remember that a sporting event is an extension of the school day. All the school rules of behavior apply to the game and time prior to or following the game.

Liberty is a non-smoking campus. All spectators are required to respect the no smoking rule that does not allow smoking on school grounds or at any school activity.

ASSUMPTION OF RISK

The Liberty Central School District wishes to advise students and their parents/guardians that participation in an interscholastic sport or related activity may place the student at risk for injury. Such physical injury can occur in any type of sports activity and may vary in nature.

REPORTING ACCIDENTS OR INJURY

All injuries must be reported to the coach/advisor and the nurse's office for processing. Any injury that has been seen by a doctor requires physician clearance before the student can resume participation. A student missing five or more consecutive school days or five or more consecutive days of participation due to injury or illness must receive written permission from a physician before returning to active participation.

TRANSPORTATION

Students that are involved in extracurricular events must ride the bus to and from sponsored functions unless written permission from the parent has been signed and approved by the Building Principal. This signed note must be presented to the coach/advisor before departure. Students are expected to follow all of the bus rules, regulations, and safety procedures. A parent's written request to transport the student home from the activity may be accepted by the coach/advisor. After weekday practices, a 6:00 p.m. bus will be provided to all regularly school-bussed students.

ATTENDANCE

Students that are involved in extracurricular activities must be in school by 8:30 a.m. in order to participate in any afterschool activities. An exception can be made only if the student has an acceptable written legal excuse (such as educational trip or visit, family emergency, special appointments, etc. that are beyond the control of the student) and after meeting with the Building Principal or Athletic Director prior to the practice, event, or contest.

Any student receiving out-of-school suspension may not attend or resume participation of club or team activities until their suspension period has been completed. This includes activities on weekends and/or holiday periods. If a student is suspended in-school, they are not eligible to participate in or attend any afterschool activity until after the next scheduled school day.

Students that are enrolled in GED must be present for a minimum of two periods in order to be eligible for extracurricular activities.

ACADEMIC ELIGIBILITY

Extracurricular activities contribute to the positive overall development of students. It is the mission of this academic policy to use extracurricular activities as a means of promoting, supporting, and maintaining acceptable academic standards.

Academic Review

This policy is for all students and effects interscholastic sports, clubs and activities, and attendance at any extracurricular event. If a student is failing one or more subjects at the 5-week progress report or report card they will be placed on the academic review list. This academic review list will be updated weekly and provided to teachers, coaches, and advisors in an attempt to improve the student's academic performance. Students that are failing two or more subjects will be required to complete a weekly grade tracker. The progress reported on this weekly tracker will determine what level of probation the student will be on for the following week.

While under academic review, the student's weekly submittal of their present quarterly grades will determine a probationary level that will decide their eligibility status. The levels of probation along with the resulting circumstances are defined as the following:

LEVELS OF PROBATION:

For students failing 1 subject at the 5-week progress report or report card:

Level 0: Student will be eligible to fully participate. Student's name will be placed on the academic review list. Student must seek extra help during and/or after school. Coach/Advisor is encouraged to communicate with the teacher of the failing subject to help support improvement of the student's academic performance. Student is **NOT** required to fill out a weekly grade tracker.

For students failing 2 or more subjects at the 5-week progress report or report card:

Level 1: This student was previously Level 2 or Level 3 and is now failing less than two subjects. Student will be eligible to fully participate. Students will be required to complete the weekly grade tracker until the next report card. Student must seek extra help during and/or after school.

Level 2: Student Failing 2 Subjects - Student may practice, but may not participate in games or attend away contests. Student will be required to complete the weekly grade tracker until the next report card. Based on the information provided on weekly grade tracker, student may remain on level 2 or go to levels 1 or 3. Student must seek extra help during and/or after school.

Level 3: Student Failing 3 or More Subjects - Student may not participate in practices or games/events. Based on the information provided on the weekly grade tracker, student may remain on level 3 or go to levels 1 or 2. Student must seek extra help during and/or after school.

Additional Policy Procedures:

- o All reported grades on the weekly grade tracker will reflect the student's current quarter grade. If a teacher has not established a grade for the current quarter (usually in the 1st or 2nd week of the quarter), then a student will be considered passing for that timeframe.
- o 4th quarter grades will determine if a student is placed on academic review for the following year. The students that are placed on academic review at the beginning of the school year will begin on level 1 beginning on the first full week of school.
- o Weekly Grade Trackers will be signed on the designated day and turned into the Main Office or Coach/Advisor by the end of the day on Friday (or designated day in shortened weeks). Late trackers will require administrative approval before being accepted.
- o Once a student is required to take around a tracker, they must continue to take them around each week until the next report card.

