

CODE OF CONDUCT REVIEW

SCOTIA-GLENVILLE CSD

ELEMENTARY SCHOOLS

MIDDLE SCHOOL

HIGH SCHOOL

ATHLETICS



ELEMENTARY SCHOOLS

Code of Conduct Review

ELEMENTARY PROPOSED CHANGES

Pg 3. Add District's Commitment to Community Statement.

One Community, Every Tartan: the Pattern that Unites Us

Every Tartan is a vital thread in our shared tapestry. At Scotia Glenville, we are committed to embodying unity, embracing representation, and upholding the dignity of each individual. Our mission is to cultivate an environment of learning and growth where all students, staff, and community members feel safe, seen, supported, and heard. We are stronger as a community when we are all empowered to succeed.

Pg 5- Visitors to Our Schools-

Replaced with actual BOE policy

Visitors to Our Schools

To promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit district schools periodically during the course of the school year.

The Board recognizes that many visits that occur are regularly scheduled events, (e.g., parent-teacher organization meetings, public gatherings, registering of students, etc.) There are also occasions when parents or guardians desire to visit a child's classroom at other than regularly scheduled times. When such visitations occur, the visit shall be made on the basis of a defined need and shall be made only with the approval of the child's teacher and Principal. The Board views these visits as constructive; however, no such visit shall be permitted to interfere with the educational process.

For scheduled visits or school events , parents/ legal guardians and other guests are welcome to visit and expected to adhere to the visitor procedures and District's Code of Conduct.

All visitors entering the school building during school hours will be required to check in using the District's visitor management system. A valid driver's license or other state issued ID is required as part of the check in process. Visitors who do not have an acceptable government -issued ID must have an appointment, and be personally verified by the specific staff member or administrator to allow entry.

Visitors will be issued a sticker (badge) complete with their name and photo , to wear all times while at the school.

ELEMENTARY PROPOSED CHANGES

Pg 7 Attendance

- Changed Expected to Suspected
- Changed 10 Days to 5 Days
-

In a typical year, an attendance notice will be sent home when a student is absent for a total of **5** or more days. Any **suspected** cases of Educational Neglect will be reported to Child Protective Services (CPS)

Pg 8 Website and Social Media-

Add Opt Out Policy so parents know how to opt out their child.

Parents/guardians will annually receive the opportunity to decline the online placement of their child's name in any form and/or student-produced work. ***To decline placement, parents and guardians should send a written request to their child's school principal.*** Web designers will make every effort to comply with requests from parents/guardians

ELEMENTARY PROPOSED CHANGES

Pg 13 Elementary School Student Code of Conduct

Under list of possible consequences

Change

- “Exclusion from recess” to “Loss of privilege from recess”

Add

- CSTAG- Comprehensive School Threat Assessment

ELEMENTARY PROPOSED CHANGES

Pg 26. Add Artificial Intelligence and Academic Integrity

ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

The core guiding principle related to the use of artificial intelligence at Scotia-Glenville is: **AI should help you think, not think for you.** AI tools are intended to support learning and productivity but must never replace critical thinking or personal effort.

All student and staff use of AI must adhere to the following principles:

- AI is a tool to support learning, not a replacement for human thought. Students remain 100% responsible for the accuracy and originality of their final submissions.
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- Teachers have the discretion to decide when AI may be used for specific assignments, assessments, and projects. Teachers will communicate with students about when and how AI may be used in an academic setting.
- Misuse of AI may be subject to the same consequences as plagiarism.

ELEMENTARY PROPOSED CHANGES

Pg 27. Rules for Proper use of Computers by Elementary Students. Add Chromebook user agreement form.

Student and Family Chromebook Agreement

Scotia-Glenville students in grades 2-12 are provided a Chromebook and charger for school use, which remains school property and must be returned upon exit from the district. Misuse can lead to loss of privileges. Students must bring the device charged daily and not alter it. The school monitors usage, and families are responsible for damage/loss fees.

Chromebook Guidelines

- The Chromebook that is issued to you is the property of Scotia-Glenville CSD. It is made available to you as a tool for learning.
- Like textbooks and other school property, a Chromebook is assigned to the student and **MUST** be returned to the school's main office upon withdrawal or transfer.
- The use of a Chromebook is a privilege that can be revoked. Inappropriate use or neglect of a Chromebook can result in limits to or loss of use of the Chromebook.
- It is the expectation that students will bring the Chromebook to school each day charged and ready to use.
- Students are not permitted to alter the configuration or functionality of the Chromebook that has been established by the District.
- Students are not permitted to tamper with the management profiles/settings on the Chromebook in any way. These are essential for device security and efficient administration of the Chromebook.
- Students must not leave the Chromebook unattended at any time. While at school, students must follow all school procedures for securing Chromebooks when necessary (athletic activities, etc.).

Handling and Care of Chromebook

- Students will be trained in the beginning of the school year on proper handling and care of their Chromebook. This device must be cared for throughout the duration of its assignment to the student.

Internet Guidelines

- The Student Acceptable Use policy ([s.5350-5355 linked here](#)) must always be followed.
- Any inappropriate web or email activity can result in loss of the Chromebook privilege. The use of proxy servers or VPN apps is strictly forbidden and is a violation of the District's network policy.
- The Chromebooks are managed by a centralized management system. The District may remotely change, modify, or otherwise alter device and user settings as needed to meet the educational and safety needs of students.
- Schools will be using monitoring and management software that will allow them to monitor and restrict content on any Chromebook to ensure efficient and safe instructional use in the classroom.
- Enforcement of consequences for inappropriate use will be handled at the school level as outlined in the Student Code of Conduct.

Student Usage and Interaction Guidelines

- Always be kind in your online communication.
- Follow all expectations and rules established by your teachers.
- Keep your username and password to yourself. Never share this information with other students.
- Follow all internet safety guidelines.
- Use the Chromebook for school appropriate assignments and materials.
- Use your school email for educational purposes. Remember, all emails are archived by the District and may be reviewed if there is a concern.

