



Red Jacket Athletics & Extracurricular Activities Handbook

Manchester-Shortsville Central School District
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District Mission:

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.

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District Vision Statement:

Every employee of the District plays a vital role in the success of our students. With uncompromising commitment in the pursuit of excellence, we will meet the unique needs of every student, regardless of social advantage, race, or gender and ensure he or she has a safe learning environment and acquires necessary foundational skills. We will promote healthy habits and provide challenging, real-world learning experiences. We will cultivate student ownership for goal-setting, learning and citizenship by partnering with families and community groups. We will promote a learning environment of critical thinking, creative problem-solving, self-direction, and collaboration in order to maximize each student's ability and potential to succeed in an ever-changing, highly technical and diverse world. Together, we will develop and maintain the highest level of ethical and professional practice, demonstrating a culture of respect, cooperation, and pride with care and dignity for all.

Objectives:

Teamwork/Group-Work: The idea will be nurtured that team or group and its objectives are placed at a higher level than personal desires. Participants will find value in becoming actively involved in school-related activities.

Development of the Concept of Accountability: The student will learn that he/she is responsible for his/her behavior and consequences are attached to those behaviors. Positive behaviors bring about positive responses.

Positive Attitude: The participant will always give their best, regardless of success or defeat. A successful participant must learn to treat others as he or she would have others treat him or her (The Golden Rule: Do Unto Others as You Would Have Them Do Unto You). Everyone must develop desirable social traits, including emotional control, honesty, accountability, cooperation, and dependability.

Development of Positive Personal Health Habits for Athletes: Athletes will learn to obtain and maintain a high degree of physical fitness through regular exercise and good health habits. Another objective is to develop the desire to maintain a high level of fitness and maintain a healthy lifestyle.

The Student Athlete represents his/her school and its community and will be held to a higher standard. Student Athletes are our school's ambassadors to our community and to the schools with whom we compete. They are often leaders in school and role models to children not yet old enough to play sports. Athletic participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student.

The Board of Education supports a competitive athletic program and a varied extracurricular program which emphasizes educational values such as sportsmanship, health, and scholastic attainment. Every participant will be required to read this Athletic and Extracurricular Activities Handbook as it will remain in effect during the entire calendar year and throughout the student's educational career at Red Jacket Central School. Athletes, along with their legal guardians, will be required to sign an athletic *Code of Conduct* with an electronic signature [in FamilyID] each year upon registering for their participation in sports. The *Code of Conduct* is the assurance from an athlete to remain drug and alcohol free while an athlete at Red Jacket.

Responsibilities of the Participant:

Being a member of a Red Jacket team or club is the fulfillment of an ambition for many students. The attainment of that goal carries with it certain traditions and responsibilities. As a member of an athletic team or club, you have inherited a wonderful tradition—a tradition you are challenged to uphold. It is the student's responsibility and school's expectation that the athlete and extracurricular participants treat themselves, others, and their school with respect. They are expected to take care of District equipment, uniforms, costumes, supplies, and facilities, and clean up after themselves. Participation in athletics and extracurricular activities is a privilege and should be appreciated.

Students who need help for any reason, are encouraged to speak confidentially with the Athletic Director, Building Principal, School Counselor or other trusted adults.

Responsibilities to Yourself: The most important responsibility is to develop strength of character. One should try to achieve the greatest possible benefit from his/her high school experiences. A participant best prepares himself/herself for adult life through his/her studies, athletics, and other positive extracurricular activities.

Responsibilities to Your School: When an individual in athletics or extracurricular activities participates to the best of his or her abilities, he or she contributes to the reputation of his or her school. Red Jacket cannot maintain its position as an outstanding district without the help and cooperation of its participants.

A participant should automatically assume a leadership role. The student body, as well as the citizens of the community, know you. In turn, your conduct and attitude reflect on your family, your school, your team/club but most importantly, on YOU. The younger students of RJ are constantly watching you. In many ways, they will want to emulate you. Provide them with a good example. Make RJ proud of you! Make your community proud of your school!

Appearance of all Participants:

Since participants are representing the Manchester-Shortsville Central School District, each coach/advisor will stress the importance of dress/appearance at all contests/events.

Philosophy of Interscholastic Athletics and Extracurricular Activities:

The Board of Education recognizes that athletics and extracurricular activity programs are an integral part of the educational process. Athletics and extracurricular programs are an extension of the school curriculum. Extracurricular 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. Examples of extracurricular activities to which this Athletics and Extracurricular Handbook applies to at the High School includes, but may not be limited to: athletics, student government, robotics, student play/musical, jazz band, production crew, madrigal choir, NHS, etc. This Athletics and Extracurricular Handbook shall apply to the Middle School play/musical, athletics, production crew, etc. This Athletics and Extracurricular Handbook shall not apply at the Elementary School level.

