

Ballston Spa



Extracurricular Code of Conduct For

*Student Athletes, Extracurricular Activities,
and Parents*

Students and their parents are asked to read and review this handbook prior to signing, and submitting, the acknowledgment contract on the back cover – required for participation.

**Ballston Spa High School
220 Ballston Ave
Ballston Spa, NY 12020**

rev. 8-2016

Ballston Spa Central School District

Code of Conduct Handbook for Students and Parents

Table of Contents

<u>Page:</u>	<u>Content</u>
Page 2	Table of Contents & NYS Requirement of Annual Physical Exams “For Athletes”
Page 3	Handbook Introduction
Page 4	Philosophy & Objectives - Interscholastic Athletics, Academic, & Extracurricular Activities
Page 5	Roles & Expectations – Teachers, Advisors, Coaches, Parents, & Fans
Page 6	Supporting Students in Extracurricular activities
Page 7	Suburban Scholastic Council Sportsmanship Code & Section 2 Spectator Code of Conduct
Page 8	Code of Conduct for Student- <u>Mission Statement</u>
Page 9	Code of Conduct for Student - <u>Behavior Standards</u>
Page 10	Code of Conduct for Student - <u>Academic Eligibility</u>
Page 12	Code of Conduct for Student - <u>Attendance (School & Team/Club Rules)</u>
Page 13	Code of Conduct for Student- <u>Team/Club Membership</u>
Page 14	Consequences for Violations against the Code of Conduct for Students– Guidelines for the Imposition of Penalties
Page 15	Classification of Violations & Penalties for Level 1 – 6 Violations
Page 16	Violation Reporting Procedures; Investigations of Code Violations
Page 17	Penalty Assessment; Appeals Process for Extracurricular Code of Conduct Violations

Athletes-- New York State Requirement of Annual Physical Exams

In accordance with NYSPHSAA regulations, all students participating on athletic teams that engage in interscholastic competition must complete a physical examination and a health history update when required, and be approved for participation by the school physician. No student will be allowed to participate in try out sessions, practice, or competition until he/she has received medical clearance.

Physical examinations are provided to students by the school district at no cost to the student. These examinations are scheduled in the middle school and high school health offices. Examinations are usually scheduled in June for the following school year and are valid for 12 continuous months. For further details, contact your child’s school nurse. Unless the examination is conducted within 30 days of the start of the first tryout session/practice, a health history update is required.

You may choose to have the physical examination done by your own physician. If so, you must pick up the appropriate documentation from your child’s school nurse prior to the scheduled examination and return all completed documentation to your child’s school health office.

All athletes who are seen by a doctor, following an injury, must be released {signed statement} by that doctor in order to resume participation with their team. This release must be filed with the school nurse.

Risk Factor in Sports

Participation in sports involves a certain degree of risk for injury. Before going out for the team, we want you to be aware of the risk so you will be better able to reduce your chances for injury. Pre-season conditioning, learning the skills and techniques, and knowledge of rules and safety factors will enable you to have a healthy season.

Injuries/Insurance

It is extremely important to report any injury to your coach and/or athletic trainer immediately. Medical expenses resulting from any injury must first be submitted to your own insurance carrier and then any remaining balance can be submitted to the School Accident Insurance carrier. NOTE: THE SCHOOL ACCIDENT INSURANCE PROVIDES ONLY EXCESS COVERAGE ACCORDING TO A FEE SCHEDULE. Contact your child’s school nurse for further details.

Introduction

Participation in a Ballston Spa High School extracurricular team, and/or club is a privilege, which should generate feelings of pride for students, coaches, advisors, sponsors, and their families. Membership on a team or club indicates an acceptance of responsibility which requires commitment from those who wear our school colors, sponsors' logos, and represent their teammates, coaches, teachers, advisors, school, families, mentors, sponsors, and community. Standards of behavior are necessarily high and a personal commitment to meet these standards is a condition for being a member of one of our extracurricular teams/clubs.

This code of conduct is a reflection of the school district concern for safety, well being, and conduct of its students and club members. The rules and regulations that are contained in this code of conduct are in the students' best interests and everyone associated with our extracurricular teams/clubs. Enforcement of these rules and regulations require cooperation between the school and the home. Together we can work toward our mutual strategy aimed to reduce the risks and possible penalties that could occur if the provisions of this code of conduct are not followed.

Consistent with these standards, and as a continuing condition of participation on our extracurricular team/club, students are required to meet behavioral and academic standards. A signed copy of this contract is a requirement for participation in any extracurricular team or club. The student signature, along with that of his/her parents or guardians indicates that both parties recognize, understand, and accept this responsibility. Furthermore, each agrees to adhere to the basic concepts of good school, community citizenship, proper training, and those positive behaviors with which every team/club member should be identified.

Students and their parents are asked to read and review this handbook prior to signing, and submitting, the acknowledgment contract on the back cover which is required for participation in any extracurricular activity. If you have any questions regarding the conditions for participation in any of our extracurricular programs, contact your child's coach/advisor.

