

**CAZENOVIA CENTRAL
SCHOOLS
EXTRACURRICULAR
HANDBOOK**

For Students and Parents

A Tradition of Excellence & Equity

Approved August 2014

CHAIN OF COMMUNICATION FOR ATHLETICS

If you have a question, problem, or concern regarding athletics at Cazenovia, please use the appropriate chain of communication:

STUDENT/ATHLETE OR PARENT



COACH



**ATHLETIC ADMINISTRATOR
655-1358 (By appointment)**

CHAIN OF COMMUNICATION FOR ACTIVITIES

STUDENT ← → **PARENT**



TEACHER / ACTIVITY ADVISOR



**ASSISTANT PRINCIPAL
655-1328 (By appointment)**

INTRODUCTION

It is the policy at Cazenovia Central Schools that all students participating in extracurricular activities are required to abide by the same eligibility guidelines and disciplinary regulations as students participating in athletics.

The athletic program at Cazenovia is founded on the principle that the playing field is indeed an extension of the classroom and the athletic experience contributes to the growth of the mind and body. The cornerstones of the Laker tradition were laid generations ago by some of the community's most respected student-athletes, many of whom continue to be involved in the athletic program as supportive parents and members of the Cazenovia Athletic Association (CAA). While the names change from year to year, the principles they embodied remain the same. Dedication and desire, cooperation and compassion, and the importance of working collectively toward a common goal are just some of the ideas that echo across the Cazenovia playing fields and gymnasiums.

The establishment of this extracurricular handbook is a reflection of the School District's concern for the safety, wellbeing, and conduct of its students. The rules and regulations that are contained in this extracurricular handbook are in the students', parents', and School District's best interests.

Students and parents are reminded that participation in interscholastic athletics and extracurricular activities is a privilege, which is earned by being good students and good citizens. The status of interscholastic athletics and other extracurricular activities as a privilege rather than a right or requirement, is held by not only the Cazenovia Central School District, but also the New York State Commissioner of Education who has ruled on such matters numerous times.

Since interscholastic athletics and extracurricular activities are optional activities, those who choose to participate in athletics and extracurricular activities will be held to higher standards in terms of their behavior and their performance in the classroom.

Students who choose to participate in the Cazenovia interscholastic athletic programs and other extracurricular activities will be bound by the rules of the athletic code of conduct for the entire school year. The school year starts every year on July 1st and ends on June 30th of the subsequent year.

Once a student chooses to participate in any athletic or extracurricular activity at any time after entry into 7th grade, the rules and regulations of this handbook will apply to that student in regards to their involvement with any current or future athletic and extracurricular activities.

The creation of such rules necessarily carries the responsibility for enforcement. Such enforcement requires cooperation between the school and the home. We can all work together towards our mutual concerns of reducing the serious risks associated with reckless behavior and reducing the possible consequences that could occur if the provisions of this handbook are not followed.

PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS

Athletics should be a broadening experience in which harmony of mind and body functions are created through striving for physical and mental excellence. A well-coordinated program is vitally important to the morale of the school and our community.

Everyone involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values. Desire, dedication, self-discipline, and responsibility need to be developed in order to ensure the commitment and personal sacrifice required by an athlete. Making such a commitment helps nurture **P.R.I.D.E** (**P**erseverance, **R**espect, **I**ntegrity, **D**reams, and **E**nthusiasm), which are cornerstones of Laker Athletics. The final outcome is a better citizenry carrying these values throughout their life.

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

MODIFIED PROGRAM PHILOSOPHY

This program is available to all students in the seventh and eighth grade (sometimes ninth grade depending on the sport). At this level, the focus is on participation, learning athletic skills, game rules, fundamentals of team play, social and emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

Ultimately, the number of teams and size of the squad in any sport will be determined by the availability of:

- 1) Qualified coaches
- 2) Safe and suitable indoor and outdoor facilities
- 3) Financial resources

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The New York State Public High School Athletic Association publishes regulations by which practice sessions are governed. Practices or contests may be scheduled for Saturdays and vacations.

The New York State Public High School Athletic Association and Section III both support and require more restrictive rules and playing time guidelines for modified sports than required for junior varsity and varsity sports. If you have questions regarding these more restrictive rules and procedures at the modified level, please make an appointment with the Athletic Administrator or the head coach to become more informed about these rules and procedures.

JUNIOR VARSITY PROGRAM PHILOSOPHY

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, elements and strategies of team play, in addition to social and emotional development. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level. Playing time is not guaranteed at the junior varsity level, but every coach is encouraged to maximize playing time for each and every student. The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. With the goal of becoming a varsity player clearly in sight, the highest level of dedication and commitment is expected at the junior varsity level.

VARSITY PROGRAM PHILOSOPHY

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 requires a strong commitment. The components of the philosophy of the junior varsity program are further developed and enhanced at the varsity level. 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. Those demonstrating the best level of skill and attitude will be selected. The coach has the sole responsibility for selecting team members. While the primary goal at this level continues to emphasize sportsmanship and character, winning contests takes a high priority and there is no guarantee that all team members will play in every contest.