Philosophy of Interscholastic Athletics by Level:

- **Modified**...an introductory level; focuses on the fundamentals of the game— team play, rules, training and basic skills. Academics, sportsmanship and social growth, along with commitment and dedication are also key elements student-athletes will focus on at this level. Although winning must be part of any program that centers on competition, at this level, it will be a secondary goal. While coaches will make every effort to have each team member participate equally in every contest, **everyone should be aware that all team members are not guaranteed equal playing time.** Cuts may be made.
- **Junior Varsity**...an increased emphasis will be placed on academics, good sportsmanship, team play/strategies, physical conditioning and refinement of the basic skills. A goal at this level of competition is to prepare student-athletes for the varsity level. Skill level and sportsmanship become factors in determining playing time and athletes need to learn the relationship of performance, work ethic, attitude, and teamwork to the rewards of increased playing time. An attempt will be made to play all participants. However, **equal playing time should not be expected in each game.** Playing time is up to the discretion of the coach. Winning is considered important at this stage, so athletes are taught how to win with pride but also how to deal with defeat. Cuts may be made.
- **Varsity**...competition is the culmination of each sports program at the varsity level. Team play/strategies, tactics, leadership, determination, role modeling, individual physical ability, motivation and mental attitude are all aspects of competition at this level. Sportsmanship becomes of great importance because a varsity team represents our community at the highest level of interscholastic athletics. **Understand that not all athletes will play in every contest; coaches will make decisions about playing time based on the goal of being competitive in each contest. This means some athletes will not play in a game or several games.** Playing time is 100% coach's discretion and will be based on several factors including, but not limited to, the performance level and attitude of athletes. Cuts may be made.

Requirements Prior to Athletic Participation:

Medical Clearance: It is required by state law that each athlete be medically cleared and approved by the school nurse/school medical director prior to any athletic participation (each sport season). Note: Medical examinations may be scheduled at any time during the school year and shall be valid for a period of twelve (12) continuous months. Any pupil whose safe participation is in question as a result of their health history, an injury, or prolonged absence must be re-qualified by the school nurse/school medical director prior to participation. The school's physician/medical director, in any case, has final authority in ruling on an athlete's medical clearance.

Selection Process:

Each club advisor/coach will use selection criteria that will be specific to the sport/club and the way in which performance can be measured. Cuts may be made.

Communication Process:

Parenting and coaching/advising are rewarding, and at times, challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefits to our students. As parents, when a child becomes involved in extracurricular activities, he/she has a right to understand the important expectations. This begins with clear communication between Coach/Advisor, parent, and student-athlete/participant.

Pre-season meetings are scheduled by the Athletic Department for each sports season. Topics of these meetings include policies, team expectations/rules, health and safety of the student athlete, and a variety of other subjects. Both parents and athletes are highly encouraged to attend.

Communication You Can Expect From the Coach/Advisor

- Philosophy of the Coach/Advisor
- Expectations the Coach/Advisor has for your child as well as all members of the team/club
- Location and times of all practices/contests, as well as policies on pick-up times
- Team/Club requirements, i.e., fees, special equipment, off season programs, clinics, etc.
- Procedures should your child be injured during participation
- Team/club rules and guidelines
- Discipline that results in the denial of your child’s participation

Communication Coaches/Advisors Can Expect From Parents

- Encourage your child to express any concerns directly to the Coach/Advisor
- Notification of any schedule conflicts well in advance (at least two weeks)
- Special concerns regarding a coach’s/advisor’s philosophy and/or expectations

As your child becomes more involved in the programs at Red Jacket, they will experience some of the most rewarding moments of their lives. It is important to understand, however, that there may be times when things do not go the way you or your child wishes. At these times, discussion with the Coach/Advisor is encouraged. The procedure to use is as follows:

Communication Chain:

Discussions to take place in this order:		
	If Student Athlete, athlete goes to:	If Non-Athlete, student goes to:
Step 1	Coach	Advisor
Step 2	Athletic Director	Principal
Step 3	both Coach and AD	both Advisor and Principal
Step 4	Legal Guardian and AD	Legal Guardian and Principal
Step 5	Legal Guardian and Principal	

Please remember:

1. No conversation should take place immediately prior to, or following, a contest/event as emotions are too high. Parties need to wait at least 24 hours before initiating any communication.
2. Steps cannot be skipped; prior steps must be completed. While we understand that some participants may feel anxious about talking to the coach/advisor, we feel it is necessary to begin teaching our students that they need to learn to advocate for themselves. A parent should not be voicing an initial concern to a coach/advisor that the athlete/student has not previously raised.

