

*Updated June 30, 2020

5205 ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Education has the authority to establish reasonable standards as prerequisites for eligibility for extracurricular activities. These standards apply to entry qualifications as well as to continued participation in such activities. **All students will receive a copy of this policy at the beginning of each school year, as part of the middle or high school student handbook. Students are responsible for reviewing the entire policy upon receipt. The Building Principal and/or Director of Physical Education and Athletics will review this policy and other materials in the student handbook with all students at the beginning of the school year. The policy will also be available online on the district website.**

In addition, all middle and high school extracurricular advisors and coaches will ~~Advisors/Coaches must disseminate a copy of the expected standards of conduct this policy to all students and parents at the start of each school year at the start of an athletic season, or when a student first initiates an extracurricular activity. and participating students should be individually informed of the application and scope of such standards.~~ **Students and their parents/guardians will be required to sign in ink and return acknowledgement of the policy before the student is able to participate in the activity. Once a student has signed and returned acknowledgement of the policy, it The policy will be enforced while the student is engaged in that sport or activity, including weekends and school breaks.**

At the beginning of each school year, the Building Principal will notify parents/guardians of the policy and its location in the student handbook. This may be communicated via email, newsletter, welcome back letter, etc. In addition, students and parents/guardians will register for athletic teams online and will complete an electronic acknowledgement of this policy.

The opportunity to participate in extracurricular activities in the Potsdam Central School District is afforded to all eligible secondary school students (grades 7-12) as set forth in the Commissioner's Regulations and the New York State Public High School Athletic Association Guidelines. The students who participate should recognize that they have an obligation to themselves, their teammates/activity members, and the school community to strive for excellence. It is hoped that participation in the program will enable the student to value competition, instill self-discipline and self-control, and to exercise sportsmanship and mature judgement.

A. Athletic Eligibility Standards

- Each athlete will participate under the eligibility requirements, rules, and regulations of the New York State Commissioner of Education and the New York State Public High School Athletic Association, as well as the local Board of Education.

- Equal opportunity to participate in interscholastic athletic competition, either on separate teams or in mixed competition on the same team, shall be provided to male and female students, except as outlined in the Commissioner's regulations, regulations of the NYSPHSAA and Section 10.
- ~~For each team for which he/she is a candidate, the parent must complete the online registration process. The athlete will not be allowed to participate in practice sessions if this process is not complete.~~
- For each team for which the student is a candidate, the parent/guardian must complete the online registration process. The athlete will not be allowed to participate in practice sessions if this process is not complete.
- Students who are considering quitting a team/club will be encouraged to first speak with the coach/advisor and explain the reasons for quitting.
- ~~return the required permission forms, completed and signed, to the coach. The athlete will not be allowed to participate in practice sessions if these forms are not returned prior to his/her first athletic practice.~~

B. Physical Eligibility Standards

- Once each school year, every athlete must pass a physical examination given by the school medical office or a licensed healthcare provider prior to starting participation in any interscholastic sport. The athlete is responsible to report for the examination at the scheduled time. Students who fail to report at the scheduled time may have to pay for the physical examination or wait until the next scheduled exam at school. The chief school medical officer will review all physicals administered by an outside medical provider. Under no circumstances will an athlete be allowed to participate without an approved physical exam.
- ~~The a~~Athletes ~~or~~ and extracurricular participants will report all injuries, no matter how minor, that may impact their ability to practice, compete, or participate in the extracurricular activity to the coach or advisor.
- Any time an athlete or extracurricular participant is injured to the extent that treatment by a physician is required, a District Accident Form must be initiated by the coach or advisor in consultation with the athlete/participant and/or parent/guardian and provided to the school nurse as soon as possible following the incident. Serious injuries should be reported ASAP to the school nurse and school authorities and followed by a written report.
- If a student athlete has a physician-attended injury, he/she must have a release form signed by the school physician clearing him/her for participation prior to his/her participation in a practice, scrimmage, or game. A student who is absent

for more than five consecutive days due to illness may require a medical review by the school physician.

- Students released from school by the school nurse prior to the end of the school day (due to illness/injury) will not be allowed to participate in any event or game that evening.