Philosophy & Objectives of the Interscholastic Athletics, Academic, & Extracurricular Activities

Philosophy: In Ballston Spa, the extracurricular program offers students in grades 7-12 participation in a variety of sports, academic enrichment, and activities. Extracurricular programming is in place to provide competitive and educational opportunities so that all students may further develop their personal, academic, and athletic abilities. Students will strive to achieve their goals while learning and practicing the ideals of effective teamwork and sportsmanship in a positive atmosphere. Based on this philosophy, the Student Code of Conduct has been developed for all involved in Ballston Spa's extracurricular program, including students, teachers, advisors, coaches, parents and spectators.

As outlined in this handbook, it is expected that all students will learn and demonstrate the following through personal and team/club participation.

- Sportsmanship
- Leadership
- Commitment
- Teamwork
- Academic Responsibility
- Citizenship
- Self discipline
- Pride
- Physical fitness
- Confidence

Sport Specific Objectives: Specific sports objectives that are consistent with our philosophy indicate that all students will be placed in a level of competition based upon their specific knowledge and skill level. At each level of competition specific objectives will be emphasized. The following is a breakdown of the different competitive levels offered in the interscholastic program and the emphasis at each level:

A. Modified Level - This level serves as an introduction to competitive high school sports for student-athletes. The objectives of this level are:

1. To acquire and develop sport specific skills and fundamental strategies
2. To provide student-athletes opportunities to practice skills and strategies in competition.

B. Freshman and Junior Varsity Level - These are intermediate competitive levels, which serve as a bridge between the Modified and Varsity levels of competition. The objectives of these levels are:

1. To continue development and refinement of sport specific skills and strategies
2. To provide student-athletes opportunities to demonstrate acquired skills and knowledge

C. Varsity Level - The varsity level is the highest level of competition offered in our athletic program. Student-athletes at in this level must demonstrate high levels of proficiency in acquired sport specific skills, concepts, and strategies. The objectives of this level are

1. To place emphasis on highly skilled competition
2. To base participation on each student's performance of sport specific skills and strategies
3. To field competitive teams at the league and sectional level of competition.

Academic Specific Objectives: Success is an important part of Ballston Spa High School extracurricular programs. Team members are successful only when they succeed in the classroom, and then participate in team/club activities. All team/club members are expected to make school work and individual academic performance a priority over any team/club event or activity. All students who participate in a team/club activity will have their academic progress monitored by their coach/advisor at least every 5 weeks (details provided under Academic Eligibility) during the applicable school season(s).

Roles and Expectations:

High School sports/clubs, and activities bring people together. Coaches, Advisors, parents, and fans play integral roles in providing a quality competitive/educational experience for our students. The roles and expectations of these groups in our extracurricular program is one of support and sportsmanship.

A. The Coach/Advisor - The role of the coach/advisor is one of instructional leadership. Our coaches/advisors will strive to provide a positive experience for students through quality instruction based upon personal and professional development. The coach/advisor will challenge and encourage each student, individually and as a member of the team/club.

The Varsity Coach will serve as the instructional leader for the development of the total sport program, in addition to his/her responsibilities for the varsity team. Varsity coaches will work with assistant/sub-varsity level coaches to deliver a coordinated program with regards to goals and objectives, instruction, supervision, and budget development.

Our coaches are responsible for providing both the opportunity and the leadership for the student-athlete to compete in an athletic environment. Sportsmanship and fair play through team membership are key values learned through athletics. The student's academic attention and focus should be enhanced by athletic participation. The following guidelines are conduct benchmarks for coaches:

Each coach will:

- a. Build a personal and team philosophy based upon the values expressed in this Interscholastic Athletic Program Philosophy statement.
- b. Strive to enlarge their technical knowledge and competency in all areas of the profession.
- c. Enhance and protect the physical and mental well being of their student-athletes.
- d. Teach student-athletes to respect self, teammates, opponents and officials.
- e. Encourage the highest standards of academic achievement among all student-athletes.
- f. Instill in players a desire to know and live by the spirit of the rules of the school, team, and sports.
- g. Create a climate of friendly competition where sportsmanship and honor outshine victory or defeat.
- h. Work with administrators, faculty, and other coaches to enrich the educational quality of our school.
- i. Encourage the highest standards of academic achievement among all student-athletes.

B. The Parents -The parents of our students are recognized as a valuable asset to our extracurricular programs. Through their academic, emotional and moral support, parents assist our staff in teaching students the value of responsibility and commitment as it relates to our program objectives. Parents demonstrate support for their child and that team/club, at events by exhibiting good sportsmanship towards all.

C. Student/Fans - Our student body and the fans of our programs provide moral support for our students. Fans and families show positive support of our participants by their adherence to appropriate behavioral conduct.

