



**POLAND CENTRAL SCHOOL DISTRICT
POLAND, NY 13431**

ATHLETIC & EXTRACURRICULAR PARTICIPATION CONTRACT

ADOPTION DATE: 7/26/18

POLAND CENTRAL SCHOOL DISTRICT
ATHLETIC & EXTRACURRICULAR PARTICIPATION CONTRACT

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It is the intent of the Board of Education that the District operate and finance a program in interscholastic athletics and extracurricular activities for boys and girls who choose to participate as an extension of the District's educational program. Those students who choose to participate are expected to adhere to the rules established by the District and to take extra steps necessary to assure maximum benefits from the activity in terms of physical and mental fitness, self-discipline in behavior and appearance and meet prerequisite satisfactory academic performance in courses. Satisfactory academic performance will be defined in individual student cases by the eligibility guidelines set forth in this contract.

Participating in extracurricular activities is a privilege for students, not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. Students not performing satisfactorily in academic classes or not accepting responsibilities in a manner acceptable to Faculty, Administration, and the Board of Education shall have their names placed on an ineligibility list and will not be permitted to participate in any school-sponsored interscholastic or extra-curricular activities until such time as the student has been removed from the ineligibility list.

MESSAGE TO STUDENTS: The staff of the Poland Central School District welcomes all candidates to the privilege of representing the Poland Central School District in the interscholastic athletic program and at extra-curricular events.

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS MAY RESULT IN INJURY.

Your child has elected to participate in athletics at the interscholastic level or in an extracurricular event with a multiple-day commitment. By doing so, your child is becoming involved in a special kind of program, designed to provide new experiences and the opportunity to experience personal growth and maturity. In order for a student to try out for athletic teams, the student must first meet the required state eligibility regulations.

For all athletic teams, a four-year eligibility plan is in effect under the guidelines of the New York State Public High School Athletic Association (NYSPHSAA). In all sports, the coach is responsible for:

- 1) Selecting team members
- 2) Assigning players to compete or sit the bench
- 3) Excluding players deemed ineligible according to the Eligibility Guidelines
- 4) Reporting rule infractions to the Athletic Director

For all other extra-curricular programs, the adviser is responsible for:

- 1) Assigning students to roles
- 2) Excluding students deemed ineligible according to the Eligibility Guidelines
- 3) Reporting rule infractions to the Assistant Principal or Principal

Each student athlete and participant in an extra-curricular event with a multiple-day commitment will be given the Contract at the start of each season in which the student participates, will review content with the coach or adviser before the first practice/meeting, and will be able to access the Contract on the District website.

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EXPECTATIONS FOR STUDENT BEHAVIOR

A. General Responsibilities

1. **Personal Responsibility.** A student must strive to keep his/her body in the best physical and mental health. Anything that interferes with this results in a less able student. Students must accept the limitations, explained later, regarding alcohol, drug use. Students must maintain their bodies and minds at peak level including getting sufficient rest and limiting late hours that may lead to a tired condition.
2. **Responsibility to the Team or Group.** A team is only as strong as all its members. By not being at top performance, by not attending all practices, or by not putting forth 100% effort, a student weakens the team and the group.
3. **Responsibility to School.** Once the student commits to participation in sports or an extracurricular activity, the student represents the school; the student and the school are inseparable.
4. **Medical Eligibility.** No student may participate in the athletic program unless the student has had a sports physical exam by an accredited medical doctor and been cleared for the activity. All students participating in extracurricular events must have current health records and immunizations on file with the school nurse.

Student athletes must abide by NYSPHSAA rules, including rules governing pre-game practice sessions and re-examination after prolonged illness or injury. If a student athlete is absent from school five or more days because of illness or significant injury, the student must be issued a new Medical and Eligibility Certification card before being allowed to participate in an interscholastic activity.