C. Academic Eligibility Standards

Students who participate in extracurricular activities are encouraged to work diligently in their academic classes. All extracurricular activity participants are subject to eligibility requirements. The purpose of these eligibility requirements is to enhance learning, emphasize the importance of quality academics, promote equality and a sense of order and discipline, and to keep each student's extracurricular endeavors in the proper perspective. Students are expected to work to the best of their ability, both in academics and in extracurricular activities. Participation in extracurricular activities, including sports, will be based on the following standards:

- Students must be enrolled in a minimum of six and one-half classes, or meet enrollment standards in a district authorized education program.
- Students must demonstrate adherence to district attendance expectations.

Review

- Students will be reviewed academically every five weeks to determine eligibility.
- Students failing two subjects will be placed on probation for a 10-school-day period following the date of the notification letter to parents/guardians. At the end of the probation period, the students must be passing at least one of the two subjects.
- Students failing three or more subjects will be placed on the ineligible list for a 10-school-day period following the date of the notification letter to parents/guardians. At the end of the probationary period, the student may not be failing more than one subject.
- ***NOTE: Students failing two or more subjects at the end of the school year, who do not successfully complete summer school, must follow the conditions of probation listed below at the beginning of the fall semester.***

Probation

- While on probation, opportunities will be provided for students to make academic improvements. It is the responsibility of students to take advantage of these opportunities and to make significant academic/social improvements.
- Students must meet with a guidance counselor/athletic director to determine an academic assistance program which may include, in part, the following:

Additional teacher support

- ~~Tutorial services from the National Honor Society or other sources in the Opportunity Room or Learning Center~~ Academic support in the Middle School Opportunity Room or High School Student Learning Center. When available, peer tutoring will also be offered.
- A quiet location at the end of the school day under the supervision of a teacher, teacher assistant, or teacher aide
- Students will receive support from their respective coaches/advisors.
- A letter will be sent to the parents informing them of the probation and requisite intervention measures to help students.

Students will be allowed to actively participate in extracurricular activities if the academic plan is satisfactorily followed. Students who do not comply with the academic plan will be declared ineligible.

Grades will be reviewed after a 10-school-day period following the date of the notification letter to parents/guardians. At that time, the student must demonstrate a willingness to improve their academic standing.

Ineligibility

- Students on the **academically** ineligible list are allowed to practice/participate with the club/team. However, playing in games or participating in major club activities during this period is prohibited.
- While ineligible, opportunities will be provided for students to make academic improvements. It is the responsibility of students to take advantage of these opportunities and to make significant academic improvements.
- Students must meet with a guidance counselor/athletic director to determine an academic assistance program which may include, in part, the following:
- Additional teacher support

- ~~Tutorial services from the National Honor Society or other sources~~ Academic support in the Middle School Opportunity Room or High School Student Learning Center. When available, peer tutoring will also be offered.
- A quiet location at the end of the school day under the supervision of a teacher, teacher assistant, or teacher aid
- Students will receive support from their respective coaches/advisors.
- A letter will be sent to the parents informing them of the probation and requisite intervention measures to help students.
- After a period of ten school days following parental/guardian notification, students' progress will be reviewed. At that time, the student must demonstrate a willingness to improve their academic standing.

D. Attendance Eligibility Standards

- Students absent for all of a school day may not participate in any after-school extracurricular activity that day. Students may not miss more than two (2) hours during the school day to be eligible to participate in athletics/club activities that day. Friday's attendance determines eligibility for the weekend. Rare exceptions may be granted by the administration in response to circumstances beyond student's control. For example, a student who misses part or all of the school day due to a medical appointment may be allowed to participate in the extracurricular activity that day.
- Students must provide prior notification (as early as possible) to his/her coach/advisor concerning any anticipated absences from athletic/club activities.

E. Conduct Eligibility Standards

- ~~Participants in extracurricular activities are expected to exemplify positive citizenship in both school and the community at large. Because they represent the school, conduct is expected to be appropriate. Therefore, this Code of Conduct will be enforced "year-round." It is understood that the school administration will not go looking for student violations during school breaks and in the summer. However, when a violation of the code is egregious and endangers the health and well-being of other students, the District may exercise its legal authority to impose appropriate consequences per this policy.~~
- Participants in extracurricular activities will display appropriate behavior during extracurricular functions.