FUNDRAISING

As per the Board of Education, fundraising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the approval of the Building Principal. Athletic teams wishing to participate in a fundraising event must gain approval of the Building Principal and Athletic Director.

Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of the students and shall not conflict with instructional programs. Fundraising activities away from school property shall be kept to a minimum.

Door-to-door sales projects undertaken by any organization using the Liberty Central School name shall require prior approval of the Board of Education. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the district.

RULES AND REGULATIONS

CODE OF ETHICS

In compliance with the New York State Public High School Athletic Association (NYSPHAA) Code of Ethics, it is the duty of all concerned with student athletics to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. Eliminate all possibilities that tend to destroy the best values of the game.
3. Stress the values derived from playing the game fairly.
4. Show cordial courtesy to visiting teams and officials.
5. Establish a happy relationship between visitors and hosts.
6. Respect the integrity and judgment of the sports officials.
7. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. Encourage leadership, use of initiative and good judgment by players on the team.
9. Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of individual players.

Remember that an athletic contest is only a game--not a matter of life or death for a player, coach, school, fan or community.

CODE OF CONDUCT

Students are expected to display conduct and citizenship that reflects pride in the program and in the school at all times. Expected standards of behavior are high and a willingness to live up to them is part of being a member of a team or club. In

return for the privilege of participating on a team or club, it is expected that the student will accept the necessary responsibilities and do their best to live up to them. In addition, all members and managers are expected to present a clean, neat appearance in personal grooming and dress and behave as young adults. Unbecoming conduct in or out of school may result in disciplinary action including possible suspension from the team or club.

Any student who joins an extracurricular team or club is expected to remain with the organization until the season/event is completed and the coach or advisor releases the team/club. If a student wishes to transfer to another team/club during the season, he/she must discuss the change with the current coach/advisor before requesting membership on the new team/club. A student who leaves a team/club without permission may be suspended from further extracurricular participation. This consequence is justified by the fact that the offender has deprived other students of practice, participation time, and instruction.

Any student who is removed from or quits an athletic team must get approval through an Athletic Hearing before eligibility will be granted in another sport. Eligibility will be determined by the Athletic Director and based on the information presented at the hearing. It is the responsibility of the student to schedule the Athletic Hearing with the Athletic Director before the start of the following season.

Students are required to attend all scheduled classes and complete all coursework and assignments. For student-athletes, proper attire and full participation in Physical Education, including on game days, is required and expected unless previously exempt. Extracurricular participation is an extension of the school day. A full effort must be made in the classroom as well as on the athletic field.

Students who participate in extracurricular activities are found to be the leaders within a school. It is important that students representing our school do so at all times. Students that owe more than 3 detentions will be placed on Level 2 Probation (as defined in the academic eligibility section). Students owing more than 8 detentions will be placed on Level 3 Probation (as defined in the academic eligibility section).

EQUIPMENT AND UNIFORMS

Students are responsible for maintaining uniforms and equipment during the season. If an item becomes damaged or lost, the coach/advisor must be notified immediately. All equipment and/or uniform obligations must be fulfilled before a student can participate in another extracurricular activity. Missing or misused school equipment will be charged to the individual responsible for it and restitution will be required. Equipment

issued to a student is to be used only for the purpose for which it is intended in practice or in contests/events. No part of any uniform or equipment is to be used in physical education classes or in any other way unless specific permission has been granted in advance for a school-sponsored program. All students are expected to refrain from willfully or carelessly damaging equipment, facilities or property whether at home or on trips. Any student found to be in possession of unauthorized school equipment (from any school) will be suspended from the team/club. He/she will not be permitted to retain the articles and, in the case of the other school's property, he/she will return the property and make an appropriate apology. Students are responsible for all equipment including his/her belongings and, if it is lost or stolen, the school will not be responsible. No athletic awards will be granted until all uniform and/or equipment accounts are cleared. Failure to submit uniforms or equipment in a timely fashion may also result in other disciplinary actions including but not limited to the assigning of detentions.

TRAINING STANDARDS

Health Educators and coaches strongly believe that students perform best when they follow intelligent training rules that prohibit the use of alcohol, tobacco and drugs. Use of these materials will not be tolerated in the Liberty Central School District. Any student found guilty of use or possession for sale or distribution of drugs, alcohol or tobacco will be held accountable and disciplined.

