

Dear Student Athlete,

Congratulations on your decision to participate in our interscholastic athletic program. You should be very proud to be a member of an athletic team at one of the most competitive programs in the New York State Public High School Athletic Association. This handbook was developed for you and your parents/guardians to understand the rules pertaining to athletics in the Arlington Central School District.

Being a member of an Arlington athletic team and representing your school is a privilege. Over the years many outstanding young men and women have worn the maroon and gold of Arlington with great pride. As the Principal and the Director of Athletics we want to make the expectations of being a student-athlete clear and understandable, which is the purpose of this handbook.

We ask that as you enjoy your athletic experience you remember that being an athlete means that you will be held to a higher standard of behavior on and off the field. You are a representative of the Arlington School District, and as such, it is expected that you will make the proper decisions both in and out of school. First and foremost, you must maintain a satisfactory academic standing in order to participate in sports. You must also conduct yourself in a manner that exhibits respect for yourself and your school.

Participation in interscholastic athletics can be one of the best experiences of your high school career. The friendships you make with teammates and the thrill of competition will bring you lifetime memories. It is our desire to support you in order to make your athletic experience positive and successful. Please feel free to stop by the Principal's office or the Athletic Director's office if we can help.

Sincerely,

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Michael G. Cring  
Director of Interscholastic Athletics

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Michael Murphy  
Executive Principal

## **Mission Statement**

The mission of the Arlington Central School District Athletic Program is to foster the quest for excellence by creating an educational and competitive experience within the atmosphere of sportsmanship. We strive to develop and realize individual and team potential by promoting high standards of competence, character, civility and citizenship.

## **Education through Experience**

The primary goal of the Arlington Central School District is to educate the whole student, first by stimulating the student academically and then by offering a number of common experiences designed to develop the social, emotional, physical and ethical development of the individual. Extracurricular programs are designed to provide such experiences and are, therefore, considered an integral part of our educational program. These programs are, however, a privilege, and a student must maintain a good academic and behavioral standing to earn the right to participate.

## **Character and Excellence**

The measure of a successful interscholastic athletic program is much more than simply wins and losses. It is expected that each Arlington student athlete conduct himself or herself in a manner that represents a high degree of personal character. Participation in interscholastic athletics brings with it the responsibility to uphold a set of values that represent the mission of the school district. Simply stated, your behavior counts, win or lose, both on and off the field. You are held to a higher standard because you have chosen to participate in athletics.

The purpose of the Athletic Handbook and Code of Honor is to make each athlete and parent aware of the rules and regulations governing participation in interscholastic athletics in the school district.

The New York State High School Athletic Association, Section 1 and Conference 1 sanction Arlington's athletic program. Arlington High School competes as a Class AA school in most sports.

## **Eligibility Rules**

**The eligibility of a student athlete may be subject for review by the administration on an individual basis if necessary.**

According to the Commissioner of Education's Regulations, a pupil shall be eligible for senior high school athletic competition in a sport during each of four consecutive seasons of such a sport commencing with the pupil's entry into the ninth grade and prior

to graduation. Based on our philosophy to provide as many athletic opportunities as possible for high school students, the Arlington Central School District does provide opportunities for Advanced Athletic Placement in grades 7 & 8 to the varsity level only. NYSPHSAA Advanced Placement Process for grades 7-8. This procedure is in compliance with the NYSPHSAA Advanced Placement Process procedures and standards, established February 2015. The intent of the program is to allow students who are exceptional as compared to their peers the opportunity to compete at a level that matches their ability. In no case will placement decisions be based on securing an adequate number of students to fill out a squad.

A pupil shall be eligible for interschool competitions in grades 9, 10, 11, and 12 until his/her 19<sup>th</sup> birthday. A pupil who attains the age of 19 years on or after July 1 may continue to participate during the school year in all sports. Students must also be taking 3 full time classes and Physical education.

1. The student athlete must pass a sport physical given by or approved by the Arlington School District physician prior to participation, which includes team tryouts. Sports physicals are valid for one calendar year. The middle schools will make arrangements to schedule sports physicals during the school year. School nurses will notify the students when and where the physicals will be administered.

**The high school will offer sports physicals during the final exam week in January and June of each year. It is the responsibility of the high school student to schedule and keep his/her appointment.** If a student does not receive a sports physical when offered by the school, he/she must be given permission from the Athletic Director to receive a physical at the office of the school physician. The physician's office will charge a fee that must be paid by the student/parents.

Prior to each sports season, student athletes must have parents/guardians fully complete and sign all forms on FAMILYID. This site will be open to register each sports season.

2. The student athlete must be a legal resident of the district and be taking at least four academic subjects including physical education.
3. The student athlete must be passing Physical Education. Furthermore, if the student athlete does not dress for Physical Education and receive partial credit for the class, he/she may not participate on the athletic team that day.
4. The student athlete must be in attendance at school 80% of the time to participate in the interscholastic athletic program.

5. If a student athlete is absent from school, he/she may not practice or play in a scheduled game on that day.
6. A student must be in attendance at school by the start of 5<sup>th</sup> period (10:55 A.M.) to be eligible to participate that day.
7. A student must be in attendance at school until the end of 4<sup>th</sup> period (10:50 A.M.) to be eligible to participate that day.
8. A student athlete who is suspended (both in-school and/or out of school) may not participate until he/she is readmitted to classes. Suspension takes effect immediately upon receipt of the suspension letter or notification of Administration.
9. The student athlete who represents Arlington on an interscholastic athletic team shall be an amateur in that sport. An amateur is one who engages in athletic competition solely for the pleasure of the activity and for the benefits derived from participation. An athlete forfeits amateur status in a sport by:
  - a. Competing for money or other compensation (travel, meals, lodging, etc.)
  - b. Receiving an award or prize of monetary value, which has not been approved by NYSPHSAA. (only awards/prizes less than \$100 value will be approved)
  - c. Capitalizing on athletic fame by receiving money or gifts of monetary value (scholarships to higher institutions are exempt)
  - d. Signing a professional playing contract.

