



CO-CURRICULAR HANDBOOK

Introduction

Welcome to the Maple Hill Jr./Sr. High School Co-Curricular Handbook. Whether you are an athlete or a member of one of our many extracurricular clubs, it is a privilege to represent our school. Participation in sports and clubs not only offers opportunities for personal growth and achievement but also plays a vital role in the development of skills that contribute to overall success. Athletics and extracurricular activities help build teamwork, leadership, time management, and responsibility—qualities that extend beyond the classroom and into every aspect of life. This handbook is designed to support and guide student-athletes and club members by outlining the expectations for behavior, attendance, and academics. It provides a clear framework to help students balance their commitments and stay accountable to themselves, their teammates, their peers, and our school community. Both sports and extracurricular activities are integral to fostering well-rounded individuals, and by setting clear standards, this handbook ensures that students are empowered to excel in all areas while maintaining high standards of conduct and performance. By embracing these principles, we help students develop not only in their chosen activities but also in their academic pursuits and personal growth.

Sportsmanship & Positive Leadership

Sportsmanship and positive leadership are crucial qualities for both student-athletes in sports and students involved in extracurricular clubs. For student-athletes, sportsmanship means showing respect for teammates, opponents, coaches, and officials, and playing the game with fairness, integrity, and humility—whether winning or losing. It creates a positive, respectful environment that encourages teamwork and helps athletes grow both on and off the field. Similarly, positive leadership in sports involves motivating others, setting a good example, and fostering a supportive team atmosphere where everyone's contributions are valued.

In extracurricular clubs, positive leadership plays a key role in the success of the group, especially for students in elected positions. Leaders must demonstrate responsibility, good communication, and the ability to guide the group toward achieving shared goals. Sportsmanship, while not always used as a term in clubs, still applies through maintaining respect for others, working collaboratively, and contributing in a way that fosters inclusivity and respect within the group. Both sportsmanship and positive leadership create environments where everyone can thrive, whether on the field or in a club setting, by promoting respect, cooperation, and personal growth.

Academic Expectations & Support

At Maple Hill, we prioritize academics as the foundation of student success. Our student-athletes and club participants are expected to maintain strong academic performance, as we believe that education comes first. However, we also recognize the value of extracurricular involvement in fostering well-rounded individuals. We are committed to supporting our students in balancing their academic responsibilities with their athletic and club commitments, ensuring they have the resources and encouragement to excel in all areas of their school experience.

Academic Eligibility:

The Academic Eligibility Guidelines are meant to identify academic challenges as early as possible and encourage students to meet with teachers and take advantage of extra help opportunities in order to be successful. Students who are not in good academic standing are expected to follow a remedial plan to help them return to good academic standing. The purpose of academic eligibility is to improve performance in the classroom instead of it being a punishment.

Grade Report Periods:

Student's grades will be reviewed every 5 weeks based on progress reports and report cards. A grade report will be generated and sent to the designated officials from the athletic office and/or main office to review grades of all students who participate in extracurricular programs. Students who receive failing grades (not including incompletes) for two or more classes will be subject to academic ineligibility for all interscholastic athletic teams and co-curricular clubs and activities (includes class events, senior release, school functions- i.e. prom, snowball, fundraisers, drama productions). The academic eligibility will begin the Monday following the day ineligibility lists are published.

Academic Probation- students are allowed to practice and participate in games, contests, matches, and co-curricular clubs & activities.

Academic Suspension- students are allowed to practice but not participate in games, contests, and co-curricular clubs & activities.

Maple Hill students participating in athletics and co-curricular clubs & activities, who are failing two or more classes, will be placed on Academic Probation. Students who are on Academic Probation:

- If a student agrees to an individual improvement plan, he/she is allowed to fully participate in games, contests, and co-curricular clubs & activities if he/she is following the improvement plan.

- If a student does not agree to the individual improvement plan, he/she is placed on Academic Suspension and not allowed to participate in games, contests, and co-curricular clubs & activities until the next five week grade report.

Improvement Plan

- Student eligibility will be decided on a week by week basis based on review of the student progress report.
- The student will report to a structured after school study period (Academic Seminar)
- The frequency in which the student attends the Academic Seminar will be as follows:
 - Failing 2 Courses = attend 2 Academic Seminars per week
 - Failing 3 or more courses = attend 3 Academic Seminars per week
- The student will hand in a weekly progress report(s) for all courses to the Athletic Director for review. (See Appendix A for Academic Seminar Progress Report)
- The designated official will review the weekly progress report at the end of each week.
 - If the student is following the improvement plan and making progress they will continue on Academic Probation for the next week.
 - If the student is not following the improvement plan or making progress they will be on Academic Suspension the following week.
- Students will stay on the improvement plan until the next five week grade report. If the student is passing all classes on the grade report at the end of the five period, they are removed from the improvement plan. If they are still failing any courses they will continue the improvement plan for the next five week period.
- If a student is passing all of their classes before the next grade report and would like to be removed from the Academic Seminar they may make a request to the Athletic Director and/or Building Administrator to be further reviewed.