Supporting Students in Extracurricular Activities:

Communication is one important key to success in any extracurricular activity. As parents/guardians, you have a right to understand what expectations are placed on your student. This begins with clear communication from the coach/advisor of your student's program.

- A. Communication you should expect from your student's coach/advisor:
 - 1. Philosophy & expectations of the coach/advisor
 - 2. Locations and times of all practices, events, performances and contests
 - 3. Coach/advisor contact information
 - 4. Team/club/activity requirements {i.e., fees, rules, and special equipment}
 - 5. Procedures should your student be injured during participation
 - 6. Discipline that results in denial of your student's participation

- B. Communication coaches/advisor expect from parents:
 - 1. Positive encouragement of their student before, during and after contests, events and performances
 - 2. Notification of any schedule conflicts - well in advance
 - 3. Specific concern in regard to a philosophy and/or expectations of their student

Open & Respectful Communication of Concern:

As students engage in the Ballston Spa Extracurricular Program, they will experience some of the most rewarding moments in their lives. It is important to understand that there also may be time when things do not go the way parents or students desire. Open communication is encouraged.

- A. Appropriate concerns for parents to discuss with a coach/advisor: Coaches/Advisors are professionals. They make judgment decisions based on what they believe to be the best for all students involved. There are certain things that a parent can and should discuss with their child's coach/advisor.
 - 1. The treatment of your child, mentally and physically
 - 2. Ways to help your child improve
 - 3. Concerns about your child's behavior

- B. Issues not appropriate to discuss with coach/advisor:
 - 1. Playing time
 - 2. Team strategy and play calling
 - 3. Other team/club members

- C. Procedure for parents to follow to discuss a concern with a coach: There are situations that may require a conference between the coach/advisor and the parent. These are encouraged. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.
 - 1. Contact the coach/advisor
 - 2. If the coach/advisor cannot be reached, call the Administrator in charge. The Administrator will arrange the meeting between the coach/advisor and the parent. (A well intentioned parent who confronts a coach/advisor immediately before or after an event or practice is not likely to promote resolution, as these can be emotional times for both the parent and the coach/advisor.)

- D. The next step: What can a parent do if the meeting with the coach/advisor did not provide satisfactory resolution?
 - 1. Call and set up an appointment with the Administrator in charge. The parent/guardian, coach/advisor, and Administrator will meet to discuss the problem.
 - 2. At this meeting, the appropriate next step can be determined.
 - 3. Parents are encouraged to discuss issues and problems with the Administrator in charge. However, if a parent has specific complaints regarding the coach/advisor, then the coach/advisor must have the opportunity to be present to meet with the parent.

SUBURBAN SCHOLASTIC COUNCIL SPORTSMANSHIP CODE

IN THE BELIEF that sportsmanship on the part of spectators at high school athletic contest is as important as good sportsmanship on the part of athletes; the following guides for conduct are suggested as a means of continuing and strengthening the ties that exist between competing schools.

BASIC PHILOSOPHY: Visiting team members, students and adult spectators are guests to be accorded all the courtesy and consideration that a friendly, well-mannered and well-intentioned host would normally give. The visitors, in turn, are to act as invited guests, using the home school's facilities with care and respecting the rules and customs of the home school.

IT IS EXPECTED that all spectators and participants will follow this CODE:

- Athletic opponents and officials are guests and should be treated as such.
- Spectators should watch the game from those areas designated by each school as spectator areas.
- It shall be the responsibility of authorized school personnel attending games, either at home or away; to make sure students from their school conduct themselves appropriately.
- Officials are the proper authorities to make decisions regarding rules and their interpretation; these decisions should be accepted.
- Cheering should be in support of either team and should not be directed toward creating unfriendly rivalries among athletes of fans.
- Any spectator who evidences poor sportsmanship will be requested to leave and may be denied admission to future contest.

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

Section Two Code of Conduct for Spectators

1. Spectators are an important part of the games and are encouraged to conform to accept standards of good sportsmanship and behavior.
2. Spectators should at all time respect officials, visiting coaches, players, and cheerleaders as guest in the community and extend all courtesies to them.
3. Enthusiastic cheering for one's own team is encouraged.
4. Booing, whistling, stamping of the feet and disrespectful remarks shall be avoided.
5. There will be no ringing of bells, sounding of horns, or other noisemakers at indoor contests during play. Anyone who does not abide by this rule will be asked to leave the premises.
6. Pep band or school bands, under the supervision of school personnel may play during time outs, between periods, or at half time. Band must coordinate their play so as not to interfere with a cheerleading squad on the floor or field.
7. The throwing of debris, confetti, or other objects from the stand is prohibited. Offending individuals will be asked to leave the premises.
8. During a free throw in basketball, all courtesies should be extended. Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to school authorities.
9. Spectators will observe the rules of the local school concerning smoking, food and drink consumption, littering, and parking procedures.
10. Spectators will respect and obey all school officials and supervisors at athletic contests.