- Participants in extracurricular activities will display respect for the rights and property of others relating to his/her extracurricular participation.
- Coaches/advisors may set up rules pertaining to their particular sport **or** activity. Participants will be informed of these rules and/or attendance expectations by the coach/advisor and are expected to abide by them. **Coaches will enforce team rules fairly and consistently.**
- Students assigned detention must serve the detention before practicing, playing, or participating in extracurricular activities/events.
- Students assigned In-School Suspension may participate in extracurricular activities that afternoon/evening provided that ALL assigned time has been served.
- Students assigned Out-of-School Suspension are ineligible for participation in any school related activity or function until the suspension period is complete.

RESTORATIVE PRACTICES

We treat all with fairness and equity. Student discipline and support policies and practices will be implemented in a manner which is caring and equitable, respectful and based on trust among administration, staff, students, and families and holds all individuals accountable, but is restorative and solutions oriented, rather than punitive.

This will help all individuals:

- **learn from their mistakes;**
- **understand why their behavior was unacceptable;**
- **acknowledge the harm they caused or the negative impact of their actions;**
- **understand what they could have done differently;**
- **take responsibility for their actions;**
- **learn pro-social strategies and skills to use in the future; and**
- **understand that further consequences and/ or interventions will be implemented if their unacceptable behavior persists.**

~~Whenever possible,~~ Students who have violated the extracurricular eligibility standards will be given the opportunity to participate in a restorative circle designed to address the harm caused to the school community. Students who **are deemed to participate authentically and follow through on agreements to repair the harm they have caused **may** will have the imposed consequences reduced or eliminated. The original penalty **or some part(s) of the original penalty may** **will** also be held in abeyance until **a student has an opportunity to complete the agreed-upon actions** ~~are completed.~~**

If a violation by an individual student is reported or suspected:

- a. The student will be notified of the allegation by the Athletic Director and/or Building Principal.
- b. If the student acknowledges that he/she has violated the eligibility standards, the parent will be notified, and the Athletic Director and/or Building Principal will activate restorative practices and work with students to address the violation. When restorative practices have been declined by the student, or a student denies allegations, an investigation may be initiated. An investigation may also be initiated if otherwise warranted by School District policies or state or federal law.
- c. If the student denies the allegation and it is determined that there is sufficient evidence of a violation to proceed, the parents/guardians of the student will be notified by the Athletic Director and/or Building Principal, before a formal investigation will be conducted.
- d. For Level A and Level B Violations, an Extracurricular Review Board will endeavor to be convened within ~~two (2)~~ three (3) school days following the student's denial of the alleged violation. In some circumstances, it may not be possible or appropriate for the Extracurricular Review Board to convene within three (3) days following the student's denial of the alleged violation. Where it is not possible or appropriate for the Extracurricular Review Board to convene within three (3) days as indicated above, the Extracurricular Review Board will convene as soon as practicable. It will be chaired by the Athletic Director, ~~or~~ Building Principal, or designee and will include a coach/advisor, a teacher, a guidance counselor, and the student. The following procedural guidelines will govern the Review Board hearing:
 1. The Athletic Director, ~~or~~ Building Principal, or designee will state the allegations.
 2. The investigating school official will report on the results of the investigation.
 3. The student and/or any representative present on his/her behalf, will be given the opportunity to respond.
 4. The Review Board will review the information presented by the student and the investigating official and make a determination as to whether or not the violation occurred. If a majority of the Board finds that a violation has occurred, it will impose penalties as provided for ~~outlined~~ below.

Violations & Recommended Consequences

The consequences outlined below are general guidelines. Consequences may be more severe in a given circumstance where warranted based on the particular nature of the violation in question and/or when deemed necessary due to health and safety concerns. In general, the consequences outlined below will be assigned when a student found to be in violation of this policy declines participation in a restorative process or fails to satisfactorily follow-through on agreed to obligations.