PHILOSOPHY OF EXTRACURRICULAR CLUBS AND ACTIVITIES

School clubs, school activities, class officers, student council members, and members of each year's class are offered opportunities to participate in various programs and activities that are either extensions of the classroom, recreational, and/or entertainment based. These clubs and activities are meant to serve as avenues for leadership, social development, and in developing and using skills, attitudes, and knowledge that will prepare them for post-secondary experience.

It is the policy at Cazenovia Central Schools that all students participating in extracurricular activities are required to abide by the same eligibility guidelines and disciplinary regulations as students participating in athletics.

GETTING READY TO PLAY SPORTS

AWARENESS OF RISKS

The participation in interscholastic sports, as in most of life's activities, carries a degree of risk of injury, perhaps even death that cannot be ignored. While these risks do exist in our athletic programs, the coaches, school nurses, the athletic trainer, teachers, and administrators are committed to reducing the possibilities of such occurrences through an emphasis on sound training and adherence to the procedures and guidelines contained in this *Student and Parent Handbook*.

MEDICAL INSURANCE

Cazenovia Central Schools carries limited insurance coverage for student injuries that occur within its supervised activities. Please be aware that a family's personal insurance coverage must first be used to its allowable limits before the school's coverage makes payments, if any, toward an unpaid balance incurred due to the injury.

ATTEND A STUDENT SIGN-UP MEETING

Before the start of each sports season, a sign-up meeting will be conducted. At this time the coach of each sport will distribute important information and directions to register on [FamilyID](#) at most 30 days prior to the first practice session. The following information is collected within the [FamilyID](#) program:

- **Athletic Team Registration**
- **Interval Health History**
- **Extracurricular Handbook for Students and Parents (A PDF copy of this Handbook is available on the school web site at [click here](#))**
- **Information regarding Concussions in Sports**
- **Membership (optional donation) to the Cazenovia Athletic Association – (CAA)**

All potential athletes must have had a current physical exam in order to participate. Physical exams, whether completed by your family physician or the school physician, are considered current for exactly one calendar year through the end of the month of expiration. If your physical expires during your current season, you are eligible through the remainder of that season as long as the Interval Health History was conducted. Documentation of your last physical exam must be on file in the appropriate nurse's office before a student may participate. Once a student and their parents have correctly completed all the necessary steps, the school nurse will approve the student and the Athletic Administrator will notify the coach via a report of approved student-athletes. The coaches are instructed that they may only permit a student on the approved list to participate.

TRYOUTS

The coaches will meet with respective candidates prior to the sports season and inform them of plans for tryouts and the season as well as to review the *CCSD Extracurricular Handbook for Students and Parents*.

If it is decided to limit roster size, the coach will post a list of final team members prior to the first athletic contest. Players might not make a team for a lack of ability, poor team spirit, poor attitude, poor conduct, absence from practice, and/or because they have been suspended from another team due to a prior code of conduct violation and would need to start out the season suspended. The coach has the sole responsibility for selecting team members.

CHANGING SPORTS

It is important that a student-athlete tries to go out for the right sport. A student-athlete may not change from one sport to another once the team has been selected without permission of the Athletic Administrator. If he or she has been cut from one team it is allowable to try out for another team so long as final cuts have not been made for the second sport. When a student transfers from a non-contact sport in the same season, to a contact sport in the same season, the practices from the non-contact sport **DO NOT COUNT** towards the new sport.

JOINING A NON-ATHLETICS EXTRACURRICULAR ACTIVITY

Before any club's first scheduled activity each school year, the club's advisor will conduct a posted/announced sign-up meeting. At this time the advisor will distribute important information that must be completed prior to the first session. The following documents will be distributed to all potential participants and collected by the advisor prior to the first scheduled event:

- **Program Registration Card**
- ***Extracurricular Handbook for Students and Parents* (A PDF copy of this Handbook is available on the school web site at www.caz.cnyric.org)**

After all paperwork has been collected, the advisor will submit an active roster to the assistant principal so that the student record for daily attendance, academic performance, and any potential rules violations can be monitored for club members. When students decide to join a club late, they must meet the registration requirements and be added to the active roster by the advisor prior to participating.

To see a current listing of Board of Education approved clubs & activities, please contact the High School Main Office.

CONDUCT AND EXPECTATIONS FOR STUDENTS PARTICIPATING IN ATHLETICS, ANY SCHOOL CLUBS & OTHER EXTRACURRICULAR ACTIVITIES

As an athlete, member of a club, or student activity you represent the school in a special way. Therefore, you must maintain a high standard of conduct, both in and out of school, on and off the playing field, as a host or guest of an opponent, and in all of your activities in the community.

Cooperation and self-discipline are essential ingredients for a successful group effort. The Coach, Athletic Administrator, Advisor, Principal, or Assistant Principal **may suspend or dismiss from the team or group**, any team member or participant whenever the coach, Athletic Administrator, Advisor, Principal, or Assistant Principal determines the student is not contributing to good inter-squad or group discipline and decorum.