Topics Appropriate/Inappropriate to Discuss with Coach/Advisor

Red Jacket understands that athletics/clubs are competitive in nature. This has the potential to bring about questions and concerns throughout a season.

Issues appropriate/not appropriate to discuss with a Coach/Advisor:

Parent May Discuss:	Parent May Not Discuss:
Ways to help your child improve (skills, attitudes, attendance, effort)	Amount of playing/participation time
philosophy; expectations	Team/club strategy
Behavioral issue keeping student from participating in activity	Other student athletes/participants
	Play calling or other subjective issues (choice of musical, homecoming theme, prom/ball location, etc.)

Participation Guidelines for Students:

Extracurricular participation is a privilege that carries with it responsibilities to the school, to the team/club, to the student body, and to the community. Participants assume responsibility as an ambassador of the district (on and off school property) from the time they join their first activity as a 7th grader to the day they graduate in June of their senior year. When participants accept this privilege, they must abide by:

- Academic Eligibility Guidelines
- Substance Abuse Guidelines
- Code of Conduct Guidelines

Academic Eligibility Guidelines:

First and foremost, any student that chooses to participate in an extracurricular activity will be successful with their academics.

The following are the criteria for determining academic eligibility for participants:

1. Academic Eligibility for a new school year will be based on the previous year's performance. Any participant that has failed any classes in June will not be in good academic standing and will have two options: 1) Attend summer school and pass the course or final exam to reinstate to "good standing" OR 2) Begin the season/activity on probation.

For athletes, that means they start probation the first day of practice. They remain on probation until the first five weeks of school is completed and the five-week progress report is issued. If they are not failing any classes at the end of those five weeks (based on their progress report), they will be removed from probation as they will be in "good standing". If they are still failing any classes, they remain on probation for another five weeks (until the next report card is issued).

2. At each five-week progress report, as well as at the end of every ten-week marking period, grades will be checked for every participant in any extracurricular activity (Advisors and AD to check for their respective participants). If a student is failing any class at either the five-week mark or at the end of the marking period, that student will be placed on academic probation. Academic Probation will be no fewer than the five weeks. The Athletic Director will notify athletes of their probation. The extracurricular advisor will notify their participants of their probation. Both the AD as well as the Advisor will notify the participants as well as their legal guardians. It is expected that all legal guardians will be notified within a reasonable time—no more than three days.
3. While on probation and not in "good standing", the participant must complete the Student Progress Sheet. These "sheets" are to be picked up by each participant every Monday and

given to the teachers of the classes the participant is failing. Teachers fill the “sheets” out by Friday afternoon—by marking the sheet either Satisfactory or Unsatisfactory. The SAT or UNSAT score is based on the participant’s current grade and the participant’s attempt to raise their grade in that particular class that given week. Athletes return their “sheets” to the AD, while other extra-curricular participants return their sheet to their Advisor. All participants on sheets MUST return their sheets no later than Friday afternoon at 3:00 PM. “Sheets” occur for a five-week time period.

If the participant’s sheet(s) comes back marked Unsatisfactory, the participant will be ineligible to participate in any contest/event for a period of one week. They will practice but cannot participate in any game/contest/event. The ineligible period of one week will begin the next day, Saturday, and go through to the end of the day on that next Friday (Saturday to Friday).

4. The participant will not have to continue to do the Student Progress Sheet if at the five-week grade check or end of the marking period they are passing all of their classes.
5. The student participant must hand in ALL sheets of the courses they are failing (if more than one class). If they do not hand in ALL sheets, they will be ineligible for the following week as any unreturned sheets will be considered Unsatisfactory.
6. The ineligible student’s eligibility will be reinstated once he/she has received no Unsatisfactory on their Student Progress Sheet(s) during the weekly grade checks.
7. Student participants are encouraged not to quit a team/club/activity to avoid academic ineligibility. Any student-athlete that is having a difficult time with academics (second consecutive marking period on “sheets”) will have a mandatory meeting with the Athletic Director and/or Principal to determine the correct solution to help the student athlete.

Any student participant (non-athlete) that is having a difficult time with academics (second consecutive marking period on “sheets”) will have a mandatory meeting with the Advisor and/or Principal to determine the correct solution to help the participant.