5. **Transportation.** Students are to travel to and from contests in the vehicles provided by Poland Central School. In special cases, where a parent might have a valid reason to provide private transportation, arrangement may be made on the day of the contest with the coach, the advisor, Athletic Director, Assistant Principal, or Principal. In these instances, transportation home after a scheduled contest is the responsibility of the student and parent.

A school bus is looked upon as a mobile classroom; therefore, students must abide by the Code of Conduct while on the bus. Coaches and advisors are expected to ride the bus provided by Poland Central School with the student participants to and from all activities. Late bus transportation is available Monday through Thursday, provided the student has attended practice or rehearsal that day and has signed up for the late bus by the designated time. Late bus transportation is encouraged.

6. **Care of Equipment and Facilities.** Students are expected to show proper care for t equipment and facilities provided when participating in activities at Poland and when visiting another school. Students are responsible for equipment and/or property that is carelessly or willfully lost or destroyed. Any school property that a student has damaged, destroyed, vandalized or willfully loses, including uniforms, will require parents/guardians to make full restitution at a cost determined by the district.
7. **Uniforms and School-Issued Equipment.** Students may not wear issued clothing or equipment for physical education class or for personal use.

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B. Conduct and Training Rules

1. **Conduct During a Game/Match/Activity.** The student is responsible to control his/her conduct and not engage in situations where he/she is disrespectful, insubordinate, or foul-mouthed. In addition, the student shall practice self-control in refraining from any inappropriate behavior regarding spectators. A student who is insubordinate or behaves in a manner deemed detrimental to the good of the team or the group may be suspended from the team or activity for a period of time designated by the coach or adviser.

2. **Attendance.** Since students are expected to be in sound physical and mental condition and maintain satisfactory academic performance, regular attendance is expected. Patterns of being late to school or absent from school will not be tolerated. Students participating in athletics and extra-curricular events agree to maintain regular attendance. A student who does not attend school on a regular basis, will be referred to the Athletic Director, Assistant Principal, or Principal to discuss the situation. In addition to attending school, a student must report to each and every practice session, unless he or she absent from school for a legal reason or excused in advance by the team coach or extracurricular advisor. If a student misses practice without proper reason as determined by the adult holding the practice, the adult may suspend the student from participation up to and including a full season.

A student must report to school no later than 12:30 PM on the day of his/her game or extracurricular event in order to participate. If the student athlete is present for at least two hours before 12:30 PM and then is legally excused, the student may participate in the day's contest. Only the Athletic Director or Principal has the authority to review unusual circumstances that preclude a student's ability to attend school on the day of a scheduled contest or event and rule that a student has the ability to participate.

3. **Training Rules.** All students governed by this contract will refrain from the following:
 - a) using or possessing tobacco/nicotine products on and off school grounds.
 - b) using or possessing alcoholic beverages on and off school grounds.
 - c) using, possessing, or selling drug paraphernalia, or any mind or performance enhancing drug for a non-medicinal purpose on and off school grounds.
 - d) violating any state or local law on and off school grounds.

4. **Violation of Training Rules.**
 - a) First Offense: Student may be suspended for 25% of contests or rehearsals.
Second Offense: Student may be suspended for the full season.
Third Offense: Student may be suspended from participation for a full calendar year.
Further Offenses: Student may be permanently suspended from participation.

 - b) The number of contests the student will be suspended from will be determined by using the number of regularly schedule games/activities during the season when the offense has occurred. For example, if there are 20 scheduled games, a student athlete would be suspended for 5 games for a first offense and 20 games for a second offense.

