

WESTHILL

CENTRAL SCHOOL DISTRICT



*EXTRACURRICULAR
CODE OF CONDUCT*

"Where educational excellence is a tradition"

STUDENT EXTRACURRICULAR CODE OF CONDUCT

The establishment of this code is an outgrowth and reflection of the school district's concern for the safety, well being, and conduct of all students including those participating in athletics and other extracurricular activities. The rules and regulations that are contained in the code are developed with the students' best interests.

The creation of such rules and regulations necessitates the need for the responsibility for enforcement. Adherence to the Student Extracurricular Code requires the cooperation and support of the family, the student, and the school district. Together we can work toward mutual goals of healthy sportsmanship, keen competition, and the personal and physical development of our students. Additionally, we can work together in preventing and reducing the risks of possible penalties that occur if the provisions of the code were not followed. Please read the code and discuss its contents with your son/daughter. Should you have any questions, please feel free to contact any coach, club advisor, the athletic director, or a school administrator.

Philosophy and Expectations for students participating in athletics and other extracurricular activities

Interscholastic athletics and other extracurricular activities are an integral part of the educational experience. They serve as a unifying force for the student body, the faculty, and the entire community. Interscholastic athletic activities and extracurricular activities provide realistic opportunities to promote the physical, mental, moral, social, and emotional well being of all the students at Westhill.

It is a privilege for a student to represent his or her school through participation on interscholastic teams and extracurricular activities. With this privilege comes responsibilities that include the following expectations: adherence to all rules of the sport/club and to the school's code of conduct; cooperation and sportsmanship among all individuals involved; respect for officials and authority; an obligation to give one's best effort in the pursuit of individual, team and club goals.

Students participating in extracurricular activities represent the school in a special and unique way. Students must maintain a high standard of conduct, both in and out of school, on or off the playing field, as a host or guest, and in all activities in the community.

Because the use of alcohol and other drugs prevents the normal development of a healthy mind and body, the "Student Extracurricular Code of Conduct" has been established for those participating in Westhill athletics and other extracurricular activities. The use, possession, consumption, or distribution of alcohol, illegal drugs or the unauthorized use of prescription or nonprescription drugs is strictly prohibited on and off school grounds. This Code of Conduct will be instituted over the entire school year. A school year is defined as the start of the fall sport season (including practices in the summer) through the last day of the school year.

ACADEMIC ELIGIBILITY POLICY

The faculty and administration of Westhill Central Schools are committed to providing every one of our students with the finest academic opportunities possible. Academic achievement is, indeed, our primary goal as an institution, and should be the primary goal of all students.

It cannot be forgotten, however, that participation in interscholastic and extracurricular activities is also an integral part of becoming a well-rounded young adult. To that end, academics and extracurricular activities work hand-in-hand as each of our students strives for excellence in his or her own personal way.

The following policy is set forth in order to serve as the determinant as to whether or not each student has demonstrated sufficient academic achievement to be considered eligible to participate in interscholastic or extracurricular activities.

1. A student who is failing two courses at the end of the first, second, or third ten-week marking period (as indicated by a grade of less than 70%) will be placed on academic probation. In such a case, a student may participate in activities for the next five weeks, but must attend Instructional Assistance period with the teachers of these courses on at least a once-a-week basis. Failure to attend these sessions will result in immediate ineligibility. If, at the end of five weeks, he or she is again failing two subjects (any two subjects), the student is ineligible to participate through the remainder of the marking period.
2. A student who receives failing grades in three or more courses at the end of the first, second, or third ten-week marking period will be ineligible to participate in interscholastic or co-curricular activities for the next five weeks. At the end of five weeks, an assessment as in #1 above will take place (i.e. if a student is still failing two or more subjects, he or she is ineligible for the remainder of the marking period).
3. Any student who receives two failing grades at the end of two consecutive ten-week marking periods will be ineligible for the next five weeks. At the end of five weeks, the student may regain his or her eligibility if he or she is failing less than two courses.
4. For the fourth quarter only, final averages will be used instead of quarter grades to determine eligibility for the next school year. Summer school grades may be substituted for such averages in order to improve a student's eligibility status. The same eligibility standards as outlined above will be applied to final averages and/or summer school grades.
5. Students may not drop courses, which they are failing to escape becoming ineligible. Grades of drop/fail and incompletes, which are assigned due to lack of academic effort, count as failures. When such incompletes are changed to passing grades, a student's status will be re-evaluated.
6. Ineligible students may not attend rehearsals or practices, nor are they to sit on the bench during athletic contests.
7. The activities to which this policy pertains are any school-sponsored, non-credit-bearing activities which meet or occur outside of the instructional day (7:30 a.m. - 2:10 p.m.).
8. A student's ineligibility period will begin the day report cards are posted. Specific dates for the current academic year are posted in the Student/Parent Handbook.
9. Academic eligibility will not be based on disciplinary considerations. Such cases will be evaluated on an individual basis by the school administration.

