

**PORT JEFFERSON MIDDLE SCHOOL  
EARL L. VANDERMEULEN HIGH SCHOOL  
350 OLD POST ROAD  
PORT JEFFERSON, NY 11777  
PHONE (631)791-4400 FAX (631)476-4408**

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**Jessica Schmettan  
Superintendent of Schools**

**Eric Haruthunian  
High School Principal**

**James Nolan  
Middle School Principal**

Dear Parent/Guardian:

The Extracurricular component at the Port Jefferson School District offers all students a comprehensive list of activities to enrich their educational program. The *Port Jefferson Extracurricular Code of Conduct* outlines the expectations for students involved in any extracurricular sport or activity as designated within the policy. We encourage you to review the *Extracurricular Code of Conduct* with your child; it may be accessed online by clicking on the Earl L. Vandermeulen link listed under "Our Schools" on the district homepage. Once you are on the High School webpage, you will find the *Extracurricular Code of Conduct*, along with other important information, listed under *Important Links*.

This policy will remain in effect through the duration of your student's academic career. You will be notified of any changes to the *Extracurricular Code of Conduct*.

Should you have any questions about the policy, please contact your child's coach, director or advisor, or my office for clarification.

Sincerely,

*Eric Haruthunian*  
Eric Haruthunian  
High School Principal

*James Nolan*  
James Nolan  
Middle School Principal

# Port Jefferson School District



## **EXTRACURRICULAR CODE OF CONDUCT**

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## **PORT JEFFERSON SCHOOL DISTRICT EXTRACURRICULAR CODE OF CONDUCT**

This document establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participating in activities defined in this policy. Students participating in activities shall commit themselves to meet the standards of this policy and of the District Code of Conduct at all times and in all places during the course of the school year and any extracurricular activity starting prior to the academic year.

### **I. STATEMENT OF PHILOSOPHY**

It is a privilege and an honor to participate in the full range of student activities provided by the Port Jefferson School District. These activities and participation in them contribute to each student's education by:

- A. promoting good citizenship and moral character
- B. developing discipline and skills necessary to personal success and well-being
- C. promoting the image and identity of the school and community

Students who choose to participate in activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

### **II. STUDENT AND PARENT AGREEMENT**

Before participation in any activity is permitted, all students who wish to participate in activities and their parent(s) shall receive a copy of this document and shall sign an agreement indicating that they will abide by this policy.

### **III. APPLICABLE ACTIVITY PROGRAMS**

This policy applies to all extra-curricular activities including, but not limited to:

- A. All interscholastic and intramural athletic activities
- B. All music (public, county and state-level performances), drama, cheerleading, and similar activities
- C. Student Council and other elected offices
- D. All other school clubs and activities that meet on a regular basis and/or for a specified purpose

Activities designated for "at risk" students and/or students in need of academic services are specifically excluded from this policy.

### **IV. SEASON**

Season will be defined as the period of time for which the activity takes place. For an interscholastic sport, that period shall be from the first day of practice until the final official competition of the sport. For non-sports activities, that period shall be from the first meeting until the final or culminating activity is completed. This may mean that some activities have a season extending through the entire school year.

#### V. APPLICATION OF ELIGIBILITY

Appropriate student behavior is required by, and has an impact on, all activities in which a student participates. If a student is participating in multiple activities at the same time when a violation occurs, the student loses privileges in all activities under this policy.

#### VI. CONDUCT REQUIREMENTS

Students shall:

- A. Abide by this policy at all times and in all places.
- B. Abide by any additional specific rules and regulations that the coach/advisor of the activity has established (such as training hours, attendance at practice, etc.). Students will be required to sign a copy of a document as acknowledgment of their agreement to abide by coach or advisor rules prior to participation.

#### General Standard

Good conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, and a respect for their rights, property and dignity. Violations of this general standard and violations of the District Code of Conduct and/or the policies of NYSPHSAA Section 11 are subject to penalties.

## PARTICIPATION REQUIREMENTS

All students representing the Port Jefferson School District in any school-sponsored extracurricular club or sport will conduct themselves in an exemplary manner which will bring credit to the individual, school and to the district. Middle School students **MUST** remain in the school building between dismissal and the start of their extra-curricular activity.