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- c) A penalty may carry over into the next season. For example, if a student athlete's first offense is a 5 game suspension, but only 4 games remain in the season, the student athlete will be suspended for 1 game in the next sports season in which the athlete participates. Similarly, if a student's first offense is on the first public production of a Drama Club show, the student may be suspended from participation in activity in the next show.
 - d) Violations of training rules will be cumulative over a student's career at Poland Central School.
 - e) In cases involving substances (such as tobacco, alcohol, etc.) prohibited by the Code of Conduct, the Code of Conduct guides the discipline process for the student. However, the Athletic Director and Principal have the ability to provide compelling evidence that would be considered in determining the student's suspension from activities. A student may only have a suspension from extra-curricular participation altered on the first offense that occurs.
 - f) Any student who truthfully admits to his/her violation of training rules may have the required suspension reduced by 10% of the amounts set forth in **Section 4 (a)** on page four.
5. **Quitting.** Once a student has signed a statement of intent to participate (page 8), the student is expected to complete the season and fulfill the obligations of the activity. A student may only withdraw from the team or activity, after the intent to participate is signed, if the student discussed the matter with the coach/advisor and also the Athletic Director (when the activity is a sport)/Principal (when the activity is another extracurricular obligation). The student must also complete the "Permission Form to Discontinue Participation" (page 9). Quitting without discussing the matter as described will be considered a violation and may result in partial or full suspension during the next sport season or extracurricular activity in which the student participates.
6. **Social Restriction.** Any student placed on social restriction will be ineligible to attend or participate in any game/match or extra-curricular event during the restricted period. The student will be expected to attend practices and rehearsals during this time. The Principal or Assistant Principal may place a student on social restriction for an incident not related to academic eligibility.
7. **In-School Suspension.**
- a) If a member of an athletic team or extra-curricular activity has been assigned an In-School Suspension on the day of the game or event, the student is not allowed to participate.
 - b) If a student is sent to In-School Suspension for improper behavior during the last period of the school day and has an away event for which the bus leaves before the period ends, the student may not leave the In-School Suspension Room to get the bus.
8. **Out of School Suspension.**
- a) Out of School Suspension is a serious offense. A student who is suspended out of school will be suspended from participating in practice and contests until cleared to participate by administration.
9. **Additions to the Contract.** Any specific regulations from the coach or advisor will be attached to the last page of this contract. Any additions must be approved by the Athletic Director and Principal before they become part of the contract.

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C. Disciplinary Procedures

1. **Minor Disciplinary Problems** will be handled by the coach of the sport.
2. **Major Disciplinary Problems**, such as, but not limited to, breaking training rules, quitting a team, consistent cutting of practices, serious deliberate damage to property, etc, shall be violations of this agreement.
 - a) Allegations of a violation of this contract may be brought against a student by:
 - i. the school administration
 - ii. the Athletic Director
 - iii. The team coach
 - iv. a teacher employed by Poland CSD
 - v. the advisor of the extra-curricular activity
 - b) The coach, teacher, or advisor will refer the alleged violation to the Athletic Director who, with the Principal and Assistant Principal, will conduct an investigation as soon as practicable and notify the student's parent/guardian by phone that a violation is being investigated. If the investigation indicates a violation of the Athletic Contract or Code of Conduct, the Athletic Director (for a student participating in sports) or the Principal (for students participating in other activities) will meet with the student to discuss the imposition of a disciplinary action. The coach of the team or advisor of the activity will be present for this meeting as deemed appropriate.
 - c) On the date a determination is made that a violation has occurred that is not governed by the Code of Conduct, the Athletic Director (when the infraction involves a student athlete) or Principal (when the infraction involves a student participating in another activity) will notify the student athlete's parents or guardians of the violation and the disciplinary action taken. Notification will provide the parents or guardian with the opportunity to meet informally with the Athletic Director, Principal and the coach to discuss the violation and disciplinary action and will be prepared in writing.
 - d) If the student and/or parent/guardian wish to make an appeal of the decision regarding a violation, it may be done through a written request to the Superintendent within one week of the decision regarding disciplinary action unless the violation is governed by the process required for a disciplinary hearing. The Superintendent will review the case and present a finding in writing to the student, parent/guardian, Principal, and Athletic Director. This decision will be final.

Disciplinary action decided by the Assistant Principal or Principal for violations of school rules listed in the Code of Conduct and Student/Parent Handbook will take precedence over participation contract.