Ballston Spa Central School District

Code of Conduct for Extracurricular Activities

I. Code of Conduct for Students - Mission Statement

The Ballston Spa Central School District understands that extracurricular activities are a significant part of the educational process. The combination of academics, athletics, clubs, and activities enhances the quality of students' lives and expands their options for learning and personal growth. Extracurricular activities provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom.

Developing character, competence, commitment and citizenship through participation is the goal of all Ballston Spa students. Extracurricular involvement offers lessons that will serve students well in their future beyond their graduation from Ballston Spa. This goal supports our belief that essential requirements for teamwork include the mental and physical challenges of training, competition, and the experience of either winning or losing with grace and respect are important life lessons in every student's developmental experience.

Building good character requires time and effort. Coaches, parents, teachers, and advisors other stakeholders can help students develop good character by continually discussing, modeling and reinforcing the desired attitudes and beliefs over time.

Developing competence refers to not only participation, but also competence in all aspects of the spirit and the mind. Extracurricular participation offers personal competence building in a unique, experiential manner.

A personal capacity for commitment is developed through the demands placed on all participants during participation and the expectations of membership demands commitment requiring both dedication and sacrifice. This valuable trait is required of not only student participants, but also from the coaches, teachers, advisors, and parents.

As a part of the total school program extracurricular team/club membership develops better citizenship skills. This opportunity is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the participants themselves. These experiences contribute toward building healthy emotional patterns which enable the student to achieve maximum benefit from his or her education.

The following Code of Conduct shall govern all student participants involved in School District extracurricular activities. These standards of conduct shall supplement, and not supplant or replace, the Code of Conduct or any additional or more stringent rules and standards of conduct that the governing or supervising authority of each program lawfully imposes as a condition of participation in such activity. Discipline imposed as a result of a violation of this generally applicable code of conduct shall not preclude additional discipline or consequences under the rules, regulations or bylaws of the individual activity; or by the Ballston Spa School District. These rules must be read, and agreed to by all students and their parents/guardians. Acknowledgement signatures of students and parents/guardians on the back cover of this code of conduct indicate an agreement to abide by the rules contained herein. The signed Acknowledgment must be returned to the coach, teacher, or advisor before the student is allowed to participate.

II. Code of Conduct for Extracurricular Activity Participants – Behavior Standards

This Code shall apply to all students for the entire calendar year, from the date the Acknowledgement is signed, both in and out of a particular sport/club season and on and off the field of competition. Out of season violations shall be investigated when reported and consequences for violations shall be applied to the next season/activity that the student would participate in.

- A. Each student is expected to display good sportsmanship, win or lose. This means that students must demonstrate good citizenship in both school and the community at large. Disrespectful comments, the use of foul language, violent or disruptive conduct or insubordination by a student directed toward any other person, including but not limited to game officials, judges, coaches, advisors, teammates, athletes or members of opposing teams or schools, fans or spectators, or any other persons will subject the student to recourse by the School District. Such recourse may include suspension or expulsion from any or all-extracurricular activities. This liability applies to all practices and meetings and all times before, during and after games or school-sponsored events, as well as to bus trips to and from games or school sponsored events. Ejection from any contest or event for such conduct may result in additional disciplinary action by the District, including suspension or expulsion from extracurricular activities.
- B. When membership or participation in any extracurricular activity is linked with involvement in hazing activities, the educational purpose of that participation is compromised or undermined. Hazing activities can endanger the safety of students. Because the School District is committed to providing a safe and orderly environment that promotes respect, civility and dignity for all members of the school community, hazing is strictly prohibited by the Board of Education.

No hazing activities will be tolerated under any circumstances. Members of the School District community may not participate or be involved in hazing activities. Any member of the School District community involved in such activity shall be subject to disciplinary action for violation of this policy.

The term “hazing”, as used in this Code of Conduct, means any conduct or methods of initiation into any student organization, whether on public or private property, before, during or after school hours, which willfully or recklessly endangers the physical or mental health of any student or other person, or which is reasonably likely to cause harassment, intimidation, physical, emotional or psychological harm, including embarrassment or loss of human dignity, to another person. Such hazing conduct shall include, but not be limited to the following:

1. Whipping, beating, branding, or any other physical assault
2. Forced calisthenics of any kind, such as sit-ups, pushups, any other physically abusive exercises, or any other brutal treatment or forced physical activity, which is likely to adversely affect the physical health or safety of any person
3. Forced exposure to weather or the elements, or forced partial/total nudity at any time
4. Forced consumption of food, liquor, beverage, drug or any other substance
5. Any forced activity which subjects such student or other person to extreme mental stress including extended deprivation of sleep or rest or extended isolation
6. Forced wearing or carrying of any obscene, physically burdensome, or embarrassing article
7. Forced transportation and intentional abandonment of any person or member at any location
8. Any type of personal servitude performed which is demeaning, and/or of personal benefit to active members
9. Forced assignment of “pranks” or harassing other organizations, institutions or activities
10. Calling or assigning prospective teammates demeaning names

Consent of the victim of hazing shall not be available as a defense to any prosecution of hazing under this Code of Conduct. Whoever knows that another person is the victim of hazing and is at the scene of such a hazing shall, to the extent that the person can do so without danger or peril to himself/herself or others, report such activity to an appropriate official as soon as responsibly possible. Any person who knowingly and unreasonably fails to report hazing activity shall be guilty as an accomplice in such activity. Employees who fail to report an incident of hazing may be subject to disciplinary action.