8. If there is no school during an ineligible period (vacation), then the ineligibility period will be extended to the next school week.
9. If a student receives a grade of incomplete on their progress report/report card, this will be processed as a failing grade. Once the grade of “Incomplete” is removed by the teacher, then it will be processed as a passing/failing grade. Passing equals removal from “sheets”. Failing continues participant on “sheets” until the end of the marking period.
10. If any student participant fails a class that lasts only the first semester (20 week course), they shall be placed on academic probation for that course. If the class is offered, the second half of the year, the participant must retake the class for credit recovery. If the class is not offered the second half of the year, the student participant will be required to get sheets signed for a second semester course. If the student participant is not taking a course in a corresponding subject area (i.e., Economics for PIG), it will be left to the discretion of the Athletic Director/Principal to determine the proper course for the student. If the class is taught the second 20 weeks, and the student participant fails, it will be treated the same as any failed class at the end of the year, as discussed in guideline #1.

11. **Please Note:** Every Monday through Thursday, between 2:30-3:15 PM, a quiet academic study hall is held in the cafeteria. The purpose of this study hall is to allow a student participating in an extracurricular activity a quiet place to work on their academic work prior to any practice/contest. If a participant does not want to utilize the academic study hall, it is expected that they will spend their time with the teacher(s) whose class(es) they are failing. Students will not be allowed to loiter in the halls during this time period or go to the library for socialization.

The extracurricular/athletic study hall is designed to support student participants academically and to aid them in their quest to not only remain eligible but to excel academically. It should be emphasized that this is not punitive, but rather a support program for our student participants. Our goal is to prevent the loss of eligibility by being proactive rather than reactive.

Substance Abuse Guidelines (Grades 7-12):

All students must abide by the following minimum rules that apply to all activities/sports. Coaches/Advisors may have additional expectations and/or rules which will be presented to participants by Coaches/Advisors.

No participant may possess, use, distribute, manufacture, or be in possession of:

- Tobacco products—including smokeless tobacco products
- Illegal drugs, synthetic drugs, prescription drugs, paraphernalia, etc.
- Alcoholic beverages
- Look-alike drugs
- Attend an event where underage drinking or drug use is occurring

Once a seventh or eighth grade participant is a ninth grader, he/she will start with a clean slate. However, any “Selectively Classified” seventh or eighth grade participant (a 7th or 8th grade athlete that participates at a JV or Varsity Level) will be treated as a high school athlete or participant for any alleged violations.

Law enforcement officials may be called in at any time. A more severe penalty may result if an athlete/participant denies guilt and he or she is later found to be guilty. Students violating this Substance Abuse Guideline shall be subject to at least:

Penalty for Violation

1. **First Offense/Violation:** The first violation of the Substance Abuse Guidelines will result in suspension from the team/activity for 25% (rounded up) of the scheduled contests (practices do not count) for that activity. Any suspension not completed during the season in which the violation occurred, will be carried over to the next season in which the student participates (i.e. fall sport athlete suspension carries over to winter). For non-athletic extracurricular activities, the Advisor and the Principal will discuss to determine an equitable 25% (rounded up) of that activity.

Activities Examples: Basketball has 20 games; track has eight events; Musical has three performances; Robotics has one competition. (The penalty would be dependent on the activity the participant is involved in.)

Note: Any participant that is found guilty during an “off season” (didn’t play a sport that season, found guilty prior to the start of the play, etc.), will begin their suspension with the next extracurricular activity they participate in.

2. **Second Offense/Violation:** The second violation of the Substance Abuse Guidelines will result in suspension from the participant’s current team/activity for the remainder of the season (no practices or contests/events). If the violation occurs after one half of the regularly scheduled games/events have been contested, an additional suspension equal to 50% (rounded up) of the scheduled contests for that participants next season will be enforced. Any suspension not completed during the season in which the violation occurred, will be carried over to the next season in which the student participates.
3. **Third Offense/Violation:** The third violation of the Substance Abuse Guidelines will result in the permanent removal/suspension from any team/activity while a student at Red Jacket Central School.

Understand:

- A student who violates the Athletics & Extracurricular Handbook more than once in a given season is subject to dismissal for the remainder of that season. Any amount of suspension left-over will carry over to the next season.
- A student must be academically eligible (or in “good standing”) before any suspension will be applied.
- Suspensions carry over from season to season and school year to school year. For each suspension, the legal guardian will be notified via phone, mail and/or email.
- In addition, a situation might arise where a participant accidentally finds themselves surrounded by individuals using tobacco products, alcohol or other controlled substances. Because participants are not permitted to be in the presence of such substances, the participant will need to leave the area immediately (fewer than 10 minutes) and report the incident to a Coach, an Advisor, a School Counselor, the Athletic Director or a School Administrator by noon of the following day to avoid a suspension.