Examples of conduct that may lead to a suspension or dismissal from an athletic team or extracurricular activity include, but are not limited to, the following:

1. Use of profanity
2. Being disrespectful to any staff member, teammate, opponent, fan and/or game official
3. Violating school rules and regulations
4. Flagrant conduct related to school sponsored activities as well as non-school based activities
5. Unlawful behavior both on and off of school grounds

*CODE OF CONDUCT

Because the use of alcohol and other drugs prevent the normal development of a healthy mind and body, the following *Code of Conduct has been established.

-No student-athlete or club member will possess, consume, or facilitate the use of **alcoholic beverages** at any time or place during the *school year*¹. Students, who are determined to have been present and aware that *Code of Conduct rules in regards to **alcohol** were being broken, and did not make every effort to safely leave the environment, will be held accountable similarly to those who possessed, consumed, or facilitated the use of alcohol.

-No student-athlete or club member will use, possess, consume, or facilitate the use of **illegal drugs** (including synthetic drugs such as “bath salts”, etc.) at any time during the *school year*¹. Students, who are determined to have been present and aware that *Code of Conduct rules in regards to **illegal drugs** were being broken, and did not make every effort to safely leave the environment, will be held accountable similarly to those who possessed, consumed, or facilitated the use of illegal drugs.

-No student-athlete or club member will possess, consume, or facilitate the use of **prescription drugs** without the consent of a physician and/or parent at any time during the *school year*¹.

-No student-athlete or club member will possess, consume, or facilitate the use of any **tobacco products and/or tobacco-like products such as E-cigarettes** at any time or any place during the *school year*¹.

-No student-athlete or club member will possess, consume, or the use of **illegal performance enhancing drugs** at any time or any place during the *school year*¹.

¹ The school year is defined as July 1st through June 30th of the subsequent year.

Some examples of student behaviors that will be considered “**facilitating**” the illegal use of alcohol, drugs, tobacco, or prescription medicines (this list is not all inclusive):

1. Claiming to be a “designated driver”. It is the opinion of the athletic program and School District that student-athletes not serve as “designated drivers” at drinking parties. Designated drivers are a good and safe idea in life, but designated drivers should not be student-athletes. Student-athletes should be setting the example that attendance at drinking parties is against the law and a bad example for other student-athletes and students, especially younger students who look up to them. Research shows that frequent exposure to underage drinking parties and drug use greatly increases the chance that a student will likely decide to begin underage drinking or drug use.
2. Hosting a drinking party or hosting a social event where students are breaking rules of the *Code of Conduct.
3. Providing other students with alcohol, drugs or tobacco.
4. Allowing friends to hide alcohol, drugs, or tobacco in your possession or at your parents’ property.

SUSPENSIONS: POLICIES & PROCEDURES FOR ATHLETICS

If a violation of the *Code of Conduct is confirmed, the following consequences will occur:

First *Code of Conduct Offense in a Student’s Athletic Career ^

Consequence

The student will be suspended for 25% of the number of games listed on the regular season schedule. It does not matter if the infraction occurs in-season or out-of-season. A reduction in the consequence percentage can be applied by the administrator at the discretion of the administrator dependent upon the level of cooperation displayed by the student and parents and dependent upon the severity of the code of conduct violation. Any code of conduct violation involving possession of, or consumption of alcohol, illegal drugs, prescription drugs or tobacco will result in the full 25% game suspension.

Conditions of the Game Suspension

The athlete is required to attend all practices and scrimmages with the team but cannot participate in any games while serving the suspension. Although attendance is mandatory at every practice and scrimmage during a suspension, participation will be at the coach’s discretion. Attendance at all games is required. *Appropriate wardrobe* and proper behavior at games are expected.

If carry over from one season to the next is required to fulfill a suspension, the suspension will be assigned on the basis of a 25% total. For example, if a season were to end before 25% of the total scheduled games remained, the remaining percentage would be applied to the next sport season.

^ Immediate referral is made to the Guidance Counselor.

Second Code of Conduct Offense in a Student's Athletic Career ^

Depending on the timing of a confirmed *Code of Conduct Violation, the following **consequences** will occur.

Case 1

If a confirmed violation of the code of conduct occurs at any point prior to the team reaching 50% of the regular season game schedule, the student will be suspended for the remainder of the season (or an entire season if an infraction takes place prior to the season's start date). There will be no participation of any kind while on suspension. The student must turn in all issued equipment and is no longer a member of the team.

Case 2

If a confirmed violation of the code of conduct occurs at any point after 50% of the team's regular season game schedule has been completed, the student will be suspended for the remainder of their current season plus be required to observe the equivalent of a First Code of Conduct Offense consequence for the next sport season they choose to participate in. In this case, the suspension will carry over until the student again signs up for and fully participates in another sport. Choosing or electing to not participate in an extracurricular activity does not count as serving the required suspension.

^ Immediate referral is made to the Guidance Counselor.

