

MILLBROOK CENTRAL SCHOOL
DISTRICT
DEPARTMENT OF ATHLETICS

ELIGIBILITY AND RULES OF
PARTICIPATION FOR THE
INTERSCHOLASTIC ATHLETIC
PROGRAM

DISTRICT MISSION

The mission of the Millbrook Central School District is to prepare students to deal effectively with the challenge of an ever-changing society by helping them to become humane critical thinkers, decision makers and problem solvers.

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FOREWORD

The purpose of this handbook is to provide everyone concerned with the operation of the program of Interscholastic Athletics in the Millbrook Central School District (administrators, coaches, participants, and parents) with a consistent set of policies and guidelines by which the program will be managed on a district wide basis. Everyone should be completely familiar with the contents of the handbook, and the spirit of the policies and regulations found herein should be followed, maintained and applied consistently in each school and team within the total program.

Parents and participants – should review the contents prior to the commencement of each season, and provide online signatures as part of the Family ID sports registration process indicating that a review has taken place and that the policies contained herein have been understood.

PROPER PROTOCOL/CHAIN OF COMMAND

Any issue and/or concern that a person may have during any particular sports season will need to follow the district's chain of command which is as follows:

- 1) Coach of the team student-athlete is participating on
- 2) Varsity Coach of the team sport student-athlete is participating on (if applicable)
- 3) Director of Athletics
- 4) School Principal
- 5) Assistant Superintendent of Curriculum and Instruction
- 6) Superintendent
- 7) Board of Education

LIST OF SPORTS CURRENTLY OFFERED IN THE MILLBROOK CENTRAL SCHOOL DISTRICT:

FALL INTERSCHOLASTIC TEAMS

Football Boys/Varsity (Grades 10-12), Modified "A" (Grades 7-9)

Fall Cheerleading/ Varsity

Soccer, Boys/ Varsity, JV, Modified

Soccer, Girls/ Varsity, JV, Modified

Cross Country/ Boys/Girls Varsity, Modified

Golf, Boys/ Varsity

Volleyball, Girls/ Varsity, JV, Modified

WINTER INTERSCHOLASTIC TEAMS

Basketball, Boys/ Varsity, JV, Modified

Basketball, Girls/ Varsity, JV, Modified

Winter Cheerleading /Varsity

Indoor Track, Boys/Girls/ Varsity

SPRING INTERSCHOLASTIC TEAMS

Baseball, Boys/ Varsity, JV, Modified

Softball, Girls/ Varsity, JV, Modified

Spring Track, Boys/Girls/ Varsity, Modified

Lacrosse, Boys/ Varsity

Lacrosse, Girls/ Varsity

MILLBROOK CENTRAL SCHOOL DISTRICT

Philosophy of Interscholastic Athletics

Interscholastic athletics in the Millbrook Central School District is a component of the health and physical education program and therefore is an integral part of the district's total educational program. Athletics should be a broadening experience in which harmony of mind-body functions is created through striving for physical and mental excellence. This value-building experience should be offered to as many students as possible. A well-coordinated program is vitally important to the morale of the school and our community.

Everyone involved in the delivery of the athletics possesses a unique opportunity to teach positive life skills and values. Therefore, this educational experience demands highly qualified coaches. Desire, dedication, and self-discipline need to be developed in order to ensure the commitment and personal sacrifice required by athletics. Making such a commitment helps to nurture integrity, pride, loyalty, and overall character. The final outcome is a better citizen carrying these values throughout their life.

It is the nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a season's success. Guiding the team to attain maximum potential is the ultimate goal. To this end, the coaching staff must teach Student Athletes to prepare their minds and bodies in order to reach maximum potential, and then to be modest in victory and steadfast in defeat.