Vacations

- There are times when vacations immediately follow a grade report. When this occurs, students will work with their teacher to put together a portfolio of work to be completed in place of the weekly progress report. The portfolio must be approved by the designated official and completion of the portfolio during vacation will substitute for the weekly progress report.

The Building Principal will have the final authority to determine the eligibility for any student based on extenuating circumstances not covered under these guidelines.

Administration reserves the right to make final determinations regarding student eligibility, as extenuating circumstances may apply to specific cases.

Behavioral Expectations & Support

Students who participate in sports and extracurricular clubs or activities are expected to demonstrate responsible and respectful behavior at all times, as they represent the school both on and off campus. This includes maintaining good academic standing, showing respect toward peers, coaches, advisors, and officials, and demonstrating good sportsmanship, leadership, and a positive attitude. Students are expected to attend all practices, meetings, and events on time, and to communicate responsibly if conflicts arise. Conduct in person and online should reflect the values of integrity, inclusion, and respect, with no tolerance for bullying, harassment, or the use of drugs, alcohol, or tobacco. Participation in extracurricular activities is a privilege that requires students to uphold these behavioral expectations consistently, setting a positive example for others and contributing to a safe, supportive, and goal-oriented environment.

COMMUNICATION BREAKDOWN: Discipline & Accountability Communication Flow

1. Referral & Initial Notification

- a. Administration receives and reviews a school behavior referral
- b. If a student is involved in a club, the advisor is notified.
- c. If involved in sports, the athletic director (AD) is informed and then notifies the coach.

2. Disciplinary Coordination

- a. Administration handles school-level consequences (e.g., detention, suspension, etc.)
- b. AD works with coaches to determine consequences (e.g., loss of playing time, probation, etc.)
 - i. Any student that receives ISS or OSS will automatically be suspended from participating in practice, game, or athletic/club activities.
- c. Club Advisor works with administration to determine extracurricular consequences (probation from club position, suspension, removal, etc.)

3. Parent Communication

- a. Administrator, AD, or Advisor contacts the parent/guardian to explain the situation and consequences.
- b. Expectations for future behavior are clearly outlined.

4. Follow-Up

- a. All parties monitor student behavior moving forward and maintain documentation and communicate as needed for repeated issues.

Referral Submitted → Administration Reviews Incident → Informs AD and/or Club Advisor → AD Notifies Coach → Collaborative Decision on Consequences → Parent/Student Notification → Ongoing Monitoring & Documentation

Infraction Type	Minimum Consequence	Maximum Consequence
CATEGORY I		
Disruptive behavior (classroom/club/athletic events), inappropriate language/gestures, tardiness, leaving class/club/athletic event without permission, PDA, unauthorized use of devices	Warning, Parent Conference, AD and/or Club Advisor Notified	Detention, In-School Suspension, Parent Conference, Loss of Club/Team Privileges
CATEGORY II		
Repeated Category I behavior, leaving school/club/athletic event without permission, use of inappropriate materials, insubordination, disrespect to personnel	Behavior Agreement, Parent Conference, AD and/or Club Advisor Notified	Detention, In-School Suspension, Out of School Suspension, Loss of Club/Team Privileges
CATEGORY III		
Chronic Category I/II behavior, harassment, bullying, fighting, theft, vandalism, alcohol/drug use, weapon possession, severe insubordination, academic dishonesty	In-School Suspension, Parent Conference, AD and/or Club Advisor Notified	Out of School Suspension, Expulsion, Police Notification, Removal from Club/Team, Disqualification from Sports

*School officials may be required to notify law enforcement.

- Bullying and Hazing of any kind will not be tolerated.
 - Such conduct includes, but is not limited to, any form of threats, intimidation, or abuse directed at an individual based on their actual or perceived race, color, weight, national origin, ethnicity, religion or religious practices, disability, sexual orientation, gender, or sex.
 - Maple Hill Jr./Sr. High School strictly adheres to the procedures and protections outlined in the **Dignity for All Students Act (DASA)** to ensure a safe, inclusive, and respectful environment for all students.

**** The Schodack Central School District’s Code of Conduct & Harassment Policies (0000 & 5000 series) can be found in their entirety on our district website. **** -

<https://www.schodack.k12.ny.us/board-of-education/> - Access “District Policies”

Attendance & Commitment

Whether participating as a student-athlete or a member of a club or extracurricular activity, attendance and commitment are essential to both personal success and the success of the team or organization. For athletes, regular attendance at practices, games, and meetings helps build skills, foster teamwork, and maintain alignment with team expectations. In clubs, while the level of commitment may vary—such as in casual interest groups compared to more demanding organizations like National Honor Society—all members are expected to attend consistently and contribute meaningfully. Commitment reflects respect for teammates, coaches, advisors, and the overall program, and demonstrates responsibility and dedication to personal growth. This is especially true for students in elected leadership roles (such as president, secretary, or treasurer), where reliability and active participation are critical to supporting and guiding the group. In both athletic and extracurricular settings, consistent involvement builds discipline, accountability, and time management—skills that serve students well beyond their school years.