A student athlete is no longer eligible to represent the school in that sport if during that season the student participates in practice or competition with or against any college squad.

### **ATHLETIC AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY**

The Arlington Central School District believes that participation in interscholastic athletics and co-curricular activities is one of the many opportunities that should be afforded to students. It provides students with the opportunity to develop self-confidence, a sense of teamwork, leadership skills, and commitment. Studies have shown that, overall, student-athletes and students who are actively engaged in the life of their school perform better academically.

Nevertheless, academics must be the focus of any educational program. Therefore, to be academically eligible to participate in athletics or the co-curricular activities listed below; students **must not be failing more than one class and must maintain an overall marking period average of 70%. Furthermore, student-athletes must be passing physical education along with health and must maintain full-time student status (*must be taking at least three academic classes and Physical Education*).**

Academic eligibility is determined at the beginning of a co-curricular program and is subject to review throughout the duration of that program. The students' grades will be checked at the 5 and 10-week marks throughout the school year. For fall activities commencing in August or September, the course final averages from the previous school year will be utilized. Exceptions to this rule include:

- Incoming freshman to the high school are given a "clean-slate".
- Incoming transfer students are given one marking period to determine their status.
- Students taking summer school courses to change failures may, upon passing the required coursework, change their status and become eligible for fall activities.

If a student is determined to be academically ineligible, the designated administrator will contact the student, parent and coach/director/advisor. The student may continue to be a member of that activity and practice, but may not participate in games, competitions, or performances unless they attend the daily academic support classes. The student athlete regains full academic eligibility status upon grade update and submission from the teacher and the Director of Athletics informing the coach.

To be reinstated to full academic eligibility status, ineligible students must attend the after-school study station or attend extra help with his/her teachers a minimum of two days per week. In addition, students must obtain eligibility progress forms, have his/her academic teachers complete the forms, and return the forms to the designated administrator at the end of two weeks for review and possible reinstatement.

All Arlington athletic teams, as well as co-curricular programs which are competitive in nature, are subject to the eligibility policy. Co-curricular programs include:

Drama/School Musical  
Winter Guard  
Step Team  
members)  
Math League  
FBLA (competing members)  
FCCLA (competing members)

Marching Band  
Color Guard  
Debate Club (competing  
  
Science Olympiad  
Jazz Machine

Any questions regarding the eligibility policy or procedures may be directed to Each house office at 486-4860.

## **Transfer Students**

This rule was established by the NYSPHSAA to control athletic recruitment and athletic shopping.

1. A student who transfers, with corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible after starting regular attendance in the second school. A residence change must involve a move from one school district to another. Furthermore, when a student moves from one public school district to another public school district, for athletic eligibility, the student must enroll in the public school district of his/her parent's residency.
2. A student who transfers without corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one year if the student participated in that sport at the JV or Varsity level during the one-year period immediately preceding his/her transfer.
3. General Transfer Information: (These are general guidelines from the NYSPHSAA Website. Cases are handled on a case-by-case basis.)  
TRANSFER (Standard #30) Students are eligible if: 1. Transferred with a corresponding change of residence of his/her parent (or whom they have resided with for at least six months), and 2. The residency change involved a move from one school district to another. 3. Student who returns from any school to the public school district of their residence or the private school within that district's boundaries shall be exempt from the Transfer Rule. Such a transfer, without penalty, will only be permitted once in a high school career. Students are ineligible if: 1. Transferred without a corresponding change in residency of his/her parent (or whom they have resided with for at least six months), and 2. If participated in a sport during the one-year period immediately preceding the transfer, they are ineligible to participate in that particular sport for a period of one year.

Please contact the Director of Athletics for exemptions to this rule.

### **The Interscholastic Athletics Code of Honor**

The Board of Education, school administration, coaches and advisors believe that extracurricular activities are an integral part of the total educational program. High standards of behavior, scholarship and citizenship are important to a sound high school experience. Participation in the interscholastic athletic program is a privilege and as such students who participate in the program must meet the behavioral expectations listed under the Arlington Central School District Code of Conduct (BOE Policy #5300) and this Interscholastic Athletic Code of Honor (R 5300R2). You are again reminded that choosing to participate in athletics means that you will be held to a higher standard of behavior than other students.

This Code of Honor is in effect for all student athletes, regardless of his or her sport, beginning on the first day of the fall sports season and ending on the last official day of school as noted in the district calendar. The Code of Honor is in effect on and off the field, in and out of uniform. The Arlington Central School District is committed to health, safety, fitness of each athlete and the promotion of good character among all students. Out of season violations that are reported to the administration shall be investigated and consequences for violations shall be imposed prior to future sports involvement.

### ***Athletic Rules & Regulations – Prohibited Conduct***

1. Tobacco Products: Possession or use of tobacco products such as cigarettes, cigars, chewing tobacco or snuff is prohibited.
2. Alcohol and Drugs: Possession, use, or sale of alcohol, marijuana and/or other illegal drugs, including steroids is prohibited
3. Theft: Stealing in any form is prohibited.
4. Fighting: Fighting during an athletic contest is prohibited. A student participating in a fight during an athletic contest will also face school disciplinary consequences.
5. Verbal/ Physical Abuse or Threats: Student athletes must refrain from utilizing threatening or abusive language or non-verbal threats directed at officials or coaches, school personnel or spectators.
6. Unsportsmanlike Conduct: A student athlete who is ruled out of a contest for unsportsmanlike conduct (including taunting or for a flagrant foul) shall not participate in that sport in the next previously scheduled contest, with or in NYSPHSAA tournament play. The student athlete may not attend the scheduled contest even as a spectator. Disqualification from a game that is the last contest of the season will carry over to the next season of participation.
7. Pattern of Insubordination: A student athlete, who engages in a pattern of insubordinate behavior including a lack of sportsmanship, will be subject to discipline.
8. Hazing: Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any athletic team. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The athletic program will not tolerate any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student athlete shall plan, direct, encourage,

assist or engage in any hazing activity. Suspected acts of hazing should be reported to the coach, athletic director, principal or other school administrator immediately.