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D. Student Academic Eligibility

1. **Expectations are for** each student to have a primary responsibility for his/her successful academic performance and achievement to the best of their ability. Athletic and extracurricular participation is a privilege and should not detract from academic achievement. The Student Eligibility Policy is intended to provide all students with an opportunity to maintain academic success.

The student is responsible for remaining in good scholastic standing by maintaining a passing average in all subjects.

2. **Procedures for Determining Eligibility**

- a) Every student will be evaluated each week school is in session. Receipt of an "S" (satisfactory) or "U" (unsatisfactory) is based on whether or not the student is passing or showing significant academic improvement in each course in which the student is enrolled. A passing grade is 65 or above.

- b) On Thursday afternoon, a grade book report will be generated to identify students who are failing. Teachers can remove students from his or her failure list no later than Friday at 12pm.

- c) Any student who receives two "U"s in any single week becomes ineligible to attend or participate in all extracurricular activities and events during the following week from Sunday through Saturday. Students should continue to attend practice, but may not participate in contests, matches, shows, etc.

- d) Any student who receives a "U" in the same course for three consecutive weeks or more loses the privilege to participate in all extracurricular activities and events during the following week from Sunday through Saturday. Students should attend practice, but may not participate in contests, matches, shows, etc.

****Any student who becomes ineligible three (3) times under section "c" above and/or section "d" above will be required to attend after school study hall for the remainder of the time the extra-curricular activity occurs or until significant academic improvements have been displayed by the student as deemed by the Principal or Assistant Principal in consultation with the student's teacher(s).**

- e) If the classroom teacher is absent on Friday and cannot evaluate the need to discontinue the student's name on the failure list, the teacher will be able to alter the gradebook report as soon as the teacher returns to school.

- f) Communication (verbal, written or electronic) will be given to students and parents indicating the courses the student is failing as soon as Friday, but no later than the next scheduled contest. A progress report for each course a student is failing will also be included in the mailing.

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FORMS BEGIN ON THE NEXT PAGE

*The Student's Intent to Participate Form appears as the final page
of this packet for easiest removal and use.*

PERMISSION TO DISCONTINUE PARTICIPATION

Instructions:

A student wishing to discontinue participation is to follow the order of steps as they appear on the form. Students are required to continue to attend scheduled practices/meetings/rehearsals until the student receives a copy of this form with all signatures in place. It is understood that the coach's/advisor's signature on the form indicates that a discussion with the student regarding the decision to discontinue the program has taken place prior to presenting the form to a parent and/or the Athletic Director or Principal for signatures.

STEP 1: Student identifies activity seeking to discontinue: _____.

The reason for wanting to discontinue participating in the activity is explained in the space below.

Student Printed Name

Student Signature

Date

STEP 2: Coach / advisor of activity checks one of the lines below and adds any pertinent information.

_____ I approve _____ I disapprove of the student's request to discontinue participation.

COMMENTS:

Printed Name

Signature

Date

STEP 3: Parent checks one of the lines below and adds any pertinent information.

_____ I approve _____ I disapprove of my child's request to discontinue the activity named.

COMMENTS:

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

STEP 4: Athletic Director (for sports) or Principal (other activities) checks one of the lines below.

_____ I approve _____ I disapprove of the student's and parent's request.

_____ Any materials, supplies, or equipment already issued to the student have been returned.

Athletic Director or Principal's Signature (as relevant to the activity named)

Date Received

Date Form Given to Student

This page is to be returned with the required signatures and will be kept on file in the Athletic Director's or Principal's Office.