Parents

- The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents should monitor the use of the Chromebook at home to ensure that its primary function is academic and that students are completing assigned schoolwork rather than excessive gaming, chatting, etc.
- As with textbooks, athletic equipment, musical instruments, and other school property parents/guardians are responsible for fees associated with lost or damaged Chromebooks and/or power adapters. Damage to Chromebooks will be assessed as follows:

Accidental Chromebook Damage 1st Incident	Covered
Accidental Chromebook Damage 2nd Incident	\$50.00*
Accidental Chromebook Damage 3rd Incident & Beyond	Actual Cost
Intentional Damage*	Actual Cost
Lost Chromebook	\$250
Lost/Damaged Power Adapter	\$15

**The district reserves the right at its discretion to charge the full repair or replacement amount for any damage deemed to have been intentional.*

Chromebook Acknowledgment**:

- My student and I have read and will comply with the Scotia-Glenville CSD Student Chromebook Agreement.
- I understand that the student may:
 - lose their Chromebook privileges because of inappropriate behavior.
 - be subject to consequences in accordance with the severity of offense as outlined in District Policy and the student code of conduct.
 - be financially responsible for damage, neglect, or avoidable loss to any District issued Chromebook.
- All items must be returned to the school or district if transferring or leaving the district. I understand that I will be charged for any damage, neglect, or avoidable loss.

Student

Printed Name

Signature

Parent

Printed Name

Signature

MIDDLE SCHOOL

Code of Conduct Review

Page 2

VISITORS TO OUR SCHOOLS

The building principal or their designee is responsible for all persons in the building and on the grounds. Since schools are a place of work and learning, certain limits must be set for these visits. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must present ID and sign-in at the main lobby entrance. * **Reference District Visitation Policy.** There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main lobby before leaving the building.

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Reporting Absences

Parents and guardians are asked to contact the school by telephone or in person regarding matters of student attendance. If a student is leaving early, the authorized adult picking up the student must sign the student out at the main lobby. If the student returns to school, the student must sign back in upon re-entry.

Homework Guidelines and Responsibilities

Page 6



Students will:

- ✓ List all assignments in their school-designed student agenda.
- ✓ Do all assignments on time to the best of their ability.

~~✓ Maintain the student agenda as directed to maximize its effectiveness in assisting with homework completion and student organization.~~

~~✓ Organize papers in a take home folder on a regular basis.~~

~~✓ Keep pass pages in their student agendas.~~

MIDDLE SCHOOL PROPOSED CHANGES

Page 11

After School and Dismissal

Students who remain after school are to be supervised by a district employee. School expectations for behavior are the same after school as the instructional day. The library may only be used on the days it is open for use. If not taking the late bus, the student may

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Bus Conduct

- ✓ Ride only the bus assigned. To ride any other bus, parent/guardian should contact the Transportation Office, at least 24 hours in advance, to request approval.
- ✓ Show a late bus pass to the driver to be allowed on the late bus.
- ✓ Demonstrate common courtesy to others for safety reasons.
- ✓ No eating, drinking or sharing food on the bus.

MIDDLE SCHOOL PROPOSED CHANGES

Page 18



Food and Drink

bottle. Students are permitted to carry water bottles. Students using water bottles are expected to take responsibility for proper use and disposal. Improper use of water bottles (i.e. squirting them on others or on the floor) may result in loss of the privilege to carry water bottles and /or are subject to disciplinary action. Lastly, there is no gum chewing allowed in class unless a student is given approval by the principal or assistant principal.

Classes

Students are expected to:

- ✓ Enter the classroom promptly, take assigned seats, and be ready for instruction when class begins.
- ✓ Bring necessary books and supplies, including pen and pencil, and assignment notebook.
- ✓ Follow the direction of the adult in charge.
- ✓ Stay in the classroom until dismissed by the teacher or the adult in charge.
- ~~✓ Keep their assignment notebook up to date at all times.~~
- ~~✓ Keep school-owned textbooks covered at all times.~~
- ✓ Charge Chromebooks nightly.
- ✓ Make up work if absent.

MIDDLE SCHOOL PROPOSED CHANGES

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Classroom Tardiness

All students are expected to be in classes on time. Violation of this rule will result in teacher detention. Chronic tardiness will be reported to the office.

If a student arrives late to class without a pass, the following procedures should be followed:

- Tardy #1 & #2 Warning by the teacher.
- Tardy #3 Teacher Detention/Home contact.
- Tardy #4 Referral to the office.

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Out of School Suspension (OSS) Policy

Students are not permitted on school grounds while serving an out of school suspension, nor can they attend school functions during the day or in the evening, unless given approval from the principal or assistant principal.

MIDDLE SCHOOL PROPOSED CHANGES

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Cafeteria Guidelines

- ✓ Students may not buy and/or share each other's breakfast or lunch. This includes large bags of chips, bags of candy, bottles of soda, trays of cupcakes, cookies or cakes.
- ✓ Students should use the restroom or fill their water bottle prior to leaving lunch.

Internet User Guidelines

If a user violates acceptable use of the Internet by engaging in any of the following actions, they will face the consequences as outlined in the District Code of Conduct and this handbook:

- Sending or receiving offensive language or graphics.
- Violating copyright laws.
- Utilizing another user's password.
- Attempting to harm or destroy the equipment or data of any user or organization.
- Posting defamatory or slanderous statements.
- Engaging in unauthorized access of data or transfer of files.
- Using Internet access for non-educational purposes.
- Using AI to complete assignments (See District Policy below)

MIDDLE SCHOOL PROPOSED CHANGES

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HIGH SCHOOL

Code of Conduct Review

Language Clean-up items

- Elimination of references to Homeroom
- Updating language on process/location for Sign In (new vestibule)
- Homecoming and Senior Banquet added to as examples of “extracurricular activities.”
- Resources for students delineated (Assistant Principal, Dean of Students, School Counselors, School Social Workers)
- Career and Technical Education
- Wireless earbuds/headphones, and smartwatches

Attendance/Tardiness

Senior Privileges

Extra Curricular Activities

Excessive illegal tardies

Athletic & Co-Curricular Activity Policy

Seniors will lose privileges after their 5th tardy arriving at school or returning from privileges for the remainder of the quarter.