MODIFIED LEVEL

This program is available to all students in the seventh and eighth grades. Sport activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

- The development of fundamental skills
- The opportunity for as many students as feasible to be involved
- As much opportunity, as possible, for all participants to utilize and test learned skills in game situations
- The development of team concept
- Simplicity of team skills, playing styles, and strategies
- Development of personal fitness through regular planned activities
- Develop and maintain the highest level of sportsmanship possible
- Ultimately, the number of teams and size of the squad in any sport will be determined by the availability of:
 1. Financial resources
 2. Qualified coaches
 3. Safe, suitable indoor and outdoor facilities.
- In certain modified sports, —cuts are made to determine team rosters.
- In the determination of the team roster, participation on the modified team during the previous year does not guarantee a spot on the team the subsequent year. It is the coach's discretion and responsibility to select those demonstrating the best level of skill and attitude.

JUNIOR VARSITY LEVEL

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers.

At this level, athletes are expected to have visibly committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, and strategies of team play in addition to socio-emotional development. Junior varsity programs work towards achieving a balance between continued team player development and striving for victory. The outcome of the contest becomes a consideration at this level.

The realization that practice sessions are important to a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation will exist over the course of a season; however, a specified amount of playing time is never guaranteed.

- Continued development of individual skills at a more advanced level
- Introduction of more complex team skills, patterns and strategies to be correlated with the varsity program
- Continued opportunity for as much game experience as possible
- The improvement of personal fitness and understanding of training programs specific to the sport
- Exhibit the highest level of sportsmanship possible
- In the determination of the team roster, participation on the junior varsity team during the previous year does not guarantee a spot on the team the subsequent year. It is the coach's discretion and responsibility to select those demonstrating the best level of skill and attitude.

VARSITY LEVEL

Varsity competition is the culmination of each sport's program. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions are relative to the students' acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport required a six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons. While contests are rarely held on holidays and Sundays, the dedication and commitment needed to conduct a successful varsity program should be taken seriously.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

- Refinement of team and individual skills and team strategy
- Coordination of team and individual skills to perform at optimum level

- Maximized chances of winning through initial selection of players and their selective utilization in competition
- Maximum development of fitness, with extensive emphasis on the specific training programs for that activity
- Exhibit the highest level of sportsmanship possible
- In the determination of the team roster, participation on the varsity team during the previous year does not guarantee a spot on the team the subsequent year. It is the coach's discretion and responsibility to select those demonstrating the best level of skill and attitude.
- Participation as a member of an interscholastic team is a privilege, not a right. It is considered an extra-curricular activity and, therefore, participation is not mandatory.

COACH'S RESPONSIBILITIES: The coach bears the greatest burden of responsibility for sportsmanship. The coach's influence upon the attitudes of the players, student body, and community are unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed.

- Adhere to the academic eligibility requirements.
- Abide by the athletic & attendance policy as well as the Millbrook student code of conduct.
- Always set an appropriate example for others.
- Teach the values of honest effort in conforming to the spirit as well as the letter of rules. • Instruct the players in their sportsmanship responsibilities.
- Take appropriate disciplinary action when an athlete displays unsportsmanlike behavior.
- Be a perfect host to opponents; treat them as guests.
- Respect the contest official's judgment and interpretation of the rules.

ATHLETE'S RESPONSIBILITIES: The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectator. Specifically:

- Adherence to the academic eligibility requirements.
- Abide by the athletic attendance policy and the Millbrook Student Code of Conduct.
- Accept the responsibility and privilege of representing the school and community.
- Treat opponents with the respect that is due them as guests and fellow human beings.
- Exercise self-control at all times, accepting decisions and abiding by them.
- Respect the official's judgment and interpretation of the rules. Never argue or make gestures indicating a dislike for a decision.
- Accept both victory and defeat with pride and compassion, never being bitter or boastful.
- Cooperate with the coaches and fellow players in promoting good sportsmanship.

STUDENT'S/PARENT'S/SPECTATOR'S RESPONSIBILITY: The student's frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship, which help establish the reputation of their school. Specifically:

- Demonstrate the fundamentals of sportsmanship as an adult member of the audience.
- Respect the property of the schools and the authority of the school officials.
- Show respect for an injured player when he/she is removed from the contest.
- Demonstrate appropriate language before, during, and after all contests.
- Demonstrate appropriate behavior before, during, and after all contests.
- Respect the judgment of the coaches and referees