- C. The use, sale, distribution and/or possession of tobacco products, alcoholic beverages, illegal drugs, non-prescription or controlled substances, or drug paraphernalia, will not be tolerated by students participating in School District extracurricular programs whether on or off school grounds.
1. No student shall knowingly attend any party or other social gathering where underage drinking and illegal drug use occurs. Any student- who has agreed to this Code of Conduct and who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether he or she consumes or uses any substance at all. Parental sanction of an event is not a defense to breaking this rule.
 2. No student will be deemed to have violated this rule if he or she can show to the satisfaction of the building Principal or Athletic Director that immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himself/herself from the place where the party or social gathering was held, including parking areas.
 3. Students alleged to be using, selling, distributing and/or possessing illegal drugs, controlled substances (including prescription drugs), or drug paraphernalia on or off school property during the time that the student is participating in extracurricular activities, or at any time during the school year, will be subject to disciplinary action in accordance with the Code of Student Conduct and Section 3214 of the Education Law, as well as this Extracurricular Code of Conduct and any other applicable policy.
- D. Information and/or images of inappropriate or illegal behavior posted on the internet shall constitute a basis for discipline under this Code of Conduct.

III. Code of Conduct for Extracurricular Activity Participants – Academic Eligibility

All students who participate in extra-curricular activities (including athletics and clubs) will have their academic progress monitored by their respective coach/advisor at least every 5 weeks (see section III A2 for specific review periods) during the applicable school season(s). Any student who is failing or receives an incomplete in any class will be subject to the following eligibility policy.

- A. Review Periods/Scores to be evaluated:
1. Final grade for previous school year (usually June grade, unless summer school was attended)
 2. Every 5 weeks throughout the current academic school year, consisting of (Interim Report 1, Q1 Report Card, Interim Report 2, Q2 Report Card, Interim Report 3, Q3 Report Card, and Interim Report 4).
 3. Any time a course is completed, the final course grade will be used to determine eligibility
 4. For full year courses, the current cumulative grade will be used to determine eligibility, but individual marking period grades that are below passing, will require students to seek additional instruction even if the cumulative GPA is passing.

5. Any student who attends summer school and receives credit for a course they failed the previous year, shall have the summer school grade used to determine their academic eligibility.
 6. Any course that has been failed, and is not retaken, will result in a 10-day review of the current courses being taken at the start of a semester in order to determine eligibility.
- B. Students failing one course or receiving an incomplete:
1. Any student failing one class or receiving an incomplete at one of the given review periods outlined above will be immediately placed on academic probation, potentially limiting the student's ability to participate in events/contests. Students will be allowed to practice/rehearse while they are on probation. (PLEASE NOTE: coaches/advisors may receive grade reports before they are mailed home, since they are generated in the electronic database before they are physically printed)
 2. Academic probation will include the following terms and conditions:
 - a. The student must return a progress report to his/her coach/advisor, by the Friday of each week, stating that they have made acceptable progress (defined below) before they will be permitted to participate in any events/contests the following week. Failure to submit this form by Friday will result in the loss of eligibility the following week.
 - b. Acceptable Progress: Will consist of a student improving his/her grade numerically, on each progress report submitted until their grade surpasses 65%.
- C. Students failing two or more courses:
1. Any student failing or receiving an incomplete in two or more courses, at one of the given review periods outlined in section A2 above, will be suspended from participating in any competitions until the following conditions are met.
 - a. Any student failing two or more classes will not be eligible to participate in any events/contests until the student has brought their grades up to the passing level in all but one subject area. Once the student is only failing one class, they will be placed on academic probation, and will be subject all the terms and conditions outlined in section B2 above.
 - b. Students are expected to attend any team/club activities unless otherwise determined by the coach/advisor.
- D. Fall Extracurricular Activities:
1. Any student participating in a team/club that coincides with the beginning of the school year will be evaluated based on the following conditions.
 - a. The previous year's final grade for each course will be used for the purpose of determining academic eligibility. If a student failed more than one course the previous year, they will not be eligible to participate in any events/contests until the 10th school day of the fall season, at which time their current grades will be reviewed by the coach or school administrator to determine if they are passing all of their courses.
 - b. If the student is passing all their classes at the time of the review, they are fully eligible to participate in all activities
 - c. If the student is failing one class at the time of the review, they will be placed on academic probation and subject to the terms and conditions outlined above.
- *If the student is failing more than one class at the time of the review, they will remain suspended from all events/contests until the Interim 1 report is generated.*

