

# AMHERST CENTRAL SCHOOL DISTRICT



## Extracurricular Policy & Rules

**The Amherst Central School District welcomes all students and parents/guardians into the Extracurricular and Interscholastic Athletic programs. It is important that all students, parents/guardians, and advisors read the information contained in this document in order to be eligible for participation.**

**Anthony Panella - Superintendent  
Gregory Pigeon - High School Principal  
Dr. John Griesmer - Middle School Principal  
Jeffrey Wheaton, CAA - Director of Health, Physical Education and Athletics**

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# Amherst Central School District

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Dear Parents/Guardians:

Your son or daughter has indicated a desire to participate in an extracurricular activity, and you have expressed your willingness to permit him/her to participate. At Amherst, we believe that participation in school activities is a key aspect of a student's overall academic and social experience. It provides a wealth of opportunities which assist students in personal development as well as school-wide engagement and spirit. It should be also recognized that involvement is a privilege which includes important responsibilities.

A student who elects to participate is voluntarily making a choice of self-discipline and commitment. These are the reasons we place conditions on involvement. The health, safety and welfare of students must be our first priority. Good habits and healthy choices are necessary for us to ensure a positive experience. Failure to comply with the rules of academic and behavioral conduct can include consequences such as the possibility of exclusion from the activity. This concept of self-discipline and commitment is tempered by our responsibility to recognize the rights of individual students in the context of the group and its objectives. Ultimately, it is our goal to guide and educate students as they accept responsibility associated with school activities and make the experience enjoyable for all.

It is the role of the district administration to establish and maintain rules and expectations that govern extracurricular activities, parameters of participation, training, and competition. The Extracurricular Policy & Rules provides clear and consistent boundaries that ensures success for our students. We understand that community support for extracurricular activities and the rules that govern student participation is critical. It is our hope to accomplish this positive objective through communication of this publication to students, parents, advisors and our teaching staff.

Please be assured that we invite any inquiries regarding extracurricular participation at Amherst and look forward to another great school year of endless opportunities for our Tigers.

Sincerely,

Gregory Pigeon  
Principal, HS

Dr. John Griesmer  
Principal, MS

Jeffrey Wheaton, CAA  
Director of Health, PE & Athletics

# **Rules for Students in Extracurricular Activities**

## **I. APPLICATION OF THE RULES**

The Rules will apply to each student for one calendar year including all recesses and summers from the date of his/her most recent signature and will be in effect at all times, in all locations, including non-school activities. The signature marks the annual date of the initiation of the Rules however, students are under the code regardless of whether or not they have signed the document. Violation of the Rules will result in penalties, which are consistent with those identified within the code as determined by the Extracurricular Panel Committee and the Board of Education. Each staff member also has the prerogative to establish and implement additional guidelines specific to his/her particular group. This policy will be provided to all students on the first day of school. In addition, the adviser/coach will review this policy with all potential candidates prior to the first official meeting.

## **II. CONDITIONS FOR EXTRACURRICULAR MEMBERSHIP**

Students are expected to commit themselves to group membership, attendance at school, and an activity for the duration of the school year or season. When this commitment is not fulfilled, the membership and position of the group shall be reviewed by the advisor or coach with the student, and a recommendation of action will be made by the adviser /coach to the administration for review.

- A. Students are expected to attend all activities, practices and contests unless excused by the advisor/coach. It is the student's responsibility to notify in advance, of any circumstances which would prohibit attendance at any activity(s), practice(s) or contest(s) other than absence from school. Failure to comply may result in a disciplinary action ranging from a verbal warning to dismissal from the group dependent upon the nature and/or frequency of the offense.
- B. A student who is absent from school will not be eligible for participation in any event or practice session on the day he or she is absent. The administration may permit participation when the absence is unavoidable and supporting documentation signed by a parent or guardian is provided. Students are therefore required to make requests for absence(s) in advance.
- C. Students who are members of extracurricular activities are expected to be in school on time on a daily basis. Students arriving late will be ineligible for participation in extracurricular activities that day if they fail to report and sign in at the attendance office. Students who report to school late must present a legitimate written excuse signed by a parent or guardian in order to be eligible for participation (i.e. doctor's appointment).
- D. The advisor/coach will establish rules for attendance and participation. All team members will be given a written copy of the team rules and the adviser/coach will review the rules with the members. All team members are expected to comply with and abide by the rules established for their organization.

- E. A student's absence(s) from meeting(s), practice(s) and/or contest(s) due to outside obligations will not completely jeopardize the student's membership status. However, it is important to note that absences have a material effect on the nature of student participation in extracurriculars and may include consequences. It is the returning student's responsibility to retain his or her position and role through individual effort. The impact on leadership roles and/or responsibility will be determined by the adviser/coach.

### **III. ACSD STUDENT CODE OF CONDUCT VIOLATIONS**

**Code of Conduct Violations:** Any violation of the ACSD Student Code of Conduct, resulting in an Out-of-School Suspension or Intensive Learning Center, will result in progressive levels of discipline under these Rules.