STUDENT-ATHLETE ELIGIBILITY REQUIREMENTS

N.Y.S.P.H.S.A.A. – (New York State Public High School Athletic Association) Additional state regulations may be found in NYSPHAA’s Handbook. In order for a student to be eligible to participate in an interscholastic sports program he or she must:

- Bona Fide Student– a contestant must be a bona fide student of the high school represented and must be taking at least four subjects including Physical Education.
- Age– a student shall be eligible for inter-school competition 9, 10, 11, and 12 until his/her nineteenth birthday. If the age nineteen years is reached on or after July 1, the student may continue to participate during that year in all sports.
- Duration of Competition– a student will have four consecutive seasons of each sport beginning with the season in which the student entered grade 9. If in 7th or 8th grade a student may go through the selective classification program.

Students who have qualified will have 6 seasons beginning with participation in grade 7.

SECTION 9 - handbook available for perusal in the District Athletic office.

LOCAL- (Millbrook Central School District) Any student regularly enrolled in the Millbrook Central School District and meeting the requirements as set forth is eligible provided:

- All other eligibility requirements (above) are met.
- Behavior/department policies are maintained according to the guidelines indicated below.
- Health/medical standards are maintained as indicated.

HEALTH, MEDICAL ASPECTS:

- Prior to participation (including tryouts or practice), all students must be approved for participation by the school doctor and school nurse. A coach shall not permit any student to practice without clearance provided on the Family ID Electronic Athletic Participation System by the school nurse.
- The Electronic Athletic Participation Form through Family ID can be found at the Millbrook CSD Athletic Website. All questions on this form must be answered in order for the form to submit electronically. You can find the link to this form at <http://www.millbrookcsd.org/sports> and click on Register Now. The electronic program online will not be open until 30 days prior to the start of the season. ANY allergy, asthma, Epi-Pen or physical forms must be submitted to the Nurse’s Office

- The student will need a Health History Form completed on Family Id by the parent/guardian, signed and submitted not more than 30 days prior to the start of each sport season. The Health History Form is used to give the school physician and school nurse an updated medical history on the student and give the student parental permission to participate in a sport.
- A student will not be cleared to participate in Athletics until the school nurse has reviewed and approved their health record. Medical clearance may be required for new or existing conditions.
- An approval by the school doctor to participate in school athletics is valid for one full year, provided:
- The student is not absent from school and or practice for five or more consecutive days.
- The student has received no serious injury.
- If (a) or (b) occurs, the student shall be re-certified by the school doctor or trainer prior to further participation in any sport. A re-examination may be requested by either the coach, the school nurse, or the parent at any time during the season when the health of the participant and his/her fitness to participate is questioned.
- A student who has received a medical waiver from active participation in physical education shall not be allowed to participate in the interscholastic program.
- If a student athlete is sent home by the school nurse during the school day, the child shall not participate in a practice or game that day (unless cleared by a physician to indicate otherwise.)

RISKS

Participation in interscholastic athletics involves the potential for injury, which is inherent in all sports. Even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

INJURIES

It is the Student Athlete's responsibility to immediately report any injury to his or her coach and/or Athletic Trainer. The coach will then complete an incident report. If a Student Athlete has been removed from a practice or contest because of an injury requiring medical attention, the Student Athlete cannot return to practice or competition without a physician's release. The Athletic Trainer provides emergency medical service for athletes and develops prevention strategies through appropriate training methods and physical conditioning programs. To ensure proper follow-up after an injury, the trainer consults with parents, the school nurse and the coach.

HEAD INJURY MANAGEMENT

It is the Board of Education's position that the well-being of its students is of paramount concern, including during any school-sponsored extracurricular activities. Therefore, District employees, including, but not limited to counselors, teachers, officials, coaches and administrators shall use their best judgment in observing signs, symptoms and behaviors of a head injury, (including, but not limited to loss of consciousness, headache, nausea, dizziness, confusion or poor coordination), and shall immediately escort

a student exhibiting any such symptoms to the School Nurse or other District designated healthcare professional. The common signs, symptoms and behaviors of students afflicted with a head injury may be found in Appendix —A of this policy. Physical education teachers, coaches, nurses and athletic trainers will receive training every two years to recognize the signs, symptoms and behaviors consistent with a concussion.