Third Code of Conduct Offense in a Student's Athletic Career ^

Consequence

The student will be suspended for 365 calendar days.

Conditions of the Suspension

There is no participation of any kind. The student must turn in all issued equipment. The student is considered off of any previous team that he/she participated on in the past during the 365-day suspension. A student will miss tryouts for a season if the 365-day suspension is still active at the beginning of a new season.

For example, if a student was found guilty of a Level 3 violation in the fall of 2012 on September 28, he/she could not tryout for the team in 2013 until September 28, 2013. As a result of this policy, a student might miss more than 365 days of scholastic athletics, since a coach is not required to allow a student a tryout during the mid-season and cannot allow you a tryout before your 365-day suspension is complete.

^ Immediate referral is made to the Guidance Counselor.

***CODE OF CONDUCT VIOLATIONS AND LEADERSHIP/AWARDS**

If a student-athlete or club member is determined to have committed a *Code of Conduct violation, it is very likely that the student will not be chosen as a team captain, they could have a captainship title removed, they might not receive any team leadership awards, and they might not be chosen receive any school wide athletic awards at the conclusion of the school year.

PROCEDURES FOR ENFORCEMENT

Once an infraction of the *Code of Conduct is confirmed, the following procedures will occur:

1. Coach/Athletic Administrator notifies the athlete of the consequence.
2. Coach/Athletic Administrator notifies the Assistant Principal.
3. Athletic Administrator notifies the parents in writing and sets date for re-entry.

When students are involved with not only a school sponsored athletic endeavor, but also a non-athletic extracurricular activity at the same time, independent offense level consequences shall be assigned. This means that an individual student could be forced to sit out games for a sports team and also be suspended from a club for the same incident.

APPEAL PROCESS

Athletes who are suspended from participation may appeal to the School's Principal. Such an appeal must be presented in writing to the School's Principal within five days of the suspension. If the Principal was involved with the investigation and ruling on the original consequences, the student may request that the Assistant Superintendent hear the appeal. The appeal letter must state the reasons for the appeal. The person hearing the appeal has it in his/her authority to modify the terms of consequence if he/she determines the appeal has any merit.

SUSPENSIONS: POLICIES & PROCEDURES FOR SCHOOL CLUBS AND OTHER EXTRACURRICULAR ACTIVITIES

The assistant principal shall enforce the rules & regulations of the *Code of Conduct for extracurricular clubs and activities with any appeals being made to the High School Principal. Violations of school rules, inappropriate behavior, and unlawful behavior (whether on or off school grounds) may result in suspension or ineligibility for extracurricular clubs and activities.

Consequences for violations of the school's *Code of Conduct shall mimic the consequences found in the charts of athletics consequences found on pages 10-11. The assistant principal will use his/her best judgment in deciding how to apply the student's consequences to be most suitable for the specific activity. The assistant principal will base the duration of suspension on the same guidelines used for athletics.

DISMISSAL FROM A TEAM, AN EXTRACURRICULAR CLUB OR ACTIVITY

In the event a student is dismissed from a team, club, or activity for a violation of the "Code of Conduct" or for any other disciplinary reason regarding their conduct as a student at Cazenovia, that student may be considered ineligible for the following season. A committee comprised of the Athletic Administrator, a building Principal, and a neutral teacher will make this decision.

Extracurricular Probation

If a student-athlete or club member is deemed to have broken the *Code of Conduct in regards to alcohol, drugs, tobacco, or illegal use of prescription medicine, they may ask to be placed on Extracurricular Probation. Students that fully cooperate in an investigation of the rules being broken will have a better chance to be placed on Extracurricular Probation than those students who were deceptive, dishonest, or uncooperative. A student may ask to be placed on Extracurricular Probation at any time after a formal letter of consequence has been received.

A student placed on Extracurricular Probation is awarded an opportunity to reduce their offense level status by adhering to the following steps:

Extracurricular Probation must be at least 6-months in length. All consequences that have been assigned will still be enforced. Probation begins at the discretion of the athletic administrator and will vary from incident to incident.

- 1. The student must have a clean disciplinary record at school for a period of 6-months (no afterschool detentions, in-school detentions or out-of-school suspensions, or any other documented altercations that involved the student displaying poor behaviors). If an incident occurs, the 6-month clock will reset and start over. Incidents can occur at school and away from school.**
- 2. At least 3 documented meetings with a guidance counselor to talk about the effects of drinking, drugs, tobacco, etc.**
- 3. The student must meet with the athletic administrator one time each month while on probation to update his/her probation progress.**

After 6-months probation, the student shall submit in writing a one-page essay applying for a reduction in their offense level. The student will apologize for their action that caused them to be suspended from games, explain what they have learned from the situation, and also let the athletic administrator know what they plan to do to be a better role-model athlete or club member in the future. The athletic administrator will notify the student and his parents of his/her decision in writing.

MORE RESTRICTIVE RULES

Coaches and advisors may institute team/club rules that are more restrictive than the rules and consequences established for violations of the *Code of Conduct. Such rules must be presented in writing to the team/club at the beginning of the season, be approved by the appropriate administrator, and be on file in the appropriate administrative office for that specific activity.