The Liberty Board of Education policy states that whenever it is established that a student has, used, possessed, distributed or is under the influence of narcotics, alcohol, or a controlled substance when on school property or while engaged in school activities, the following procedures will be followed:

- Parent/guardian notified and conference required
- Student is suspended, out-of-school, for 5 days
- Legal authorities will be notified
 - Local Police
 - Sullivan County Youth Division
- Superintendent's Hearing required following suspension
- Student is required to seek counseling from a substance abuse clinic or rehabilitation agency
- Notification may be made on the student's permanent record
- Student will be suspended from all extracurricular activities for the remainder of the season.

DUE PROCESS

All students are entitled to the following Due Process:

- A letter from an Administrator will be sent to the parent/ guardian and disciplinary action will be taken by the coach/advisor in compliance with the above policy. A mandatory two-week suspension will occur to allow for the due process procedure to be finished.
- Any student, parent, guardian, coach, or advisor, who feels that a student has been unjustly declared ineligible, may appeal that decision to the eligibility committee. The decision of the eligibility committee is final.
- At the hearing, the length of the suspension will be decided by a majority decision of the hearing panel.
- The decision of the hearing panel is final.

PARENT-COACH/ADVISOR COMMUNICATION

Parent-Coach/Advisor Relationship

Both parenting and coaching/advising are time consuming and extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. 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/advisor of your child's program.

As your child becomes involved in the extracurricular programs they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Communication you should expect from your child's coach/advisor

1. Philosophy of the coach/advisor and district.
2. Expectations the coach has for your individual child and the team as a group. This includes practices, games, travel, early notifications of conflicts, etc.
3. Locations and times of all practices, games, and/or events.
4. Information on how to reach the athletic hotline for daily updates of games/events.
5. Team requirements, i.e. off season conditioning, personal equipment, etc.
6. Procedure should your child be injured.
7. Discipline that results in the denial of your child's participation both long and short term.

Communication coaches expect from parents

1. Concerns expressed directly to the coach/advisor.
2. Notification of any occasional schedule conflicts well in advance.
3. Specific concern in regard to a coach's/advisor's philosophy and/or expectations.

Appropriate concerns to discuss with coaches/advisors

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is difficult to accept when your child is not participating as much as you or he/she may hope. Coaches/Advisors are professionals who make judgment decisions based on what they believe to be best for all of the students involved. As you have read above there are items that you can and should address with

the coach/advisor. Other things, such as the ones following must be left to the discretion of the coach/advisor.

Issues not appropriate to discuss with coaches/advisors

1. Playing time
2. Team strategy and line-ups
3. Play calling
4. Other students/athletes

There are situations that may require a conference between the coach/advisor and the parent. These conferences are to be encouraged. 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.

If you have a concern to discuss with a coach/advisor

1. Call to set up an appointment. Call the coach/advisor directly or call the Athletic/Principal Office and we will assist you in reaching the coach/advisor.
2. The Liberty Athletic Office number is 845-292-5400 ext. 2013.
3. Please do not attempt to confront the coach/advisor before or after a contest or practice. These are emotional times for the student, parent, and coach/advisor. Meetings of this nature usually do not promote resolution and can create conflict.

The next step... What a parent can do if the meeting with the coach did not provide a satisfactory resolution

1. In athletics, call and set up an appointment with the Athletic Director to discuss the situation. For all other extracurricular activities, call the Building Principal.
2. At this meeting, the appropriate next step can be determined (if there is to be a next step).
3. If a satisfactory resolution is not reached in the meeting with the Athletic Director/Principal, parents may make an appointment with the appeals committee, which will consist of the Athletic Director, Principal, Assistant Superintendent for Secondary Curriculum and the Superintendent.

How to help your child balance family, school and extracurricular activities

1. Help your child set priorities, but do not choose their priorities for them.
2. Help your child develop a realistic schedule to accommodate family, school, extracurricular activities and social life.
3. Know the coach's/advisor's expectations for the team/club.

4. Let the coach know of family commitments well in advance of the date.
5. Encourage your child to do homework early in the day, especially if games/events or practices are scheduled late in the afternoon.
6. Set aside a time for quiet study at home.
7. Watch for signs of burnout:
 - Failing or lower grades
 - Diminished interest in the sport
 - Fatigue leading to illness or repeated injury
8. Be a positive role model as a parent.

How to create a "team player"

1. Praise your child when he/she acts like a "team player" in and out of sport/extracurricular situations.
2. After each game/event, talk about team/group performance and do not dwell on individual performance.
3. In watching other sports/activities, point out examples of "team play" when you see it.
4. Create a "team" environment at home using activities such as household chores.
5. Make sure you, as a parent, act as a team player in activities and in everyday life.

