

**KLAMATH COUNTY SCHOOL DISTRICT (KCS D)
ATHLETIC HANDBOOK
ACTIVITIES POLICY
FOR PARENTS
2009 -2010**



**ADOPTED BY
KLAMATH COUNTY SCHOOL DISTRICT
BOARD OF DIRECTORS
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PREFACE

This handbook is intended to provide parents with general information that may be helpful when considering participation in Klamath County School District athletics by your child(ren). It is a requirement that those responsible for the operation and conduct of the District's Athletic Programs abide by the regulations/guidelines outlined within this handbook.

A copy of the complete Klamath County School District Athletic Handbook is available at the school office and/or the district office.

Klamath County School District has made the following decision and consequences regarding the use of illegal drugs (including alcoholic beverages). Students involved in both activities and athletics and found in violation of either policy will have consequences incurred in both activities and athletics.

ATHLETICS ILLEGAL DRUG/ALCOHOL AND TOBACCO POLICY

KCSD has made the following decision and consequences regarding the use of illegal drugs, including alcoholic beverages and tobacco during the OSAA calendar year. A student becomes a student-athlete when they participate in their first practice for their respective sport.

Klamath County student athletes shall not possess, use, transmit, or be under the influence of illegal drugs, alcohol, or tobacco of any kind, nor shall the participant have in his/her possession any paraphernalia associated with the above during the OSAA calendar year. Participants will be found in violation of this policy if they are not personally using, but remain in the presence of individuals who are violating this policy. Any infraction occurring during the OSAA calendar year will result in consequences being enforced for a calendar year from the date of discovery during the present or next athletic activity in which the student participates. The student may become ineligible to receive awards or letters for the sport being played when the incident occurred. Participants who find themselves in jeopardy because of a substance abuse problem should seek professional assistance. Klamath County School District has made the following decision and consequences regarding the use of illegal drugs, including alcoholic beverages and tobacco during the Oregon School Activities Association (OSAA) calendar year. KCSD schools will be expected to participate in a front-end education component that will be required for all perspective athletes under this policy.

1.1 USE OR POSSESSION OF ILLEGAL DRUGS

- A. Immediate indefinite team suspension, pending possible recommendation for expulsion from school.
- B. If a student is using or in possession of illegal drugs outside school time the policy for Use and/or Possession of Alcohol will be followed. (See 1.2 below).

1.2 USE AND/OR POSSESSION OF ALCOHOL

A. First Offense:

- 1. The student will be suspended from interscholastic competition according to the following formula:
 - a. 45 activity calendar days.
 - b. Suspension may carry from one activity season into the next in which the athlete participates.
 - c. The student-athlete will be able to practice during the suspension.

2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

AND/OR EDUCATIONAL AWARENESS OPTION

In an effort to provide student athletes an opportunity to have the 45 activity calendar day suspension reduced, an **Educational Awareness Option** is available for First Offense violations only. An athlete and parent, or adult advocate, may opt to successfully complete a KCSD provided, or approved alcohol educational program.

B. Second Offense:

1. The student will be fully suspended from the athletic/activity program for a period of (1) calendar year.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

C. Third Offense:

1. The student will become ineligible for athletic competition, practice, or squad memberships. Future eligibility to be reviewed by the building administrator and district athletic director.

1.3 ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING

Student/athletes shall not remain at any site where illegal activities such as consumption of illegal drugs or alcohol by minors is occurring.

A. First Offense:

1. The student will be suspended from interscholastic competition according to the following formula:
 - a. 30 activity calendar days from discover date in any activity season in which the student participates.
 - b. Suspension may carry from one activity season into the next in which the athlete participates.
 - c. The student-athlete will be able to practice during the suspension.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

AND/OR EDUCATIONAL AWARENESS OPTION

In an effort to provide student athletes an opportunity to have the 30 activity calendar day suspension reduced, an **Educational Awareness Option** is available for First Offense violations only. An athlete and parent, or adult advocate, may opt to successfully complete a KCSD provided, or approved alcohol educational program.

B. Second Offense:

1. The student will be fully suspended from the athletic/activity program for a period of (1) calendar year.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

SUSPENSION REDUCTION OPTION

In an effort to provide student athletes an opportunity to have the (1) calendar year suspension reduced, the student may opt to have the suspension reduced to 120 activity calendar days by completing 100 hours of community service and any additional recommendations determined by a KCSD Supervision Committee (See Appendix for KCSD Supervision Committee).

C. Third Offense:

1. The student will become ineligible for athletic competition, practice, or squad memberships. Future eligibility to be reviewed by the building administrator and district athletic director.