**No student may participate in a given extracurricular activity on the day or days of an in-school or out-of-school suspension. Additional temporary removal from an extracurricular activity as a result of disciplinary concerns/actions is subject to the discretion of the advisor/coach and the administration.**

In addition, potential disciplinary consequences can be administered, pursuant to the rules and expectations set forth by each school in the district. Please refer to each school's established set of behavioral expectations or contact your school's administration for further information.

- A. Hazing/Initiations:** ACSD advisers/coaches will not permit, nor will ACSD student's stage, any type of "initiation ceremony" or hazing at any time and on any level. The Amherst Central School District strictly prohibits hazing and initiations. We demand an atmosphere that is free from all forms of harassment and/or violence. No student shall conspire to engage in hazing or commit an act that causes or is likely to cause personal embarrassment or disgrace or place anyone in danger of being harmed physically or mentally at anytime. Any student involved in hazing, as a participant or a spectator, will be subject to discipline and/or suspension from a team, group or activity. In addition, criminal charges may apply. Any student who is aware of hazing has the responsibility to report it to the coach, advisor, athletic director or building administration. The administration reserves the right to determine whether or not an act is to be considered hazing.
- B. Poor Sportsmanship:** Students, whether participants or spectators, will observe courteous behavior during all events. Poor sportsmanship will not be permitted, this may include, but is not limited to; booing, whistling, name calling, obscene gestures, fighting or arguing with the referee or advisor.
- C. Penalties:** Penalties resulting from the violation of the Amherst Code of Conduct will be imposed by an **administrator and/or coach/advisor where appropriate**. Students who are found to have violated the code may be subject to the following penalties, either alone or in combination: oral or written warning,

parent conference, restitution, detention, suspension from activity or sport, or suspension from school. Students subjected to suspensions from school or activity/sports may request an informal conference with an administrator prior to imposition of a penalty.

#### **IV. DRUG FREE STATUS REQUIREMENTS**

All students are required to maintain a drug-free status in order to ensure their continued and uninterrupted participation in their chosen sport, club, etc. and to ensure health, safety and welfare. These rules do not end at the confines of our property or outside of our supervision or authority. We are entrusted to educate and teach our youth and to maintain clear and consistent boundaries.

Again, you as a student must understand that a substance abuse program is not designed to be a punishment, but a deterrent to you becoming involved in the risky and dangerous behaviors that are associated with the use and abuse of drugs, alcohol and tobacco. It is also to ensure that you have the best possibilities to succeed in your activity and to learn the valuable lessons that extracurriculars can teach. Because your mental and physical well-being is essential to your success, both as a student and as a young adult, we want you to reach your full potential. This can only be fully realized if you remain drug-free. We are asking for your help and cooperation in achieving a totally drug-free extracurricular program. We are committed to providing such an atmosphere for our students. Therefore, we are asking you to become an active part of the solution, not to become part of the problem. Your active participation in remaining drug-free throughout your high school career at ACSD is greatly appreciated. The benefit will be in the experience you will have.

#### **Possession and/or Use of Tobacco Products, Alcohol or Controlled Substances**

##### **A. Violations**

Amherst Central students shall not use, possess or be under the influence of any product containing tobacco (smokeless, cigarette, or vapor products) , any product containing alcohol, or any "illegal substance," including, but not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, look-alike drugs or any substance commonly referred to as "designer drugs." This also includes any performance enhancing drugs/supplements. Students may not engage in unauthorized use of prescription and over-the-counter drugs.

Penalties, which cannot be served during the activity/season in which they are imposed, will be carried over for completion in the next activity/season in which the student participates and competes. The penalty assigned will be adjusted proportionately based on the number of regular activity/season scheduled events/contests in the subsequent activity /season .

##### **B. Dismissal/Suspension from Participation for Drug Free Status**

**First Offense:** The student shall receive a 25% of regular season or club activities suspension from activity; this can be reduced to two weeks (whichever is shorter) if the student and parents take part in an educational student assistance process session addressing the issues which have resulted in said consequences. Students must also address advisor/coach and organization

prior to resumption of activity. During this time the student must continue participation, but may not represent ACSD (interscholastic competition, events, conferences, travel outside of Amherst, and public performances).

**Note:**

- These penalties are separate from and shall be in addition to any other penalties that may be imposed by a building administrator under the District's disciplinary procedures outlined in the District Code of Conduct.
- Students who are dismissed from further participation in District programs as a result of being found guilty of any of the above violations may lose rights to awards (i.e. varsity letter, pins, bars, trophies, awards) earned during the year when the violation occurs.

**Remedies for return to participation after completing the assigned suspension (first offense only) Student assistance counseling required.**

**EDUCATION:** An informative intervention seminar concerning the implications of use and the effect on physiological, psychological and social development, as well as discussion of harm reduction issues and personal and collective responsibility.