IV. Code of Conduct for Extracurricular Student Participants – Attendance Eligibility (School & Team/ Club)

- A. In order to participate in extracurricular activities on any day, students must be in attendance at school on such a day. Students who arrive at school *later than 60 minutes* after the start of that student's school day, *without* a legal written excuse, shall not be allowed to participate in any activities on that day. Students who arrive to school *after 12:15 p.m.*, without having reported to school on time, *regardless of a legal written excuse*, shall not be allowed to participate in any activities on that day.
- B. Interscholastic athletic students are required to attend and participate in all scheduled Physical Education classes in order to be eligible for practice or contests on that day.
- C. Students are expected to attend all practices, games or other events scheduled in regard to the team/club unless excused by the coach/advisor. Failure to regularly attend practices, games or other events scheduled may result in the student's suspension or dismissal from the team/club.
- D. A student who finds it necessary to miss a practice, game or other event scheduled must notify the coach/advisor and indicate his/her reason for absence. This should be done well in advance of the absence. The coach/advisor may require documentation in the form of a written excuse from the parent. The coach/advisor will evaluate the reason for a missed practice, game or other event and determine whether or not action is warranted, and so inform the student. Acceptable reasons for absence may include: family vacation that cannot be rescheduled; medical and/or dental work that must be scheduled at a particular time; death in the family; sudden personal or immediate family illness; or other specific unavoidable causes of conflict.
- E. In the event that the coach/advisor approves of the student's absence, the student should be aware that there is a possibility that he/she could miss games or events upon his/her return to the team/club. Reasons of safety as well as team continuity and the philosophy of the coach/advisor will govern the duration of suspension from active participation in games/events. An extended absence for student-athletes may mean that the student-athlete may have to re-qualify by completing the minimum number of practice dates stipulated by State regulations in order to compete.
- F. Any student who is suspended from school for a violation of any school rule or school policy will not be allowed to play in a game or participate in any activities (including practices/meetings) during the period of his/her suspension from school. The period of his/her suspension is defined as those dates indicated in the letter from the District Administrator, which notifies the student and his/her parent of the suspension. This applies to out of school suspensions. Any penalty under this Code for conduct that leads to an out of school suspension will be served after the out of school suspension is complete.
- G. As a member of an interscholastic team, it is expected that your top priority be to your team/club during the entire season. Participation on another team should never conflict with fulfilling your responsibilities to the interscholastic team and/or violate school, Suburban Council, Section 2, or NYSPHSAA rules.
- V. Code of Conduct for Student Participating in Extracurricular Activities – Team/Club Membership
 - A. Good Citizenship –Students are ambassadors of our community and are associated with our community. As a member of an extracurricular team/club, participants must be mindful that they, at all times, represent their team/club, school, family, and community both in and out of the season of participation. Students are expected to refrain from exhibiting any behavior(s) that violates the principles of good citizenship.
 - B. Students are required to travel to and from all events with their team/club and coaches/advisors except when extenuating circumstances arise. When this occurs, student-athletes must be released directly to their parents, and they must have received prior approval from the Director of Athletics or administrator in charge to come home by other means. (See Transportation Policy below)

Transportation Policy – Students will be transported to and from away contests by school authorized vehicles. Under special circumstances, an athlete may receive permission from his/her coach to ride home from a contest with his or her parents/legal guardians. Special circumstances must be pre-approved 24 hours in advance by the Director of Athletics or Administrator in charge. Upon receiving approval, the parent(s); legal guardians, will be required to sign their child's release from the coach's/advisor's supervision at the conclusion of the contest. All members are expected to conduct themselves in a fashion that will ensure the safety of all passengers. All safety rules must be followed.

- C. No student who participates in extracurricular activities shall intentionally damage, or cause to be damaged, any personal or real property belonging to the School District, any other school district, or any other person.
- D. No student may quit a team/club without first speaking with the coach/advisor to explain the reasons for leaving the team. Any student who violates this requirement will be unable to participate for another extracurricular activity until the season of the team/club he/she left is completed.
- E. Students will return all school issued equipment/uniforms to their coach/advisor immediately following the season on the date specified by the coach/advisor or Administrator, or immediately upon termination of membership. Students do not have the right to retain uniforms or jackets or other equipment simply because they declare it lost or stolen and are willing to pay for it. Any such equipment determined to be in the possession of a student will be reclaimed by the School District using the legal means at its disposal. Also a student will not be allowed to participate in the next season/activity until equipment is returned or paid for. Students failing to return issued equipment may also face disciplinary action at the discretion of the Administration.