9. Social Media Policy:

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication are equally as high. It is important that student athletes recognize the power of public media domains and the potentially negative image that they can portray about other student athletes, coaches, the athletic program and the school district. While we respect the right of student athletes to utilize the variety of social media options available (Facebook, Twitter, MySpace, blogs, etc.), we ask that the following guidelines be met by our student athletes at all times.

- A. Refrain from posting material, including pictures, that is threatening, harassing, illegal, obscene, defamatory, slanderous, promoting illegal activities or hostility towards any individual or entity.
- B. Refrain from posting email addresses or other confidential information of students, faculty or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- C. Be aware that college recruiters or future employers are starting to access information placed online on social networking sites. The information you post is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Any inappropriate activity that is in violation of the above guidelines, including first time offenses, is subject to investigation by the school district as well as civil authorities and can be disciplined under the code of conduct.

### ***Penalties and Consequences***

Depending upon the severity of the violation of this Athletic Code of Honor, the student athlete will be disciplined and the penalty will be determined by the District Director of Athletics, School Principal, or Superintendent, with assistance from other members of the school administration and coaching staff. The following athletic-related consequences may be incurred:

- The student athlete may be required to provide restitution or engage in community service.
- The student athlete may be given a suspension for a portion of the current season or a portion of an upcoming season.



- The student athlete may be fully suspended for the current season. If the violation occurs out of season, the athlete may be suspended for the upcoming season or portions of the season.
- The student athlete may be suspended from all athletic programs for the remainder of the year.
- The student athlete may be suspended from a sport or become ineligible to participate in athletics for the remainder of his/her high school career.

A student athlete engaged in behavior that violates the Code of Conduct may also face school disciplinary consequences. More severe penalties may follow any subsequent incidents or patterns of incidences that violate this Code of Honor.

### ***Investigation of Conduct***

In the event that a student athlete comes under investigation for possible violations to the provisions of this code, it is expected that the student athlete:

- Will be cooperative and respectful to school personnel facilitating the investigation.
- Will be forthcoming with information.
- Will be truthful and not deceptive.

Failure to comply with the above conditions may result in additional penalties.

### ***Appeal Procedure***

The ruling of a District official may be appealed by the athlete and/or parents of the athlete. Appeals must be in writing. The chain of command for appeals is as follows:

1. If the coach implements a penalty the initial appeal is directed to the Athletic Director.
2. If denied by the Athletic Director or if the penalty is implemented by the Director, the appeal may be directed to the building Principal.
3. If denied by the principal, the appeal may be directed to the Superintendent.

## **Interscholastic Athletic Programs**

### **Freshman**

At this level, students become accustomed to interscholastic practice and play. For many, it is their first introduction to competitive sports, which differ from recreational sports in their demands and philosophy.

Gaining experience through training and play should be paramount, not the win/loss record. At this level of play the focus is on learning athletic skills and game rules, fundamentals of team play, social-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

### **Junior Varsity**

This level of competition has an increased emphasis upon team play, physical conditioning and refinement of skills. Although being successful on the Junior Varsity level is important, winning is not the sole objective. This is the level at which the athlete displays his/her readiness for the execution of skills at game speed. Commitment should be rewarded and tested in competitive game situations.

An attempt will be made to allow as many participants as possible to play, but not all will play equally. At the Junior Varsity level, playing time will be based on the degree of effort, skill improvement, ability to compete, and execution of skills as demonstrated by the student athlete in practice and during games.

As development in the sport continues for the athlete, he/she will become more familiar with the system used at the varsity level. Learning how to compete, becoming a member of a team, and understanding how the individual fits in a team role are emphasized at this level.

### **Varsity**

Varsity competition is the culmination of each sports program. Normally, juniors and seniors make up the majority of the varsity roster. Occasionally, a sophomore, and infrequently, a freshman may be included on the team, provided that evidence of advanced levels of physical development, athletic skill and appropriate social-emotional development are demonstrated.

Squad size at the varsity level is limited. The number of participants on any given team is a function of the number needed to conduct an effective and meaningful practice and to play a contest. It is vital that each team member have a role and be informed of its importance. The number of roster positions is relative to the student's acceptance of his/her individual roles in pursuit of the team's goals.

While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. Playing time is determined by the coach. It is the coach's responsibility to make clear to the student athlete what his/her role is on the team.

A sound attitude and advanced 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 often extended into vacation periods during all seasons. While contests and practices are seldom held on holidays and Sundays, the dedication and commitment needed to conduct a successful varsity program should be expected from the student athlete.

Note: The head varsity coach is responsible for the overall program of each individual sport. This includes the direct involvement with the freshman and Junior Varsity teams.

