

**Young Women's College Prep**  
**Athletics and Co-Curricular Activities**  
**Code of Conduct (Addendum)**



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## **Letters to Parents & Guardians**

### **Athletics:**

On behalf of Young Women's College Prep, I would like to welcome you to our Interscholastic Athletics Program. Currently we offer 18 different athletic teams for our students in grades 7-12. Our coaching staff consists of certified, dedicated people who enjoy working with our student athletes. They find joy in helping your child find success on and off the court and playing field. Young Women's College Prep believes participation in athletics develops skills that athletes will use throughout their lifetime. We believe in YWCP P.R.I.D.E, which emphasizes being Prepared, Respectful, have Integrity, be Dedicated & strive for Excellence. Each student-athlete is expected to develop and use these skills while participating in athletics at Young Women's College Prep.

### **Activities:**

YWCP has a variety of co-curricular activities including activity groups and clubs that fall outside the realm of the normal curriculum of the school day. Co-curricular opportunities keep students connected to school, encourages leadership development while strengthening their teamwork skills, builds their resume' and provides for even more fulfillment throughout their middle and/or high school experience.

YWCP looks to grow and expand our club offerings each year based on student interest and staff availability. The facilitators for most of our school clubs are current staff members thus further fostering a positive teacher-student relationship.

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## **YWCP Mission Statement**

Young Women's College Prep Charter School of Rochester (YWCP) offers young women from the city of Rochester the opportunity to learn in a single-gender environment, free from stereotypes, where a strong focus is placed on preparation for college enrollment and graduation. High expectations and evidence of concrete results define the student's academic experience. Educators commit to, and thrive upon, sharing effective practices within and beyond the school building. YWCP partners with families and instills in each student a sense of community, responsibility and ethics. We support students in their endeavors to achieve excellence in and out of the classroom, helping them to develop the strong voices they will need to be leaders.

## **Philosophy of Interscholastic Athletics and Co-Curricular Activities**

YWCP recognizes that athletics and co-curricular activity programs are an integral part of the educational process. Athletics and co-curricular programs are an extension of the school curriculum. Athletic and co-curricular participation is a privilege that carries with it responsibilities to the school, to the team, the student body, to the community, and to the student. They occupy a position in the curriculum comparable to that of other subjects or activities and play an important role in the total development of each student and in promoting excellent student morals.

YWCP supports a competitive athletic program and a varied co-curricular program, which emphasizes educational values such as sportsmanship, health, physical fitness, cooperation, collaboration and scholastic attainment.

This Code of Conduct remains in effect during the entire calendar year and throughout the student's educational career at YWCP. Students and parents/guardians will be required to review the Code of Conduct and sign a statement each year.

### **Athletic Philosophy by Level**

#### **Modified**

The Modified level of athletic competition focuses on the fundamentals of the game and team play. At this level, student-athletes should learn basic skills, rules, and obtain an introduction to the goals of the sport program. Academics, sportsmanship, and social growth along with commitment and dedication are key elements student-athletes will focus on at this level. A smaller emphasis is placed on winning and maximum participation is desired.

#### **Junior Varsity**

The Junior Varsity level of athletic competition places an increased emphasis upon team play, physical conditioning and refinement of basic sport skills. The goal of this level of competition is to prepare student-athletes for the varsity level. Student-athletes should be taught how to cope with game situations and how to win and lose properly. An attempt should be made to play all participants; however equal play is not necessary in each game.

#### **Varsity**

The Varsity level of athletic competitions is the culmination of each sport's program. At the varsity level of competition, team play, sportsmanship, individual physical ability, motivation, and mental attitude are very important. The goal at the varsity level is to be competitive and prepare to win. Student-athletes will be taught life-long lessons through situations that arise throughout the season. A continued emphasis on academics, sportsmanship, and community service is to be expected at this level. It is to be understood that dedication and commitment is needed to participate on a varsity team.

## **Required Sports Physical**

A student who engages in interscholastic competition shall receive an adequate health examination and health history update when required, and may not participate without the approval of the school medical physician or their designee.