The school nurse, district athletic trainers, school physician and contracted Emergency Medical Technician(s) shall contact each other in the event they are apprised of any incident during which a student may have sustained a head injury or of any students who presents symptoms of a head injury. All contact must be documented in writing.

Any parental consent forms required for participation in athletics will include information on head injuries.

Evaluation and diagnosis of a student shall be conducted in accordance with the District's regulation on head injury management. The District shall periodically review this policy to ensure its continued compliance with state regulations and guidance.

PARTICIPATION RULES

All athletes are expected to abide by the Millbrook Central School District Code of Conduct and the following rules which will be subjected to the indicated disciplinary measures if in violation of same... or, as dictated by Section 9 or the New York State Public High School Athletic Association (NYSPHSAA) rules and regulations. The coach, District Athletic Director or Building Administrator may also impose sanctions on an athlete for any violation outlined in the Code of Conduct: (Contest refers to regularly-scheduled athletic competition not a scrimmage.)

Level I– Warning (A discussion between Athletic Director and Student Athlete and Parents/Guardian)

- Any behavior detrimental to the team or individual, at the coach's discretion
- Acts which may exhibit poor sportsmanship *
- Unauthorized absence from scrimmage/contest
- Verbal abuse at the coach's discretion
- Violation of the individual team rules set forth at the onset of the season, at the coach's discretion.

Level II – Suspension from one contest:

- A school suspension (in-house or out), shall cause the athlete to forfeit the right to participate or observe any contest/practice scheduled that day. If the suspension is 2 or more consecutive days, and no contest was held, the athlete cannot participate in the next scheduled contest.
- Any behavior detrimental to the team or individual, at the coach's discretion
- Acts which may exhibit poor sportsmanship *
- Unauthorized absence from scrimmage/contest

- Verbal abuse at the coach's discretion
- Bullying *
- Harassment, and/or Hazing *
- Violation of the individual team rules set forth at the onset of the season, at the coach's discretion

Level III – Suspension up to one week (to include at least one contest):

- Vandalism of school property (including school buses or facilities at away contests) *
- Verbal abuse at the coach's discretion
- Bullying *
- Harassment and Hazing *
- Acts which may exhibit poor sportsmanship *
- Any behavior detrimental to the team or individual, at the coach's discretion
- Unauthorized possession of issued equipment or uniform articles **
- Second occurrence of a one-day suspension (in-house or out)
- Violation of the individual team rules set forth at the onset of the season, at the coach's discretion
- First occurrence - objectionable physical behavior with a teammate, opponent, official, coach, or spectator

Level IV – Suspension up to two weeks (to include at least two contests):

- Any behavior detrimental to the team or individual, at the coach's discretion
- Violation of the individual team rules set forth at the onset of the season, at the coach's discretion
- First occurrence – possession or use of chewing/smoking tobacco *
Verbal abuse at the coach's discretion
- Bullying *
- Harassment and Hazing *

Level V – Suspension up to the remainder of the season:

- Second occurrence – use or possession of chewing/smoking tobacco *
- First occurrence – use, possession or distribution of alcoholic beverages The student must present a release from the Student Assistance Counselor before trying out for any team in a subsequent season.*
- Second occurrence of vandalism *
- Theft (in school or on school-sponsored trip) *
- Verbal abuse at the coach's discretion
- Bullying *
- Harassment and Hazing *
- Any athlete suspended for 2 or more consecutive days (in-house or out) on two separate occasions during that season

- Third unexcused absence from practice during any season
- Second occurrence of unauthorized possession of issued equipment or uniform articles**
- Second occurrence – unauthorized absences from scrimmages/contests
- Third occurrence of a one-day suspension (in-house or out)
- Second occurrence - objectionable physical behavior with a teammate, opponent, official, coach, or spectator

Level VI – Suspended up to one school year from date of violation:

- Sale, possession, distribution or use of illegal drugs *
- Second occurrence – use, possession or distribution of alcoholic beverages *

(After suspensions regarding either one of these two issues, drugs and alcohol, the student must present a release from the Student Assistance Counselor before trying out for any team in a subsequent school year.)