1.4 USE OR POSSESSION OF TOBACCO

A. First Offense:

1. Suspension from the next two active athletic contests.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.
3. The student athlete will be able to practice during the suspension.

B. Second Offense:

1. The student will be suspended from interscholastic competition according to the following formula:
 - a. 45 activity calendar days from discover date in any activity season in which the student participates.
 - b. Suspension may carry from one activity season into the next in which the athlete participates.
 - c. The student-athlete will be able to practice during the suspension.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

C. Third Offense:

1. The student will be fully suspended from the athletic/activity program for a period of one (1) calendar year.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

If a student begins a sport season with a suspension, the student must complete the season as an active team member for the suspension to be credited for the EAO option.

KCSD ACTIVITIES STUDENT CODE OF CONDUCT

ACTIVITIES ILLEGAL DRUG/ALCOHOL POLICY

KCSD has made the following decision and consequences regarding the use of illegal drugs, including alcoholic beverages and tobacco during the KCSD Activity calendar year (July 1-June 30). A student becomes a member of an activity when they participate in their first meeting/class for their respective activity.

Klamath County students participating in Klamath County School District activities shall not possess, use, transmit, or be under the influence of illegal drugs, or alcohol, of any kind, nor shall the participant have in his/her possession any paraphernalia associated with the above during the KCSD activity calendar year. Participants will be found in violation of this policy if they are not personally using, but remain in the presence of individuals who are violating this policy. Any infraction occurring during the KCSD activity calendar year (July 1 – June 30) will result in consequences being enforced for a calendar year from the date of discovery. The student may become ineligible to receive awards or letters for the activity. Participants who find themselves in jeopardy because of a substance abuse problem should receive professional assistance. Activities considered co-curricular (course grade is associated with the activity) will not be included in this policy. Participation in the EAO program is strongly recommended for students who are found in violation of this policy. KCSD schools will be expected to participate in a front-end education component that will be required for all perspective students participating in activities under this policy.

1.1 USE OR POSSESSION OF ILLEGAL DRUGS

- A. Immediate indefinite activity suspension, pending possible recommendation for expulsion from school.
- B. If a student is using or in possession of illegal drugs outside school time the policy for use and/or Possession of Alcohol will be followed. (See 1.2 below).

1.2 USE AND/OR POSSESSION OF ALCOHOL

A. First Offense

- 1. The student will be suspended for one calendar year from activity programs.

AND/OR EDUCATIONAL AWARENESS OPTION (EAO)

An Educational Awareness Option is available for First Offense violations only. A student and parent, or adult advocate, may opt to successfully complete a KCSD provided, or approved alcohol educational program. Upon successful completion of the program, the student's eligibility will be reinstated.

- 2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.

B. Second Offense:

- 1. The student will be fully suspended from the activity program for a period of one calendar year.

2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.

C. Third Offense:

1. The student will become ineligible for activity involvement. Future eligibility to be reviewed by the building administrator and activity advisor.

1.3 ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING

Students shall not remain at any site where unlawful activities such as consumption of illegal drugs or alcohol by minors are occurring.

A. First Offense

1. The student will be suspended until the end of the activity year.

AND/OR EDUCATIONAL AWARENESS OPTION (EAO)

An Educational Awareness Option is available for First Offense violations only. A student and parent, or adult advocate, may opt to successfully complete a KCSO provided, or approved alcohol educational program. Upon successful completion of the program, the student's eligibility will be reinstated.

1. The student will be able to participate in meetings but not attend competitions until successful completion of EAO.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the activity program.

B. Second Offense

1. The student will be suspended for one calendar year from activity programs.

ACTIVITIES TOBACCO POLICY

Klamath County School District has made the following decision and consequences regarding the use of tobacco during the Klamath County School District activity calendar year.

1.4 USE AND/OR POSSESSION OF TOBACCO

A. First Offense:

1. Immediate suspension from the Activity pending decision by school administration. Decision will be determined after reviewing the facts and consultation with the Activity advisor.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.

B. Second Offense:

1. The student will be suspended until the end of the activity year.
2. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.

C. Third Offense

1. The student will be fully suspended from the activity program for a period of one calendar year.
2. The student may become ineligible to receive awards or letters for the activity.

TOBACCO-FREE ENVIRONMENT

State law and Klamath County School District policy prohibit tobacco use by students, staff and the public in all school buildings and on all school grounds and district property. For further information please refer to the district's tobacco-free environment policy.