Note: Medical examinations may be scheduled at any time during the school year and shall be valid for a period of twelve (12) continuous months. Unless the medical examination is conducted within 30 days of the start of the season, a health history update is required. Any pupil whose safe participation is in question as a result of the health history interview, or injury, or prolonged absence must be re-qualified by the school physician or designee prior to participation.

## **Parental/Guardian Permission**

Each student must have a "Parent/Guardian Consent Form" signed by their parent(s) or guardian(s) filed with the school nurse's prior to the start of each athletic season. A separate, signed form is required for each season (e.g. fall, winter, spring). Consent forms can be found in the nurse's and the athletic office. The Parent/Guardian Consent Form must be turned in no earlier than 30 days of the start of the season.

## **Academic Eligibility**

A student is considered ineligible for athletics and co-curricular activities if they are failing **two** or more classes at the interim progress report or at the end of the marking period. When a student is ineligible, they may:

- Practice, but not participate in interscholastic sport contests.
- Practice, but not participate in any performing art performances.
- Fourth quarter/final failures will determine eligibility for the next fall. If a student fails a class, they can regain eligibility by attending summer school.
- Grades considered failures- below 65%.
- Students that are ineligible should create an after school schedule to obtain extra help with classes they are failing.

## **Academic Probation**

If failing **one class** at the interim progress report or end of the marking period, the student will be placed on academic probation.

- Academic progress will be checked every 10 days.
- Students on academic probation may participate in practice, interscholastic sports contests and any performing art performances **ONLY** if academic progress reports are returned indicating satisfactory progress. If returned indicating unsatisfactory progress, students will be ineligible the entire week following an academic progress check.

## **Becoming Ineligible and the length of ineligibility**

If failing **two or more classes** at the interim progress report (issued after the 5th, 15th, 25th, 35th week mark), the student will be ineligible:

- They can regain their eligibility immediately once they prove they are no longer failing two classes (marking period grade OR ten-day academic progress check)

If failing **two or more classes** at the end of the marking period (issued after 10th, 20th, 30th, 40th week mark), the student will be ineligible:

- They are ineligible for a **minimum of ten school days**. After ten school days, the student can regain their eligibility once they prove they are no longer failing two classes (interim progress report OR ten-day academic progress check)

### **How to be removed from the ineligibility list**

Once a student is ineligible, the student's academic progress will be checked every 10 days by the Athletic Director or his/her administrative designee. In order to regain eligibility, a student must not be failing two classes. Academic eligibility will be reinstated by the Athletic Director or his/her administrative designee. Notification will be communicated to the student, coach, club advisor and parent/guardian.

### **Principal Appeal**

If a student, coach, advisor, teacher or other YWCP educational staff member feel that a student should not be placed on academic ineligibility, they may appeal the decision to the school principal in writing within 48 hours of the documented ineligibility. The school principal will have final say in any and all academic ineligibility occurrences.

## **Substance Use/Abuse/Possession**

Students participating in athletics and/or co-curricular activities are expected to abstain from use, possession, or distribution of alcohol, drugs, tobacco/nicotine, e-cigs or any paraphernalia associated with these substances.

### **First Offense**

1. Suspension from participation in competitions, meetings and performances equal to 25% of the total contest or activity.
2. Students must complete 4 hours of community service before returning to the team/club/activity.
3. Conference with the student, school administrator, school counselor and coach.
4. Phone call and letter home from school administrator to parents.
5. The school administrator (Principal, AP, AD, etc.) will determine if the student can attend or participate in practices/rehearsals while serving their suspension.

### **Support**

- The student will be required to attend 3 sessions with the school counselor.

### **Second Offense**

1. Suspension from participation in competitions, meetings and performance equal to 50% of the total contest or activity.
2. Student must complete 8 hours of community service before returning to team/club/activity.
3. Conference with student, school administrator, school counselor and coach.
4. Phone call and letter home from school administrator to parents.
5. The school administrator (Principal, AP, AD, etc.) will determine if the athlete can attend or participate in practices/rehearsals while serving their suspension.

#### **Support**

- Student and parent(s) will be required to meet with school counselor for consideration of referral to a state approved substance abuse treatment provider. Student will be required to complete an evaluation and comply with treatment recommendation prior to returning to competitions, meetings, rehearsals or performances.
- Student and parent / guardian must sign consent for treatment provider to release recommendation and progress to school-based prevention counselor and/or school counselor.