Attendance

- Student-athletes and club members must be in attendance within the first 30 minutes of the school day to participate in practices, competitions, or activities.
- Student-athletes must attend school or have a legal excuse to practice or compete.
- Club members must attend school or have a legal excuse to participate in meetings or events.
 - Legally excused absences/tardies include: personal illness or injury (with documentation), medical or dental appointments (must be verified with note from provider), death or serious illness of a family member, religious observance, court

appearances or legal obligations (must be documented), college visits or post-secondary education appointments (with documentation).

- **Vacations taken during the season are not considered excused absences.** As a result, any missed practices, games, or club meetings may lead to reduced playing time or limited participation in club activities, as determined by the coach or club advisor.
- Habitual absences or tardiness affect eligibility to participate in athletics and clubs.
 - Concerns regarding attendance and/or tardiness will follow the communication breakdown regarding accountability.
 - Administration → Informs AD and/or Club Advisor → AD Notifies Coach
- Eligibility will be determined by the building Principal.

Commitment & Exit Interview Policy

If a student-athlete or student involved in a club, including those holding an elected position, decides to leave the team or organization, they must participate in an Exit Interview. This interview will be conducted with the Athletic Director and Coach for athletes, or the Club Advisor and Administrator for club members.

The purpose of the Exit Interview is to:

1. Discuss the reasons for leaving and the impact of the decision on the individual and fellow participants/team members.
2. Reflect on how leaving the team or club may affect future involvement in extracurricular activities, including eligibility for future participation or leadership roles.

This process ensures that the student understands the consequences of their decision and the potential impact on the group, and it fosters accountability for their commitment.

Student Development Contract (Optional)

As an added measure of support and accountability, coaches and club advisors have the option to create a contract with a student-athlete or club member. This contract may be developed independently or used as an extension of the one provided in the co-curricular handbook, tailored to address specific areas of development or improvement. Coaches and advisors reserve the right to work collaboratively with the student to determine appropriate consequences if expectations are not met. The contract process will involve input from the student, coach and/or advisor, athletic director, administration, and the student's parent or guardian to ensure a shared commitment to growth and success. (See Appendix B for General Contract)

Co-Curricular Handbook Acknowledgement

I, the undersigned student, acknowledge that I have received, read, and understand the policies, expectations, and guidelines outlined in the [School Name] Co-Curricular Handbook. I understand that participation in athletics or club activities is a privilege and that I am expected to uphold the standards of conduct and responsibility as described in the handbook.

By signing this statement, I agree to abide by all rules, regulations, and expectations stated in the Co-Curricular Handbook and understand that failure to do so may result in disciplinary action, including possible removal from participation.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Academic Seminar Progress Report

Student Name: _____

A student-athlete or club member who is currently failing two courses is mandated to attend a minimum of two seminar sessions per week to remain on academic probation. A student failing two or more courses is mandated to attend a minimum of three seminar sessions per week to remain on academic probation. Students that do not attend their minimum seminar days will be placed on academic suspension.

Ineligible students will receive an academic progress report from the main office and/or the Athletic Director which needs to be initialed by the staff member.

Teachers: If a student is attending a seminar but not completing work, please indicate that in the comments section and feel free to reach out to administration for support. This progress report will be reviewed weekly by administration to determine the following week's eligibility.

Date:	Course	Assignment(s) Completed	Comments	Teacher Initials

This agreement is made between the undersigned student, parent/guardian, and coach/advisor of the Maple Hill Jr./Sr. High School sports or extracurricular activity program. By signing this contract, the student agrees to comply with the expectations and guidelines outlined in the Maple Hill Co-Curricular Handbook, including academic standards, behavior expectations, attendance, and commitment requirements.

Participation Agreement

As a student participant in Maple Hill co-curricular programs, I agree to:

- **Maintain academic eligibility** by passing all classes.
- **Follow the improvement plan** if placed on academic probation.
- **Demonstrate good behavior** and respect in all settings (in-person & online).
- **Attend all required meetings, practices, games, or events.**
- **Communicate responsibly** with coaches, advisors, and teachers.
- **Abide by all school policies**, including those related to DASA, bullying, and substance use.

Additional Guidelines as Determined by Coach or Advisor:

Areas in Need of Improvement:

Consequences/Next Steps:

Signature of Agreement

By signing below, I agree to adhere to the rules and expectations of the Maple Hill Jr./Sr. High School Co-Curricular Handbook. I understand that failure to follow these guidelines may result in suspension or removal from activities.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Coach/Advisor Signature: _____ Date: _____

Athletic Director: _____ Date: _____