A participant shall not consume, possess, buy or sell controlled substances. It is a violation for a student to be in possession of a controlled substance, unless it is specifically prescribed by a ~~doctor for that individual. REFER TO THE STUDENT CODE OF CONDUCT ABOUT CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR.~~

To promote a healthy lifestyle, it is **REQUIRED** that students adhere to the tenets listed below. All students should be prepared to accept serious consequences if school officials, teachers, coaches and/or advisors find that school district policies pertaining to drugs (including synthetic cannabinoids), alcohol, and tobacco/vaporizers have been violated. Furthermore, since alcohol, illegal drugs, and tobacco/vaporizers interfere with effective learning, the health and well-being of the student and the goals of the individual and team/club, the student who is involved with the use of such substances must understand that participants are seriously jeopardizing their status as a member of the team or club.

The Port Jefferson schools and community are committed to the positive growth and development of children through education. Our schools are identified as Drug Free School Environments, and our policies support the federal government's "No tolerance" guidelines.

Extracurricular and cocurricular activities provide a unique opportunity to educate and influence young people by promoting their mental, emotional and physical development in an environment which rejects the use of tobacco/vaporizers, alcohol and other drugs. **It is the student's responsibility to accept the consequences of his or her own actions. Sport and club participants are not to host or attend parties where there are drugs or alcohol; if they find themselves in a situation as such, it is the expectation that the student will leave the gathering.** The Extracurricular Code of Conduct was developed to guide, encourage and support students who participate in these dynamic educational experiences.

## EXTRACURRICULAR ACADEMIC ELIGIBILITY

**Academic Requirements:** All students are expected to pass all subjects. For athletes, passing physical education is a requirement. Students in danger of failing one or more subjects may result in being placed on a personalized extracurricular code of conduct contract, until improvement is displayed. Students who failed a subject in the previous year will begin the next school year on academic probation. Students on probation will be required to: 1.) Attend study sessions to concentrate on the subject failed, 2.) Return weekly progress reports to the coach or club advisor. Failure to comply with the aforementioned may result in termination from the activity. Participation may or may not continue during the probation. Continued academic failure may result in being suspended *permanently* from the activity.

## PHILOSOPHY OF INTERSCHOLASTICS ATHLETICS

Interscholastic athletics in the Port Jefferson School District is a component of the physical education program and therefore is an integral part of the district's comprehensive educational program. Athletics should be a broadening experience in which harmony of mind-body functions is created through striving for physical and mental excellence. This value-building experience should be offered to as many students as possible. A well co-coordinated program is vitally important to the morale of Port Jefferson H.S., M.S. and our community. Participating in the Athletic Program at Port Jefferson is a *privilege and an honor* that must be earned by being a student in good standing, and by abiding by this Code of Conduct.

Everyone involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values. Therefore, this educational experience demands highly qualified coaches. The students' qualities of loyalty, desire, dedication, self-control, initiative, enthusiasm, ambition, resourcefulness, reliability, integrity and self-discipline need to be developed in order to ensure the commitment and personal sacrifice required by athletes. Making such a commitment helps to nurture integrity, pride, loyalty and overall character. The final outcome is a better citizenry carrying these values throughout their life.

It is the nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a season's success. Guiding the team to attain maximum potential is the ultimate goal. To this end, the coaching staff must teach student-athletes to prepare their minds and bodies in order to reach maximum potential and then to be modest in victory and steadfast in defeat.

**Ultimately, the number of teams and size of the squad in any sport will be determined by student interest and the availability of 1) financial resources, 2) qualified coaches, 3) suitable indoor or outdoor facilities, and 4) a safe environment.**

### Varsity Program Philosophy

Varsity competition is the culmination of each sport's program. It is possible but very rare for a middle school level student to be included on a varsity roster. The New York State Department of Education process for moving a 7<sup>th</sup> or 8<sup>th</sup> grade student up to a high school team is called *ATHLETIC PLACEMENT PROCESS (APP)*.

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. At times it may be necessary to "cut" those who wish to play. This will be determined by the coach and athletic director. Each team member will be notified of his/her role on the team. Playing time is the sole decision of the coaching staff.

A sound attitude and advance level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a **six-day-a-week commitment. This commitment is extended into vacation periods for all sport seasons.** Depending on the sport, contests and practices are scheduled during vacation, on Sunday, and in some cases on holidays. The dedication and commitment needed to conduct a successful varsity program must be taken seriously by all student-athletes and coaches' efforts need to be supported by parents.