#### **Third Offense**

1. Suspension from participation in competitions, meetings and performance for the remainder of the student's career at YWCP.

#### **Support**

- Conference with student, parent/guardian, school counselor.
- Student and parent(s) will be required to meet with the school counselor for a referral to a state approved substance abuse treatment provider.

#### **Notes**

- This policy remains in effect throughout the entire calendar year.
- If the duration of the suspension goes beyond the end of the current season, the suspension will carry over into the next season in which the athlete participates. The suspension will not affect the try-out for the next season.
- Scrimmages will not be counted towards the number of competitions missed.
- In the event that a middle school student is found to be in violation of the substance use/abuse/possession portion of the Code of Conduct, disciplinary suspension will not carry over to a student's high school experience. Any such student will be given the opportunity to enter the high school with a clean slate except for those middle school students who are participating in a high school interscholastic athletic or extra-curricular activity.

#### **Smoking and Tobacco**

To comply with Federal and State law and to acknowledge the dangers of smoking, particularly in an environment where children are present, YWCP prohibits the use of tobacco products, including but not limited to smoking, chewing tobacco and e-cigarettes in all school facilities, on all school grounds, and in any vehicle on school grounds.

## **DASA: Dignity for All Students Act**

Young Women's College Prep supports the Dignity for All Students Act (DASA), 2012. YWCP strives to create an environment free of bullying, discrimination and/or harassment, foster civility in the schools and to prevent and prohibit conduct which is inconsistent with the YWCP educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in our Code of Conduct and Character to implicitly include cyberbullying even if not explicitly stated.

YWCP condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which becomes disruptive in school, may be subject to discipline.

YWCP will investigate all complaints of bullying and/or harassment and discrimination, either formal or informal, and take prompt corrective measures as necessary. The Dignity Act emphasizes the creation and maintenance of a positive learning environment for all students by developing measured, balanced, and age-appropriate responses to the discrimination and harassment.

## **Behavior Expectations and Sportsmanship**

Students are expected to be good citizens in all areas of the educational process. Students must demonstrate good citizenship both within the school setting and within the community at-large.

Students are expected and required to demonstrate the following characteristics at all times:

- Sportsmanship, ethical conduct and fair play.
- Self-control and respect for others at all times.
- Show respect to opponents.
- Respect the integrity and judgment of event officials.
- Abide by all rules and laws (both in and out of school).
- Not quit a team or activity.
- Respect the rights of others (including property rights).
- Do not participate in any activities that are considered hazing, unsafe, harmful to self or others (ex: inappropriate language, fighting, possession of weapons, etc.).

Any violations of these standards will result in consequences, based on the severity of the actions, which may include any of the following:

- Verbal warning and/or reprimands.
- Assignments (ex: letters of apology, community service).
- Meetings with school personnel (ex: school counselor, director of athletics, activity advisor, administrators).
- Suspension or dismissal from participation.
- Outside authorities, civil or criminal charges.

## **Spectator Code of Conduct Rules (NFHS & NIAAA)**

- Display good sportsmanship.

- Notify school of illegal activity.
- Follow all school rules.
- In an emergency listen to staff.
- WILL NOT harass anyone at any time
- WILL NOT bring or carry any weapons.
- WILL NOT use alcohol/illegal substances.
- WILL NOT enter playing surface at any time.

## **Electronic Devices & Personal Items**

All personal items are the responsibility of the owner. YWCP is not responsible for lost, damaged, or stolen items.

YWCP acknowledges the widespread use of electronic devices; however, it is the responsibility of each student and her family to use all devices in accordance with school protocols. Electronic devices include; game consoles, iPods, iPads, MP3 players, tablets, or other telecommunications or imaging devices. Students who do not follow school building expectations may be subject to additional disciplinary consequences at the discretion of the building administrator or his/her designee.

## **Suspensions**

### **Out of school Suspension (OSS)**

If a student receives OSS, they are ineligible for their practice/contest the day(s) they are serving their suspension. In addition, they will miss the next scheduled contest when they return from their suspension.