POLICIES AND PROCEDURES

PRACTICE

On the days you are in school you must attend practice unless you report to the coach or advisor and are excused. Classroom sessions and meetings are considered practices (these practices cannot be used to meet the NYSPHSAA conditioning requirements).

ABSENCE FROM PRACTICE FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

You are expected to be present at all practice sessions. Failure to attend a practice session will result in a range of possibilities ranging from a warning to a suspension, which will be decided upon by the coach.

If you are late to school without a legal excuse you may not participate that day. A student will be considered late for school for athletics and other extracurricular purposes if they are not on time to the first period class, which traditionally begins at 8:07 AM.

If you are absent from school or any period because of illness, or are illegally absent for all or part of that day, you may NOT practice or participate that day.

If you are serving either an in-school detention/suspension or an out-of-school suspension you are ineligible to participate in any way that day. You may not attend a game or practice.

If a student knowingly practices or participates on a day when they should have gone home after school due to an illegal tardiness, illegal absence or sickness, the student will be required to miss the very next practice or game (dependent upon which type of event the student illegally participated in) at the first opportunity in the team's or club's schedule. In this case, the student is to go home and not attend the practice or game.

FAMILY VACATIONS

When parents of student-athletes choose to take their family vacations during sports seasons, it must be understood that the time missed by the student-athlete can affect team chemistry and personal conditioning. Student-athletes, who miss practices or competition for any reason, may have their position or playing time adjusted. Coaches shall make every effort to inform parents and student-athletes of the season's practice schedule as far in advance as possible. If a student-athlete will not attend a practice session or competition during a vacation, they must notify the coach in advance.

ATHLETIC EQUIPMENT

As an athlete you must accept full responsibility for taking care of all equipment issued to you. If any equipment is lost you must pay the replacement costs. If you have been issued any equipment for any sport, you must return it to the coach at the end of the sport season. If you fail to turn in all of your equipment, you will be ineligible to compete in any sport until the equipment is turned in or paid for.

Equipment is not to be worn by the athlete out of season, in physical education classes, or for general use.

TRAVEL FOR ATHLETICS AND ALL EXTRACURRICULAR ACTIVITIES

All athletes must utilize school transportation for all interscholastic contests except when parents, in person, take custody of the athlete with the full knowledge and approval of the coach. Students may not ride home with other parents from interscholastic contests.

For extracurricular field trips participants must use school transportation. Advisors will place trip requests for these events. Students and advisors will ride to and from the site of the field trip using school transportation.

Teachers and coaches must not transport students in their own private cars. Students may not transport themselves and/or other students to or from interscholastic contests or extracurricular field trips.

Coaches and Advisors must be the last person to leave the school facility after a school trip returns. Parents, please be sure to pick up your child on time or make other timely arrangements.

There are times when the CCSD permits student drivers to transport themselves to practice. If a parent gives their son or daughter permission to drive to school, the CCSD will allow that student to drive himself or herself to a practice site. When it is considered suitable for a student with a driver's license to transport himself or herself to a practice or game location, they are not permitted to transport any passengers with them other than a family member. Students may not transport other students to Fenner Road's Googin Fields, Cazenovia College, Morrisville State College, Burton Street School, Lakeside Park, Vet's Field, Cazenovia Country Club, the Cazenovia Golf Club, or any other site of a school sponsored activity if they are leaving school grounds.

Any exceptions to these rules need to be approved in writing at least 24 hours in advance by a school administrator. Last minute requests will most likely be denied. A school coach/advisor cannot grant permission for exceptions.

QUITTING AN ATHLETIC TEAM

Prior to the final cut date, or the first game where cuts are not made, a player may withdraw from the team without penalty providing he/she has discussed the matter with the coach and the Athletic Administrator before leaving. After this date, any player quitting a team will be ineligible for any sport during that season and for the following season including carryover from spring to fall. The exception to this procedure will be leaving a team for a reason acceptable to the Athletic Administrator with recommendation from the coach.

SECTION III TRANSFER RULE FOR ATHLETICS

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 one 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 parents' residency. The Superintendent, or designee, will determine if the student has met district residency requirements.

A student who transfers without a corresponding change in residence of parent (or other persons with whom the student has resided at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one year, if the student participated in that sport during the one year immediately preceding the transfer.

Exemptions:

1. The student reaches the age of majority and establishes residency in a district.
2. If a private or parochial school ceases to operate a student may transfer to another private or parochial school of his or 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 a court order. Guardianship does not fulfill this requirement.
4. A student from divorced or separated parents who move into a new school district with one of the aforementioned parents. Such a transfer is allowed every six months.

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 or regular attendance for fall sports.

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

A student, who transfers from an out of state school to a New York State school for other than residential reasons and is ineligible to compete in interscholastic athletic games in the out of state school, is ineligible to represent a New York State school in interschool athletics.