The varsity coach is the leader of that sports' program and determines the system of instruction and strategy for that program. The communication among the middle school teams, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

### Junior Varsity Program Philosophy

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers. Middle school students may participate at this level if they go through the Athletic Placement process. At this level, athletes are expected to have visibly committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play, in addition to socio-emotional development. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory. At times it may be necessary to "cut" those who wish to play. This will be determined by the coach and athletic director.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation will exist over the course of a season; however, a specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the **six-day-a-week commitment that is**

**expected at the varsity level. Practice sessions are often scheduled during school vacation and commitment is expected at the junior varsity level.**

### **Middle School (Modified “B”) Program Philosophy**

This program is available to all students in the 7<sup>th</sup> and 8<sup>th</sup> grades. Sport activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

At the middle school level, it is our goal to provide a well-planned and well-balanced program of interscholastic athletics for as many students as possible. At times it may be necessary to “cut” those who wish to play. This will be determined by the coach and athletic director.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The New York State Public High School Athletic Association publishes regulations by which practice sessions are governed. Games during vacation/ recess are not regularly scheduled at the middle school. However, on rare occasions practices are scheduled to insure that students are adequately prepared to participate. These practices are optional and scheduling of vacation/recess practices will be an administrative decision that will be reviewed on a yearly basis. Opportunities for meaningful contest participation within the game format (for most sports: 5-period contest format), will exist over the course of a season for student-athletes that meet their school and team responsibilities). Coaches will determine playing time based on a variety of circumstances (abilities, opponents, game situations, practice performances, etc.).

It is possible, but very rare for a middle school level student to be included on a high school (JV or Varsity) roster. Criteria that must be met in order to play at an advanced level include parental approval, medical approval, appropriate developmental rating, passing athletic performance test scores, the coach’s skill evaluation, and advanced degree of socio-emotional maturity as outlined by the State Education Department Athletic Placement Process.

## PHILOSOPHY OF EXTRACURRICULAR CLUBS AND ACTIVITIES

The Extracurricular component at the Port Jefferson School District offers all students a comprehensive list of activities to enrich their educational program. We view the extracurricular program as curricular in nature and feel that through these activities our students develop commendable traits. By providing ample opportunities for involvement in activities which are of interest to our students, our goal is for each child to discover fun, rewarding clubs or organizations to engage in while developing and refining attributes such as, but not limited to:

Good Character	Goal Setting	Social Skills
Commitment	Respect	Dedication
Teamwork	Self-Discipline	Self Confidence

Since our activities programs are constantly growing and changing in order to meet the current needs of our school, we encourage students to visit with club advisors and attend club meetings which occur throughout the year. Participating in a middle or high school club is a *privilege and an honor* that must be earned by being a student in good standing and by abiding by this Code of Conduct.

### Extracurricular Activities\*

High School Extracurricular Activities	Middle School Extracurricular Activities
High School Extracurricular Activities	Middle School Extracurricular Activities
Academic Team	Art Club
Art/Photography Club	Chess Club
Chamber Choir	Drama Club
Drama Club	Environmental Club
Gay-Straight Alliance	Mathletes
International Club	National Junior Honor Society
Investment Club	Newspaper
Jazz Club	Science Olympiads
Latin Club	Sixth Grade Intramurals
Leo Club	7/8th Grade Sports Intramurals
LISEC	STEM
MAST (literary magazine)	Student Organization
Mathletes	Yearbook
Musical Productions	
National Honor Society	
Robotics Club	
Rotary-Interact Club	
Royal Athletic Club	
SCIMATECH (Science Olympiad)	
STEM	
Student Organization	
Tri-M Honor Society	

Varsity Club	
Yearbook	

## IMPORTANT INFORMATION

### Try-Outs

All students in grades 7-12 who are registered and attend school in one of the district schools may *try-out* for a team. Athletes are positioned based on their skills displayed during the “try-out” sessions, team needs, as well as with a concern for the individual success of the athlete. Movement from level to level (Varsity and JV only) is always possible. Cuts are always a possibility.

**Team selection will be determined by the following criteria:**

- All athletes will be guaranteed a minimum of three days of try-outs for those particular sports that have to cut.
- Some sports do require cuts due to the number of athletes that are interested in participating on that team.
- Every student is evaluated in a fair and impartial manner.
- Attendance is mandatory during the try-out period. The only exceptions are medical reasons or extension of a school sport season (post-season)

The selection process and placement are the responsibility of the coach(es). Concerns over the “process” should be brought directly to the attention of the coach. Assignment decisions are not subject to review unless based on questions related to the process.

### Drama Club Auditions

All students in grades 6-8 and 9-12 who are registered and attend school in one of the district schools may audition for the middle or high school drama/musical production. Movement from level to level is always possible based on the needs of the production. Cuts are always a possibility.