Students with more than 25 illegal tardies for the school year will be unable to attend Prom, Senior Banquet, and Dances and may result in suspension of all extra-curricular activities for the remainder of the school year.

Rationale: Building Attendance Goals

Student Driving

Language Clarified on driving to / parking on campus

Student Drivers & Parking Permits (IF NECESSARY)

Driving to school as a student is a privilege. Driving privileges may be suspended for certain disciplinary infractions such as leaving grounds without permission, driving to CTE without prior authorization, or drug/alcohol infractions.

Rationale: Student Safety

Problem Solving

**Additional Restorative Practices
Added**

**Restorative Problem-Solving
Peer Mentoring Program: Students are eligible to
earn GIVE hours by participating in peer
mentoring. This program encompasses various
initiatives, such as the cultural inclusion initiatives
and the Tartan Teaching Tartans elementary
volunteer program, peer-to-peer conflict resolution,
and academic tutoring services.**

Rationale: Emphasis on alternatives to discipline

Artificial Intelligence and Academic Integrity

District-wide language on Artificial Intelligence added to Academic Integrity Section

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Rationale: New language based on Ad-hoc Committee

Electronic Device Consequences

Refining progression of discipline after 1 year in practice.

Cell Phones/Electronic Devices Consequences:

1. Students will be instructed to put the phone in the locker, and the teacher will contact home.
2. Phone will be confiscated and may be picked up at the end of the day
3. Phone confiscated to the office for 1 week
4. Administration will contact the parent/guardian regarding storage of cell phones in the main office or other approved storage options by SGHS administration. Additional disciplinary consequences may apply.

Rationale: Admin/Teacher recommendations

SCOTIA-GLENVILLE

ATHLETIC CODE OF

CONDUCT

PARENT/ATHLETE

AGREEMENT



ATHLETIC DEPARTMENT PHILOSOPHY

To empower student-athletes through competitive sports and rigorous academics. We strive for excellence within the Foothills Council while fiercely championing character, leadership, and sportsmanship to help every student realize their full potential.

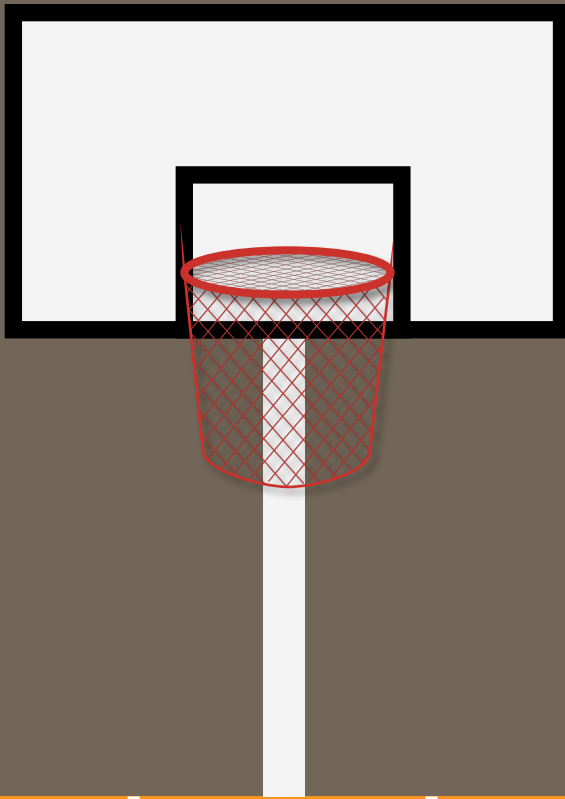
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ADDITION OF LEVEL PHILOSOPHIES

- Modified Philosophy
- Freshman Philosophy
- JV Philosophy
- Varsity Philosophy

(Pages 3-7)

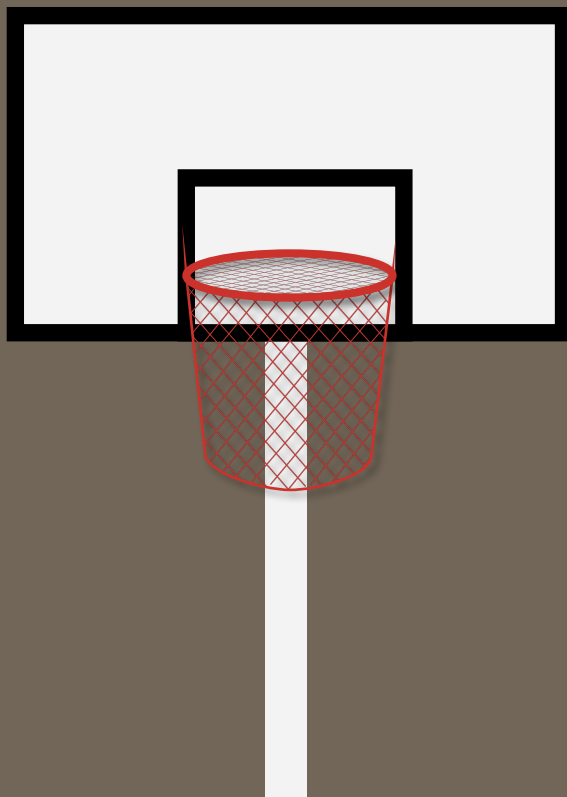




NYS has eliminated the Tanner Scale and Fitness Testing requirement of the APP Process

CHANGES TO ATHLETIC PLACEMENT PROCESS AND PROCEDURES

(The process that determines if a MS student is ready to compete at the HS level)



Athletic Placement Process for 7th and 8th Graders:

The Athletic Placement Process (APP) is an evaluation that determines if a 7th or 8th grade student is ready to compete in high school sports. The APP is intended for gifted athletes who are physically, emotionally, and academically mature enough to compete at a higher level.