- Physical abuse to teacher or coach *
- Second occurrence of theft *
- Verbal abuse at the coach’s discretion
- Bullying *
- Harassment and Hazing *

* As reported by any building personnel, the athlete’s own parents, or any recognized law enforcement official.

** Any athlete who fails to return issued equipment or uniform articles at the end of the season, shall forfeit the right to participate in any athletic team the following season.

Individual Team Rules: Individual teams may elect to have additional rules. These rules must be cleared and approved by District Athletic Director and the Building Principal, and must be adhered to by the athletes.

Right to Appeal: An athlete who has been suspended under Levels I-VI above, or for violations of any approved team rules, may appeal the suspension within two school days from the date of the action, to the Building Principal. The Principal must then convene a meeting of an Appeals Board, within two school days, which will consist of the following:

- Principal or Principal’s designee and Athletic Director
- Building Staff Member or Members (Teacher and/or Assistant Principal)

The function of this Board will be to take into consideration of the written testimony from the parties that were involved in the issue and to make a recommendation to the Principal within a reasonable period of time.

Practice and Game Attendance:

- Athletes are expected to be in attendance at every regularly scheduled team practice and competition, unless excused prior to the practice or contest by the Head Coach. Although the State allows student-athletes to be involved in outside sports, during the season, school practices/contests take priority over these outside teams. (Absences to practices/contests, due to outside involvement will be considered unexcused absences.)
- Except under extenuating circumstances, a student will not be allowed to try out for a team after the conclusion of the first full week of practice (including tryout period).
- Team trips:
 - a) All athletes are expected to ride the bus, when provided, to and from all athletic contests and practices off campus.
 - b) However, when extenuating circumstances exist, a parent may request to drive their child, providing the parent signs a district release form, with the permission of the coach.
 - c) In the event an athlete requests to drive to an off-campus practice or contest, a transportation variance request form must be completed and approved. If an athlete wishes to transport other athletes, then written prior approval must be completed as in —a. above.
 - d) Athletes are reminded that they are the guests of the host school and that behavior (including appropriate dress) which reflects positively upon their own school is expected.
 - e) Team members should have transportation home, immediately available, upon their return from a team trip.

Leaving the Squad:

- Except with the approval of the Head Coach, a student who has —quit a team shall not be eligible for participation in another sport during the same season or during an ensuing season until the team which he left has concluded its season.
- An athlete who has been dropped for disciplinary reasons from a team is not eligible for further participation in other sports during the current season.
- An athlete who has been cut during the tryout period is immediately eligible to try out for another team.

Use, Care, and Return of Equipment:

- Equipment issued to a player is to be used only for the purpose for which it is intended in practice or in contests. No part of any uniform or equipment is to be used in physical education classes or as casual attire unless specific permission has been granted.
- Squad members are expected to refrain from willfully or carelessly damaging equipment, facilities, or property whether at home or on trips. Any occurrence could result in financial reimbursement.
- Lost, stolen or misused equipment will be charged to the individual responsible for it; and he/she will be required to make restitution. No awards or further participation will be granted until restitution is made.
- Any athlete found to be in possession of unauthorized equipment will be suspended from the squad as indicated earlier under Level III and V violations. He/she will not be permitted to retain the article or articles; and in the case of other school's property, he/she will return it and make the appropriate apology.

TEAM SIZE AND GRADE LEVEL

Players shall be assigned to teams by grade level according to the following schedule:

LEVEL/GRADE 7 8 9 10 11 12

Varsity --> LEVEL/GRADE 7 8 9 10 11 12

JV --> LEVEL/GRADE 7 8 9 10 11

Modified "A" --> LEVEL/GRADE 7 8 9

Modified --> LEVEL/GRADE 7 8

Brackets at certain grade levels in the chart above indicate that participation at that level is by exception only as outlined below:

- No more than 20% of a Junior Varsity roster may be juniors without the special approval of the District Athletic Director.
- Change in level:
 - a) According to current NYSPHSAA policy, a player may return to modified competition after completing the prescribed tryout period (3-5 days) for a JV or Varsity squad (8 days for football and 5-7 days for lacrosse).
 - b) A modified player may not be promoted to Junior Varsity or Varsity competition after the conclusion of fifty percent (50%) of his modified schedule.
 - c) A Junior Varsity player may be elevated to the Varsity level only once, and may not return to Junior Varsity that season.
- 7th & 8th grade students wishing to participate on a high school team should refer to the section below on —Athletic Placement Policy (APP).