**Selection will be determined by the following criteria:**

- All students must audition.
- Some productions do require cuts due to the number of students interested in participating.
- Every student is evaluated in a fair and impartial manner
- Attendance is mandatory during the audition process. The only exceptions are: Medical reasons.

The selection process and casting are the responsibility of the advisor. Concerns over the “process” should be brought first to the advisor followed by the appropriate administrator. Casting decisions are not subject to review unless based on questions related to the process.

### **Vacation / Recess Policy**

Being chosen to represent the Port Jefferson School District as a member of an interscholastic team or club is an *honor and privilege* and requires great commitment and responsibility. Varsity and junior varsity athletes are expected to participate in all try-outs, practices, scrimmages and interscholastic contests during vacation/recess periods. This includes try-outs and practices, which occur prior to the beginning of school in September, over Thanksgiving break, winter holiday recess, mid-winter recess and spring recess. Student-athletes may petition the athletic director for relief in these matters if extenuating circumstances exist such as medical reasons, religious observance, court appearances or other legal reasons.

### **Religious Holidays**

On dates when the Board of Education closes schools due to religious observance, there may be practices scheduled (with attendance voluntary to meet the needs of our students who follow the religious holiday.) As per Section XI guidelines: On the eve of some holidays, all practices and activities will end no later than 6 p.m. Students who need to leave earlier than 6 p.m. due to the religious observance, or who are unable to attend, shall be excused without penalty **by speaking with the coach or advisor prior to the event.**

### **Changing Sports or Clubs**

A student may change from one sport or club to participate in another once the teams have been selected with permission of the parent, coach/advisor and appropriate administrator. However, a student dismissed from a team or club shall not be considered for any other activity for that season. In the event an athlete leaves a team, he/she must meet with the coach or they will not be permitted to try out for another sport. If a student is cut from a sports team he/she will be permitted to try-out for a team that did not have to go through a try-out period.

### **Issuing of Uniforms and Equipment**

It is the sole responsibility of the **athlete** to return all clothing and equipment issued to the coach. Failure to do this will result in the following consequences:

- Athletes not returning or paying for the missing articles will forfeit their right to receive a uniform or equipment in the next sport season.
- Students can potentially receive a disciplinary consequence for failure to return missing articles.

### Transportation

Students must be transported to and from away contests or events by school vehicles only. The administration, coach or advisor may make an exception to the policy if the request meets the following conditions:

1. The alternate plan must be approved in advance by the team or club leaving school for the contest/event.
2. A student must submit a written request from parent/guardian to the appropriate administrator, coach or advisor if they choose to be transported by a parent or a guardian. **The transportation may only be by a parent or guardian.** The parent must submit a transportation release form and speak to the coach/advisor prior to leaving the site with their child/children. The student may not be released to any other family member or friend.
3. Emergencies must be presented to the appropriate administrator and will be granted at his/her discretion.

### School Attendance Policy

Participation in an activity or sport is but one part of a student's education. A student who is absent from school for any reason, other than educationally excused (field trip), on the day of the contest/activity/event will be ineligible to participate on that day. **Students must attend FIVE FULL class/school periods (excluding lunch) to be eligible.** Students who arrive late to school must submit a note to the Attendance Office. If a student needs to leave school for a medical reason a note must be supplied by a parent or doctor.

**No student-athlete excused for medical reasons from a physical education class may participate in a practice, scrimmage or contest on that same day.** Note that Commissioner's Regulations dictate that a student-athlete is ineligible if he or she is medically excused from participation in a physical education class. Any contest that an ineligible athlete participates in is deemed a forfeit.

## NYSPHSAA ELIGIBILITY STANDARDS

**A student reaching the age of 19 on or before July 1<sup>st</sup> *WILL NOT* be eligible to participate in athletics for the remainder of his/her high school career.**

According to the Commissioner's Regulations, a pupil shall be eligible for interschool competition in a sport during a semester, provided that he/she is: a bona fide pupil, enrolled during the first 25 days of that semester, is registered in the equivalent of three regular courses, is meeting the physical education requirement, and has been in regular attendance. Bona fide absences caused by personal illness are accepted.

Each individual team has its own additional regulations concerning daily attendance at practices and the minimum number of practices required before a team member becomes eligible for competition. Your coach will inform you of these rules.

A co-curricular activity participant involved in any serious violation of school rules (including, but not limited to, use of illegal drugs and alcohol, theft, vandalism, etc.) may be dropped from all activities for the remainder of the year.