Self-Referral:

If a student participant initiates contact with the Athletic Director, Building Principal or Coach/Advisor for the purpose of acknowledging* involvement in a first time violation of the Substance Abuse Guidelines, he/she will be subject to the following:

- **During and Out of Season Violation:** The participant will have their contest suspension reduced by half the number of contests originally calculated by the 25% rule, rounded down (i.e., 2.5 will be rounded down to 2). Activities Examples: Basketball has 20 games; track has eight contests; Musical has three performances; Robotics has one competition.

***The acknowledgment must take place prior to the Athletic Director, Building Principal or Coach/Advisor having knowledge of the student’s personal involvement in the incident or during a grace period offered by the Athletic Director, Building Principal or Coach/Advisor as part of the investigation. A second “self-referral” will not lower any suspension.**

Remember: The participant must report the incident to a Coach, an Advisor, a School Counselor, the Athletic Director or a School Administrator (via email, phone, etc.) **by noon of the following day** in order to avoid the full suspension. By self-referring, District Leader Administrators and Advisors promise not to ask any interrogative types of questions.

The duration of a suspension is determined by the number of offenses the student has incurred. The suspensions are cumulative over a participant's high school career. In an event that police arrest a student, the administration will conduct an investigation to determine the consequences for the alleged actions that led to the arrest. The arrest will be used to determine consequences for violating the eligibility code (and not the findings by a court or judge).

Code of Conduct Guidelines:

All student participants/athletes must abide by Red Jacket's Code of Conduct. Conduct rules for non-team or non-club issues address violations of school rules, as well as violations of good citizenship. Some examples of unacceptable behavior both on and off school property include: unsportsmanlike conduct, truancy or illegal absence from school or classes, insubordination, fighting, lack of cooperation with school personnel, vandalism, Internet/social media misconduct, violation of the rights of others, bullying, stealing, hazing, assault, and harassment.

If school rules are broken, a participant will face school penalties (detentions, in school or out of school suspensions, etc.) associated with the infraction as well as any consequences outlined herein. In serving penalties, special consideration will not be given to an athlete/participant beyond those given to all students. All detention forms will be made available to the Athletic Director/Coach/Advisor and the participant may face additional suspensions from their next scheduled contests/events.

If a student is serving a half or full day of in school (ISS) or out of school (OSS) suspension on a particular day or days, he/she is also excluded from practices/contests/events for that day(s). Conduct that leads to ISS or OSS will be subject to review by the Athletic Director/Advisor and the participant may face additional suspension or removal from their sport/activity/club.

Coaches or Advisors may have their own additional expectations for their respective team/club. Coaches/Advisors, in consultation with the Athletic Director/Building Principal, will determine an appropriate disciplinary action for failure to abide by the team's/club's expectations not addressed in this handbook. The consequence will be based on the nature of the misconduct, the level of severity, and the number of times it occurs. The disciplinary action set by the Coach/Advisor may include, but is not limited to, warnings, playing time reductions, game suspensions, and dismissal from the team.

Social Media:

Examples of social media include, but are not limited to, Facebook, Twitter, Snapchat, YouTube, LinkedIn, Flickr, Foursquare, Instagram, Vine, and blogs of all types. The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. Applications that allow you to interact with others online require careful consideration to assess the implications of "friending," "liking," "following," "geolocating," or accepting such a request from another person.

Social Media Guidelines:

As a Red Jacket student-athlete or participant, you are responsible for your social media activities and are expected to follow the school's acceptable use policy and the same behavioral standards on-line as you are in your everyday life. The same laws, rules, and guidelines for interacting with family, friends, teammates, coaches, faculty, staff, and fans apply on-line as in the real world. Conduct or activities that would violate the Athletic & Extracurricular Activities Handbook offline are also considered violations online.

Individual Coaches/Advisors may implement additional guidelines regarding the use of social media by their student-athletes or participants. For example, a coach may prohibit the use of social media technologies immediately prior to, during, and following competition. Student-athletes/participants are responsible for knowing and abiding by any such additional guidelines implemented by their respective Coach/Advisor. Violations of additional restrictions may subject participants to remedial actions as determined by their respective Coach or Advisor.

Never compromise your personal reputation and integrity – or that of your team and high school – through your use of social media technologies.