## High School Athletic Opportunities

### Fall

Boys Soccer	Girls Volleyball
Girls Soccer	Girls Swimming
Field Hockey	Boys Cross Country
Football	Girls Cross Country
Girls Tennis	Cheerleading (club sport)
Boys Volleyball	

### Winter

Boys Basketball	Boys Swimming
Girls Basketball	Wrestling
Boys Bowling	Girls Bowling
Boys Indoor Track	Cheerleading
Girls Indoor Track	Fencing

### Spring

Baseball	Softball
Boys Track	Boys Golf
Girls Track	Girls Golf
Boys Tennis	Boys Lacrosse
Girls Lacrosse	Crew (club sport)
Girls Flag Football	

## Individual Team Rules and Pre-season Meetings

Coaches may establish additional team rules and regulations for their respective sports. These rules are reviewed and approved by the Athletic Director and may not be less restrictive than the policies listed in this handbook. These team rules should be clear and explained fully to all team members and their parents at the start of the season. Coaches will conduct a pre-season parent meeting prior to each season to review team policies and procedures. Penalties for violations of team rules will be administered by the coach. If the athlete and/or parents of the athlete wish to appeal a penalty administered by the coach, the appeal procedure on page 6 must be followed.

Any athlete or parent who has questions or concerns with the sport's rules should communicate with the coach involved and, if necessary, the Athletic Director. It is hoped that in this manner athletes, parents and coaches will cooperatively work toward the success of our individual teams and our entire athletic program.

## Athlete Conflicts with Coach

If there is a conflict with the student athlete and/or parents with the coach, the following procedure must be followed.

STEP 1: Athlete discusses situation with coach.

STEP 2: Parent and athlete to discuss situation with coach (by appointment).

STEP 3: Parent and athlete discuss situation with the Athletic Director (by appointment).

STEP 4: Parent and athlete discuss situation with the Principal (by appointment).

## Playing Time

A student athlete who has enjoyed success in his/her sport in outside programs may experience difficulty accepting a team role that does not include large amounts of playing time. Playing time is based on several factors and is part of the coach's responsibility. In most cases, playing time is non-negotiable. The team and its objectives must be placed higher than personal desires. If a student athlete is unhappy with the amount of playing time he/she is receiving, it is recommended that the athlete request a private meeting with the coach to address the situation. In athletics (as well as in life) each individual has a role to play and each role is valuable.

If the student athlete's playing time concerns are not satisfied, the athlete's parents may request a meeting with the coach as well. The parents must make an appointment to meet with the coach after 24 hours of the previous game. At no time may a parent discuss playing time with a coach immediately following an athletic contest. The Athletic Director or Principal will not address playing time issues.

## Games and Practice Expectations

**Students may not use Arlington Central School District athletic facilities (fields or gyms) at anytime without supervision of an Arlington coach.** Coaches will attempt to start and end practices on time. The coach is responsible for the supervision of the team during the practice time and until such time that all athletes have left the facility. If the coach is unable to attend a scheduled practice, or find another coach to supervise, practice will be cancelled.

Team members must be present and on time for all scheduled practice sessions and games. Any athlete who is present in school but absent or late to the athletic activity without prior permission from the coach will be subject to appropriate disciplinary action. That action ranges from a warning, to suspension, to dismissal from the squad. It is the responsibility of the athlete to inform the coach in advance (if possible) prior to missing a practice or game. During the year, practices are scheduled into various time slots. Students may not loiter in the school buildings while waiting for a late practice to begin.

The student must go home on their regular bus and make arrangements to be brought back to school for their late practice.

Exceptions are limited to:

- Sickness
- Emergency appointments (doctors, dentist, court appearance, college visitation)
- Funerals
- Religious obligations
- Special examinations, tests or overlapping season

## **Out of Season Practices**

Arlington will adhere to The New York State Public High School Athletic Association regarding out of season practices:

*School sponsored activities conducted out of the sport season such as general conditioning, weight training, weight lifting, intramurals, recreation, open gyms, club activities and camps are permitted:*

- 1. if such programs are not mandated by coaches or school personnel*
- 2. if such programs are available to all students.*

## **Conflicts With Other Extracurricular Activities**

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and will attempt to schedule events in a manner that will minimize conflicts. When conflicts do arise, the sponsors of the activities will work together to find a solution so the student does not feel as if he/she is in the middle. If a solution cannot be found, the student athlete will have to make his/her decision based on the following:

1. The relative importance of each event.
2. The importance of each event to the group involved.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. The student athlete should base his/her decision in cooperation with his/her parents/guardian.

Students may participate in only one school sport at a time. **If there is a direct conflict with interscholastic participation and outside sports programs, student athletes must honor their commitments to the school sport.** Students may engage in other activities if reasonable obligations to the school sport are not compromised. Arrangements will be made for any sports seasons that overlap.

## **Changing Sports**

Students may change from one sport to another sport provided that they have received permission from the coaches involved and the Athletic Director. If he/she has been cut from one team, it is legitimate to try out for another. The athlete must understand that practices are sport specific and cannot count from one sport to another.

## **Injury Notification**

An athlete must notify his/her athletic trainer and coach at the time an injury is sustained in order to receive proper medical treatment and school insurance coverage. The athletic trainer will fill out an injury report and the coach will file an incident report form in the nurse's office. Upon sustaining an injury and/or medical treatment, the parents/guardians will be advised.

1. The athletic office will file a report of the injury with the insurer within 30 days to be eligible for a claim.
2. All Arlington students who have passed the required sport physical, have properly reported any injury, and have received medical attention are covered by school insurance (which is secondary coverage). The school indemnity insurance for the treatment of an injury that occurs while participating in an interscholastic sport is applicable only after the parent's/guardian's health insurance has been used. The school's insurance is provided for excess coverage and generally will not pay for the full cost of treatment.

## **RISKS OF PARTICIPATION**

Student athletes and their parents must realize that there is an inherent risk in participating in interscholastic athletic competition. Individual coaches will discuss the possible risks with student athletes and their parents. The risk of serious injury or loss of life is possible in an interscholastic athletic program.

## **ARLINGTON CENTRAL SCHOOL DISTRICT CONCUSSION MANAGEMENT POLICY**

The Board of Education of the Arlington Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries. Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The Arlington Athletic Trainers and/or school nurses will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to the **school nurse and athletic trainers** so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer will make the final decision on return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

The Superintendent, in consultation with appropriate district staff, including the chief school medical office has developed regulations and protocols to guide the return to activity. These guidelines are outlined in the BOE approved Student Athletic Handbook and on the Athletic Website.