### **Sports Physical Examinations**

A sports physical is valid for one year from the date of the sport physical. The nurse will issue a clearance for participation. Students can obtain a sports physical through the school doctor. All athletes who are seen by a doctor as the result of an injury must be released (signed statement) by that doctor in order to resume participation with their team. This release must be filed with our school nurse.

### **Post-Season Play Eligibility**

To be eligible for postseason play (sectional, regional, intersectional or state competition), a team must have competed in six (6) school-scheduled contests, which occurred on six (6) different dates, during the season. An individual is eligible to compete for the team if he or she has been an eligible participant on a team in that sport for a minimum of six (6) scheduled contests during the regular season.

For football, a student must be an eligible participant for a minimum of three contests. Contestants in individual sports (cross country, golf, gymnastics, swimming and diving, tennis, track and wrestling) must have represented their school in six (6) scheduled contests during the

season to be eligible. These required contests must occur on six (6) different dates and must be completed prior to the conclusion of the team's regular schedule.

An athlete, who comes out late and/or misses part of the season due to injury, cannot come back and participate in post-season play without a medical waiver.

**Note: In all cases, the number of contests referred to above must be officiated contests.**

### **Athletic Placement Process (moving up policy): As per Section XI and NYSPHSAA**

Moving a middle school student up to participate in junior varsity or varsity level competition relates to a very select number of middle school students. An individual student-athlete must possess "exceptional athletic ability", be physically and socially mature, be a good student, demonstrate satisfactory school citizenship and successfully complete several sport specific physical performance tests. As evaluated by the coaching staff, a student-athlete must have the potential to start at the junior varsity level and must have all the skills necessary to be an impact player at that level. All APP recommendations must come from the Varsity Head Coach. Questions concerning the moving up policy should be addressed to the District Director of Health, Physical Education, Athletics and Nursing (791-4441).

The Director of Health, Physical Education, Athletics and Nursing and the building principal (in consultation with the varsity and other members of the coaching staff) will be responsible for a preliminary "readiness" evaluation. If deemed appropriate, phase two is presenting all of the relevant facts regarding a middle school student's appropriateness for moving up to the Athletic Selection/Classification Committee. The Athletic Selection/Classification Committee shall be chaired by the Director of Health, Physical Education and Athletics and consist of the High School or Middle School Principal as well as select coaches.

### **Criteria for Selection/Classification/Moving Up**

- Signed parent permission slip
- Medical evaluation (physical maturity) by school doctor
- Successful completion of physical performance tests as applicable
- Coach's skill evaluation
- Student must have good academic standing – The student is working up to his/her academic ability and potential as verified by teachers and guidance counselors
- Demonstrate satisfactory school citizenship – The student follows the school rules and displays a positive attitude toward students and staff.

### **RISK FACTORS RELATED TO PLAYING SPORTS**

By the very nature of athletic activity, participants are at risk of physical injury. No matter how careful the athlete and the coach are, no matter how many precautions are taken, the risk cannot be eliminated. It can be reduced but never eliminated. The risk of injury includes minor injuries such as broken bones, dislocations and muscle strains. The risk also includes catastrophic injuries such as permanent paralysis or even death. It is important everyone understands these risks. Athletes should follow all safety directions from their coaches because the rules and regulations have been established to reduce the risk of injury during participation.

**Athletes must communicate ALL INJURIES to their coaches and athletic trainer.**

### **INJURIES AND INSURANCE**

It is extremely important to report all/any injury immediately to his/her coach and the nurse.

If you have health insurance that covers your child, you must submit to your insurance first and this serves as primary coverage. The school district insurance is a secondary coverage.

### **National Collegiate Athletic Association Information**

All student-athletes wishing to try-out/play at the College Level (Division I or Division II) must register with the NCAA Initial-Eligibility Clearinghouse. The Port Jefferson High School Athletic Office and the Guidance Office have the forms and the most up-to-date information on qualification and participation regulations.

#### ***Copies are available of:***

- A Guide for the College Bound Student-Athlete and Their Parents
- NCCA Guide for the Two-Year College Student-Athlete
- NCAA Guide for the College-Bound Student-Athlete

It is the student-athlete's responsibility to know the requirements and meet the standards for participation. Any questions should be directed to their coach, guidance counselor or the Director of Health, Physical Education, Athletics and Nursing.

### **Important - NCAA Information for Athletes and Parents**

Not all Port Jefferson High School courses are approved for use in determining NCAA initial eligibility. Each year prior to choosing courses for the high school program, students should check the NCAA 48-H form, which has a list of approved courses. The 48-H form is available in the guidance office.