~~A student activity participant will be subject to disciplinary action if he/she violates any of the rules listed below. Violations and consequences are classified by level. The list of offenses is by no means all-inclusive. In all cases, the administration will follow due process in determining appropriate restorative measures and/or consequences. For those situations that arise and are not listed, the administration will have the complete authority to deal with the problem as deemed necessary. The administration also reserves the right to amend the penalties for any of the offenses based on a review of the circumstances. The code/schedule of responses here are advisory only.~~

	1st Offense	2nd Offense	3rd Offense
Level A Alcohol/Drug,Tobacco/Vape possession or use Bullying/Harassment Vandalism	¼ of total games in the season; 3 weeks for clubs/activities	Remainder of the season	Ineligible for one calendar year
Level B Attendance at a social function where there is unlawful use of alcohol or drugs (absent possession/use)	⅓ of total games in the season; 2 weeks for clubs/activities	⅓ of total games in the season; 4 weeks for clubs/activities	Determined by Ineligible for 3 additional months
Level C	Determined by coach/advisor	Determined by coach/advisor	Determined by coach/advisor

Level A Violations

- **Unlawful Possession** or use of any alcoholic beverage, controlled substance, look-alike drug ~~(a substance, that because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance)~~; drug paraphernalia, illicit drug, or the misuse of prescription or over-the-counter medications.
- Use or possession of any tobacco substance, **vaping device or e-cigarette**.
- Stealing or vandalizing personal or school property.
- **Serious misconduct** including but not limited to bullying/harassment **via social media**, at a contest, performance, or practice, or on an activity bus.

Level A Consequences

When restorative practices have been declined by the student, or when the student fails to follow-through on agreements, the following sanctions will apply.

First Offense:

Athletics: Participant will be suspended for **one-quarter of the remaining games**. During the period of suspension, the student will be expected to participate in practices and

attend games but not actively participate. When calculating the length of the suspension, the Athletic Director will consider only the competitive season, not scrimmages. The student will receive information about the effects of misuse or abuse of mood-altering chemicals through an education program assumed by the school.

BOE-Approved Extracurricular Activities: Participant will be suspended for **three weeks** ~~forty-five school days~~. **During the period of suspension, the student will be expected to attend meetings of the activity but not actively participate and will not be permitted to participate in off-campus events or competitions during this period.** The student will receive information about the effects of misuse or abuse of mood-altering chemicals through an education program assumed by the school. ~~For those students participating in an activity that culminates in one major production or competition, the Code of Conduct will be implemented for the remainder of the extra-curricular activity that the student is currently participating in. If the student is not participating in any PCS extracurricular activity that fits that above criteria at the time the violation occurs, the above consequence will be enforced in the next activity in which they participate.~~

Second Offense: ~~Participant will be suspended from all athletics/activities for period of one (1) calendar year. He/she will be recommended to become a participant in a school approved chemical dependency program or treatment program. After a minimum of 60 school days, students may be approved for reinstatement pending results of the treatment program. The Athletic Director and/or Principal, in consultation with the treatment program supervisor, will determine re-certification of the student.~~

The second time a student is found guilty of a Level A consequence, he/she will be suspended for the remainder of the season. If both violations entailed the use of alcohol or drugs, the student will be encouraged to participate in voluntary chemical dependency counseling. Successful completion of this program may result in the student being allowed to return to the activity sooner.

Third Offense: ~~Participant will be suspended from all athletics/activities for the remainder of his/her high school career.~~ **one calendar year.**

Level B Violations

When restorative practices have been declined by the student, or when the student fails to follow-through on agreements, the following sanctions will apply.

The Board of Education cares about the health and welfare of students. When students engage in the unlawful use of alcohol or controlled substances, they are increasing the likelihood that their health and welfare will be endangered. Therefore, the violation below is included as a means of deterring this potentially risky behavior.

- Attendance at a social function/event where ~~any illegal activity is occurring. This includes functions where~~ there is ~~alcohol use by minors~~ **unlawful use of alcohol by minors** or where controlled substances are being used unlawfully by anyone.

Students who find themselves unwittingly at such a function **should leave as soon as possible**. ~~are to absent themselves from the event.~~
See below

Attendance at a social function/event where the student has knowledge of the unlawful use of alcohol by minors or the illegal use of controlled substances by anyone. Students who find themselves unwittingly at such a function should leave as soon as possible.

Level B Consequences

First Offense:

- Athletics: Participant will be suspended from all athletics for a period of one-sixth of the competitive season.
- BOE-Approved Extracurricular Activities Participant will be suspended from all activities for a period of two (2) weeks.

Second Offense: Participant will be suspended from all athletic/activities for a period of ninety (90) calendar days.

Third Offense: Participant will be suspended from all athletic/activities for a period of one (1) calendar year.