Questions regarding the transfer rule may be directed to the office of the Cazenovia Athletic Administrator, 655-1358.

ATHLETIC PLACEMENT PROCESS

The NYSED Athletic Placement Process (A.P.P.) is a procedure for screening EXCEPTIONAL and/or ELITE STUDENT-ATHLETES enrolled in 7th or 8th grade to determine their readiness to excel in interscholastic competition at the junior varsity or varsity level (this also includes practicing). As stated in the NYSED regulations, "The number of students who are allowed to compete outside of their grade levels should be few and far between. The program is intended only for the athlete who has the physical maturity, physical fitness, and sport skills to be placed with other athletes outside of his/her grade level."

This program has been designed to assess the student-athlete's physical maturation, physical fitness, and skill so that the student-athlete may be placed at the level of competition, which should result in increased opportunity, a fairer competitive environment, reduced injury, and an appropriate level of competitiveness and instruction.

Students, teachers, coaches, or parents/guardians may request the athletic administrator in writing to process a student through the A.P.P. screening procedure. Any 7th or 8th grade student, who wishes to participate on a high school sponsored interscholastic team, needs to apply to be a candidate for this process in writing at least 4-weeks prior to the start date for the specific sport they are hoping to play. The Cazenovia CSD follows the recommended NYSED Implementation Procedures outlined in the New York State Athletic Placement Process manual. Directions for application can be found on the school's Web site at: <http://cazenoviacs.com/athletics/app/>.

In addition to the criteria already mentioned, the social and emotional maturity of each student-athlete is carefully assessed. Acceptance into the Athletic Placement Process is decided by the A.P.P. Review Panel. The A.P.P. Review Panel will review the student's written application and coach's recommendation in making its decision. The athletic administrator will then communicate the Review Panel's final decision to the coach and parents and (if approved) with further directions for the remaining screening process.

It is important to note that it is not the intent of the NYSED A.P.P. or the Cazenovia Central School District to allow for this procedure in an attempt to fill vacant roster spots or specific positions at a higher level within the sport. It is in the realm of possibility that a specific level sport in a program be discontinued in a given school year if not enough interested and eligible students signed up for the team.

Any exceptions to these procedures described above or as described on the school Web site will require written permission from the Superintendent of Schools.

INJURY AND ILLNESS FOR ATHLETES

Report immediately to the coach any injury no matter how small. Early treatment may prevent serious complications later. The coach will refer you to the school nurse or athletic trainer who may also refer you to a physician. If you are referred to a physician you will be able to return only after being given a written release from that physician or the school physician.

Any student, who has been absent from school for five consecutive days or more due to illness, must be qualified in writing for participation by their attending physician or the school physician. Should there be any question concerning the decision about an athlete's participation due to illness or injury, the final decision will be made by the school physician.

CLOSED PRACTICES

At the discretion of the coach, practice sessions may be closed to the public. This means that parents and other personnel can be asked to leave a practice session if the coach or coaches request it.

ACADEMIC ELIGIBILITY POLICY FOR ALL EXTRACURRICULAR STUDENTS & ATHLETES

1. Criteria for determining academic eligibility and academic probation are:
 - (a) Each student must carry at least five courses plus physical education.
 - (b) A student must not be failing two or more courses on the first, second, third or fourth quarter interim reports or on the first, second, or third quarter report cards.
 - (c) A student must not be failing 1 course and have a grade average of less than **70%** at the first, second, third or fourth quarter interim reports or on the first, second, or third quarter report cards.
2. Report cards and interim reports determine academic probation for all non-sports related extracurricular activities.
3. -Eligibility for fall sports is determined by academic standing after the Q1 interim report and, if applicable, after the first report card (Q1).
-Eligibility for winter sports is determined after the Q1 report card, the Q2 interim report, and after the Q2 report card.
-Eligibility for spring sports is determined after the Q3 Interim Report, the Q3 report card, and the Q4 Interim Report Card.
4. The 4th marking period report card does not influence academic eligibility for the following school year.
5. All students participating in High School extracurricular activities, JV and varsity sports, and cheerleading are bound by this timetable.

ACADEMIC PROBATION

Students are placed on academic probation when they receive a failing grade in two or more classes. Students on academic probation may participate in extracurricular activities provided they follow the simple steps below.

How to use the Academic Probation Form:

1. Thursday after School: Bring your form to your coach or advisor for his or her signature.
2. Friday during the school day: Bring the form to the appropriate classes for completion by the teachers.
3. Friday before 3pm: Return the form to the assistant principal's office or your advisor.
4. The following Thursday, pick up your form from the assistant principal or your club advisor and repeat the procedure until the process is complete.

How does a student successfully become removed from Academic Probation?

There are two separate ways to remove oneself from Academic Probation.

-If a student earns three consecutive satisfactory scores on his or her academic probation forms, they are considered eligible to play and practice and fully participate in their sport or activity without further need to fill out academic probation forms. A satisfactory score can only be attained by earning a satisfactory mark in each of the four categories designated for improvement during the probationary period. One unsatisfactory mark, in any of the four categories, will result in an overall score of unsatisfactory.