Failure to Comply with Social Media Guidelines:

Any statements, photos, [evidence] obtained via social media, will be used against you in an investigation. As every situation is different, District Leaders/Advisors would look at each situation and discipline could result in missed games/activities or removal from a team/activity.

Provisions for Attending Athletic Contests/Events for Spectators: Be respectful of the team's/club's space and please do not enter the participant's area at any time to hold discussions with your student-athlete/participant or any other student-athlete participant.

1. Promote a positive climate, both at home and at school events.
2. Refrain from Coaching your student-athlete/participant or any other student-athlete/participant during a practice/contest/event. Leave the coaching to the Professional Coaches/Advisors hired by the District.

Coaches/Advisors are professionals. They make judgments based on what they believe to be in the best interest of the team/club and all the students involved.

Yellow/Red Card Sportsmanship Policy: Public Conduct on School Property: Visiting student participants 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.

Officials/Judges are the proper authorities to make decisions regarding rules and their interpretation; these decisions will be binding and should be accepted by all. Derogatory remarks by spectators directed toward officials may result in a penalty assessed to the team.

Spectators, student participants and Coaches/Advisors must recognize that their conduct plays an important role in establishing the reputation of our school and that their positive actions can be directly related to the success of their teams/clubs.

Good Sportsmanship starts with each of us! Remember that an athletic contest is only a game—not a matter of life and death for a player, coach, school official, fan or community!

The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are on school property. As appropriate, the District's Yellow/Red Card Sportsmanship procedures will be in effect.

Prohibited Conduct (it will be school personnel's discretion to contact Law Enforcement if necessary):
No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so. (red)
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson. May result in criminal prosecution. (red)
3. Disrupt the orderly conduct of classes, school programs or other school activities. (yellow or red)
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program. (yellow or red)
5. Intimidate, bully, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, disability or any other legally protected status. (red)
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed. May result in criminal prosecution. (red)
7. Obstruct the free movement of any person in any place to which this Code applies. (yellow or red)
8. Violate the traffic laws, parking regulations or other restrictions on vehicles. (yellow or red)
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances, or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function. (red)
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district. (red)
11. Loiter on or about school property. (yellow or red)
12. Gamble on school property or at school functions. (yellow or red)
13. Use of tobacco products (cigarettes, chewing tobacco, e-cigs) on school property (including in any vehicle). NYS Public Health Law, Article 13-E: Regulation of Smoking in Certain Public Areas § 1399-n. (Red)

14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties. (red)
15. Willfully incite others to commit any of the acts prohibited by this code. (yellow or red)
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function. (yellow or red)
17. Use profanity or any form of vulgar language. (yellow or red)
18. Use negative remarks to/about officials, players, coaches, or other spectators. (yellow or red)
19. Display actions of poor sportsmanship. (yellow)

Penalties: Persons who violate this Yellow/Red Card Policy shall be subject to the following penalties:

1. Visitors/Students: Their authorization, if any, to remain on school grounds or at the school function may be withdrawn and they may be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Getting asked to leave may suspend the visitor from future contests. Their refusal to leave (resulting in an ejection) will result in suspension from future contests.
2. Students. They may be subject to further disciplinary action as the facts may warrant. They may be suspended from future contests.
3. For purposes of community events (i.e., Vince Lombardi, Booster Club Tourney, Lions Club Tourney, Jr. Hoops, etc.) including interscholastic competition, the designated Yellow and Red Card Policy shall be followed.

Transportation: It is expected that each student participant will be transported to and from all away activities/contests by school authorized vehicles. Travel time is an integral part of being a part of a club/team. It affords time for the Advisors/Coaches and student participants to prepare prior to the activity/contest and to reflect upon the activity/contest afterward. The only exception to this policy would be when the Coach/Advisor allows the participant to ride home with a legal guardian by having them sign their signature on the Transportation Release Form. In this case, it is understood that the athlete must be transported after the contest by their legal guardian only. No exceptions will be made—students will only be allowed to ride home with their legal guardian.

Cleated Athletic Shoes: Athletes are not to wear cleated athletic shoes in the halls of the school or on the bus. They should be removed and sneakers/slip-ons should be worn to and from any game.

School Attendance: Each participant will be allowed only one unexcused tardy per participating season. Any time after the first unexcused tardy when a participant is tardy and not legally excused, it will result in suspension from that day's practice/participation/contest. All students involved in any extra-curricular activities must be in school at the beginning of the school day (7:48 AM) in order to practice/participate/compete that day, unless they are legally excused.