Consequences for Committing Violations against the Code of Conduct for Extracurricular Activities

- I. Guidelines for the Imposition of Penalties against the Code of Conduct for Students
The following guidelines reflect minimum penalties which may be imposed on students who participate in extracurricular programs and who are found to have violated this Code of Conduct. These penalties shall not be construed as a promise or guarantee of any particular form of discipline, as the School District retains the right to impose discipline under this policy, which it deems appropriate under the individual circumstances of each case. These penalties shall be served in addition to any penalties assessed under the District's student discipline code of conduct.
 - A. All game(s)/activity suspensions will be served during the student's current season of participation. In the event that a penalty is assessed at the end of a season, suspensions will be carried over and pro-rated (if necessary) into the next season the student participates in, and completes. Student will begin to serve game(s)/activity suspensions immediately upon the imposition of any penalties assessed by the coach/advisor and/or Administrator. In the event a student files an appeal (see, Appeal Process) of a penalty imposed as a result of a code violation, the game(s)/activity suspension will be immediately served upon imposition of the penalty, and/or during the appeals process. Any penalty under this Code for conduct that leads to an out of school suspension will be served after the out of school suspension is complete.
 - B. The District will not tolerate repeated violations of school rules under any circumstances. The District will not extend the privilege of participation in extracurricular activities to any student who agrees to accept this Code of Conduct and then repeatedly demonstrates disregard for its provisions. Repeated offenses against this code of conduct could result in escalated violation level consequence.

- C. The District may, however, consider expunging a student's violation record if he/she meets both of the following criteria:
1. The student has satisfactorily completed all components of the penalty assessed for a violation of the code, and does not commit any code violation during the probation period stipulated
 2. The student commits no further code violations for 1 calendar year from the date his/her probation period expired.

II. **Classification of Violations against the Code of Conduct for Students**

Minor Violations – Any violation of team/club rules and attendance issues fall into this category. Any student found to have committed offenses including, but not limited to: unexcused tardiness to school, failure to attend practices/meetings, games or other team events without proper coach/advisor notification. Each coach/advisor shall be responsible for assessing “minor violation” penalties, which may range from a verbal warning to expulsion from the team/club for repeat offenses. Coaches/advisors shall generally practice progressive discipline, depending on the facts and circumstances. Approval of the Athletic Director/Administrator and parent notification is required prior to any decision by a coach/advisor to remove a student from a team as a penalty. The coach/advisor will share the nature of the offense and the reason(s) for the action, with the student, the parents, and the Athletics Director/Administrator.

- A. Level 1 Violation (10% contest reduction): Any student found to have committed offenses including, but not limited to: engaging in conduct prohibited under item II, A (on page 9) in addition, a Level 1 violation includes: poor citizenship, multiple discipline issues in school or expulsion from any school sponsored event during the school year.
- B. Level 2 Violation (25% contest reduction): Any student found to have committed offenses including, but not limited to: possession and/or use of alcohol or tobacco; attendance at a party where alcohol is being served as specified in item II, C (on page 10), of this disciplinary code of conduct. Other Level 2 violations could include a second level 1 violation committed during the same school year, theft, vandalism, information and / or images of inappropriate or illegal behavior posted on the internet/ social media
- C. Level 3 Violations(50% contest reduction): Any student found to have committed offenses including, but not limited to the sale or distribution of tobacco product and/or alcoholic beverages whether on or off school grounds; the use or possession of illegal drugs, non-prescription or controlled substances, or drug paraphernalia, whether on or off school grounds. Level 3 also includes: hosting a party where alcohol is served; hazing; or sexual harassment.
- D. Level 4 Violations (100% season contest reduction): Any student found to have committed offenses including, but not limited to the sale or distribution of illegal drugs, non-prescription or controlled substances, or drug paraphernalia, whether on or off school grounds.
- E. Level 5 Violations (full calendar year contest reduction): Any behavior more severe than in preceding violation levels, including, but not limited to, felony arrest or large scale breaches of the Code of Conduct for Extracurricular Activities will be assessed consequences on an individual basis by the Administrator in charge.
- F. Level 6 Violations (complete loss of participation privileges for remaining high school career): Any behavior more severe than in preceding violation levels, including, but not limited to, felony arrest or large scale breaches of the Code of Conduct for Extracurricular Activities will be assessed consequences on an individual basis by the Administrator in charge. Level 6 will be utilized for extremely serious first offenses, such as felony arrests; convictions; as well as for repeat offenses during periods of probation.

III. Penalties Chart for Level 1 through Level 6 Violations:

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
10% Games Suspension and/ or 10% reduction of total club activity +	25% Games Suspension and/ or 25% reduction of total club activity +	50% Games Suspension and/or 50% reduction of total club activity +	100% Games Suspension and/or 100% reduction of total club activity +	Loss interscholastic athletics participation for 1 calendar year and/ or Loss of club activity participation for 1 calendar year +	Loss of participation privileges for the remainder of his/her high school career
1 year probation*	1 year probation*	1 year probation*	1 year probation*	1 year probation*	
+	+	+	+	+	
Successful completion of an educational component**	Successful completion of an educational component**	Successful completion of an educational component**	Successful completion of an educational component**	Successful completion of an educational component**	

***Probation**- A stipulated period of time assessed to a student as a consequence for committing a code violation. This period of time may be extended (extended probation) until the athlete has successfully fulfilled all requirements of the sequence assessed for the violation(s).

