

# GREATER JOHNSTOWN SCHOOL DISTRICT

## EXTRA-CURRICULAR CODE

The extra-curricular program is designed to develop healthy and wholesome living habits and to allow students an opportunity to demonstrate their special extra-curricular interests and skills. The privilege of participation is granted with the understanding that students accept the necessary responsibilities.

### A. SCHOOL ATTENDANCE

A student who is absent from school will not be eligible for participation at any event, practice session, or extra-curricular activity on the day of the student's absence. Absence from school also prohibits attendance as a spectator at any school event. Students may be allowed to participate if an absence is unavoidable as determined by the building principal. Students and their parents are advised to make requests for excused absences in advance, whenever possible.

Students are expected to be in school on time whenever school is in session. Students, who report to school after 7:45 a.m. but before the start of the first class after lunch, must have a legitimate written excuse as per the attendance policy signed by parent or guardian in order to be eligible for practice or participation in an event (ex: medical appointment). In order to be eligible to participate in any extra-curricular event, students must be in attendance until dismissal. Students may be excused early with parent/guardian permission for medical or other excused reasons. An excused absence on Friday or before an extended weekend would determine participation. A written excuse must be submitted to the advisor/coach previous to the participation in the event. The administration reserves the right, after reviewing the entire situation, to exercise its judgment in dealing with the unique circumstances which can enter into individual cases.

DEFINITIONS: As used in this policy, the following definitions shall apply:

1. DRUG/CONTROLLED SUBSTANCE: defined as a controlled substance in the Penal Law, or as any substance including alcohol, which alters bodily function, or as any substance that has potential for abuse because of its psychological, mind-altering capacity. The prohibition on drug consumption or possession or use or sale applies to all over the counter, prescription and/or mail order drugs.
2. IN POSSESSION: means the person has a controlled substance or equipment or property in the student's clothing or otherwise on the student's person, in an assigned locker, or in a vehicle operated by the individual.
3. SELL: means to sell, exchange, give or dispose of to another, or to offer to agree to do the same.
4. TOBACCO PRODUCT: includes cigarettes, cigars, pipe tobacco, smokeless tobacco (chewing tobacco, snuff, Snus, etc.) and/or tobacco substitutes.

5. CONDUCT UNBECOMING: any behavior contrary to the standards of conduct set forth in this code on fellow participants or staff members.

6. DISMISSAL: unexcused absence from two rehearsal/practice sessions will result in dismissal.

7. REMOVAL FROM EXTRA-CURRICULAR ACTIVITY: any violation of this code, which results in permanent removal from the activity. This also prevents awarding credit, awards, trophies, and post-season activities.

8. SEASON: as applies to activities and refers to all activities within segment of a year. (*July - November; July - December; November - March; November - April; March - June*).

9. SCHOOL DISTRICT PROPERTY: any property, which is owned, operated or supervised by the school district or its personnel.

10. THEFT: unauthorized the wrongful taking and carrying away of the personal goods or property of another.

11. VERBAL ABUSE: obscene or objectionable language, baiting, and taunting. Verbal abuse that leads to physical contact will be investigated by school administrators.

12. INSUBORDINATION: failure to comply with the lawful directives of a coach, advisor, director, school administrator, or other school employee.

13. CONDUCT DETRIMENTAL TO THE PROGRAM: any behavior that may be damaging to the morale or spirit of the organization.

14. EVENT: A school district sponsored activity (not a practice, rehearsal, and/or meeting).

15. HAZING/BULLYING: Any action or situation, which is created to produce mental or physical discomfort. Harassment or ridicule, intentionally or unintentionally, that endangers a student, for admission into or affiliation with any student organization.

16. PHYSICAL ABUSE: unwanted physical contact.

17. CRIMINAL ACT: any crime, including an act, omission, or possession under the laws of the United States or a State or unit of general local government, which poses a substantial threat of personal injury, notwithstanding that by reason of age, insanity, intoxication or otherwise the person engaging in the act, omission, or possession was legally incapable of committing a crime.

18. QUITTING: when a student informs a coach/advisor they are leaving a team or activity. This notification will result in the removal from the team/activity.