PROCEDURES

1. A list of all participants in each interscholastic or extracurricular activity should be submitted to the assistant principal by the athletic director or activity advisor within one week after such a roster may be determined.
2. In return, the athletic director or advisor will receive from the assistant principal at the end of each ten-week period a list of students who are considered to be either ineligible or on probation. It will be the primary responsibility of the coach or advisor to notify any such student of his/her status, and provide an explanation of the implications of such status.

3. Prior to participating in interscholastic athletics or any other "School Sponsored Activities" (as that term is defined by this Code), each student and student's parent(s) must sign and return a Statement of Acknowledgment ("Statement") to be furnished by the District, acknowledging that they have received a copy of the Extracurricular Code of Conduct ("Code") and understand that the student is bound by the terms of this Code as a condition of being afforded the privilege of attending and/or participating in such activities. Once this Statement has been signed and returned by a student, no further or additional Statement will be required from that student during that school year, unless the Code is revised during the school year after the date of the student's signed Statement. Students who neglect or refuse to sign the Statement are nonetheless subject to the provisions set forth in the Code.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are activities that are organized by the school to engage students beyond the parameters of the classroom for which participation is voluntary. Examples of such activities include school-sponsored dances, drama and musical productions, all athletic-associated events, overnight trips, and membership in school clubs (see Section Six of the Student/Parent Handbook for a complete listing of extracurricular clubs and activities). Not considered extracurricular are those activities that are part of a course curriculum for which course credit is awarded. Such activities include participation in band and chorus concerts and class field trips.

INTERSCHOLASTIC ATHLETICS

The athletic program at Westhill is conducted under the following principles as set forth by the University of the State of New York:

1. To emphasize the proper ideals of sportsmanship, ethical conducts, and fair play.
2. To stress values derived from playing the game fairly.
3. To show cordial courtesy to visiting teams and officials.
4. To respect the integrity and judgment of sports officials.
5. To encourage leadership, use of initiative, and good judgment by the players of the team.
6. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
7. To insure that coaches' conduct reflects integrity and fair play.

ATHLETIC ELIGIBILITY (as determined by the NYSPHSAA)

1. Registration - An athlete is eligible for interschool competition only when he or she is a bona fide student enrolled during the first fifteen school days of a semester and registered in a complete schedule of courses as governed by school policy.
2. Duration of Competition - A student is eligible for competition during any eight semesters after his or her entry into the ninth grade and prior to graduation. A student shall be eligible for interschool competition in grades 9, 10, 11, and 12 until his/her nineteenth birthday. If the age of nineteen years is reached on or after July 1, the student may continue to participate during that school year in all sports. A student who attains the age of fifteen years while enrolled in a grade below the ninth grade may take part in inter-high school sports, provided he or she meets all other requirements. Younger students may qualify under the New York State Selection Classification program.

3. Physical Examinations - Before a student may participate in the interscholastic athletic program, he/she must have completed the following:
 - A physical examination by the appointed school physician and/or the student's personal physician. Medical examinations may be scheduled at any time during the school year and shall be valid for a period of twelve continuous months.
 - A health update questionnaire completed within 30 days of the start of the sport season. All paperwork pertaining to the student's physical examination must be turned in to the school nurse for verification and approval prior to any athletic participation.
4. Consent & Emergency Notification Forms – In addition to completing the Statement acknowledging receipt of this code, all athletes participating on an interscholastic athletic team will be required to complete a parental consent form and a medical emergency notification card. Completed consent and emergency notification forms are to be returned to the individual sport coach.