### **Scholar – Athletic Teams**

This recognition award is presented by the New York State Public High School Athletic Association to recognize teams that have an “unweighted” team grade point average of over 90 (for a selected number of athletes – determined by the sport).

### **PORT JEFFERSON’S SPORTSMANSHIP- BASIC PHILOSOPHY**

Visiting team members, students 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.

Athletic opponents and officials are guests and should be treated as such. Spectators should watch the game from those areas designated by each school as spectator areas. Verbal abuse of opposing athletes or officials by team members or spectators shall be considered unsportsmanlike conduct.

It shall be the responsibility of authorized school personnel attending games, either at home or away, to make sure students from their school conduct themselves appropriately. Students represent this district as well as their team or club during home and away contests or events. When on a school function, students are responsible for their behavior as if in school from the time the team or club departs school until the group returns (24 hours a day).

Students will dress and behave in a manner consistent with the school Code of Conduct. Appropriate and acceptable language must be used at all times when talking to students, teachers, officials, coaches, advisors and spectators. Officials are the proper authorities to make decisions regarding rules and their decisions.

Cheering should be in support of either team and should not be directed toward creating unfriendly rivalries among athletes or fans. Any spectator who displays poor sportsmanship will be requested to leave and may be denied admission to future contests.

Spectators, athletes and coaches must recognize that their conduct plays an important role in establishing the reputation of their schools and that their positive actions can relate directly to the success of their teams.

## **DISCRIMINATION, HARASSMENT, HAZING AND BULLYING**

The Port Jefferson School District is committed to providing an environment that promotes respect, dignity and equality and condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. All incidences shall be considered a violation of the Code of Conduct and will be subject to disciplinary consequences.

### Definitions

#### **Bullying**

Bullying is understood to be a hostile and consistent pattern of behavior which harms or induces fear through the threat of further aggression and/or creates terror.

#### **Discrimination**

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

#### **Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

#### **Harassment**

Harassment is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

## **SECTION XI SPECTATOR CODE OF CONDUCT**

- Spectators are an important part of the game and shall conform to accepted standards of good sportsmanship and behavior.
- Spectators shall, at all times, respect officials, coaches and players and extend all courtesies to them. While wholesome cheering is encouraged, taunting, foul and abusive language, inflammatory remarks and disrespectful signs and behavior are not acceptable. The school expects our adults and parents to set the tone for all spectators and serve as appropriate role models for all of our student-athletes. Please assist the school officials and coaches in providing a healthy educational climate that our school can be proud of, and by maintaining an appropriate competitive perspective throughout the contest.
- Spectators shall observe and obey the rules and regulations of the school concerning tobacco, smoking, food and soft drink consumption, use of lavatory facilities and the parking of their vehicles on school grounds.
- New York State law prohibits smoking and alcoholic beverages of any kind on school property. The law further prohibits any person under the influence of alcohol to be on school property.
- Spectators shall respect and obey all school officials, supervisors, security and police at all athletic contests.
- Spectators who fail to adhere to conduct expectations during a contest should be prepared to accept consequences for their inappropriate behavior. These consequences may include ejection from the contest site.

## **SECTION XI – MISCONDUCT POLICY**

1. When a player displays action, which is abusive, deliberate, or malicious before, during, or after a contest, this is considered misconduct and must be reported.
2. The official's decision regarding misconduct must be simultaneous with the decision to eject the athlete or coach from the contest. We emphasize that this is the judgment of the official whose decision cannot be reversed.
3. Foul or abusive language is not to be tolerated.
4. A player ejected from a contest for misconduct may not participate in his team's next regularly scheduled contest (including post season contests). If a suspended player participates in a contest, he is deemed ineligible and that contest is considered forfeited.
5. It is the responsibility of the coach to ascertain from the official that the incident or ejection is considered misconduct and if so, it is the coach's responsibility to suspend the player from the team's next game.
6. Failure of the official to report to the Section Office or failure of the Section Office to forward the report to the athletic director or to notify the coach, does not relieve a coach of the responsibility to suspend the player.
7. Also to be reported are those breaches of sportsmanship or actual incidents of violence which occur before, during, or after a contest by:
  - a. A coach who harasses officials or otherwise conducts himself/herself in an unprofessional or unsportsmanlike manner.