### ImPACT Testing

Throughout the school year, student-athletes in contact sports will be required to take the ImPACT baseline test. New students entering the 9<sup>th</sup> grade and new students to the district will be required to take the baseline test. In addition to new students and 9<sup>th</sup> graders taking the baseline test, those student-athletes who have taken a baseline test previously, will be required to be re-tested in the 11<sup>th</sup> grade due to the physical and neurological development teenagers experience at this age. During a student's tenure at Arlington, they will be tested in the 9<sup>th</sup> and 11<sup>th</sup> grade as per the recommendations of the ImPACT administrators.

Student athletes who suffer a concussion and were not baseline tested using ImPACT will follow the same Return to Play Protocol listed below.

### On-Field Evaluation

In addition to an injury evaluation, Arlington Central School will utilize a general neurological exam and Standardized Assessment of Concussion (SAC). **If there are any positive signs and symptoms, the athlete will not be allowed to continue practice or play in the game.**



In the event that a certified athletic trainer (ATC) is not present, an assessment of signs and symptoms should be noted and recorded by an Arlington coach. If there are any positive signs and symptoms, the athlete will not be allowed to continue practice or play in the game.

The athlete's status should be monitored every five (5) minutes, until the athlete's condition stabilizes and/or improves. The parents of the student athlete should be contacted during this time. If the athletes exhibit signs of neurological and/or physical deterioration, he/she should seek immediate medical attention.

### Follow-up Evaluation

A follow up evaluation with the Arlington ATC should occur 24 to 72 hours after a concussion. At this time, the athlete should be re-evaluated for current signs and symptoms and assessed with SAC and Balance Error Scoring System (BESS).

The athlete is to report current signs and symptoms each day following the concussion.

The athlete is to follow up with a primary care physician and/or neurologist if the athlete has not already sought medical attention. At this time, the athlete will present the physician with an ImpACT generated baseline/post-concussion report. All athletes must present with a physician note for RTP clearance, but must also adhere to the Arlington six stage concussion RTP protocol. An athlete with a history of three or more concussions who sustains a third concussion, either in the season or school year, should follow up with a neurologist for medical clearance.

The athlete will rest until symptom free. The Arlington Central School's Return to play protocol will be the first day the athlete presents as asymptomatic.

### Return to Play (RTP) Protocol

The Arlington Central School District Policy will hold an athlete out of competition a minimum of seven (7) days following a concussion once the student is symptom free. The athlete must also complete and pass the six (6) steps listed in the Return to Play (RTP) Protocol.

1. Begins when symptom-free for 24 hours- 15 minutes of light aerobic activity: walk, swim, stationary bike, NO resistance training
2. 15 minutes of moderate activity: jog, more intense walk, swim, stationary bike, NO resistance training
3. 15 minutes of moderate aerobic activity: run, skate, cycle. Resistance training: push-ups, sit-up, burpees
4. Sport specific NON-contact activity (1/2 of normal practice volume) sprints, change of direction
5. Return to full practice

6. Eligible for competition after completing RTP protocol including signed acknowledgment from district medical director

### **Returning to an Athletic Team after an Injury or Illness**

Any athlete who is evaluated or treated by a physician must obtain a signed release statement by doctor in order to resume participation with his/her team.

Any athlete who visits an emergency room or hospital for care must obtain a written release prior to leaving the hospital. It is the athlete's responsibility to present the release form to the certified athletic trainer and school nurse.

It is recommended that student-athletes complete a progressive reconditioning program to ensure a quick and safe return to participation.

Students may resume activity following a debilitating injury after compliance with state law; which reads, "If a student is absent from school five or more consecutive days or has received an injury, he/she must have an examination by the school physician before returning to competition."

### **Equipment Issuance**

The cost of uniforms and athletic equipment increases each year. Our athletes are equipped with the best we can supply within the athletic budget. No one should keep any equipment after the season is concluded. The student athlete and his or her parents/guardian are financially responsible for all equipment issued. By your signature on the athletic contract you are guaranteeing that the district will be reimbursed for the replacement value of the equipment should the athlete fail to return an item issued. The equipment must be paid for within one week of the season's completion. **The student athlete should keep his/her uniform at home on non-game days.**

1. A student athlete who has not returned equipment from a previous season will not be allowed to participate in another sport until the items are returned.
2. Team issued uniforms that are not paid for by the athlete are property of the Arlington Central School District. They are not to be worn in school unless instructed by the coach. Uniforms are not to be worn as gym clothes during participation in physical education class.
3. The student athlete is expected to take pride in his/her appearance by keeping the uniform clean. Uniforms may not be altered without permission of the coach.

### **Locker Room**

1. The student athlete will be issued a locker in the team locker room. The team locker room will be opened prior to the beginning of school each day. The team locker room will then be locked for the remainder of the day and re-opened at the end of 8<sup>th</sup> period. No one may use the team locker room during the school day.
2. The student athlete will be issued a lock for his/her team locker. A lock that is not issued by the school will be removed unless permission to use a personal lock is granted by the Athletic Director.
3. Students are expected to be trusted and behave in the locker room. A student athlete who is disruptive in this area will lose his/her locker room privileges for an indefinite period of time.

