

Canandaigua City School District Extra-Curricular Code of Conduct

I. Introduction

The Canandaigua City School District recognizes the importance of student participation in Extra-Curricular activities, including the interscholastic athletic experience, in the total development of the student. The District supports Extra-Curricular activities, which provide a unique experience where students can develop:

❖ Good Character ❖ Self-Discipline ❖ Teamwork ❖ Goal Setting ❖ Social Skills

The District also supports the idea that student participation in Extra-Curricular activities is a privilege, not a right. The privilege is earned by being a good student and a good citizen. It is an honor which carries responsibilities. When a student accepts the privilege, he/she must live up to a code of conduct beyond that of the general student body, both on and off school property, both during the season and off-season. This includes the responsibility to adhere to both the Student Code of Conduct as well as this Extra-Curricular Code of Conduct. Since Extra-Curricular activities are optional, those who choose to participate in them will be held to a higher standard in terms of their behavior and their performance in the classroom.

Extra-Curricular activities are defined as those activities that are District-sponsored, but are not curricular or co-curricular activities. Co-Curricular activities are part of the school program outside of the normal school day, such as participation in concerts for a credit-bearing music course. This Extra-Curricular Code of Conduct shall apply to all Extra-Curricular activities that generally meet at least one (1) time per week. Examples of Extra-Curricular activities to which this Extra-Curricular Code of Conduct apply at the High School include, but may not be limited to: athletics; student government; robotics; student play, student musical, pit band and production crew; jazz choir; madrigal choir; and The Sound, School Store, FBLA. This Extra-Curricular Code shall apply to the Middle School play/musical, athletics, production crew, jazz band, fiddle club, girls' chorale and middlemen, but shall not apply to the Middle School "Hobbies for Life" program. This Extra-Curricular Code shall not apply at the Elementary School level.

It is the policy of the District that all students participating in Extra-Curricular activities are required to abide by the same eligibility guidelines and disciplinary regulations as students participating in athletics. The establishment of this Extra-Curricular Code of Conduct is a reflection of the District's concern for the safety, well-being, and conduct of its students. The rules and regulations that are contained in this Extra-Curricular Code of Conduct are in the students', parents'/guardians', and District's best interests. When there is a question regarding a student's eligibility to participate in an extracurricular activity, the Advisor/Coach and Administrator will meet.

II. Rules

A. Applicability

The Extra-Curricular Code of Conduct is applicable during the entire school year, which is from July 1 through June 30. Any action deemed to be a serious breach of citizenship over the summer recess may result in disciplinary action. Any penalty will be administered during the academic year.

The Extra-Curricular activity advisor or coach will submit an active roster to the principal or his/her designee so that the student record for daily attendance, academic performance, and any potential rules violations may be monitored.

B. Enforcement.

The existence of this Extra-Curricular Code of Conduct necessarily carries the responsibility and requirement of enforcement. Enforcement requires cooperation between the student, the parents/guardians, and the District. The District believes that all parties can work together to reduce the serious risks associated with reckless behavior. This Extra-Curricular Code of Conduct exists in order to ensure that all parties are aware of prohibited behavior, and the possible consequences for engaging in prohibited behavior.

C. Student Contract

As a pre-requisite for participation in Extra-Curricular activities, students and parents/guardians must sign a statement that commits the student to follow the established rules, and requires parents/guardians to do everything in their power to make sure their student abides by the Student Code of Conduct and this Extra-Curricular Code of Conduct. Each year students will be required to sign a contract regardless if they had signed one in the previous year. A student who only intends to play a spring sport is still under training rules guidelines in the fall, even if that student does not have a signed contract on file. Although students will be required to sign each year as a reminder of the contract's key components, once signed, a contract will be in effect for the duration of the student's time with the District. An overview of the Extra-Curricular Code of Conduct will be made available to students in their student handbook. A record that the student signed the contract will be on file with the District. At the beginning of the Extra-Curricular activity, at a required meeting of students with the applicable coach or advisor, this Extra-Curricular Code of Conduct will be reviewed. Those students who have not yet signed the contract may be required to do so at that time, but no later than the fifth day of participation. In the event that a student fails or refuses to submit the signed contract on or before the fifth day, that student shall be prohibited from participating until the signed contract is submitted

D. School Requirements:

Attendance – In accordance with Board Policy 7400, students who are absent for at least fifty percent (50%) of any given school day (11:00am) are not eligible to participate in Extra-Curricular activities for that day. Exceptions may be considered for unusual circumstances by the Principal, or his/her designee. A pattern of poor attendance constituting more than ten percent (10%) absence will be reviewed by the building principal and can result in revocation of Extra-Curricular privileges.