## GENERAL PROVISIONS:

1. Any situation not specifically covered by the above provisions should be referred by the coach/advisor/director to the building principal for determination.
2. Any portion of this policy that shall be found to be in conflict with Policy 7310 shall be superseded by the provision of Policy 7310.

## B. PENALTIES FOR VIOLATIONS OF THE EXTRA-CURRICULAR CODE

### LEVEL 1: SUSPENSION FROM ONE EVENT

- \*conduct unbecoming
- \*violation of travel on school vehicle
- \*insubordination
- \*conduct detrimental to the program

The participant will be allowed to practice with the activity and will be allowed to travel to an away event on school transportation. The participant may attend the event in civilian clothes as a spectator.

### LEVEL 2: SUSPENSION FROM 33% OF REGULARLY SCHEDULED EVENTS IN A SEASON

- \*verbal abuse of a fellow participant
- \*use and/or possession of tobacco or tobacco substitutes
- \*use and/or possession of alcohol
- \*repeat of Level 1 violation

Option A: A student becomes eligible for the same season/next season provided the student seeks counseling with a school approved non-employee counselor certified in the area for which the student has a problem. A minimum of six counseling sessions with the certified counselor will be required. The school will designate a counselor, however, the expense of an outside counselor will be the responsibility of the parents, not the district, if parents choose not to use the counselor designated by the district. The counselor will submit notification to the athletic director/advisor when the appropriate counseling has been completed. The counseling should begin as quickly as possible. It is further required that the athletic director and/or the principal approve the student's return to extra-curricular participation.

Option B: If the student and/or parent reject counseling, the student will be ineligible to participate in extra-curricular activities for one year from the date of the infraction.

### LEVEL 3: SUSPENSION FOR THE REMAINDER OF THE SEASON

*(in addition, the suspended participant will not be entitled to any awards the student earned during the season and will be off the team/organization for the remainder of the year).*

The participant is terminated from the activity for the remainder of their season. The student must attend a minimum of six counseling sessions before becoming eligible for their next season.

- \*repeat of Level 2 violation

\*consumption, sale or possession of controlled substances (drugs)

\*hazing/bullying: (any action or situation which is created to produce mental or physical discomfort, embarrassment, harassment or ridicule and/or intentionally or unintentionally endangers a student for admission into or affiliation with any student organization)

\*verbal abuse of adult

Option A: A student becomes eligible for the next season provided the student seeks counseling with a school approved non-employee counselor certified in the area for which the student has a problem. A minimum of six counseling sessions with the certified counselor will be required. The school will designate a counselor, however, the expense of an outside counselor will be the responsibility of the parents, not the district, if parents choose not to use the counselor designated by the district. The counselor will submit notification to the athletic director/advisor when the appropriate counseling has been completed. The counseling should begin as quickly as possible. It is further required that the athletic director and/or the principal approve the student's return to extra-curricular participation. If the infraction occurs after 2/3 of the season, a continuation of suspension may be carried over to the next season. Final determination will be made by the building principal.

Option B: If the student and/or parent reject counseling, the student will be ineligible to participate in extra-curricular activities for one year from the date of the infraction.

#### LEVEL 4: ONE CALENDAR YEAR SUSPENSION FROM THE EXTRA-CURRICULAR ACTIVITY

\*physical abuse of a coach/advisor, chaperone, other school personnel, opposing \*coach/advisor, or of a game official

\*repeat of a Level 3 violation

\*theft of school district property, i.e. not returning uniform and/or equipment

**\*criminal act: Suspended for the calendar year** (any crime, including an act, omission, or possession under the laws of the United States or a State or unit of general local government, which poses a substantial threat of personal injury, notwithstanding that by reason of age, insanity, intoxication or otherwise the person engaging in the act, omission, or possession was legally incapable of committing a crime). Any participant charged with criminal activity is automatically suspended until charges are dropped, dismissed, or resolved. Any participant convicted of or pleading guilty or no contest to criminal activity will be dismissed from the team/activity for the calendar year.