### **In School Suspension (ISS)**

If a student receives a half or full day ISS, they are ineligible for their practice/contest the day(s) they are serving their suspension. If a student receives ISS for two half days, that will be considered as one full day ISS and the student will miss their practice/contest the first day of the suspension.

### **Griffin Help Zone (GHZ) or Reflection**

If a student is asked to go the GHZ or “Reflection”, they are ineligible for their practice/contest that day. If a student is able to correct their behavior and return to class, they may participate in their practice/contest the same day.

## **School Attendance and Tardiness**

All student-athletes are expected to be in attendance at school in accordance with the New York State Public High School Athletic Association, 80% attendance rule. While in school, the student athlete is expected to attend all of her classes.

If a student is not in their advisory by 7:35 AM they will be considered tardy. The first two times a student is tardy they will receive a warning. The third and each subsequent time a student is tardy, will result in the student being ineligible for their practice/game/activity that day. If nothing is scheduled that day, the penalty is served the next day. Students will start with a clean slate at the beginning of each sport season. If a student is tardy due to an appointment, they must bring a note from the parent and/or medical office verifying their appointment. Students must remain in school for the full day and are not permitted to leave during advisory. If they leave school early for an appointment, they must bring a note from the medical office verifying their appointment upon return to school or to their coach/club advisor if school has concluded. If the student is not in school by 10:00 AM and a doctor/dentist note is not provided, they are ineligible for practice/game that day.

### **Physical Education Attendance and Participation**

Athletics is considered an extension of physical education class. It is important that all student-athletes are participating and demonstrating adequate effort within physical education. Students who choose not to participate in physical education class will not be permitted to attend practice or games on the day of refusal.

### **Cancellation of School**

If YWCP closes school because of weather, all contests and practices involving YWCP teams/clubs are also cancelled for the day.

### **Recess Days**

If YWCP is closed because of approved recess days, all contests and practices involving YWCP teams/clubs will be cancelled for the day unless permission is granted by the Principal.

### **Transportation**

All team/activity members are expected to travel to and from contests/activities by means of the transportation provided or organized by the YWCP. Exceptions to this rule include; pre approval from the Athletic Director and Coach/Advisor (email or written note) OR return travel from a practice/competition is not provided by YWCP.

The coach will assist the bus driver with supervision. No "horseplay" is allowed. Students must remain seated when the bus is in motion. Head or arms are not to be placed outside of windows. Nothing is to be thrown out of the windows. Large items, objects, or equipment cannot be stored in the bus aisle. Loud noises or cheering that affects the driver's ability to hear an emergency vehicle is not allowed. No radios allowed on the bus for the same reason.

## **RTS Bus Protocol**

YWCP will provide RTS bus passes to students that need a ride home after participating in a school sanctioned club or activity, provided the following conditions are met:

- The student lives more than 1.5 miles from school.
- There is parental approval to participate in the activity.
- The activity is an officially sanctioned after school activity.
- Parent has completed and returned (to main office) RTS bus permission form as “Approved”

## **Equipment/Uniforms**

The student is responsible for all equipment issued to her. The student or her parent/guardian must pay for lost, stolen, or damaged equipment before she can participate in any further interscholastic athletic event or extra-curricular activities. If the student is a senior, privileges will be revoked until equipment/uniform is returned or payment is made.

Teams/Clubs may choose to demonstrate their team spirit through team/club issued spirit wear.

## **Injuries**

All injuries should be reported immediately to the coach/advisor and the coach/advisor should fill out an accident report and return to the athletic office and nurse the next day. The coach/advisor will inform the parents/guardians immediately verbally and later in writing.

## **Practice Attendance and Tardiness**

Each team member is expected to be present at every practice session including practice sessions scheduled during vacation periods unless legally excused from school or personally excused by the coach. Team members who “cut” a practice session can expect disciplinary action by the coach. Tardiness will not be tolerated, but a late arrival passes from a teacher who is giving academic assistance is acceptable and should be presented to the coach.

## **Family Vacations**

When parents and student athletes choose to take their family vacations during the athletic seasons, it must be understood that the time missed by the student athlete can affect team chemistry and personal conditioning. Student athletes who miss practices or contests for any reason may have their position or playing time adjusted.