Athletic Placement Procedures:

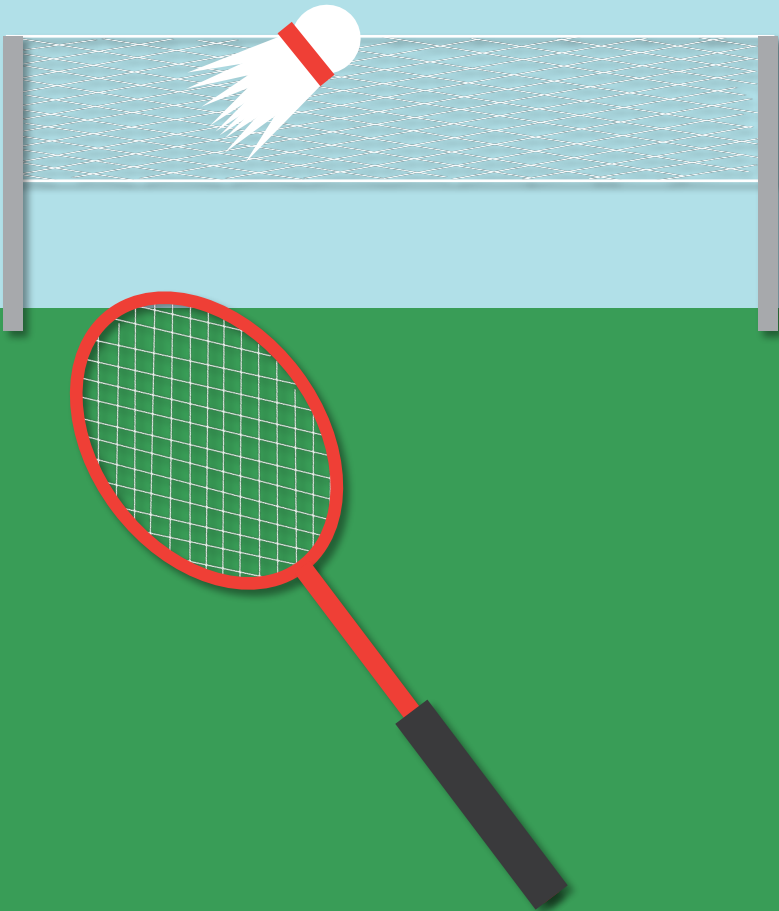
1. **Varsity Coach Recommendation-** Only a Varsity Coach or Athletic Director can recommend a student athlete go through the APP Process..
2. **Parent/Guardian Permission Form** ([Click Here](#))
3. **Administrative Approval-** The athletic administration will confirm that the student is suitable for consideration with an evaluation of behavioral, emotional maturity and academics (evaluation done by Athletic Director, MS Principal and MS Guidance Counselor)

Once the student is approved by the athletic office, they will have an opportunity to try out for JV/Varsity.

CHANGES TO ATHLETIC PLACEMENT PROCESS AND PROCEDURES

(The process that determines if a MS student is ready to compete at the HS level)



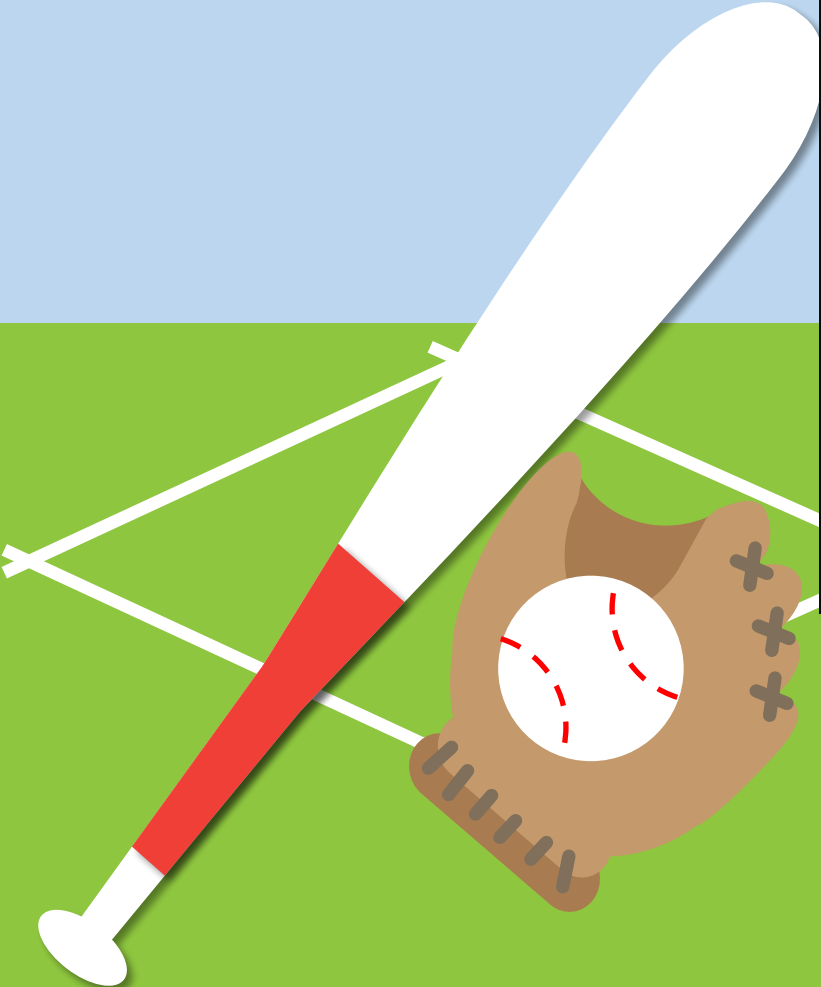


To ensure academic accountability, any student participating in evening activities—including sports, music, dramatics, clubs, or social events—must be in attendance for the full school day. Students must arrive by **7:50 AM** on the day of the scheduled activity to be eligible to participate as either a competitor or a spectator. Special circumstances or unavoidable emergencies must be discussed with and approved by the building principal, assistant principal or athletic director prior to the event.