- If a student meets eligibility requirements at their next report card, they can return to full status and have no further need to fill out academic probation forms.

How does a student lose eligibility in his or her activity through the Academic Probation process?

- Failure to submit the forms as described in the "How to use the Academic Probation Form (above)," is equivalent to an unsatisfactory score.
- If a student receives two unsatisfactory scores on their academic probation forms, they will no longer be able to participate in athletic contests, performances, and or extracurricular trips and events. However, this student may still participate in practices and meetings. This student may still continue their attempt at three consecutive satisfactory reports through the Academic Probation process.
- If a student receives a third unsatisfactory score on their academic probation form, they will no longer be able to participate in athletic contests, performances, and or extracurricular trips and events. This student may not practice and may not participate in extracurricular activities. This student may no longer attempt to achieve three consecutive satisfactory reports through academic probation. This student can only become eligible if he or she satisfies the minimum eligibility requirements at the next report card.

Failure to remove oneself from Academic Probation after receiving 3 unsatisfactory weekly ratings and receiving two or more failing grades on the next report card or interim report automatically disqualifies you from participation in any extracurricular activity or sport for the next 5-week period.

Modified Academic Probation for Junior High Students

Students are placed on Modified Academic Probation when they receive a failing grade in two or more classes. Students on modified academic probation may still participate in extracurricular activities provided they follow the simple steps below. The same academic eligibility standards and timeline used for high school students will be used for 7th and 8th grade students.

How to correctly use the Modified Academic Probation Form

1. Thursday morning: Pick up your modified academic probation form from the Middle School or High School office.
2. Thursday during the school day: Bring the form to the appropriate classes for completion by your teachers.
3. Thursday after school: Bring the forms to your coach or advisor for his or her signature.
4. Friday before 3pm: Submit your completed form to the Middle School Principal or High School Assistant Principal.

For what duration will a 7th or 8th grade student be on Modified Academic Probation?

When a student is placed on Modified Academic Probation, the student will remain on probation for the entire sport season or duration of an extracurricular activity. The student will need to fill out forms every week until the season or activity is over or until the next report card.

How are my modified academic probation forms scored?

Teachers can score your week's performance as satisfactory (S) or unsatisfactory (U).

- If you receive all satisfactory marks from your teacher, there is no consequence in your ability to participate the next week.
- If you receive one or more unsatisfactory marks on your form, you will be placed on restricted practice or participation for the following week.

Failure to submit the forms in the correct manner will automatically deem the week's report as unsatisfactory.

Restricted Practice or Participation

When a student is on Modified Academic Probation and receives an unsatisfactory report from his or her teacher, they are placed on restricted practice or restricted participation for the next week. When a team practices or an extracurricular group meets, the student on restricted practice must not participate for the first 40 minutes. The student should be doing homework at the practice site or attending an extra help session with their teacher. The student is expected to join the team or group after the 40-minute time period is over. Failure to attend practice could result in a range of possibilities including suspension from the team or club.

Is a student who is on Modified Academic Probation eligible for games and performances?

Yes, a student on Modified Academic Probation is eligible for games and events. If a participant is consistently missing part of practice or rehearsal due to unsatisfactory marks on their modified academic probation forms, a coach or advisor may appropriately adjust a student's playing time or student's role in an event or club activity.

What happens if a student forgets or chooses not to submit their weekly forms?

Failure to submit the Modified Academic Probation forms in the correct manner listed above may result in a range of consequences to be determined by the building principal. The most severe consequence may be a suspension or dismissal from your sport or extracurricular activity.

SPECIALIZATION

It is the philosophy of the Cazenovia Central School athletic program to encourage student participation in a number of sports, co-curricular activities, and clubs. Student specialization in only one sport year round goes against the District's philosophy of developing well-rounded individuals.

It is the expectation that coaches of the Cazenovia Athletic Department will encourage students to play as many sports for the school as possible.

When a conflict between a school sport and a non-school sport surface, the school sport takes priority. The exception to this rule would be if special circumstances have been arranged between the student and the school coach.

SPORTSMANSHIP AND FAIR PLAY FOR ATHLETES & PARENTS

Spectators, student-athletes and coaches must recognize that their conduct plays an important role in establishing the reputation of their school and that their positive actions can relate directly to the success of their teams.

By endorsing your son or daughter to play you are also agreeing to follow this contract. Following are the guidelines of that contract:

INTERSCHOLASTIC ATHLETICS PARENT CONTRACT

One of the goals of the interscholastic athletic department at Cazenovia is to make the athletic experience a positive one for the athletes, the parents, and those who choose to watch our teams perform. To achieve that goal we must all work together and support each other.

In an effort to facilitate this we ask that each parent or guardian read the following guidelines regarding their role as a parent/guardian of an interscholastic athletics participant.

By allowing your child to play you are demonstrating your support for the sportsmanship initiatives being undertaken by this department.