**CORRECTIVE:** Come to an understanding that corrective measures are necessary in order to resume the extracurricular, including a document of agreed to changes signed by the student.

**RESTORATIVE:** The student must address the members of the activity and advisor/coaches and admit to the violation, show remorse and recommit to provisions of code by resigning it in front of classmates/teammates and advisor/coaches.

***Any student who fails to complete any part of this process will result in permanent suspension for any future involvement for the remainder of the season or activity.***

**Second Offense:** The student shall receive a one year (12 calendar months) suspension from activities.

**To return to activities the student must:**

- A. Participate in mandatory assessment by competent counseling staff.
- B. The student must work with social worker/ counselor in their building and participate in an action plan to facilitate a positive role in the student population.
- C. The student must also keep their grades at passing levels and have their academic progress monitored each grading period.
- D. After one year, the student must complete all requirements stated above and meet with administration, advisor/coach and parents before reentry to activity.

**Third Offense:** The third offense triggers full expulsion from any/all extracurricular activities for the remainder of the student's high school career.

## **V. ACADEMIC ELIGIBILITY FOR AMHERST STUDENTS:**

All students who participate in an extracurricular activity will have their academic progress monitored every five weeks during the time of participation. Any student who is failing or receives an incomplete in one or more subjects at the time of academic review will be subject to the academic eligibility policy and the following process will be implemented.

### **1. Students failing or receiving an incomplete in one subject:**

**Students with one failure and/or incomplete in one subject are allowed to participate and/or compete as long as they are receiving remediation in the failing or incomplete subject for the subsequent five weeks.**

The student is placed on academic probation, and will be monitored by the advisors and administration for the remainder of his/her participation in the activity.

### **2. Students failing and/or receiving incomplete in two or more subjects:**

**Students with two or more failures or incompletes will be placed on academic suspension. This suspension allows the student to attend all practices/meetings, but not participate in outside school events or interscholastic competitions for a minimum of a two week probation period. The student will be required to go to remediation in each failing subject for the subsequent five weeks.**

A. The advisor/coach will report to the Dean of Students/Director of Athletics office those students who are failing and/or receive an incomplete in two or more subjects. Parents will be notified in writing through the Aspen e-mail portal by the administration.

B. The advisor/coach and or administration will meet with the student and notify him/her verbally that a two week suspension period will be imposed. At the end of the two weeks, an academic review will be held by the administration to verify that required remediation has been completed. For this to occur, the student must raise the quality of his/her work to a passing average (65%) or better in each subject identified as deficient. The student will be required to continue remediation in each subject for the subsequent five weeks, and administration will continue to monitor on a weekly basis.

C. Students failing to rectify Academic Suspension for class failure will be eligible to fulfill necessary requirements during Summer School. Failure to rectify suspension requirements will result in wraparound consequences related to the suspension, per building level policies.



**The Extracurricular Activities Review Panel shall be made up of:**

Building Administrator  
Director of Athletics or Activity Director  
Advisor/Coach from another team/club  
Guidance Counselor  
Current Teacher

Students have the right to appeal a decision made regarding dismissals/suspensions to the Extracurricular Activities Review Panel and due process must take place. Appeals and/or requests for leniency or alteration of the outlined Extracurricular Policy and Rules consequences may not be accepted.

**Appeals Process:** The student shall remain under suspension until the Review Panel can meet. A student can present his/her case for reinstatement. The student and/or parent/guardian have the right to appeal penalties to the panel. Appeals must be made in writing within three days of assignment of a penalty for a violation of the code.

Due process associated with an appeal is intended for students/parents to bring forward concerns regarding the facts and circumstances surrounding the rules violation. The district administration will not consider alternate consequences unless the enforcement of the rules as outlined presents a clear inability to perform an essential district function as scheduled.

1. The Review Panel will meet within three days upon receipt of a written notice to appeal a penalty.
2. The student and his/her parents will be notified within 48 hours of receipt of the written appeal.
3. Upon review of the appeal, the committee will render a decision. The administration will notify parents of the decision in writing.

**Cooperation During Investigation:** It is important for all students to understand that involvement in our extracurricular activities is a privilege. With the responsibility of being a representative of Amherst activities comes a commitment which are the conditions of this code of conduct. In the event that a student comes under investigation for possible violations to the provisions of this code, it is expected that the student be truthful and cooperative.

If it is determined that the student has lied, been deceptive or untruthful prior to or after the determination of guilt and or consequences, a greater level of consequences can be imposed. Great weight must be placed on the privilege of representing our community and any student that would fail to be truthful and/or cooperative would jeopardize the perceived character of our programs.

Penalties which cannot be served during the activity/season in which they are imposed will be carried over for completion in the next activity/season in which the students participates and competes. The penalty assigned will be adjusted proportionately based on the number of regular activity/season scheduled events/contests in the subsequent activity /season.