Because Friday absences disrupt team planning and compromise game-day readiness, attendance will be closely monitored. Consequently, a student-athlete with multiple unexcused Friday absences may be deemed ineligible to participate in Saturday contests.

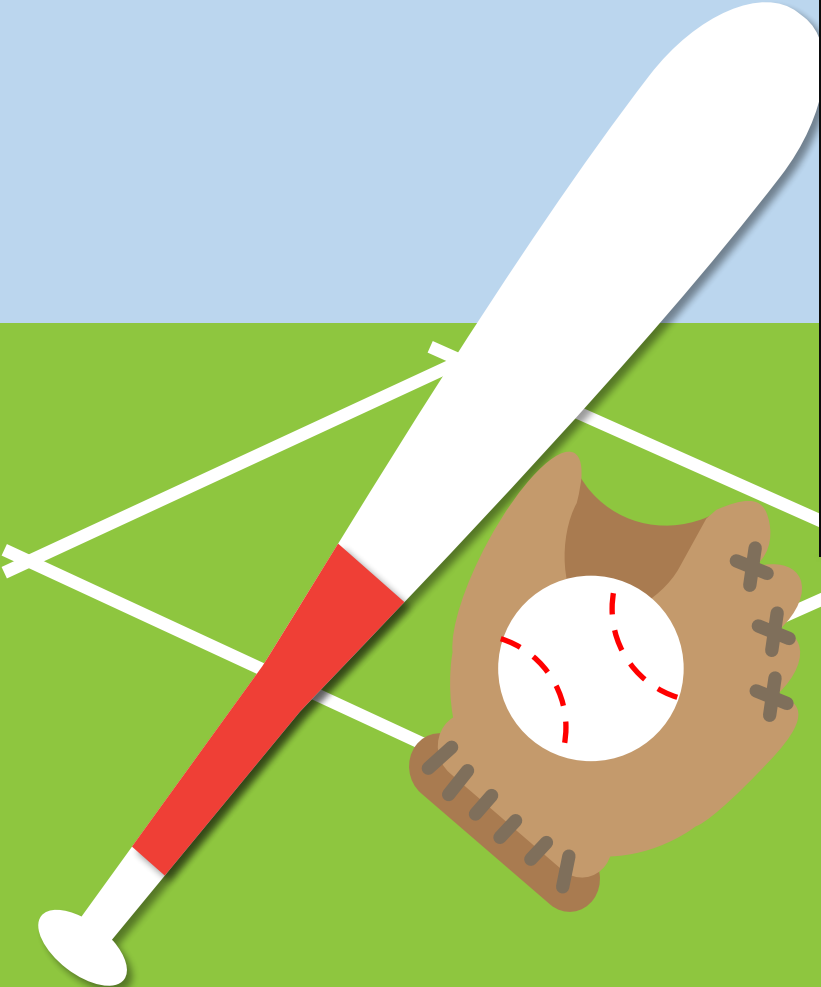
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ADDITION OF EXTRA CURRICULAR ATTENDANCE

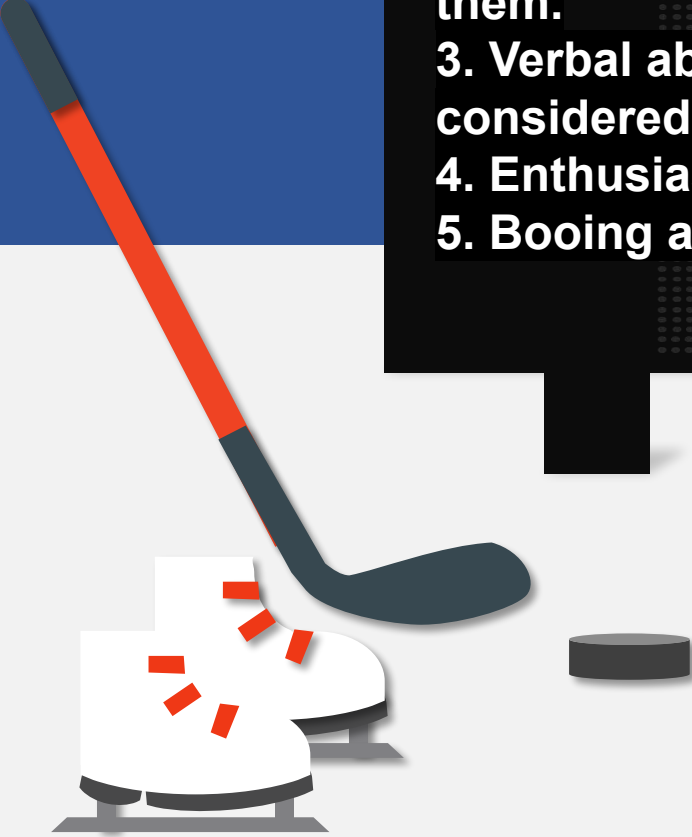
An illustration of a baseball bat and a glove. The bat is white with a red handle and is positioned diagonally. The glove is brown with black lacing and is positioned below the bat. A white baseball with red stitching is shown in the glove. The background is a light blue sky and a green field.