## **Transportation**

All athletes will ride school transportation to an event unless permission is given by the Athletic Director to the parent /guardian to drive the student to the contest. Student athletes may never drive to an away contest. A student athlete who violates this rule will be disqualified from participating in that event. Athletes and their parents/guardians should also be aware of the following:

1. A student athlete **must** use school transportation to and from an athletic event unless prior written permission from his/her parents is given to and approved by the coach. The district travel release form must be used to obtain permission for alternative transportation. Travel release forms may be obtained from the coach, the athletic office or the athletic website.
2. A coach may only approve written permission requesting alternate transportation home **from** an athletic event. The Athletic Director must grant permission for the student to be driven **to** an event. Please notify the Athletic Director 24 hrs. prior to the requested date.
3. An individual other than his/her parent may transport students from an athletic contest if a proper authorization form is completed by the parent and is on file with the coach (see sample of authorization).
4. The coach will not accept a handwritten note from a parent.
5. A student who misses a scheduled bus for an away athletic game or scrimmage will not be allowed to participate in that event. Any student who leaves an activity early without written excuse, or is late, causing a delay in activity or bus departure, is subject to discipline.

## **Parking and Athlete Pick-up**

1. Student athletes and adult spectators **may not** park their vehicles in the back (north side) of the High School by the gyms, custodial parking area and the technology area. This area is used for after school buses, fuel oil deliveries and be must kept clear for large trucks. This area is also a fire lane. Parent spectators are asked not to park in this area and to please park in the west parking area and walk to the fields if other parking lots are full.
2. Student athletes and student spectators may not drive on the access road (Montalto Way) leading to the track/Gold Field and may not park in this area. A limited number of adult spectators are allowed to drive on the access road and park behind the bleachers of the Gold Field. When this lot is full, parent spectators are asked to park in the west lot and walk to the fields. Parking is not allowed on the access road or on athletic fields.

## **Athletic Awards**

### Procedure for earning a Letter at Arlington High School:

#### Freshmen:

Receive a small freshmen letter

#### JV:

Year 1-JV letter and sports pin

Year 2 Receive bar

Year 3 Receive second bar

#### Varsity:

Year 1- Varsity letter and sports pin

Year 2- Receive first bar

Year 3- Receive second bar

Year 4- Receive third bar

\*An athlete will receive 1 JV or Varsity letter for each sport they play for their career in that sport.

\*An athlete that plays a specific sport (i.e. basketball) for four consecutive years will receive a 4 year award.

\*An athlete the plays a specific sport (i.e., basketball) for five consecutive years will receive a 5-year award. If an athlete achieves a 6<sup>th</sup> year, they will receive the gold bar pin.

The main group assembly that occurs during the Sports Awards Night is held in the High School auditorium and will last approximately one hour. During this assembly, our varsity athletes are the primary focus. Scholar Athlete Teams, All-League, All-Section, 4-year Award (which must accumulate in the same sport over 4 years) and Sportsmanship recipients will be honored. In addition, a member of the Student Athletic Council or team captains will provide a brief season recap of each varsity team. The freshman and JV teams who are present will be asked to stand and be recognized for their achievements. We will conclude the main assembly with the traditional slideshow presentation.

At the conclusion of the main assembly, teams may continue to celebrate the season by conducting a private gathering in a designated area. Individual team awards and letters will be presented at this time. Many teams conduct other end of season events, however, and do not meet at the conclusion of the main assembly. Please check with the coach and/or captains regarding the team's end of season plan.

### **Sportsmanship Expectations for the Athlete**

One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are important lessons to be learned in athletics. One of those lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our school and in our community. It is the responsibility of the interscholastic athletic program to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our future leaders.

**Remember that winning is for today, sportsmanship and ethics last a lifetime!**

### **Sportsmanship Expectations for Spectators**

When attending an athletic event, spectators are given the privilege to view the action and to voice support for our teams. This support should be in a positive tone so the educational value of these events is completely developed and clearly communicated to our students

We all are charged with setting a positive example. This will help set the tone so we may all enjoy the games in which our athletic teams are involved.

### **Parent Sportsmanship**

We understand that parents play a vital role in the development of student athletes and the success of our program. Therefore, we encourage parents to:

- Be a positive role model through your own actions to make sure your child has the best athletic experience possible
- Show respect for the opposing players, coaches, spectators and support groups.
- Be respectful of officials' decisions.
- Don't attempt to "coach" your child before, during or after a game, because this may conflict with the coach's plans and strategies.
- Recognize and show appreciation for an outstanding play by either team.
- Help your child learn that success is expressed in the development of their skills and that they can feel good about themselves, win or lose.
- Do not openly criticize other parents' children, coaches or school staff.
- Take time to talk with coaches in an appropriate manner, including the proper time and place if you have a concern. Be sure to follow the chain of command.
- Help to reinforce our alcohol, tobacco and other drug free policies.

**ARLINGTON CENTRAL SCHOOL DISTRICT INTERSCHOLASTIC ATHLETICS  
CODE OF HONOR CONTRACT**

<http://ahs.arlingtonschools.org>

Good sportsmanship is a top priority for the Arlington Athletic Department. Displaying proper conduct is an expectation for all participants, coaches, parents/guardians, spectators and administrators. The guidelines listed below are for all athletic contests:

- To be a good host by treating visitors as guests.
- To treat opponents with respect.
- To respect the judgment of the contest officials and coaches.
- To avoid profane or abusive language.
- To avoid taunting and other obnoxious behavior.

Any individual who chooses to ignore these guidelines will be subject to removal from the contest.

I hereby acknowledge that I (student athlete and parent) have read the athletic rules and regulations in this student athlete handbook/contract **on-line** at <http://ahs.arlingtonschools.org> concerning:

Eligibility, Medicals, Discipline Policies, Sportsmanship, Concussions, Equipment and Uniforms, Transportation, Locker Rooms and Parking

I have read and understand all of the above and I agree to adhere to the regulations to the best of my ability while participating in athletics in the Arlington Central School District.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ has my permission to participate in \_\_\_\_\_  
(Print Student's Name) (Sport)

during the school year 20\_\_\_\_.