1. As a parent I recognize that it is vital that I support the efforts and decisions of the coaching staff. In the event I have a question regarding my child's role on the team I will communicate those concerns to the coach in a respectful and timely fashion (not immediately after a game when emotions are high).

2. As a parent I also recognize the importance of being a positive role model. Therefore, I agree to conduct myself in a manner consistent with the dictates of good sportsmanship at all contests, both at Cazenovia as well as opposing school sites. I agree to cheer in a positive fashion for outstanding play and will refrain from criticizing the efforts of the officials, the players (both teams), and the decisions made by the coaches.

3. Attendance at practice is a priority for all team members. As a parent/guardian of a team member I will make every attempt to assure that my child will be able to attend all practices and contests.

4. I will support and endorse all the rules, policies and procedures discussed in the Extracurricular Handbook for Students and Parents.

When a parent signs their student up for any sports team, they agree to follow the rules listed above in the **INTERSCHOLASTIC ATHLETICS PARENT CONTRACT**.

SPECTATOR WARNING CARDS: In the event spectators act inappropriately at any interscholastic athletic event, a school-designated supervisor may issue a yellow card cautioning them about their behavior. The card will read as follows:

“As an event supervisor for Cazenovia Central School I am cautioning you about your behavior and asking you to demonstrate some self-control. Good sportsmanship is as much a part of the game as the score and if you are unable to conduct yourself accordingly, you will be asked to go home.”

Cazenovia Central School takes good decorum at sporting events very seriously. It is our goal to provide an enjoyable athletic experience for everyone. We hope both parents and students will embrace that initiative and support our efforts in that direction.

INFORMATION ON ENRICHMENT FOR ATHLETES

Information on summer sports camps and summer leagues are usually available through the varsity coach of that particular sport.

PURSUING ATHLETICS AT THE COLLEGE LEVEL

Videotapes and books on developing an athletic profile and pursuing the possibility of playing and/or financial assistance are available in the athletic office. Parents and student/athletes are encouraged to look into this information early. **A direct personal letter of interest from a student to a college coach is the best way to start the recruiting process.** Helpful information is often found on the college's athletic website.

CAZENOVIA ATHLETIC ASSOCIATION (CAA)

The Cazenovia Athletic Association serves the interscholastic sports program at CCSD. Among the projects that the C.A.A. has played a role in over the years are the purchase of the equipment for a high school fitness room, funding for various teams to travel to tournaments, the purchase of goal posts for the football field, participation in the Section III Scholar-Athlete program, new scoreboards at Sean M. Googin Field #1 and the Burton Street Athletic Field, annual fundraising donations to each varsity sports program, sponsorship of an awards dinner for senior athletes, and coordination of the Cazenovia Sports Hall of Fame.

The C.A.A. takes pride in the Cazenovia athletic community and its accomplishments. In order to be effective, an organization must have volunteers. Membership in the C.A.A. is open to anyone whether you have children involved in school sports or not. Various levels of annual membership fees are provided as options.

If you are interested in joining the Cazenovia Athletic Association, please fill out the membership form, which can be found on the CCSD Website:
http://cazenoviacsd.com/?page_id=2266

TRADITIONAL CAZENOVIA CENTRAL SCHOOLS SPORTS OFFERINGS ²

Fall Season

Football – Varsity, Junior Varsity, Modified (7th & 8th)
Boys Soccer – Varsity, Junior Varsity, Modified (7th & 8th)
Girls Soccer – Varsity, Junior Varsity, Modified (7th & 8th)
Girls Tennis – Varsity only
Girls Field Hockey – Varsity, Junior Varsity, Modified (7th & 8th)
Boys Cross Country – Varsity & Modified
Girls Cross Country – Varsity & Modified
Girls Volleyball – Varsity, Junior Varsity
Traditional Fall Cheerleading – Varsity only (club grades 8-12)

Winter Season

Boys Basketball – Varsity, Junior Varsity, Modified (7th & 8th)
Girls Basketball – Varsity, Junior Varsity, Modified (7th & 8th)
Girls Volleyball – Modified 8th, Modified 7th
Boys Ice Hockey – Varsity only
Boys Wrestling – Varsity & Modified (7th & 8th)
Boys Indoor Track – Varsity only
Girls Indoor Track – Varsity only
Competitive Winter Cheerleading – Varsity only (grades 9-12)

Spring Season

Girls Softball – Varsity, Junior Varsity, Modified (7th & 8th)
Boys Baseball – Varsity, Junior Varsity, Modified (7th & 8th)
Boys Lacrosse – Varsity, Junior Varsity, Modified (7th & 8th)
Girls Lacrosse – Varsity, Junior Varsity, Modified (7th & 8th)
Boys Golf – Varsity only
Girls Golf – Varsity only
Boys Tennis – Varsity only
Girls Track and Field – Varsity & Modified (7th & 8th)
Boys Track and Field – Varsity & Modified (7th & 8th)

² *Programs listed (above) in the Extracurricular Handbook may or may not be sponsored in a given school year due to lower than needed participants or budget constraints. Sports and levels listed above have been historically offered each school year.*