****Educational Component**- This is a rehabilitative activity, developed with input by the student when possible, intended to reinforce the student's personal adherence to the policies and rules that govern the extracurricular program. The goal is to educate the student about the impact his or her violation had on reaching personal and team/club goals.

IV. Eligibility Chart for Code of Conduct Violation Consequences:

# Of Regular Season Scheduled Contests	Contest Penalty LEVEL 1 – 10%	Contest Penalty LEVEL 2 – 25%	Contest Penalty LEVEL 3 – 50%	Contest Penalty LEVEL 4 – 100%
8	1	2	4	8
9	1	2	4.5	9
10	1	2.5	5	10
11	1	3	5.5	11
12	1	3	6	12
13	1	3	6.5	13
14	1	3.5	7	14
15	1.5	4	7.5	15
16	1.5	4	8	16
17	1.5	4	8.5	17
18	2	4.5	9	18
19	2	5	9.5	19
20	2	5	10	20
21	2	5	10.5	21
22	2	5.5	11	22
23/24	2	6	11.5 / 12	23 / 24

IV. Reporting Procedures for Violations against the Code of Conduct for Students

A. Reporting a Violation against the Code of Conduct for Students

1. Any individual or stakeholder may make report a Code Violation. This report may be made orally or in writing to:

- Building Principal
- Building Administration
- Director of Athletics
- Teachers
- Coaches
- Counselors
- Nurses
- Staff members

2. Any employee who receives a Code of Conduct violation report concerning any students **must** report such allegations to the building administrator or the Athletic Director.

B. Investigations of Code Violations against the Code of Conduct for Student Extracurricular Activities

1. Upon the receipt of credible information related to an alleged code violation, an investigation by the appropriate personnel should be initiated immediately to determine the nature of such allegations. Anonymous information received related to an alleged violation of the athletic code will not be cause to initiate an investigation.
2. Any student can at any time make a self-referral for a violation of the Code of Conduct. This self-referral must be made to the coach/advisor and/or appropriate building administrator prior to any investigation or any reported allegations made to the school authorities. The resulting actions will include:
 - a. Student may be suspended from competition
 - b. A meeting will be held between the student, parent, coach/advisor, and Athletic Director/Administrator to establish a remediation plan, and set the parameters for the student's participation in extracurricular activities.
 - c. The Athletic Director/ Administrator shall notify any student suspected of violating this Code of Conduct of such allegations. The aforementioned personnel will interview the student(s) suspected of violating the Code as a step in the investigative process. The student and his/her parents shall be afforded an opportunity to meet with the Athletic Director/Administrator and the coach/advisor, if necessary, to discuss such allegations.
 - d. Full cooperation during an investigation is expected from all students under the code. It is important for all students to understand that involvement in our extracurricular activities **is a privilege;** with the responsibility of being a member of such activities, comes a commitment to the conditions of this Code of Conduct. In the event a student comes under investigation for possible violations to the provisions of this code, it is expected that the student will be truthful and fully cooperative.
3. To the extent possible, Code violations shall be investigated within three (3) school days.

- C. Assessment of Penalties for Violations against the Code of Conduct for Extracurricular Activities
1. Upon the finding of a violation, the Athletic Director/Administrator will assign the appropriate consequences and/or remedies unless otherwise stated in this Code. If the student is suspended out of school for conduct which violates this Code, the Athletic Director/Administrator will assign the appropriate penalty after the Principal or Superintendent sets the term of the out of school suspension.
 2. The Athletic Director/Administrator shall meet with the student and parent(s) to impose the consequence(s).
 3. The parent/guardian of the student shall be notified of the consequence in writing.

D. Appeals Process for Penalties for Violations against the Code of Conduct for Extracurricular Activities

1. A student found to have violated this Code of Conduct by either the coach/advisor, administrator, or the Athletic Director shall have the right to appeal the disciplinary decision to the Faculty Council by means of a letter to the school Principal. The Faculty Council will be made up of five (5) faculty members selected by the Principal. The Faculty Council shall not contain, as a member, any person involved in making the determination appealed from.
2. The student must make such appeal within five (5) days of the initial decision. The decision of the Faculty Council shall be final unless appealed, in writing, to the Superintendent of Schools within five (5) calendar days of the date of the Faculty Council decision.
3. The Superintendent of Schools shall receive all relevant documentation from the Faculty Council and the student. The Superintendent shall meet with the student if requested to do so. If no meeting is requested, the Superintendent shall render a decision on the documentation provided.
4. The decision of the Superintendent may be appealed to the Board of Education by a written request filed with the Board within five (5) calendar days from the date of such decision. The Board shall receive all relevant documentation and may, in its sole discretion, permit the accused to appear before the Board at its next regular meeting or render its decision solely on the record.