1. All students involved in any extra-curricular activities must be in attendance for at least four academic classes during the school day—not including lunch and 9th period—in order for them to be eligible for practice/participation that day.
2. If there is a contest/event scheduled for a day school is not in session (ie. Saturday), the participant must be present the day prior to the contest in order to participate. If the student participant is absent due to a legally excused reason (see #5), an excuse MUST be brought to the Coach/Advisor prior to the contest. The Coach/Advisor will submit that excused note to the Attendance Clerk on the next school day.
3. When a student participant is absent from school due to an appointment, the participant must be able to provide proof of the appointment from the doctor/dentist office. If the student participant is absent due to illness, he/she will not be permitted to practice or play in any event scheduled for that day or night. If a participant misses three (3) consecutive days of practice and/or contests because of illness or injury, he/she must have a note from the doctor stating they can return to the activity.
4. The only reasons accepted for legal absences or lateness to school are the following: illness, sickness, death in the family, impassable roads due to weather, religious observance that cannot take place outside of regular school hours, required court appearance, quarantined for dangerous disease, doctor's appointment, approved college visit/approved educational activity, cooperative work program, military obligation, or DMV appointments. All other reasons for absence may be judged by the Attendance Officer, Principal or Principal's designee regarding its validity. Illegal absences include oversleeping, visiting friends, hunting, babysitting, vacations, shopping, etc.

Practice Attendance/Tardiness: Each participant is expected to be present at every practice session including practice sessions scheduled during vacation periods, unless legally excused from school or personally excused by the Coach/Advisor. Participants who “cut” practice can expect disciplinary action. Tardiness will not be tolerated but a late arrival pass from a teacher who is giving academic assistance is acceptable and should be presented to the Coach/Advisor.

Sunday Practices: Sunday Practices MUST be approved at least three days in advance by the Athletic Director/Principal. No practices will be permitted on Federal holidays such as, Labor Day, Columbus Day, July 4th, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, Good Friday, Easter, and Memorial Day. Understand that league and/or sectional games could be scheduled for holidays, i.e., Columbus Day.

Family Vacations: It is expected that the participant will attend all practices, games, activity meetings and/or events. Legal guardians 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 family vacations, the lack of attendance may affect the student's status in the activity. To minimize miscommunication, it is recommended that the participant, athlete and/or legal guardian contact their child's Coach or Advisor as soon as they become aware of a potential conflict.

Quitting or Changing an Extracurricular Activity: It is important that the students participate consistently in an Extracurricular Activity. Every participant is expected to participate from the

beginning of the season until the team/group has completed all scheduled contests of that season. If a student is not retained by a team/club and wants to try-out for another, he/she will be permitted to do so. If a participant quits a team/club without approval from the Athletic Director/Advisor, he/she will not be permitted to participate in the next sport season/activity. If a student-athlete leaves a team, he/she forfeits any athletic awards for that sport.

Physical Education Participation: All athletes must participate in Physical Education class to be eligible for practice or competition. Failure to participate will jeopardize the student-athlete's participation in the next held practice or contest.

Outside Instruction and Coaching: If an athlete wishes to go outside his/her athletic team for instruction, he/she may legally do so, but only if it does not interfere with the school's team practice. Outside team coaches are not allowed to coach RJ Athletes during an interscholastic contest unless they meet the approval of the Board of Education, the Athletic Director, and the coach of the team.

Outside Competition: If an athlete has to miss any of our School District athletic practices or contests in order to attend an outside team practice or contest, they are to be dismissed from the School District team.

Infractions Not Listed: If any infraction occurs (i.e., arrest, vandalism, etc.) that is not specifically covered under these rules/regulations and a Coach/Advisor/AD/Administrator believes it warrants further investigation, then a committee comprised of the AD/Advisor, Principal, and School Resource Officer (SRO) shall meet to determine if further actions need to be taken.

Forfeiture of Awards: Any student who is found guilty of violating any parts of the Athletic and Extracurricular Activities Handbook, WILL NOT be eligible for any letter/award in the sport/activity where the violation occurred. If the athlete is currently not involved in an activity/sport, the forfeiture will occur with the next activity/sport the participant is involved in. Recipients of awards will be respected by all as fine participants, and also as good citizens of our school.

Equipment/Uniforms: Equipment/Uniforms issued to the student-athlete are school property and are to be worn only by the student-athlete during practice sessions and/or games unless permission is granted by the Athletic Director to wear the equipment/uniforms at another time (i.e., Pep Assembly).