Truancies – In accordance with Board Policy 7400, a student who is truant for any part of the school day may not participate in Extra-Curricular activities for that day.

Physical Education Participation – All athletes must participate in Physical Education class to be eligible for practice or competition. Failure to participate may jeopardize student athlete's participation. Student athletes should consult the coach and/or the physical education teacher with any concerns.

E. Quitting or Changing an Extra-Curricular Activity

It is important that the students participate consistently in an Extra-Curricular program. Students who decide to leave an activity within the first 10 sessions may do so by personally notifying the coach or advisor of the decision to leave the activity. Any student who quits an activity after the 10-session period and does not obtain a release from the coach or activity advisor may be subject to Extra-Curricular Code of Conduct penalties for the next activity in which they participate.

F. Family Vacations

It is expected that the student will attend all practices, games, activity meetings and/or events, as applicable. Parents are encouraged to consider this when planning family vacations. Students that miss practices, games, activity meetings and/or events for any reason place themselves and their fellow participants at a disadvantage. Although there are no penalties for missing practices, games, activity meetings and/or events due to a family vacation, the lack of attendance may affect the student's status in the activity. To minimize miscommunication, it is recommended that the student athlete and/or parents contact their child's head coach or advisor as soon as they become aware of a potential conflict.

III. Academic Eligibility Policy

A. General

The primary mission of the school district is the development of academic skills: In supporting this mission, all students are required to demonstrate acceptable levels of academic progress throughout the duration of the Extra-Curricular Activity in which they participate.

The District desires to maximize the educational success and the character development of all students and to prepare them to become contributing, productive citizens. The Extra-Curricular Code of Conduct, and the academic eligibility policy in particular, support this mission. The primary goal of this academic eligibility policy is to identify academic problems as early as possible and encourage students to take advantage of extra help opportunities.

Academic Eligibility for students participating in Extra-Curricular Activities will be reviewed periodically. Academic eligibility should be reviewed approximately every two (2) weeks, as determined by the District. For purposes of this Academic Eligibility Policy, a student's grade in each particular course shall be reviewed and monitored. A student's eligibility status only changes at the completion of the two week reporting period unless there was a grade reporting error.

B. Academic Eligibility Categories

Parents, students, advisors and coaches will be notified of a student's ineligibility. Student's eligibility status becomes effective on a Monday, and remains in place for two weeks. A student will remain ineligible if satisfactory academic levels are not achieved at the conclusion of the two-week period. The procedure will be repeated every two weeks during the school year.

There are four categories of academic eligibility. Each category is explained in further detail below:

Category 1: Warning

Category 1 is a warning that takes effect when a student has two or more grades of D (grade between 65-69).

A student receiving two or more D's is demonstrating academic problems that may put him/her in danger of being ineligible in the future. The student will be encouraged to participate in an academic program to assist him/her in becoming academically successful. This program will include but is not be limited to:

- Notification to the student and parent.
- Intervention by the counselor.
- Encouragement to attend academic study hall.
- Encouragement to take advantage of extra help opportunities

Category 2: Serious Academic Difficulty

Category 2 is a student who is having serious academic difficulty. A student receiving one F (grade below 65) in one subject is in serious academic difficulty. The student must:

- attend academic study hall in order to practice and participate in contests or performances.

- abide by all rules for academic study hall. If the student violates the rules for academic study he/she will not be allowed to participate in sports activities and performances.

Category 3: Probation

Category 3 is a student who has two failing grades (grade below 65) and it is the first time the student appears on the ineligibility list in any given season. This student will be on Extra- Curricular Activity participation probation.

The first time a student appears on the ineligibility list in any given year, the student will be afforded a one-week probationary period to correct the academic deficiency.

- Rules for academic study hall attendance will apply.
- If the student continues to receive two failing grades, defined as below 65 after the one-week probationary period, the student will be ineligible to participate in contests or performances for a period of one week.
- If the student at the end of the probationary week no longer has two or more failing grades, he/she will be removed from the ineligibility list but must still attend academic study hall for the remainder of the period and abide by all rules for academic study hall.

Category 4: Ineligibility

In this scenario, a student receives failing grades (grade below 65) in two or more subjects but has previously utilized their Category 3 probation opportunity.

A student receiving failing grades (below 65 in two or more subjects) will be subject to the provisions of the ineligibility policy. A student who is found to be academically ineligible and has exhausted his/her initial probationary period will be declared ineligible for participation in extra-curricular activities for two weeks.