- b. A school which permits its spectators to conduct themselves in an abusive manner.
8. Procedure for officials to report a player, coach or school for misconduct:
- a. Each time a player or a coach is ejected from a contest and anytime a player, coach or school displays abusive conduct (verbal or physical); the official will call the Section Office on the following weekday.
  - b. The Athletic Director of the offending school is then notified by the Section Office staff.
  - c. The official forwards a written report to the Section Office, which is copied to the Athletic Director.
9. Procedure for coaches to report a player, coach, or school for misconduct:
- a. Contact your athletic director and report the incident.
  - b. Your athletic director will report the incident to the Section Office.
  - c. Forward a concise written report (signed by your athletic director) to the Section Office.
10. Further Suspension
- a. Removal of player from a second contest in a season by officials for flagrant misconduct will result in suspension from two additional contests.
  - b. Continued infractions causing ejection of the same player from additional contests shall prompt a communication by the Executive Director to the Principal and Athletic Director of the involved school. It is the responsibility of the Athletic Director to respond to this communication and indicate the action taken by the school district.
  - c. If a satisfactory response is not received by the Executive Director, the matter will be referred to the Executive Board of the Section.

## **CONSEQUENCES RELATED TO SCHOOL DISCIPLINARY ACTION:**

### **A. School and Class Attendance**

Violations of the school and class attendance policy shall be subject to the Port Jefferson Middle/High School Code of Conduct and carry with them the appropriate penalty as a discipline matter.

All students who are scheduled to participate in an activity on any day that school is in session must attend five full class/school periods (excluding lunch) on the day of the activity and may not sign out of school prior to the end of the school day unless permission to participate has been granted by the school principal. In the event of extenuating circumstances, an explanation in writing accompanied by supporting documentation, if available, shall be submitted to the Attendance Office in order for the principal to grant such permission.

The decision of the principal regarding extenuating circumstances shall be final and not subject to appeal.

## **B. Discipline**

**Detention** - Students assigned to detention by an administrator may be ineligible to participate on those days that they are in detention depending on the level of infraction. This will be determined by the administration.

### **Suspension (I.S.S. or O.S.S.)**

1. Students suspended for a violation of the Code of Conduct for one (1) or two (2) days, either in school or out of school, shall not participate in any extracurricular activity for the duration of the suspension.
2. A student suspended out of school for a violation of the Code of Conduct for three (3) or four (4) days shall not participate in any extracurricular activity for the duration of the suspension.
3. A student suspended out of school for violation of the Code of Conduct for five (5) days shall not participate in any extracurricular activity for a minimum of the duration of the suspension.
4. A student suspended out of school for violation of the Code of Conduct for more than a total of five (5) days for separate incidents occurring during the same semester shall not participate in any extracurricular activity for the duration of the suspension, and meet with the Athletic Director, coach/advisor and building administration for potential additional consequences.
5. A student suspended out of school for violation of the Code of Conduct for five (5) days for any single offense or found guilty at a Superintendent's Hearing, and given an additional period of suspension shall not participate in any extracurricular activity for the duration of the suspension.

Once the determination is made that a student has violated this policy based on a disciplinary action, a school administrator shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be verbally informed in a timely manner, followed by written notice, of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence once the determination has been made. In lieu of mailing, written notice may also be personally given to the parent/guardian or student.

### **Possession and/or Use of Alcohol, Tobacco/Vaporizers, Drugs or Synthetic Cannabinoids (Marijuana)**

In addition to penalties imposed pursuant to Education Law 3214, any extracurricular club participant or athlete will be suspended by the building principal and/or appropriate administrator from his/her club or sports team pending an investigation and must meet with an alcohol/drug counselor (recommended by school counselor, psychologist or social worker.)

### **Bullying, Hazing or Harassment**

In addition to penalties imposed pursuant to the Dignity For All Students Act, any extracurricular club participant or athlete shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

### **Criminal Act –Misdemeanor or Felony**

Any extracurricular club participant or athlete who is arrested or receives an appearance ticket may be suspended by the Building Principal and/or appropriate administrator from his/her club or sports team pending an investigation.

### **Other Offenses (i.e., fighting, forgery, insubordination, graffiti, plagiarism, etc.)**

Minimum penalty – Any activity that results in suspension (in school or out of school) will result in the student being suspended from their next scheduled contest or event. A further penalty may be imposed by the appropriate administrator.