EXPECTATIONS FOR ATHLETIC PARTICIPATION

1. Attendance/Routine Practice - Regular attendance at practice is mandatory. If an athlete misses more than two practices without permission, he or she shall be suspended from the team for the amount of time to be determined by the coach.
2. General Attendance - A student is expected to attend all classes on his or her schedule on the day of a contest and the next school day following the contest. Habitual absence before and after a contest may result in suspension from the team. To be eligible to participate in the contest of the day, the athlete must be present by 11:00 a.m. on the day of a contest, unless the student has been excused from school attendance for such reasons as a doctor appointment, field trip, college visitation, driver test, or such reasons other than illness. The purpose of this clause is to keep a student from participating when he or she is ill.
3. Injuries and Illness - An athlete must report any injury immediately to the coach. If an athlete sustains a significant injury, he or she must have a written release from the attending 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. Any student who has been absent from school for five or more consecutive days due to illness or injury must be released for participation by the athlete's attending physician and again qualified for participation by the school physician.
4. Transportation To and From Athletic Contests - All team members will travel to and from "away" contests by means of school-provided transportation. After the conclusion of an away contest, athletes may be released to their parent or guardian only with full knowledge and approval of the coach. Any other exceptions to this must be made in writing to the building principal.
5. Care of School Equipment - The athlete is responsible for all equipment issued to him or her. All lost, stolen or damaged equipment must be paid for by the athlete. All equipment issued to an athlete must be returned at the end of the sport season. Failure to return lost, stolen or damaged equipment may jeopardize further participation in the interscholastic athletic program.
 - a. This equipment is intended for use in practices and contests only! General use of school equipment outside of the normal practice and contest needs is not permitted.

6. Quitting a Team - If an athlete quits or is suspended from a sport, he or she will not be eligible to participate in another sport during the same season. A student who is not successful in making a team after participating in a tryout program is eligible to try out for, and participate in, another sport during that season. Students will not be allowed to quit a sports team to avoid penalty for a violation of the Student Code of Conduct.

PENALTIES FOR VIOLATION OF THE EXTRACURRICULAR STUDENT CODE

It is the responsibility of coaches, club advisors, the student body, athletes, and parents to insure that these code rules are observed. Any violation of the district’s drug and alcohol policy should be reported immediately to the principal. If a violation of the Extracurricular Student Code of Conduct occurs in relation to use, possession, consumption, distribution of alcohol, illegal drugs and prescription or nonprescription drugs, the following consequences will occur:

FIRST OFFENSE

<u>Initial Consequence</u>	<u>Reduction Clause</u>
<p>PENALTY</p> <p>The student will be immediately suspended for 60 calendar days from all school sponsored activities</p>	<p>PENALTY</p> <p>The student will be suspended for 30 calendar days from all school sponsored activities</p>
<p>CONDITIONS</p> <p>Students are prohibited from attending practice, games, meetings and events during the suspension period. Students will be allowed to participate in any tryouts if such occurs during the suspension period.</p>	<p>CONDITIONS</p> <p>The student will complete a minimum of 5 hours substance abuse counseling/awareness. The cost of this program will be covered by the student’s parents/guardians. Students are prohibited from attending practice, games, meetings, and events during the suspension period. Students will be allowed to participate in any tryouts if such occurs during the suspension period.</p>

SECOND OFFENSE

<u>Initial Consequence</u>	<u>Reduction Clause</u>
PENALTY The student will be suspended for 90 calendar days from all school-sponsored activities.	PENALTY The student will be suspended for 60 calendar days from all school-sponsored activities
CONDITIONS Students are prohibited from attending practice, games, meetings and events during the suspension period. Students will be allowed to participate in any tryouts if such occurs during the suspension period.	CONDITIONS The student will complete a minimum of 10 hours substance abuse counseling/awareness. The cost of this program will be covered by the student's parents/guardians. Students are prohibited from attending practice, games, meetings, and events during the suspension period. Students will be allowed to participate in any tryouts if such occurs during the suspension period.

THIRD OFFENSE

PENALTY The student will be suspended for one calendar year and must satisfy conditions stated.
CONDITIONS The student will complete drug/alcohol counseling with a school-approved counselor until released from the program at the counselor's discretion. The cost of this program will be covered by the student's parents/guardians.

** It is to be noted that, should the infractions take place during school hours or at school activities or otherwise occur in a manner that provides a lawful basis for additional discipline, the penalties outlined above will be applied concurrently with and/or in addition to any school or district penalties. Thus, for example, high school graduation, which is not deemed to constitute an extracurricular activity for purposes of this Extracurricular Code of Conduct, would not be treated as an activity from which a student would automatically be suspended for a violation of this Code. However, depending on the misconduct committed by a particular student, the same misconduct that results in the student's suspension from attending or participating in extracurricular activities in accordance with this Code, may also provide grounds for additional discipline (in accordance with the student's due process rights), including, but not necessarily limited to, a student's suspension from attending or participating in the high school graduation ceremony.

Students who are suspended from extracurricular activities may not participate in any practices, games, rehearsals, performances, or meetings unless noted in the consequences above. These suspensions will begin on the date of notification from school administration.

Violations will be cumulative for a student high school career (Grades 9-12).