- Once declared ineligible, the student will not be permitted to participate in any contests, competitions, or performances for a period of two weeks starting on the Monday following the declaration of ineligibility. (Period of ineligibility will start on a Monday and end on a Sunday).
- Rules for academic study hall attendance will apply.

C. Rules for Academic Study Hall Attendance

- An ineligible student, probationary student or a student in serious academic difficulty is required to attend academic study hall in order to practice.

- An absence on the first day of required attendance at Academic Study Hall will not be excused.
- A student who attends the academic study hall and follows all rules related to attendance and behavior will be given a pass notifying the coach/advisor of permission to practice.
- If an ineligible student does not present a pass, he/she will not be permitted to attend or participate in practice.
- If a student chooses the academic study hall, he/she must attend every day to be eligible to practice, regardless of whether or not there is a scheduled practice, game or competition on a particular day. If a student fails to attend academic study hall on a day where there is no scheduled practice, game or competition, the student will be ineligible to participate in the next scheduled practice, game or competition.
- If a club meets during academic study hall, a student may receive a pass from the advisor to attend the club meeting.

D. Grade Clarification

A student who believes a grade has been incorrectly reported may seek clarification from his/her teacher (s). There is no appeal from a student's request for grade clarification.

A student's grade as reported on a particular date reflects all work reviewed by the student's teacher as of the date the grade is reported. Any work handed in, or reviewed by the teacher, after that date will not be considered for purposes of the grade being reported. That work will be reflected in the next grade reporting cycle.

IV. Adherence to the Student Code of Conduct

In addition to the Academic Eligibility Policy described above, and the Extra-Curricular Code of Conduct described below, students must abide by the Student Code of Conduct in order to be eligible to participate in Extra-Curricular activities. Any violation of the Student Code of Conduct will be deemed a violation of the Extra-Curricular Code of Conduct as well, for which a penalty may be imposed.

Violation Investigation Procedures

Investigations of Student Code of Conduct or Extra-Curricular Code of Conduct violations will be conducted by District staff, or if appropriate, law enforcement officials; or others acting in an official capacity.

Students must abide by the Student Code of Conduct and the Student Handbook. If it is determined that a student violated the Student Code of Conduct, the Student Handbook, or the Extra-Curricular Code of Conduct, discipline will be imposed in accordance with the Code of Conduct and the

Extra-Curricular Code of Conduct. Discipline may include suspension from participation in Extra-Curricular activities, including athletics.

The below procedure will be followed:

A. Investigations of alleged violations of the Extra-Curricular Code will be conducted by the Athletic Director and/or the Principal's designee.

B. Notification by the Athletic Director and/or Building Principal's designee upon

- District investigation of alleged misconduct;
- Determination of violation; and
- Explanation of due process/referral to Extra-Curricular Activities Board.

C. Provide the student and his/her parents/guardians with the opportunity to attend a meeting with appropriate school personnel (which may include student's Administrator, Athletic Director, Counselor, Prevention Specialist, Coach, or academic advisor)

D. Notification of penalty to student and student's parent/guardian.

E. Any violation involving illegal activities may be referred to the appropriate law enforcement agencies.

V. Extra-Curricular Code of Conduct

A. Good Citizenship.

Any action deemed to be a serious breach of good citizenship may be considered a violation of the Extra-Curricular Code of Conduct. A breach of good citizenship may include, but not be limited to, arrest by law enforcement.

B. Prohibited substances.

All students must abstain from any use/possession of tobacco, electronic cigarettes, vaporizers, alcohol, illicit drugs or paraphernalia. Failure to do so will result in a violation of the Extra-Curricular Code of Conduct. This prohibition is in effect for the duration of the school year, which is defined as July 1 through June 30.

C. Violation by Association

Students must not attend any functions when alcohol is being openly used by minors or when controlled substances are being used unlawfully by anyone. The student must make a reasonable attempt to leave the site immediately upon the knowledge of alcohol use by minors (persons under the age of 21) or unlawful use of controlled substances by anyone.

Simply attending and remaining at a party or function at which alcohol or controlled substances are openly used is grounds for imposition of the penalties under the Extra-Curricular Code. Students who are determined to have been present when alcohol is being openly used by minors, or when controlled substances are being used unlawfully by anyone, will be held accountable similarly to students who possessed, consumed, or facilitated the use of controlled substances. It is not an acceptable defense to claim that the student was a designated driver. Designated drivers are a good and safe idea, but designated drivers should not be students under the age of 21.

This rule is in effect for the duration of the school year, which is defined as July 1 through June 30.