## **Outside Participation**

The NYSPHSAA allows outside participation. YWCP student athletes must understand that commitment to the school team comes first, and outside participation should not be detrimental to an individual or the team.

## **Leaving a Team or Club**

If an athlete/participant quits or leaves a team/club for any reason, she must notify the coach/advisor immediately.

- If an athlete/participant quits a team/club, she is not eligible for participation on another team in the same sport season, unless consent is granted from the coach/advisor and Athletic Director or administrative designee.
- If an athlete/participant is asked to leave a team for disciplinary reasons, she cannot, under any circumstances, become a member of another team/club in that sport season.
- Athletes that quit a team are not eligible for any end of season awards.

## **Chain of Command**

It is important that information and concerns about the athletics programs proceed through logical level of authority with efforts at resolving problems at the lowest level possible. Parents are advised that they should address their concerns and requests using the same format:

1. Coach/Advisor
2. Athletic Director/Assistant Principal
4. Principal
5. Board of Trustees

## **24 Hour Rule**

If the concern or complaint regarding a coach arises out of a particular game situation or specific incident, a “24-hour period” will be required before any meeting will be held. This requirement will help ensure that the meeting be more productive and help avoid emotional responses that might otherwise occur if such a meeting were held immediately after the game or incident in question. A parent should simply inform the coach that they wish to set up a meeting, and no further discussion should take place at that time between the coach and the parent. The coach is to immediately notify the Athletic Director of the request. The Athletic Director is to arrange a time and place convenient to both parties after the 24-hour period has elapsed. The coach and Athletic Director will attend the meeting with the parent and the student-athlete. If the incident in question occurs on a Friday, the meeting shall be scheduled on the next school day agreeable to all parties.

## **Athletic Placement Process (APP)**

The APP is a program for evaluating students who want to participate in sports at a higher level. It is intended ONLY for 7/8th graders who are challenging to participate at a JV or Varsity level. In order to be considered to participate at a higher level (4) steps must be completed.

1. The Head Varsity Coach must submit the "Coach's Sport Skill Evaluation Form" to the Athletic Director for an athlete to be considered.
2. Student must pass the "Physical Fitness Test" on the first attempt. No retesting will occur.
3. Student must also see their doctor or school nurse to be approved.
4. The Athletic Director must approve.

## **Training Rules for Athletes**

The purpose of these rules is to help student athletes become better citizens by seeking to demonstrate proper behavior and a good attitude at all times. These rules are designed to instill pride, discipline and team spirit in our student athletes. The student athlete is required to make a commitment to our community, school, team and coach. Adhering to the established rules and regulations is a condition that must be fulfilled for satisfactory participation in any sport. Enforcement of the rules and imposing disciplinary action for any violation is the responsibility of the coach and Athletic Director.

### **Safety**

YWCP will take reasonable steps to see that physical risks to students participating in interscholastic athletic programs and clubs shall be kept at a minimum. These steps include requiring medical examinations of participants through physicals, obtaining appropriately certified and/or licensed coaches for each level of competition, and ensuring that equipment is both safe and operative.

### **Supervision**

Students must be supervised by the coach/advisor in charge of the sport/club. Coaches/Advisors are responsible for supervision in the locker room and supervision of student-athletes at the end of practice. This may entail bus duty, or making sure students have transportation home.

### **After School Procedures**

All students should report to the cafeteria OR stay with a teacher until practice begins (with permission). The coach will communicate where they will meet for the beginning of practice.

### **Athletic Awards**

1. All team members who complete a season will receive a certificate of participation.

2. Varsity Team members who complete a season will receive a varsity certificate of participation. Those who complete a varsity season will receive a large block “Y” with the appropriate sport pin, upon request. Only one large block “Y” will be given to any one athlete. Service bars will be given for each subsequent year of participation in the same varsity sport, upon request. All requests must go through the varsity coach.

3. The MOST IMPROVED PLAYER AWARDS and MOST VALUABLE PLAYER AWARD will be given for each varsity team by YWCP.

4. Varsity managers and statisticians will be awarded the block “Y” and a manager pin, upon request.

5. Any athlete who does not return issued equipment or supplies at the end of the season shall forfeit the right to any awards.