Option A: A student becomes eligible for the next season provided the student seeks counseling with a school approved non-employee counselor certified in the area for which the student has a problem. A minimum of six counseling sessions with the certified counselor will be required. The school will designate a counselor, however, the expense of an outside counselor will be the responsibility of the parents, not the district, if parents choose not to use the counselor designated by the district. The counselor will submit notification to the athletic director/advisor when the appropriate counseling has been completed. The counseling should begin as quickly as possible. It is further required that the athletic director and/or the principal approve the student's return to extra-curricular participation.

Option B: If the student and/or parent reject counseling, the student will be ineligible to participate in extra-curricular activities for one year from the date of the infraction.

### **C. CARE OF EQUIPMENT AND FACILITIES**

1. Extra-curricular members are responsible for all equipment issued to them. Equipment issued to a participant is to be used only for the purposes for which it is intended in practice, contests and/or activities.
2. Members who carelessly or willfully damage or misuse equipment, facilities or property of the Johnstown School District or of another district are required to make restitution, the amount to be determined by the full cost of replacement. No awards will be made to members who damage or misuse equipment, facilities or property unless restitution has been made.
3. No Johnstown extra-curricular member shall exchange or trade equipment or property with another Johnstown member or with a member of another school district. Possession by a Johnstown member of unauthorized equipment or property will result in that student being charged with theft and being disciplined as outlined in this policy. Additionally, the proper law enforcement agencies will be notified, resulting in prosecution.
4. The property or equipment shall be returned to its owner. If the property or equipment belongs to another school district, an appropriate written apology will be made when the equipment or property is returned.

### **D. TRAVEL**

All participants must travel to and from away contests/activities on school transportation. Exceptions to this rule may be requested by the participant's parent/guardian by submitting such a written request 24 hours in advance to the coach or advisor for signature, and then will be forwarded to the athletic director or principal for signature. Exceptions by reason of emergency are authorized with the approval of the coach/advisor.

### **E. LEAVING AN EXTRA-CURRICULAR ACTIVITY**

A participant is expected to remain a member of the extracurricular activity until the season is completed and the participant is released by the coach/advisor. Leaving the activity without prior discussion with the head coach or advisor will be considered quitting the extracurricular activity.

If the participant desires to transfer to another activity during the season, the student or parent should discuss the transfer with their current coach/advisor before requesting membership in the other activity and must have permission from both coaches/both advisors before changing extracurricular activity.

A student who leaves an activity must surrender all equipment. That student and parent must also meet with the coach and/or advisor to be permitted to participate in any further extra-

curricular activity. Participants should not take lightly the commitment to participate in an extra-curricular activity.

#### **F. VIOLATIONS/APEALS PROCEDURES**

The principal and the athletic director will investigate violations of the code. The coach, head coach, and advisor will be consulted. The principal and the athletic director shall impose penalties for violations of the code. Investigations of students who are in both athletics and extra-curricular activities will include representatives from both areas of participation designated by the principal.

Appeals from these decisions may be brought to the Superintendent of Schools. Appeals must be made in writing to the Superintendent within one school day of the receipt of the letter of decision by the investigating panel. If appeal is not overturned the penalty will be increased.

#### **G. VIOLATION SUMMARY**

No single set of guidelines can provide a means of anticipating the variety of disciplinary situations, which may occur. It is the responsibility of the administrators, advisors, and coach, to investigate each incident on an individual basis and to determine the appropriate course of action.

#### **H. INVESTIGATION PROCESS**

When a violation is reported to school personnel, that individual shall notify the athletic director and/or principal or the assistant principal. The principal or athletic director shall request a written statement detailing the incident. The individual(s) reporting a violation shall sign and date the statement. The investigation shall begin once the statement has been submitted to school officials. An investigation shall ensue with the proper district officials questioning those mentioned in the signed statement. The investigation team may also question those individuals who could have knowledge of the allegations.

The information brought to the attention of school officials shall be shared with those individuals who have been accused of violating the "Code of Conduct."

During the investigation of drug, alcohol, and tobacco violations, the participant will be able to continue to participate until the decision is rendered.