The student is responsible for all equipment issued to him/her. The student or his/her legal guardian must pay for lost, stolen or damaged equipment before he/she can participate in any further extracurricular activity. If student is a senior, any school privileges (late arrival, early dismissal, field trips, etc.) will be revoked until equipment/uniform is returned/paid for. Any athlete who does not return the equipment/uniform will be charged for the replacement cost of any lost or damaged equipment/uniform. Any senior owing a fee/fine, must have their fee/fine paid prior to their graduation ceremony in June.

Cancellation of School: If the school district closes because of weather, all activities (practices/contests/events) for that day will be cancelled.

Athletics Awards Banquet: At the end of the school year, the Athletic Department will present awards to a large number of athletes. Any violations of the Athletic and Extra-Curricular Activities

Handbook, school policy or general misconduct will be taken into consideration when the coaches select recipients of various awards.

Recipients of letter/awards are determined by the coaches and based on:

- athlete's contribution to the total team effort.
- letters/awards are earned based on hard work, dedication, sportsmanship, character, leadership, self-discipline and a respect for others, game performance, etc.
- all issued equipment/supplies have been returned
- athlete has not been dismissed or quit the team

Athlete of the Year recipients shall meet the same general criteria as any letter/award winner.

Athlete of the Year nominees must letter in a minimum of two sports during the year. Athlete of the Year winners do not have to be seniors.

Fraternization; Staff Student Relations (Board Policy 6180)

The Board of Education requires that all School District employees maintain a professional, ethical relationship with District students that is conducive to an effective, safe learning environment; and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees shall not entertain students or socialize with students in such a manner as to create the perception that a dating relationship exists. Similarly, any action or comment by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of District policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by the District up to and including termination of employment.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student unrelated to course work or official school matters; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. ("Frequent personal communication with a student unrelated to course work or official school matters" means any form in which that personal communication may occur including, but not limited to, voice or text-based communication via phone, email, instant messaging, text messaging or through social networking websites).

Even if the student participated "willingly" in the activity (regardless of the student's age), inappropriate fraternization of staff with students is against District policy and may be in violation of professional standards of conduct and New York State Law. However, inappropriate employee conduct does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions.

Any student who believes that he/she has been subjected to inappropriate staff behavior as enumerated in this policy, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, shall report the incident to any staff member or either the employee's supervisor, the student's Principal or the District's designated Complaint Officer. In all events such reports shall be forwarded to the designated Complaint Officer for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students shall also be investigated by the District. Investigations of allegations of inappropriate staff-student relations shall follow the procedures utilized for complaints of harassment within the School District. Allegations of

inappropriate staff-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse (specifically, child abuse in an educational setting) must also follow the District's reporting procedures for such allegations; and such information will be reported by the designated administrator as required by state law to law enforcement officials, the State Education Department and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee shall document the incident and report it to his/her Building Principal or Supervisor.

The District shall promptly investigate all complaints of inappropriate staff-student relations, and take prompt corrective action to stop such conduct if it occurs.

Prohibition of Retaliation

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations. Follow-up inquiries and/or appropriate monitoring shall be made to ensure that the alleged conduct has not resumed and that all those involved in the investigation have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.

District Responsibility/Training

The Principal of each school and/or program supervisor shall be responsible for informing students, staff and volunteers of the requirements of this policy, including the duty to report and the procedures established for investigation and resolution of complaints. Further, staff training shall be provided to facilitate staff identification of possible behavior that may constitute inappropriate staff-student relationships. Students shall be provided such training in an age appropriate manner.

The District's policy (or a summary thereof) shall be disseminated as appropriate to staff, students and parents. Further, this topic shall be addressed in the District Code of Conduct.

Disciplinary Sanctions

Any staff member who engages in inappropriate conduct with a student, prohibited by the terms of this policy, shall be subject to appropriate disciplinary measures up to and including termination of employment in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement. A violation of this policy may also subject the employee to criminal and/or civil sanctions as well as disciplinary action by the State Education Department.

Definitions:

Communication Chain—appropriate channels of communication when there is an issue

Extracurricular Activities—those that fall outside of the regular curriculum or course of study

Ineligibility Period—the time a participant may not participate

ISS/OSS—In School Suspension; Out of School Suspension

Medical Examination—a physical; given by a child's doctor

Modified Athlete—typically 7th and/or 8th grader

Junior Varsity—typically 9th and/or 10th grader

Selectively Classified Athlete—7th or 8th grade athlete that “moves up” to play on a JV or V team

Scrimmage—when you play against another team for practice in an unranked match

SRO -School Resource Officer

Varsity—typically 11th and/or 12th grader