COURSE OF ACTION

Once a violation of the Student Code of Conduct has been found, the following course of action will take place:

Step 1: The principal will notify the student and their parents/guardians of the violation and penalty. Prior to suspending a student's privilege of participating in and attending school sponsored activities, the student and his or her parents will be given the opportunity to discuss the suspension with the principal or the person who is authorized to impose the suspension.

Step 2: If the student and their parents/guardians feel it appropriate to apply for the reduction in penalty they may do so by applying in writing to the building principal stating why they feel a reduction in suspension time is appropriate.

Step 3: If granted a reduction in penalty, the student must complete the conditions noted under the reduction clause and submit documentation of completion of the substance abuse counseling/awareness. If not granted a reduction in penalty, the student will serve the suspension noted under initial consequence.

Step 4: The principal will determine when all conditions have been met and will notify the student and their parents/guardians in writing with the date the student is allowed to return to participation.

APPEAL PROCESS

Students who are suspended from participation may appeal to the Superintendent of Schools within five days of notification of the suspension. Such an appeal must be in writing and must state the specific reasons for the appeal. Further appeals must be filed with the Board of Education before they are filed with the Commissioner of Education or the court system.

PENALTY FOR BEHAVIOR RELATED DISCIPLINARY REFERRAL

A behavior related incident is considered but not limited to the use of profanity, being disrespectful to any staff member and or game official, violating school rules, unlawful behavior, and flagrant conduct related to school sponsored activities as well as non-school based activity. Students who consistently violate the code of conduct and/or whose behavior causes disruption to the school day will forfeit their privilege to participate in extra-curricular activities. School administration will be responsible for communicating with the student, parent, coach, or club advisor prior to limiting the student's ability to participate.

ROLE OF PARENTS IN EXTRACURRICULAR ACTIVITIES

In order to promote a positive extracurricular experience parents/guardians of Westhill students will:

1. Demonstrate knowledge of the Student Code of Conduct and the commitment your child has made to Westhill and as a member of the community.
2. Demonstrate understanding of the consequences of any Student Code of Conduct violation and to assist in the enforcement of the Code.
3. Be supportive/respectful of your child, the coach, the club advisor, the officials, and the administration.
4. Hold your child accountable for their actions and help them in proper decision making skills.
5. Know the team and club rules and expectations and address concerns regarding your child or your child's program to the coach or club advisor.
6. Exhibit sportsmanship at all contests or activities and encourage your child and their teammates.
7. Not consume alcohol or tobacco products on school grounds or at school events, to include chaperoning away contests/events.

Definitions of Terms:

Illegal Drugs: Controlled drugs (substances) not prescribed by a physician or substances whose use is against the law.

Offense Reduction Clause: If a student and their parents/guardians decide they would like to apply for a reduction in suspension time they may do so by participating in the offense reduction clause. The student will apply in writing to the building principal for the offense reduction. A student can receive an offense reduction after their first or second offense but cannot apply for one after their third offense. The offense reduction clause will reduce the amount of suspension time and will also involve the student completing drug/alcohol counseling sessions.

School Sponsored Activities: Any school sponsored or authorized extracurricular event or activity, regardless of where such activity or event takes place.

**STATEMENT OF CONSENT
FOR PARTICIPATION IN ATHLETICS**

As parent(s)/guardian of _____
(Type or Print Name of Student)

I/we give permission for my son/daughter to participate in the Westhill Interscholastic Athletic Program. By signing below, I/we acknowledge the following:

1. **Consent**

I/we grant permission for my son/daughter to participate on the
_____ team.
(Sport)

2. **Awareness of Risk**

I/We understand that participation in interscholastic sports carries a degree of risk of injury, perhaps even death that cannot be ignored. While these risks do exist in our athletic program, the coaches, school nurse, teachers, and administration are committed to reducing the possibilities of such occurrence through an emphasis on sound training and adherence to the procedures and guidelines contained in the District's Extracurricular Code of Conduct).

3. **Extracurricular Code**

We have read the foregoing Extracurricular Code rules and regulations. We recognize that mutual agreement and cooperation to these rules is essential to the order and decorum of the school and the athletic program. We also agree to cooperate with school authorities in their enforcement.

_____ (Student Signature)	_____ (Date)
_____ (Parent/Guardian Signature)	_____ (Date)
_____ (Home Address)	_____ (Phone Number)

Please complete the emergency information portion (yellow card) included with this packet and return this card and the consent form to the coach.

Thank you for your time and cooperation in completing this material. If you have any questions or concerns, please contact the coach, athletic director, or the building principal for assistance.