Encouraging the student

1. Teach your child that he/she does not have to be the best, but should try to do their personal best.
2. Praise effort and improvement not victory, defeat or outcome.
3. Be a cheerleader for the "team" not just for your child.
4. Talk with the coach/advisor when necessary.
5. Recognize when it is time to try another sport or activity.

How can you keep your children cool

1. Put extracurricular activities in proper perspective.
 - Emphasize skill improvement, personal growth and fun.
 - De-emphasize wins and losses, personal statistics
2. Provide outlets for blowing off steam by teaching your child to relax and channel angry feelings away.
3. Offer praise
4. Model composure yourself.

BOOSTER CLUBS

The Liberty Indian Booster Club serves to recognize students with support, awards, dinners, and to educate athletes and parents in the community about issues in extracurricular activities. The Booster Club fundraises for team/club recognition items in support of the team/club.

For more information about how to become an active member of the Liberty Indian Booster Club, please contact Maggie Baxter at: BaxterMar@libertyk12.org or (845)292-5400.

COLLEGE INFORMATION

The coach is responsible for:

1. Writing recommendations for students when requested to do so.
2. Assisting students in obtaining video of games (if available).
3. Supplying students with stats.
4. Advising students on the college level of play (coach's opinion).

The student and parents are responsible for:

1. Looking into the NCAA - become familiar with the rules. Log onto www.ncaa.org or use the link on the Athletic website on Washingtonville homepage.
2. Completing the NCAA Clearinghouse form in a timely fashion. The best time is the summer after the junior year. If it is done in the senior year, complete the form by October so that spring courses can be adjusted if necessary.
3. Making contact with college coaches. (Names of coaches and addresses can be obtained online at [www.\(nameofcollege\).edu](http://www.(nameofcollege).edu) or from the athletic office.
4. Making a resume to send to college coaches (share it with your coach to assist in recommendations)
5. Making a video to send to college coaches
6. Asking your coach (es) to write and send recommendations to college coaches. Provide the coach with your resume and the name and address of the college coach.
7. Looking into financial aid and learning how it works. Do not expect your school or the college to "find money" for you.

Fill out college applications and financial applications. College applications should be sent out by the first of the year and financial aid forms as soon as W2 forms are received and your taxes are completed (the earlier the better).

COLLEGE BOUND ATHLETE CHECKLIST

9TH & 10TH Grade

- Take the correct courses - the toughest ones you can handle

- Keep written track of your athletic statistics and any awards
- Keep track of the credits and units earned for the NCAA Clearinghouse
(DIV I & II)

11th Grade

- Take the correct courses
- Keep written track of your athletic statistics and any awards
- Have someone video your play (don't rely on the school for video)
- Take the PSAT in October
- Take the SAT or ACT in May or June
- Keep track of the credits and units earned for the NCAA Clearinghouse
(DIV I & II)
- During the spring semester, begin to visit colleges
- At the end of this year or during the summer, write to colleges you are interested in. Send your academic and athletic resume. Keep written track of your letters and of who answers you. Talk to coaches - when you are allowed to (check the NCAA website for dates).
- Let your coach and the Director of Athletics know you are interested in playing college sports.

12th Grade

- Take the correct courses
- Keep written track of your athletic statistics and any awards
- Have someone video your play (don't rely on the school for video)
- Edit video and make copies to send to colleges
- Take the SAT or ACT in October and again later. if necessary
- Keep track of the credits and units earned for the NCAA Clearinghouse
- Complete the Clearinghouse application online (www.ncaaclearinghouse.net) and give two copies to the guidance office.
- Apply to colleges
- Talk to coaches - when you are allowed to
- Fill out FAFSA in January and profile if necessary
- **GRADUATE ON TIME!**

LIBERTY EXTRACURRICULAR SIGN-OFF FORM

This form must be signed and returned to your coach/advisor BEFORE you will be eligible to participate in any practice, scrimmage, or game.

I have read the web version of the Extracurricular Handbook OR have received and read a printed version of the Extracurricular Handbook. I understand that I am responsible for all material included in the handbook and will abide by the rules, regulations, policies, and procedures included in the handbook.

I understand that as a member of an extracurricular team/club—newspapers, newsletters, colleges and/or the district website may be given my child's name, grade level, height, and weight.

_____	_____	_____
Student Signature Date	Date	Parent Signature

_____	_____
Student Name (Print)	Parent Name (Print)