Level C Violations

- Unexcused absence from a contest, performance, or practice.
- **Minor misconduct** at a contest, performance, or practice, or on an activity bus.

Level C Consequences

First Offense: Punishment will be determined by the coach/advisor with notification given to the athletic director/principal.

Second Offense: Participant will be suspended from the team/activity. Length of time will be determined by the coach/advisor with notification given to the athletic director/principal.

Application of Athletic and Extracurricular Activities Code Requirements

1. The participant must attend all practices and contests during the time he/she is serving the consequences.
- ~~2. The participant must complete the activity for the consequences to be considered served. (See #7)~~
- ~~3. For the consequences to be considered served, the student must start the activity or sport on the original starting date. Students are prohibited from~~

~~circumventing the penalty by enrolling in an activity or sport in which he or she has not participated in during prior years.~~

- ~~4. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years.~~
- ~~5. "In season" violations will carry over into the next athletic/activity season in which the student participates.~~
- ~~6. "Out of season" violations normally will be enforced in the next athletic/activity season in which the student participates.~~
- ~~7. Disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach/sponsor's policies can exceed the listed disciplinary action when such information has been provided to the athlete in that coach/sponsor's sport or activity.~~
- ~~8. Students who participate in extracurricular activities that are required as part of a curriculum or academic class, such as performing arts (vocal and instrumental music and theater), will not have his/her academic class grades impacted as a result of serving consequences under Code of Conduct.~~
- ~~9. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.~~
- ~~10. 2. A student that participates in one or more sport(s) and/or one or more activity(ies) in the same season will receive the appropriate Code of Conduct penalty for each sport and/or activity. Please refer to this Code of Conduct for the penalty to be imposed for the sport(s) and/or activity(ies).~~

3. Information provided by a student, parent or teacher seeking available substance use related services shall not be used as a basis for the imposition of sanctions otherwise provided for herein.

CRIMINAL OFFENSES

~~In the event of an arrest, a student athlete may be immediately and indefinitely suspended from participation in athletics at the discretion of the Superintendent. In this event, the student athlete may request a formal hearing at which he or she has the right to cross-examine any witnesses presented by the District and to present evidence to disprove charges and/or that the conduct alleged did not occur.~~

ILLEGAL, EGREGIOUS, OR DANGEROUS CONDUCT

~~Participants in extracurricular activities are expected to exemplify positive citizenship in both school and the community at large. Because they represent the school, conduct is expected to be appropriate. Therefore, the District may exercise its legal authority to impose appropriate extracurricular consequences for student conduct that is illegal, egregious, or endangers the health and well-being of other students, even if that conduct occurs during summer break. A student athlete or extracurricular participant may be immediately and indefinitely suspended from participation in athletics and other extracurricular activities at the discretion of the Superintendent. In this event, the student may request a formal hearing at which he or she has the right to cross-examine any witnesses presented by the District and to present evidence to disprove charges and/or that the conduct alleged did not occur. Possibly eliminate as the BOE still retains the ability to suspend a student from extracurriculars.~~

~~A. Application of the Code~~

~~The Eligibility Standards Code will apply to each student-participant for one calendar year (including summer) from the date of their most recent signature and will be in effect at all times, in all locations, including non-school activities. Violations of the Eligibility Standards Code will result in penalties as determined formally by the Principal/Athletic Director. Each coach/advisor also has the prerogative to establish and promulgate additional guidelines specific to their particular team. It is understood that the school administration will not go looking for student violations during school breaks and in the summer. However, when a violation of the code is public knowledge, particularly when law enforcement has been involved, the student may receive appropriate consequences per this policy.~~

Cross-ref:

5300, Code of Conduct

Ref:

[Education Law §§1709\(3\); 2801](#)

Bush v. Dassel-Cokato Board of Ed., 745 F. Supp. 562 (D. Minn. 1990)

Matter of O'Conner v. Bd. of Ed., 65 Misc.2d 40 (1970)

Matter of Wilson, 28 EDR 254 (1988)

Matter of Keily, 24 EDR 138 (1984)

Matter of Miller, 23 EDR 23 (1983)

Matter of Moore, 22 EDR 180 (1982)

Matter of Clark, 21 EDR 542 (1982)

Matter of Vetter, 20 EDR 547 (1981)

Adoption date: October 9, 2018

Potsdam Central School District