## **Enforcement of Extracurricular Code of Conduct**

### **A. Reporting of Violations**

Reports of alleged violations of the Code of Conduct coming from the individuals listed below must be investigated. These reports should be made in writing to a building administrator within three school days of the incident in question

1. Any district employee or school board member
2. Any adult acting as a chaperone or assisting with a school activity at the request of a district employee
3. Any law enforcement office or agency
4. A parent/legal guardian of the student involved
5. Reports of alleged violations from persons other than those mentioned above must be made by the person witnessing the incident. These reports must be considered if it is determined that the alleged violation is valid.

### **B. Procedures for Investigation**

Once a report of a violation has been received, the student and parent will be notified that an investigation is taking place. The student will be given an opportunity to explain his/her involvement in the alleged violation to the building administrator. The parent/guardian and building principal will be notified of the student's response.

## C. Academic Standing

1. Determination of Eligibility
  - a. Academic eligibility for the fall season shall be determined by the student's final grades from the previous school year.
  - b. Academic eligibility for the winter season shall be determined by the first quarter report card issued in November, the second quarter progress report issued in December, and/or the second quarter report card issued in February.
  - c. Academic eligibility for the spring season shall be determined by the second quarter report card issued in February, the third quarter progress report issued in March, the third quarter report card issued in April, and/or the fourth quarter progress report issued in May.
  
2. Students failing two (2) or more subjects as noted on the fifth week progress report or a report card will be placed on academic probation.
  - a. Once the determination is made that a student has violated this policy based on academic standing, a student placed on academic probation will be subject to a five (5) week probationary period during which the student will remain eligible to participate in extracurricular activities. An Academic Support Plan shall be developed with the assistance of the Guidance Department and the appropriate administrator.
  
  - b. An Academic Support Plan may consist of:
    - Regular attendance and participation in extra help sessions
    - Regular attendance and participation in before and/or after school tutoring/mentoring
    - Guidance support
    - Weekly Student Progress Reports (See Appendix C) for each subject that may include:
      - Weekly class attendance
      - Weekly academic average
      - Quarterly academic average to date
      - Homework assignments given/completed
      - Teacher comments on weekly performance
      - Extra help/mentoring/tutoring attendance and participation
  
3. Following the five (5) week probationary period, if a student continues to fail any two (2) or more subjects as indicated on the quarterly progress report, the quarterly report card, or the Weekly Student Progress Reports, without demonstrating improvement, he/she will become ineligible to participate in any contest or performance involving the extracurricular activity, but may continue to attend and participate in regular practices and meetings.

## **RIGHT TO DUE PROCESS AND APPEAL**

The decision regarding a violation of this policy other than a coach or club advisor's supplementary rules may be appealed to the principal. The appeal to the principal shall be in writing and delivered to the principal in a timely fashion.

Grounds for appeal shall be:

- an error in the computation of the student's grade(s)
- additional academic information not available to the administration when the decision was initially rendered
- additional discipline information not available to the administration when a decision was initially rendered
- failure by the district to comply with the various time limits established by the policy

The following are not grounds for appeal:

- disagreement with the policy on philosophical grounds
- disagreement with the eligibility decision based on the severity of the penalty imposed

The written appeal to the principal shall specify the ground(s) for the appeal and must include all supporting information, facts, and documentation. The parents and student shall have the opportunity to meet with the principal prior to a decision on the appeal being made. However, the time limit for the principal's written decision shall not be affected by the meeting, or lack thereof, with the parents and the student.

The principal shall provide a timely response to the parents and student of receipt of the original written appeal.

The student shall remain ineligible until a determination is rendered by the principal.

The parents and student who disagree with the principal's decision will have the right to appeal, in writing, to the Superintendent and the Board of Education within five (5) days of notification of the principal's decision. The appeal to the Superintendent and Board of Education shall be in writing only and shall include only the material submitted to the principal and a copy of the principal's decision. The Superintendent and Board of Education shall then consider the appeal in an executive session at the next regularly scheduled Board of Education meeting.

The Superintendent and Board of Education shall provide a written decision to the parents and student postmarked within two (2) school days of the executive session at which the appeal was considered. The decision of the Superintendent and Board of Education shall be final. The student shall remain ineligible until a determination is rendered by the Superintendent and Board of Education.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX C: Student Weekly Progress Report Form**

**STUDENT WEEKLY PROGRESS REPORT**  
(to be taken by student to teachers and parents)

NAME \_\_\_\_\_ Grade \_\_\_\_\_

Week Ending \_\_\_\_\_

- Please list approximate grade for the week, if possible.
- Comment on academic performance/strategies for success.

Subject	Grade	Comment	Signature

Student: **Return to your counselor**

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Counselor Signature