As a student-athlete and as parents, you can help us establish an outstanding reputation for good sportsmanship. We must all work hard in conducting ourselves in a commendable manner. A display of unsportsmanlike conduct can result in a negative perception of Scotia-Glenville as well as consequences of the offending student-athlete, parent, and/or school. Always observe the following guidelines for good sportsmanship: (Page 9 and 10)

ADDITION OF TARTAN SPORTSMANSHIP SECTION

- 
1. The good name of Scotia-Glenville is more important than any contest won by unfair play.
 2. Be supportive of all athletes, coaches, and officials before, during, and after all contests.
 3. Accept decisions of officials without dispute. They are seldom responsible for your success or failure, so do not blame them for your circumstances.
 4. Be proud of Scotia-Glenville's reputation and work hard to protect it.
 5. Don't allow negative sportsmanship of others to become an excuse to do the same.

SPORTSMANSHIP CHECKLIST FOR A SUCCESSFUL ATHLETIC EXPERIENCE

- 
1. Spectators are an important part of the athletic programs and are encouraged to conform to accepted standards of good sportsmanship and behavior.
 2. Spectators should at all times: respect officials, visiting coaches, players and school administrators as guests in the community; and extend all courtesies to them.
 3. Verbal abuse of athletes or officials by team members or spectators shall be considered unsportsmanlike conduct.
 4. Enthusiastic cheering for one's team is strongly encouraged.
 5. Booing and disrespectful remarks shall be discouraged.

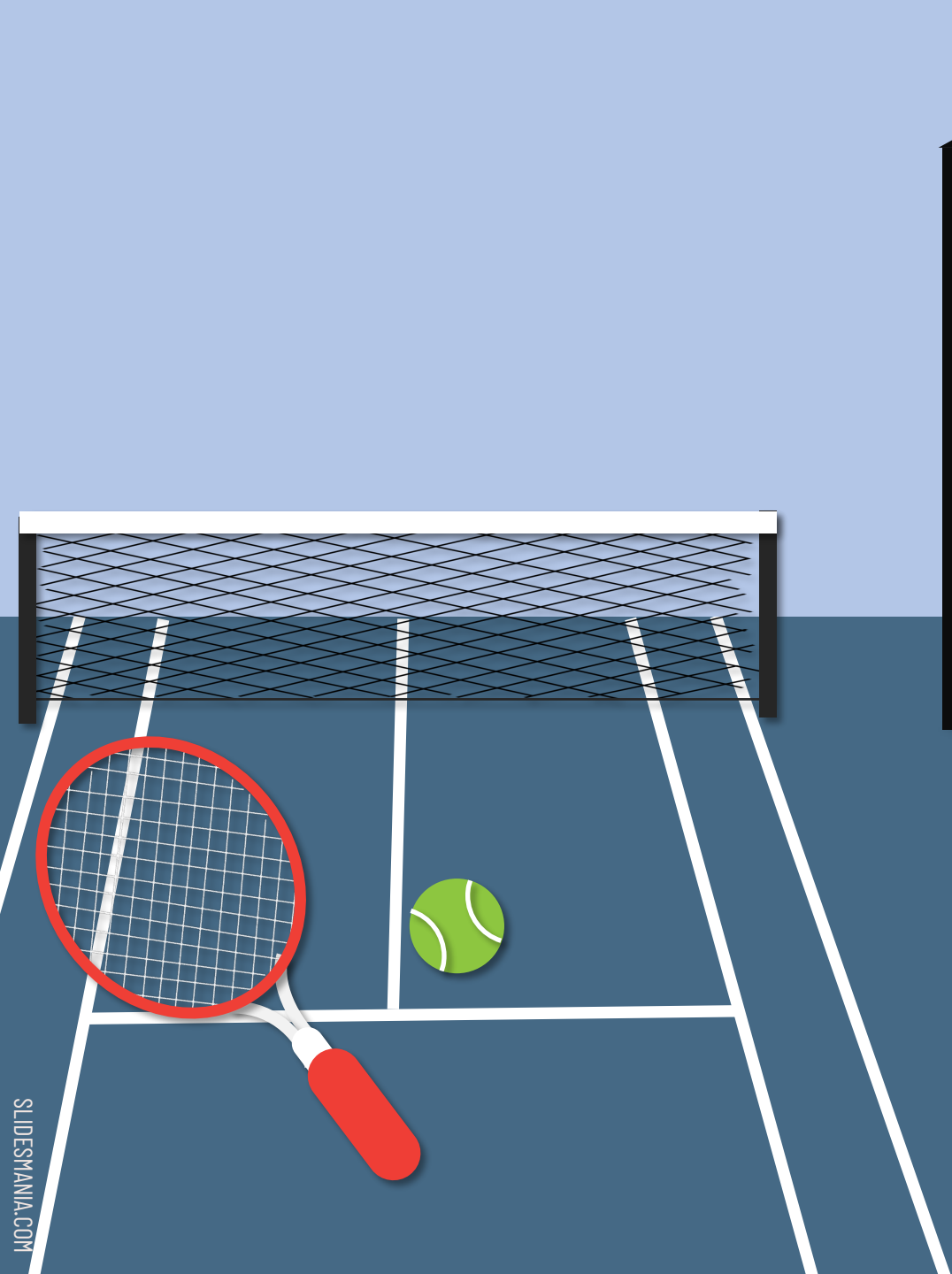
(Page 10)

ADDITION OF SPORTSMANSHIP AND BEHAVIOR GUIDELINES FOR ALL SPECTATORS

- 
6. There will be no ringing of bells, sounding of horns, or other noise makers at indoor contests during play.
7. Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to school authorities.
8. Spectators will observe the rules of the local school concerning smoking, food and drink consumption, littering, substance abuse, and parking procedures.
9. Spectators will respect and obey all identified school officials and supervisors at athletic contests.