Parents/guardians of the students who have allegedly violated the "Code of Conduct" shall be notified by the principal and/or the director/advisor of allegation(s) and the penalties for violating the "extra-curricular code of conduct."

#### **I. STUDENT DUE PROCESS**

Whenever a student is referred to school personnel for any failure to observe the "extra-curricular code," such student will be afforded due process. Students who are referred to school personnel for alleged failure to observe the "code" will meet with the designated administrative

personnel and will be given the opportunity to explain the circumstances surrounding any incident.

A parent conference related to any violation of the “extra-curricular code” by a student will be arranged upon the request of the parent.

Parents and students are afforded a formal due process hearing in accordance with section 3214, Part C and D of the Education Law of the State of New York.

#### **J. SUSPENSION DURING SCHOOL RECESS**

A student suspended for a violation, whose suspension overlaps a school recess, may be permitted to participate on any day that school is in recess. The remainder of a suspension will occur when school resumes. It shall be the responsibility of the principal and athletic director to investigate each incident on an individual basis and to determine the appropriate course of action. Coaches and/or advisors will be consulted. School administrators must assess the magnitude of any offense, which results in suspension from school, and determine whether the offender may participate in extra-curricular activities during any period when school is in recess.

#### **K. DISSEMINATION**

A copy of this policy shall be made available to each participant’s parent(s)/guardian.

*Re-Adopted by BOE: 6/18/03*

*Adopted by BOE: 4/24/02*

*Implemented: 7/1/03*

#### **Attention Parents of Junior & Senior Athletes:**

*If your son or daughter plans to participate in intercollegiate athletics during his/her college career, you should be aware that colleges have set forth standards in order for students to participate. In order to assist colleges, students, and parents in making the right choices, the NCAA CLEARINGHOUSE was founded in 1993. Basically, what this agency does is gather academic information for colleges interested in particular students. Colleges can then determine if a student has a strong enough background to handle both academic and athletic commitments.*

*If your son or daughter is planning to attend a DIVISION 1 or DIVISION 2 school and participate in intercollegiate athletics – they must register with the NCAA CLEARINGHOUSE. The necessary forms are available in the JHS Guidance Office and students may register as a junior or senior. If you require additional information or forms, please contact the Guidance Office.*

# GREATER JOHNSTOWN SCHOOL DISTRICT

## EXTRA-CURRICULAR CODE OF CONDUCT and PARENT PERMISSION

Dear Parents/Guardians and Students:

Attached find a copy of the Greater Johnstown School District Extra-Curricular Code of Conduct. Please assist the district by reading and discussing the Extra-Curricular Code with your child.

In order for your child to participate on any extra-curricular activity sponsored by the Greater Johnstown School District, the cover sheet of this document must be signed by the participant and the parent or guardian, and returned to the coach/advisor of the activity in which your child will participate. This document will serve as parent permission for your child to participate in this extra-curricular activity.

This signed sheet also will be a record indicating that the parents and students have read this and agree to abide by it.

EXTRA-CURRICULAR ACTIVITY: \_\_\_\_\_

DATES OF ACTIVITY: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_  
(signature) (date)

PARTICIPANT: \_\_\_\_\_  
(signature) (print name) (date)

GRADE LEVEL: \_\_\_\_\_

\*\*\*\*\*

**NOTE: A student and parent must sign each extra-curricular activity permission slip for which such student is involved.**

\*\*\*\*\*

**GREATER JOHNSTOWN SCHOOL DISTRICT  
EMERGENCY MEDICAL PERMISSION SLIP**

List allergies: \_\_\_\_\_

Detail Specific Action to be taken: \_\_\_\_\_  
(i.e. contact parent; rush to hospital)

Physician's Name and Phone Number: \_\_\_\_\_

Permission is granted for emergency medical treatment for my child (name)

\_\_\_\_\_. This authorization does not cover major surgery unless the medical opinions of two other physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery. Reasonable attempts should be made to reach me at:

\_\_\_\_\_  
Name telephone number

\_\_\_\_\_  
Relative telephone number

My Insurance Plan is: \_\_\_\_\_

Group #: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature date

\_\_\_\_\_  
Name of activity, i.e. sport, club, etc.