I give my consent for my child to engage in approved sports activities and receive school provided transportation to and from athletic events. I also understand that participation in various activities involving bodily contact creates risks normally associated with such activity. I give my permission to the appropriate certified school staff, medical staff available to the school district or medical personnel to render treatment if required in association with an athletic injury or illness.

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

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

***\*This contract must be signed by both the parent and student athlete and returned to the coach prior to the first contest.***

## **Erie - 5350 - STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION**

The Board of Education is committed to providing an educational environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate in and/or witness such acts.

To this end, the Board 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 as described in this policy. The Board also prohibits discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, including cyberbullying, which creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

### **Definitions**

#### **Bullying**

Bullying, under the amended Dignity for All Students Act, has the same meaning as harassment (see below).

#### **Cyberbullying**

Cyberbullying is defined as harassment or bullying through any form of electronic communication. In order to be actionable under this Policy, cyberbullying that occurs off campus must create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

#### **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

The creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) 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; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Discrimination or harassment within the meaning of this policy shall include a single severe incident or multiple incidents that are pervasive in nature that creates a hostile environment or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

3201-a. Discrimination on account of sex. Notwithstanding any general, special, local law or rule or regulation of the education department to the contrary, no person shall be refused admission into or be excluded from any course of instruction offered in the state public and high school systems by reason of a person's sex. No person shall be disqualified from public and high school athletic teams, by reason of that person's sex, except pursuant to regulations promulgated by the state commissioner of education. The Dignity for All Students Act provides the "no student shall be subjected to harassment or bullying by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function."

Pursuant to the Dignity Act, reports of harassment, bullying, and/or discrimination may include, but are not limited to: A report regarding the denial of access to school facilities, functions, opportunities, or programs, but not limited to, restrooms, changing rooms, locker rooms, and/or field trips. A report regarding the application of the dress code, specific grooming, or appearance standards. A report regarding the use of names(s) and pronoun(s) or the pronunciation of name(s). A report regarding any other form of harassment, bullying, or discrimination. Denying the use of restrooms or other facilities because of a person's gender identity is a violation of NYS Human rights Law and is unlawful discrimination. Arrangements should be provided in a non-stigmatizing manner that protect student privacy and are not marginalizing or disruptive for the student. Under GENDA, schools may not ask a TGE person to use a single-stall restroom

because of someone else's concerns or condition the use of facilities such as restrooms, locker rooms, or residential facilities upon students' provision of medical or other specific documentation.

The discriminating behavior or harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).

For the purpose of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

In order to streamline the wording of this policy and regulation the term bullying will be used throughout to encompass harassment, intimidation, cyberbullying and hazing behaviors.

### **Prevention**

In order to implement this program the Board will designate at its annual organizational meeting a Dignity for All Students Act (DASA) Coordinator for each school in the district. In addition, the Board shall appoint a district-wide DASA coordinator. The role of each DASA coordinator is to oversee and enforce this policy.

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying, but to help

students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur. The components of such an effort involve the following:

- Learning about and identifying the early warning signs and precursor behaviors that may lead to bullying.
- Gathering information about bullying at school directly from students.
- Establishing clear school wide and classroom rules about bullying.
- Training adults in the school to respond sensitively and consistently to bullying.
- Providing adequate adult supervision, particularly in less structured areas such as in the hallways, cafeteria and playground.
- Raising parental awareness and involvement in addressing problems.
- Providing instruction in civility, citizenship and character education that emphasizes acceptance, inclusiveness and respect for others.

### **Intervention**

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building. In addition, intervention will focus upon the safety of the target. Staff is expected, when made aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy.

### **Training**

The Board recognizes that in order to implement an effective bullying prevention and intervention program, professional development is needed. The Superintendent, the District-wide DASA Coordinator and the District Dignity for All Students Act Committee will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including but not limited to bus drivers, cafeteria and monitors and all staff who have contact with students. Vendor employees (e.g.: cafeteria, bus, etc.) shall be trained by the district or by the vendor in accordance with this policy. The DASA Coordinators will be thoroughly trained in human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, sex and gender (including gender identity and expression)

## **Incident Reporting and Investigation**

Students who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. Staff members who observe or learn of incident(s) of bullying are required, in accordance with State law, to make an oral report to the building principal within one school day and to fill out the district reporting form within two school days. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with his/her supervisor. A district employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy. Where the nature of the bullying or harassment also warrants investigation under another District Policy that addresses wrongful discriminatory practices (e.g Title VI CRA, Title IX ESEA, Section 504 RA/Title II ADA, Disability Discrimination), there shall be coordinated investigation. The building principal will prepare a quarterly report for the Superintendent based on complaints filed.

An equitable and thorough investigation will be carried out by the building principal or the Building DASA Coordinator. If either of the parties disagrees with the results of the investigation, they can appeal the findings to the Superintendent of Schools. In the event that the complaint involves the Superintendent of Schools, the appeal of the complaint shall be filed with the Board of Education for its review and decision. Verified bullying incidents that meet the criteria established by the state will be included in the statewide reporting system when applicable, in accordance with law and regulation.

If the Building Principal or the Building DASA Coordinator who conducted the investigation believes that any harassment, bullying or discrimination constitutes a crime, he or she will immediately report the incident to the appropriate law enforcement agency and immediately notify the Superintendent of Schools and submit a written report to him or her within one day.

The Board will receive the annual VADIR report, as well as any other state-required report relevant to bullying and/or school climate, for each building and for the district as whole. Based on the review of the data, the Board may consider further action, including but not limited to modification of this policy and additional training.

## **Confidentiality**

It is district policy to respect the privacy of all parties and witnesses to complaints of bullying. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an

individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the bullying and preventing the bullying of other students.