D. Hazing

This is often considered as any initiation or "right of passage" activity that is designed to humiliate, threaten or harm members of a team or program. Typically, hazing is directed at underclassmen or "new" participants in a program. Any acts of hazing are strictly prohibited and will result in a penalty, which could include dismissal from the team, or in some circumstances, subject the perpetrator to arrest. In addition, any student engaging in hazing or bullying activity may be subject to the Student Code of Conduct.

E. Academic Misconduct/Dishonesty

Students must not engage in any form of academic misconduct or dishonesty. Examples include, but are not limited to: plagiarism; cheating; copying; altering records; assisting another student with plagiarism, cheating, copying, or altering of records; accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify or interfere with the transferring and receiving of electronic communications.

VI. Penalties:

A. Due Process

As noted in the Student Code of Conduct, suspension from Extra-Curricular activities, including athletics, may be imposed upon a student without a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the individual imposing the Extra-Curricular suspension to discuss the conduct and the penalty involved, and to utilize the appeal process set

forth below.

B. Middle School Student Violations

In the event that a Middle School student is found to be in violation of the Extra-Curricular Code of Conduct while participating in the Modified Sports Program, violation penalties will not carry over to a student's High School experience.

C. Forfeiture of Awards

Any student who violates Extra-Curricular Code of Conduct and is forced to leave an Extra-Curricular activity for any period of time forfeits all local individual awards (ie. MVP, Most Improved, Scholarships etc.) for that activity that may have been earned during the period of the activity. A student may also lose any leadership role in the activity, such as being a captain, and not be considered for such a designation in the future.

D. Minimum Penalties:

General:

A violation of the Student Code of Conduct which results in a student being placed on off-site or external suspension may generally result in the imposition of a penalty with respect to participation in any Extra-Curricular activities. A student who engages in conduct that is disruptive, or who engages in conduct that endangers the safety, health or welfare of others or compromises the authority of school officials, as defined in the Student Code of Conduct, and who is placed on in-school suspension as a result of that conduct, may generally receive a penalty with respect to participation in any Extra-Curricular activities as well. A student who repeatedly engages in conduct that is disorderly or that is insubordinate, as defined in the Student Code of Conduct, and who is placed on in-school suspension as a result of that repeated conduct, may generally receive a penalty with respect to participation in any Extra-Curricular activities as well. It is within the District's discretion, however, to impose penalties in connection with a student's participation in any Extra-Curricular activity with respect to any violation of the Code of Conduct or the Extra-Curricular Code of Conduct.

Because participation in Extra-Curricular activities is a privilege, not a right, the imposition of a penalty under the Code of Conduct and with respect to participation in an Extra-Curricular activity is permissible, and is not considered a double penalty.

For Student-Athletes:

Category A: Teams that play up to 10 contests during the regular season. 1st Offense – loss of 2 games 2nd Offense – loss of 4 games 3rd Offense – loss of 4 games and review by Extra-Curricular Activity Review Board to determine future eligibility.

Category B: Teams that play 11-15 contests during the regular season. 1st Offense – loss of 3 games 2nd Offense – loss of 6 games 3rd Offense – loss of 6 games and review by Extra-

Curricular Activity Review Board to determine future eligibility.

Category C: Teams that play 16-20 contests during the regular season. 1st Offense – loss of 4 games 2nd Offense – loss of 8 games 3rd Offense – loss of 8 games and review by Extra-Curricular Activity Review Board to determine future eligibility.

Category D: Teams that play 21-24 contests during the regular season. 1st Offense – loss of 5 games 2nd Offense – loss of 10 games 3rd Offense – loss of 10 games and review by Extra-Curricular Activity Review Board to determine future eligibility.

It is expected that the student will participate in all team practices or activities during the suspension period. However, when attending games or competitions, students may not wear the uniform.

If a violation occurs and the season ends prior to a student completing a suspension, it will roll over to the next season in which the student has previously participated in and the penalty will be pro-rated based on the sport category the student participates in during their next season. If a violation occurs during the period of a non-athletic Extra-Curricular activity and the period of the activity ends prior to a student completing a suspension, it will roll over to the next applicable period of an Extra-Curricular activity in which the student has previously participated.

Alternate Option of Serving Penalty

Any student in violation of the Code of Conduct and assigned a penalty will be given the option of participating in a new sport or activity in a season following the penalty. In order for this option to be implemented, there must be a meeting with the athletic director/administrator and the new sport or activity head coach or advisor. The student is responsible for being a full participant and to complete the season or activity in good standing. In return, one half of the student's penalty will be reduced. If at any time the coach/advisor determines that the student is not meeting expectations, the coach/advisor and athletic director/administrator will meet to determine the status of the student's penalty. If the student is dismissed from the team/activity the full penalty may be reinstated.