6. A student who is permanently dismissed from school for any infraction of school regulations between the time of the beginning of the sport season and the presentation of awards in athletics shall forfeit her right to any award.

7. If a student has been permanently dismissed from a team during the season, or leaves that team of her own free will, she shall not be entitled to receive a letter even though all other requirements may have been completed.

8. If an athlete is ineligible at the end of the season, the coach and athletic director will handle any awards for that athlete on an individual basis.

9. All athletic awards will be presented by the coach at a team banquet, picnic, party, or a simple meeting after school. It is the coach’s responsibility to issue these awards. When a coach is planning to issue team awards, he/she must submit a final roster with MVP and MIP names to the athletic office two weeks before they are needed.

## **Sport Offerings**

Modified, JV & Varsity Cheerleading

### **Fall Season**

Varsity, JV, Modified Volleyball

### **Spring**

Modified/Varsity Softball

Modified/Varsity Cross Country

Modified/Varsity Track & Field

### **Winter Season**

Modified/Varsity Basketball

Varsity Bowling

## **Student Appeal Process**

A student shall be given notice of a decision to suspend and/or remove her from the team/activity and the reason(s) for such suspension. Appeals may be made to a review council. The purpose of the review

council is to rule on all appeals that deal with infractions of interscholastic athletic or co-curricular standards. A decision of the review council may be appealed to the building Principal or Athletic Director. That decision may be appealed to the Board of Trustees.

### **Review Council Membership**

- Two (2) administrators – one functioning as a non-voting meeting facilitator
- Two (2) coaches/advisors (not parties to the complaint)
- School counselor of the student involved in the complaint
- One (1) teacher (not the coach or advisor of the complaint)

### **Appeal Process**

- All communications to and from the review council shall be in writing (e.g. – printed, electronic).
- All appeals will be scheduled by a school administrator.
- The review council will be convened by a school administrator whenever an infraction of the *Code of Conduct* has taken place and the student involved wants to appeal the decision.
- All non-designated members will be selected at the discretion of a school administrator.
- A student may appear before the review council for the purpose of presenting her case. Students may be accompanied by their parent(s)/guardian(s).

### **Concussion Management**

YWCP understands the severity of concussions. Our coaches are certified in concussion training and must renew their certification every two years. YWCP will utilize the following “Return to Play” procedures involving concussions:

#### 1. Returning to play on the same day of injury

- An athlete who exhibits signs or symptoms of concussion, any loss of consciousness, or has abnormal cognitive testing, should not be permitted to return to play on the day of injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing should also be held out of activity. “When in doubt, hold them out.”

#### 2. Return to play after concussion

The athlete must meet all of the following criteria in order to return to activities:

- Asymptomatic at rest and with progressive exertion (including mental exertion in school) for at least seven days AND
- Have written clearance from primary care physician or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician)

3. If there is a discrepancy between the physician's medical release to play and the school's policy, the school's physician will have the final say.

4. Once the above criteria are met, the athlete may progress back to full participation under the supervision of the Nurse with clearance from a physician. The nurse will keep all pertinent parties informed regarding the status of

the athlete.

5. Progression is individualized and will be determined on a case by case basis. Factors that may affect progression include:

- Previous history of concussion
- Duration and type of symptoms
- Age of the athlete
- Sport/activity the athlete will return to

6. Graduated progression:

- No activity for two days - do not progress to step 2 unless asymptomatic
- Light aerobic exercise - walking, stationary bike
- Sport-specific training (i.e. skating in hockey, running in soccer)
- Non-contact training drills
- Full-contact training after medical clearance
- Game play

Note: If the athlete experiences post-concussion symptoms during any phase, the athlete drops back to the previous asymptomatic level and resumes the progression after 24 hours.

7. The nurse and athlete will discuss appropriate activities for the day. The athlete will be given verbal and written instructions regarding permitted activities.

8. The athlete should see the school nurse daily for reassessment and instructions until progressing to unrestricted activity, and given a written report from the nurse. The nurse will continue to monitor the athlete after full participation for recurrence of signs and symptoms for the next few days.