Suggested Roster Sizes (Numbers listed are maximum and cannot be exceeded...fewer may be used at the discretion of the coach):

Sport: Level: Team Size

Baseball

Modified: 20

JV: 20

V: 18

Basketball

Modified: 18

JV: 16

V: 14

Cheerleading (FB, BB)

V: 25

Cross Country

V: 40

M: 40

Football

Modified "A": 30

V: 30

Golf

V: 15

Indoor Track

V: 50

Lacrosse, Boys

V: 25

Lacrosse, Girls

V: 25

Soccer

Modified: 25

JV: 25

V: 25

Softball

Modified: 20

JV: 20

V: 18

Spring Track

Modified: 40

V: 60

Volleyball

Modified: 16

JV: 16

V: 16

Size of the roster may be increased, under extenuating circumstances, if approved by the Athletic Director and Building Principal

ATHLETIC PLACEMENT PROCESS

- Students in grades 7-8 shall be eligible for Varsity or Junior Varsity competition only if maturity, skill and fitness levels indicate such placement as determined by the Athletic Placement Process. This process includes a physical fitness test given by a District Physical Education Teacher according to NYS guidelines, as well as a maturity exam by the school's physician.
- Pre-high school students participating in extra-curricular activities at the high school level must be taking a minimum of five courses in addition to physical education at their grade level and have an overall average of at least 70% with NO failing grades, using the most recent quarter's grades available.
- To enter into the Athletic Placement process, parents must request and complete an Athletic Placement packet that may be acquired from either the school nurse or the District Athletic Office.
- No more than 20% of a high school's team roster may be comprised of junior high school students, without the special approval of the District Athletic Director and Building Principal.

CO-CURRICULAR ELIGIBILITY GUIDELINES

The Millbrook Central School District believes that participation in co-curricular activities benefits both the participant and the school community. It provides the participant with the opportunity to develop self-confidence, respect for self and others, commitment, independence, leadership, social interaction skills and problem-solving skills. It benefits the school community by fostering school pride, interest and involvement, an opportunity for school/community interaction, as well as development of active citizenship. It is the hope that all students would strive for this well-rounded education and participate in these activities. To insure the integrity of these programs, however, there are guidelines for academic and behavioral responsibilities.

■ ACADEMICS COME FIRST:

One of the main goals of the Millbrook Central School District is to continue to strengthen academic achievement.

With this in mind, we have instituted standards requiring students to maintain a defined acceptable level of academic achievement. Any student who does not comply with the academic eligibility guidelines will be denied the privilege of participating in those activities.

■ ACADEMIC ELIGIBILITY REQUIREMENTS:

All students participating in extracurricular activities in the Millbrook Central School District will be subjected to the Academic Eligibility Requirements (AER).

- Student grades will be determined by the five-week progress report and the marking period grades.
- Final year grades will be used to determine a student's status for the fall season (summer school grades will be used to determine eligibility for the fall season).

1. If a student has ONE failure:

- a. Students may participate in extracurricular activities.

b. Student will meet with his/her counselor to form a plan of support to help students avoid future ineligibility.

2. If a student has TWO failures:

a. Students will be on a 5-week probationary period. While on probation the student will be permitted to participate in extracurricular activities.

b. The Athletic Director or Principal will meet with the student to develop a plan for academic support.

c. Students must submit a weekly progress report to the Principal completed by teachers in all subjects.

d. A student who fails to adhere to the academic support plan or hand in a completed weekly progress report shall be considered ineligible for participation in all extracurricular activities for the remainder of the probationary period.

e. After the five-week probationary period if the student has 2 or more failures he/she will be declared ineligible and may not participate in any extracurricular activities for the subsequent five-week period.

3. If a student has THREE OR MORE failures:

a. Student will be ineligible for participation in all extracurricular activities for a five-week period.