For Non-Athletic Extra-Curricular Activities:

Consequences for violating the Code of Conduct or the Extra-Curricular Code of Conduct shall mimic the consequences found for athletes as closely as possible. In the case of any activity with less than seven events, the student may be removed from the activity. The District's administration shall utilize its best judgment in deciding how to apply the student's consequences in a manner that is most suitable to the specific Extra-Curricular activity.

Dismissal from an Extra-Curricular Activity:

In the event a student is dismissed from an Extra-Curricular activity, the student may be considered ineligible for the following season or activity period.

Penalties may be greater than listed above depending on the specific facts and circumstances or extra-curricular expectations specific to a given activity or group. Depending on the nature of the violation, the District may impose a penalty that is more harsh than outlined above, including dismissal from the Extra-Curricular activity, even for a first offense.

E. Honesty Provision

If it is determined that a student was not honest when interviewed during the initial investigation, that dishonesty can be deemed a second violation of the Extra-Curricular Code of Conduct.

F. Appeal Process

Incidents deemed to be violations of the Student Code of Conduct or the Extra-Curricular Code of Conduct for which a penalty is imposed by the District under this policy may be appealed to the Extra-Curricular Activity Review Board. This appeal must be received from the parent or guardian in writing by the building principal or athletic director within three school days of notification of the penalty. Should a student disagree with any determination of the Review Board, the student may appeal to the Superintendent of Schools in writing within five school days of notification of the Review Board's determination. The decision of the Superintendent of Schools shall be final.

G. Self-Referral

If a student and/or their parents recognize that there may be a problem that deals with the use of tobacco, electronic cigarettes, alcohol, and/or drugs, they may contact the Prevention Services Specialist with concerns. This information will remain confidential.

VII. Education Program - Mandatory

In addition to the suspension penalty, any student who violates regulations for tobacco, electronic cigarettes, alcohol, or drug use must participate in the Substance Abuse Education Program. Together with the Prevention Specialist, students will develop a plan to meet this requirement which will include a minimum of 6 meetings. It is the specific responsibility of the student to attend all scheduled meetings. Failure to participate will result in continued suspension until the requirement is met. The student has the option to complete a Diversion Program with an outside service provider at the discretion of the Prevention Services Specialist and the District. If an outside agency is used, it will be at the cost of the parent/guardian. A good faith timely commitment to the mandatory diversion program is a prerequisite to being allowed to resume participation in the extra-curricular activity.

VIII. Extra-Curricular Activity Review Board

The Review Board will be composed of the Athletic Director, the Principal or designee and an independent third party faculty member.

Procedures, Duties and Roles of the Review Board

- For meetings reviewing the conduct of an athlete, the meeting shall be chaired by the Principal or designee. For meetings reviewing the conduct of a non-athlete, the meeting shall be chaired by the Athletic Director or Principal designee.
- Appeals of violation determinations and prescribed penalties are reviewed.
- The Review Board may modify violation consequences.

IX. Communication Process

Please use the process outlined below as a guide to address concerns should the need arise during the duration of the Extra-Curricular activity, or sport season. This will ensure proper communication, which will benefit all parties involved. Parents and students are expected to follow the following chain of authority. Parents and students will recognize the previous step before addressing the situation at the next level.

1. Student discusses situation with the activity advisor or coach.
2. Student/Parent discusses situation with the activity advisor or coach.
3. Student/Parent discusses situation with the appropriate Building administrator or Athletic Director.

Updated Spring 2016

Extra-Curricular Activity Rules and Academic Eligibility Contract

I have read and fully understand my/our student athlete's responsibility regarding the Extra-Curricular Code of Conduct and academic eligibility. I understand that he/she has a responsibility to abide by these rules and if he/she does not, disciplinary action will result. I agree to support the school in this effort.

Signed: _____ Date: _____

Parent or Guardian Signature

I have read the Canandaigua City School District Extra-Curricular Code of Conduct and my coach/activity advisor has reviewed them with me and my parents/guardians. I promise to live by the Extra-Curricular Code of Conduct and understand that if I violate this contract, the result will be disciplinary actions as outlined.

Signed: _____

Student's Signature

Print Name

Date: _____

Signed: _____ Date: _____

Coach's/Activity Advisor's Signature

Note: A copy of this contract will be filed with the District for one academic school year. The Extra-Curricular Code of Conduct is in effect during the entire school year, which is from July 1 through June 30. Students who do not have a contract on file will not be eligible to participate until this document is signed and filed with the District.