### **Disciplinary Consequences/Remediation**

While the focus of this policy is on prevention, acts of bullying may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action that is measured, balanced and age-appropriate will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the district's Code of Conduct. The district shall ensure the safety of the student or students against whom such harassment, bullying (including cyberbullying) was directed and take reasonable measures to prevent recurrence of the offending behavior.

### **Non-Retaliation**

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

### **Dissemination, Monitoring and Review,**

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the district's website. The district will ensure that the process of reporting bullying is clearly explained to students, staff and parents on an annual basis.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

The district will ensure that reporting of information to the public in conjunction with this policy will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).

## **TITLE IX- SEXUAL AND GENDER BASED HARASSMENT AND GRIEVANCE PROCEDURE POLICY FOR STUDENTS**

It is the policy of the Arlington Central School District to prohibit student sexual harassment and student gender discrimination in the schools, at school activities and at events sponsored by the school district. A copy of this policy and its procedures for investigating sexual and/or gender-based harassment complaints shall be available on the district's website electronically and posted in appropriate places within the district. All officers, supervisory personnel, employees and students of the school district shall be trained annually regarding this policy's terms, procedures, protections and penalties.

### **Definitions**

Sexual harassment is unwelcomed sexual conduct that creates an intimidating, hostile, or abusive environment that is so severe or pervasive it prevents a student from fully participating in an educational program or activity.

Sexual harassment also includes acts of sexual violence, which includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment covered under Title IX.

Gender based discrimination is defined as pervasive and/or severe conduct intended to intimidate or demean a person or persons of the other gender or that which treats a person of the other gender differently in the learning or school environment because of his or her gender.

Sexual or gender-based harassment creates a hostile learning or school environment that is either pervasive and/or severe conduct that involves unwelcome: sexual advances; sexual conduct that constitutes a crime; sexual touching; indecent exposure of a sexual nature; pervasive sexual remarks, comments, displayed materials, printed materials, electronic media or jokes. The determination of a hostile learning or school environment shall be objective, based upon the viewpoint of a reasonable person and subjectively perceived to be so by the complainant.

### **Title IX Officer**

The District's Title IX officer is charged with investigation and/or overseeing the investigation of sexual or gender-based harassment complaints. To report a harassment incident or for more information, contact the Human Resources Office.

### **Procedure**

Any student who believes that they have been subjected to sexual harassment or gender-based discrimination by an officer, employee, student or business invitee is to address the matter with a teacher, guidance counselor, building administrator or Title IX Officer. If the report is made to such personnel other than a Title IX Officer, that employee shall immediately report the matter to a Title IX Officer, who shall promptly conduct or cause to be conducted an intake interview and explain the following options for resolution:

- (1) registering an informal complaint verbally or in writing; or
- (2) registering a formal complaint verbally or in writing; or
- (3) engaging in mediation to arrive at a resolution of the matter; or

(4) placing the district on notice of the objectionable conduct without seeking a resolution through the complaint process or mediation.

The Title IX Officer shall be authorized to proceed with a matter raised under this policy as if it had been filed as an informal complaint or a formal complaint at his/her discretion.

The intake Title IX Officer will also explain that the complaining student shall not be subject to retaliation or retribution by reason of making the complaint and that confidentiality shall be maintained throughout the process, except as necessary to assure fair and due process.

### **Complaints**

All complaints will be promptly investigated by the Title IX Officer or designated Title IX investigator, who shall issue a written report to the Superintendent of Schools within thirty (30) school days. The Superintendent shall take such further action necessary to reasonably deter any further act prohibited by this policy. If the complaint is about the Superintendent of Schools, the Board shall stand in the Superintendent's place for above activities with respect to informal or formal complaints.

A full and fair investigation of all the complaints received by the Title IX Officer shall personally or by reference to a designee conduct, make written findings of fact based upon a preponderance of the credible evidence standard and, where warranted, recommend a resolution to the Superintendent of Schools. The final investigative report, which may be redacted to protect the legitimate confidentiality rights of those involved in the investigation, shall be sent by the Superintendent of Schools in writing, concurrently, to the complainant and the subject of the investigation. Such written determination may include:

- (1) a finding that this policy has not been violated; or
- (2) a finding that this policy has been violated and appropriate corrective, disciplinary and/or other action has been taken.

The Superintendent shall take further action necessary to reasonably deter any further act prohibited by this policy. Such further action(s) may include:

- (1) separating the harasser and the victim,
- (2) providing counseling to the victim and/or harasser,
- (3) disciplinary action against the harasser,



(4) reviewing any disciplinary action taken against the complainant to determine if there was a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

### **Appeal of Formal Complaints**

If a formal complaint hasn't been processed to a satisfactory disposition by the Superintendent within thirty (30) calendar days, unless extended with the written consent of the complainant, the complainant may appeal in writing to the Board of Education. In cases in which the Board of Education serves as an alternate, there shall be no internal appeals process.

### **Confidentiality**

The District's Title IX Officer(s), Title IX designee, the Superintendent of Schools and the Board of Education shall, to the maximum extent appropriate, maintain as confidential the transaction(s) underlying the proceedings or complaint, the outcome of a mediated agreement and action taken, other than formal discipline. The subject of the proceedings or complaint, however, shall be informed of the identity of the person who commenced the proceedings or complaint in order to provide fair and due process.

### **Consequences**

Any officer, supervisor or employee who violates this policy shall be subject to corrective action up to and including termination of office or employment, with due process provided as appropriate. Students who violate this policy shall be subject to disciplinary or other corrective action.

Any complaint that is determined to have been processed maliciously or in bad faith, shall be deemed to be in violation of this policy and may give rise to disciplinary consequences against the complainant.

### **Training**

The district shall provide appropriate training to students regarding awareness of and sensitivity to issues involving sexual and gender-based harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

Adoption Date: January 23, 2018