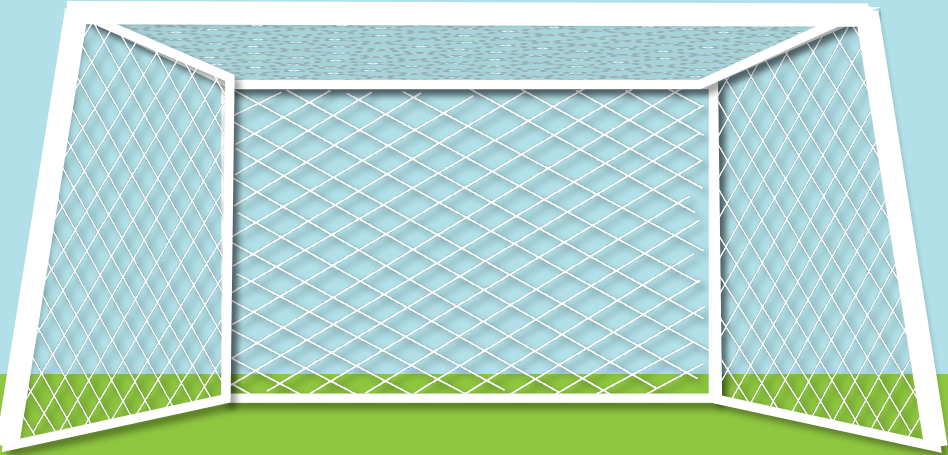
Any spectator who demonstrates poor sportsmanship, will be requested to leave and may be denied admission to future home contest(s). (Page 10)

ADDITION OF SPORTSMANSHIP AND BEHAVIOR GUIDELINES FOR ALL SPECTATORS (CONTINUED)

An illustration of a tennis court. In the foreground, a red tennis racket with a white head and a red handle lies on the blue court surface. A green tennis ball is also on the court. In the background, a tennis net is visible. The court is marked with white lines. The background of the slide is a solid blue color.

Any athlete who quits a team after the team has been selected will face disciplinary action. They will sit for up to 40% of competitions, in the next sport season. (Page 11)

ADDITION OF STUDENT ATHLETE QUITTING A



An athlete who is dismissed from a team by an administrator (athletic or school) for violating team rules will be suspended from the next sport season up to 40%. Repeat offenders of either rule, can be suspended from any further participation on any athletic team.

(Page 11)



ADDITION OF STUDENT ATHLETE DISMISSAL FROM A TEAM

Policy & Grounds for Dismissal

Roster dismissal is a season-ending disciplinary action reserved for serious or repeated infractions of the Athletic Code of Conduct. While progressive discipline (e.g., verbal warnings, missed playing time, or multi-game suspensions) is utilized whenever appropriate, the district reserves the right to implement immediate roster dismissal for major misconduct.

(Page 11)

ADDITION OF STUDENT ATHLETE DISMISSAL FROM A TEAM (CONTINUED)

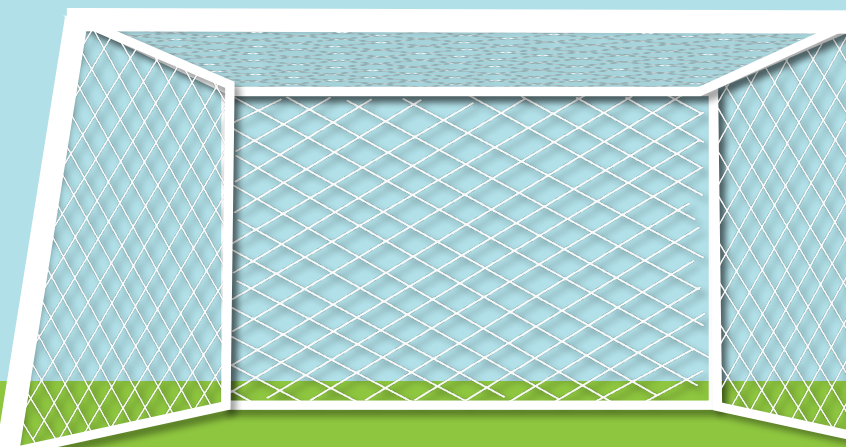


An illustration of a soccer goal with a white frame and a light blue net, set against a light blue sky and green grass background. A black and white soccer ball is positioned in the lower-left corner of the slide.

Major misconduct that may result in immediate dismissal includes, but is not limited to:

- **Bullying, Cyberbullying, and Harassment:** Any behavior that targets, intimidates, degrades, or excludes a teammate, peer or opponent, whether on campus, at practice, at games or online.
- **Theft or Vandalism:** Destruction or unauthorized possession of school, team, or personal property.
- **Substance Violations:** Use, possession, or distribution of tobacco, e-cigarettes/vapes, alcohol, or illegal drugs.
- **Severe Unsportsmanlike Conduct:** Gross insubordination toward coaching staff, physical aggression toward peers, or behavior that fundamentally compromises the safety and emotional well-being of the team environment.

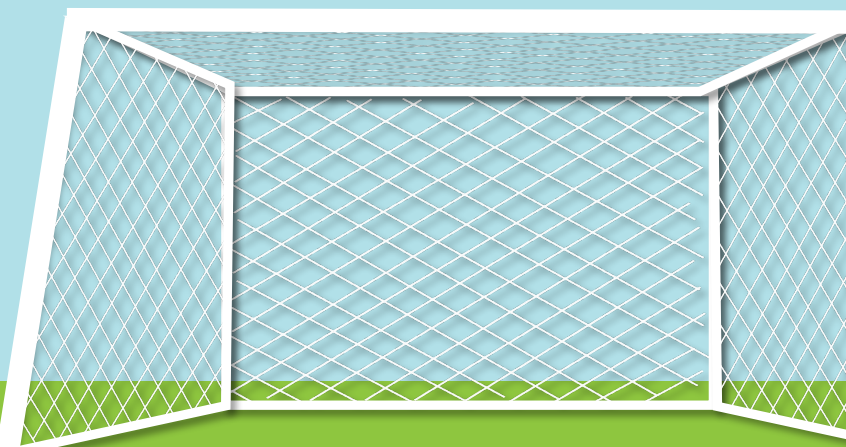
ADDITION OF STUDENT ATHLETE DISMISSAL FROM A TEAM (CONTINUED)