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GUIDELINES FOR DUAL SPORT PARTICIPATION

- A. Definition: An athlete who wishes to play two sports in the same sport season, simultaneously.
- B. Procedures for Participation:
1. The athlete notifies the Athletic Director at least one week prior to the start of the sport season.
 2. The coaches involved will be notified of the athlete's intentions and given an opportunity to make a decision.
 3. If one of the said coaches is not in agreement with the athlete's request to participate in two sports, simultaneously, then the athlete will be asked to choose one sport.
 4. If both coaches reach consensus to allow dual participation, then the following applies:
 - a) the athlete will designate a primary sport (one that will take priority over the other sport).
 - b) a primary sport will take precedence over the secondary sports under all circumstances.
 - the athlete will attend all regularly scheduled and rescheduled events of the primary sport.
 - if both sports have a scheduled contest on the same day, the athlete will compete in the primary sport.
 - c) Both coaches will mutually agree on specific guidelines that states each of their expectations of the athlete. This agreement will be shared with the Athletic Director and signed by both coaches and athlete and athlete's parent or guardian.
 - d) If the primary coach deems it necessary to mandate the athlete attend a particular session over a scheduled contest in the secondary sport, that coach reserves the right to do so.
 - e) The athlete is expected to fulfill the obligations set forth by coaches without a change of heart, specifically after the first scheduled contests have been played.
 - If circumstances prevail, the athlete may breach the agreement set forth by both coaches if and only if the decision is mutually agreed upon by athlete and coach.
 - At this time, the athlete would transfer focus to his/her primary sport.
 - If a breach of dual participation agreement is NOT mutually agreed upon, and the athlete chooses to quit, then a penalty of two week's suspension from athletic competition will be imposed. This will take immediate effect on participation in the primary sport.
 - f) The following State guidelines for dual participation must be satisfied:
 - All mandatory number of practices must be satisfied for each sport prior to competition, as determined by the NYSPHAA Handbook. The athlete must attend each sports practice session to get credit for attending said practices.
 - The athlete must compete in one sport with a majority of contests (more than half of the scheduled league contests) in order to be eligible for league championship competition.

**The form on the next page will be completed for a student seeking permission for Dual Sports participation.

DUAL SPORTS AGREEMENT

In accordance with Section III rules, students are allowed to participate in more than one sport in one athletic season. As a result, students at Poland Central School may try out for an additional team that is an individually-oriented athletic team. For students at PCS, these individual performance teams include:

- a) Cross Country (fall)
- b) Cheerleading (winter)
- c) Golf (spring)
- d) Others as approved by the Athletic Director

Students wishing to “double up” must meet several conditions throughout the season to maintain playing eligibility in both sports.

- 1) The student must declare a primary and secondary sport below. The primary sport takes precedence over the secondary sport.
- 2) The student must meet state-mandated practice requirements.
- 3) The student must be academically eligible for the entire season according to the rules of Poland Central School.
- 4) The student agrees to participate in additional practices as deemed necessary by the secondary sport coach. Additional clarification of practice requirements will be developed by the particular coaches and athletic director as circumstances arise.

I have read the above statements, and agree to the terms.

My Primary Sport	_____	
My Secondary Sport	_____	
Student's Printed Name	_____	
Student's Signature	_____	_____
		Date
Parent/Guardian's Signature	_____	_____
		Date
Primary Coach's Signature	_____	_____
		Date
Secondary Coach's Signature	_____	_____
		Date
Athletic Director's Signature	_____	_____
		Date

This page is to be returned with the required signatures and will be kept on file in the Athletic Director's Office.

STUDENT'S INTENT TO PARTICIPATE

For the Student

I have read the Poland Central School Athletic and Extracurricular Participation Contract. I understand the provisions within the contract, the expectations explained, and agree to abide by the contract and Code of Conduct while participating in the sports team or activity named.

Student's Printed Name

Student's Signature

Date

For the Parent Guardian

I am the custodial parent or guardian for the student whose name appears above and have read the Poland Central School Athletic and Extracurricular Participation Contract. I have reviewed the content with my child. I agree to cooperate with Poland Central School in enforcing the contract as it applies to my child and give my permission for participation in the activity named below.

Team/Sport/Activity

Date

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature

This page is to be returned with the required signatures and will be kept on file in the Athletic Director's Office.