PLEASE NOTE: an ineligible student may not participate on an athletic team if the try-out process has been completed prior to reinstatement.

Appeals: Students may appeal extracurricular restrictions. Any appeal by a student with respect to a determination of eligibility shall be heard by an Academic Eligibility Committee consisting of the Principal, Athletic Director, School Psychologist and Teacher representative. The student may be accompanied to the eligibility hearing by his/her parent and guidance counselor.

Due Process:

1. A written appeal to the Eligibility Coordinator must be initiated within two school days of the eligibility period. During the appeal process, the student will remain ineligible. If the student is confused about the due process procedure, it is his/her responsibility to seek the advice of the Administration.

2. The Eligibility Coordinator will meet independently with the student and teacher to attempt to resolve the issue. If the appeal cannot be resolved among these parties, the Principal shall act on the appeal and the decision will be final.

■ YOU MUST BE IN SCHOOL TO PARTICIPATE:

The following rules are standards to be met by all Millbrook athletes:

1. Attendance
2. Athletes must be at all practices on time unless excused by the coach.
3. There will be no unexcused absences. If you are not going to be at practice, you must be excused by the coach in advance.

4. An athlete must be in school or BOCES for a full day to be eligible to participate in sports for the day. This includes both practice and contests.
 - a) if a student is not in attendance by the start of 2nd period, the student will not be allowed to participate in practice or a game that day (unless prior approval is received from a school administrator) Seniors with an approved Late Arrival Sheet must be in attendance at the start of their first scheduled period in order to participate in after-school activities (unless prior approval is received from a school administrator).
 - b) only a doctor's note can override this policy.
 - c) if a student must miss an entire day due to a doctor's appointment, the school must be notified the day of the appointment, and a doctor's note must come in the next day or the student will not be allowed to practice or play that day.
5. An athlete must be at practice on the day before a game or he/she may not start that game. Whether the athlete plays in that game at all is up to the coach. An excused absence would be an exception to this rule.

■ BULLYING, HARRASSMENT and HAZING

The board of education and administration are committed to providing an educational environment free from harassment, hazing, and bullying for all students and staff members.

What Is Bullying?

Bullying is any inappropriate persistent behavior including threats or intimidation of others, treating others cruelly, and terrorizing, coercing, or habitual put-downs.

Common characteristics of bullying are:

- Physical – hitting, kicking, taking or damaging a victim's property.
- Verbal – using words to berate, hurt, or humiliate.
- Relational – spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm, including cyber bullying and misuse of social media

What Is Harassment?

Harassment is verbal or physical conduct that is offensive to, or shows hostility or aversion toward, an individual because of his/her race, creed, color, religion, national origin, age, disability, genetic disposition, sexual orientation, weight, or marital status

What Is Hazing?

Hazing is typically an act against a student, or coercing a student to commit an act, that creates a risk of emotional, physical, or psychological harm to a person, in order for a student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes:

- Any humiliating, degrading, or dangerous activity demanded of a student to join a group, regardless of a student's willingness to participate;
- Any hurtful, aggressive, destructive, or disruptive behavior such as striking, whipping, sleep deprivation, restraint, or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or safety;
- Forced or coerced substance abuse;

- Any activity that intimidates or threatens a student with ostracism, that subjects a student to emotional, physical, or psychological stress, embarrassment, shame or humiliation, that adversely affects the health or dignity of the student or discourages the student from remaining in school or any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or school policies or regulations.

What can I do if I am being Bullied, Harassed, or Hazed?

If a student, colleague, or peer feels they have been harassed, hazed, or bullied, they should report the incident to their Principal, Athletic Director, School Nurse, or to the district's Title IX Officer. Complaints should be made immediately after the occurrence; however, a complaint received at any time will be dealt with when it is received.

Incidents of harassment, hazing, or bullying may be pursued through informal intervention and mediation, or through the filing of a formal complaint. All conversations are kept confidential to the extent permitted by law. If the student is a minor, parents will be notified and may be involved in a resolution. It is a violation of district policy to intentionally file a false complaint. Appropriate action will be taken against anyone filing a false complaint.