Administrative Authority

- **Coaching Role:** Coaches manage immediate team activities and may temporarily remove a student-athlete from a specific practice, game, or event due to operational or behavioral disruptions.
- **Athletic Department Role:** Coaches do *not* possess the authority to permanently dismiss a student-athlete from a roster. All permanent, season-ending dismissals must be reviewed, verified, and officially executed by the Athletic Director in consultation with building administration.
- (Page 11 and 12)

**ADDITION OF STUDENT
ATHLETE DISMISSAL FROM A
TEAM (CONTINUED)**



Procedural Steps for Dismissal:

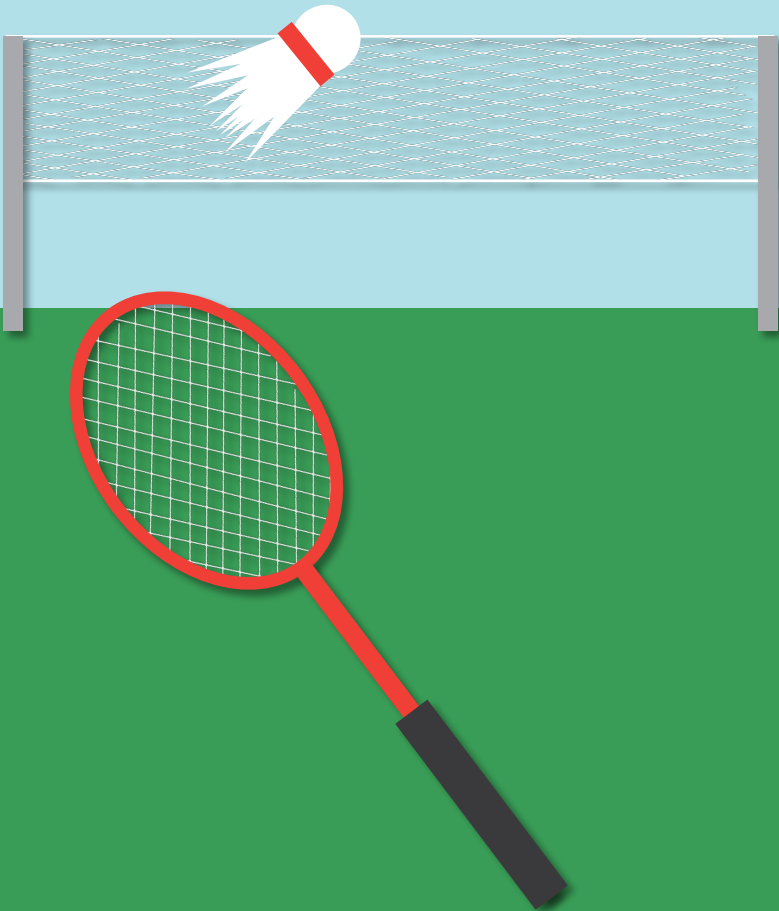
When a violation occurs that may warrant removal from a team, the athletic department adheres to the following procedural workflow:

- 1) Report and Immediate Separation**
- 2) Administrative Review**
- 3) Parental Notification**
- 4) Official Record Entry**
- 5) Hearing if student athlete and/or guardians wish to contest allegations.**

(Page 11 and 12)



ADDITION OF STUDENT ATHLETE DISMISSAL FROM A TEAM (CONTINUED)



Student-athletes are responsible for all school equipment issued to them. Athletic uniforms, both practice and game, are supplied for the sole purpose of athletic participation. When the season is completed all school equipment is to be returned to the school. There are no exceptions to this policy. Student-athletes who violate this policy are subject to pay to replace. Remember, any time you wear Scotia-Glenville attire, you are representing yourself, your family, your school and all those that have worn our school colors before you.

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ADDITION OF SCHOOL ISSUED UNIFORMS AND EQUIPMENT

Both parenting and coaching are extremely difficult jobs. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student. As parents, when your student athlete becomes involved in our programs, you have a right to understand what expectations are placed on your student-athletes. This begins with clear communication from the coach of your student-athlete's program.

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ADDITION OF GUIDE OF A SUCCESSFUL PARENT/COACH



Communication You Should Expect from your Student Athletes Coach:

- 1. Expectations the coach has for your student athlete and the team**
- 2. Locations and times of all practices and contests in advance**
- 3. Team Rules/Expectations that are separate from the Athletic Code of Conduct**
- 4. Team Guidelines for off-season conditioning and workouts**
- 5. Communication of injuries and medical treatment**

ADDITION OF GUIDE OF A SUCCESSFUL PARENT/COACH RELATIONSHIP (CONTINUED)



Communication Coaches Expect from Student-Athletes:

1. Notification of any schedule conflicts in advance
2. Special concerns in regards to a coach's philosophy and/or expectations
3. Injury or circumstances that may endanger the athlete when participating

Coaches are professionals and will make judgment decisions based on what they believe to be the best for all student-athletes involved on the team. Please understand that there are acceptable things that should be discussed as well as other things that must be left to the discretion of the coach.

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ADDITION OF GUIDE OF A SUCCESSFUL PARENT/COACH RELATIONSHIP (CONTINUED)



Appropriate Concerns to Discuss with Coaches:

1. Treatment of your son/daughter
2. Ways to help your son/daughter to improve his/her skills
3. Concerns about your son/daughter's behavior/attitude
4. Player's role on the team
5. Discipline that results in the denial of a player's participation

Issues Not Appropriate to Discuss with Coaches:

1. Playing time
2. Team Strategy
3. Play calling
4. Other student-athletes

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ADDITION OF GUIDE OF A SUCCESSFUL PARENT/COACH RELATIONSHIP (CONTINUED)



ADDITION OF HEALTH AND SAFETY STATEMENT

(Pages 15-17)



THANK YOU

To the Athletic Council for
their assistance in updated
our Athletic Code of Conduct
and Parent Athlete
Agreement

QUESTIONS?



THANK YOU!