ACADEMIC STANDARD

An eligible student must maintain at least a 2.00 grade point average (GPA) and have no failing grades during any KCS D grading period. All schools within KCS D will make grade checks every two weeks during the school year.

Students failing to meet the academic standard at any KCS D grading period will be placed on probation for one week. Grades will be checked at the end of the one week probationary period. If the deficiency causing the probation is corrected no other action will be taken. If at the end of the one week probation the deficiency still exists, the student will be declared ineligible for the following week. The student will continue to practice, but will not be permitted to compete in any contests during this period. If the deficiency is corrected, the student is declared eligible.

If at the end of the second week the deficiency still remains, the student will be declared ineligible. The student will continue to practice, but will not be permitted to compete in any contests until the deficiency is corrected. Grades will be checked at the conclusion of this one week period. If the deficiency is corrected, the student is declared eligible.

If at the end of the third week the deficiency still remains, the student is declared ineligible for the remainder of the season for any activity. However, the Academic Eligibility Committee may elect to permit this student to remain on the squad for an indefinite period of time with the student being required to comply with additional recommendations from the committee before being permitted to rejoin the athletic program.

Achievement of the academic standard will regain the student's eligibility for the current season.

ACADEMIC ELIGIBILITY COMMITTEE

The principal of each school will appoint a committee of five members to review individual cases of eligibility. Individual cases of district academic standard waivers will be decided by a simple majority decision.

The committee will consist of the principal, coach of the concerned student, athletic director, and two staff members at large. Parents or guardians are to be notified prior to appointing the eligibility committee for the purpose of informing them of the process to be used in individual cases of eligibility. It must be made clear to all members of the eligibility committee their roles in helping the student maintain his/her eligibility and all members, the athlete and parents, are to be kept informed of progress being made by the student. All committee members must follow through with the requirements of the committee decision.

CHAIN OF COMMAND in the administration of athletics:



BOARD OF DIRECTORS

SUPERINTENDENT

PERSONNEL DIRECTOR

DISTRICT ATHLETIC DIRECTOR

PRINCIPAL

SCHOOL ATHLETIC DIRECTOR

HEAD COACH

ASSISTANT COACHES

DUTIES OF THE ATHLETIC DIRECTOR at the local school level include:

1. Check and approve/disapprove
 - A. Athletic-Activity Participation Form – This completed form must be filed with the school athletic director **before** an athlete can practice. This form must be verified prior to each season.
2. Physical Examinations

Students in grades nine and eleven must have a physical examination by a physician of their choice **prior to practice and competition.**

 - A. In addition, physical examinations shall be given when a student is new to the district and/or has not had the required Oregon physical examination.
 - B. Annual physical examinations are required in the following situations:
 1. When the student has been given a diagnosis of a significant disease process or illness.
 2. When the student has an ongoing significant disease process or chronic illness.
 - C. Significant disease processes or chronic illness include, but are not limited to:
 1. epilepsy;
 2. asthma;
 3. diabetes;
 4. chronic heart disease, including heart murmur;
 5. severe allergy.

- D. Whenever a student returns from major surgery, illness or injury, there must be a physicians release to return to participation.
3. Schedule, organize, and conduct a mandatory preseason orientation meeting for both athletes and parent(s)/guardian(s). The agenda will consist of a presentation consisting of the school's expectations of student athletes and parents, including health-related issues such as proper nutrition, conditioning, chemical use/abuse, illness and injuries, practice and game safety and inherent possible dangers related to the sport.

EJECTION POLICIES – EJECTED PLAYER OR COACH

If a high school player or coach is ejected by an official for an unsportsmanlike act, both the athletic director of the school of the ejected player/coach and the commissioner of officials shall notify the OSAA by FAX of the ejection by the next work day. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the duration of that contest. An ejected coach will submit a written explanation to the building administration. It shall be the responsibility of the school to disallow the ejected player or coach from participating in the next scheduled contest. Should an ejected player or coach participate at the next scheduled contest and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the Board.

EJECTION POLICIES – FINES

OSAA policy states that schools shall be assessed fines for ejections within specific sports programs. Each sport (i.e., Football, Boys Basketball) shall be tracked as separate and distinct for the purpose of calculating fines. When the first participant or coach in a sport is ejected, the school that the participant, or coach is representing shall be assessed a fine or additional penalties levied by the OSAA Executive Board. A second ejection in the same sport during the same season shall result in the assessment of a fine or additional penalties levied by the OSAA Executive Board, and each ejection thereafter in that sport during that season shall result in a fine or additional penalties levied by the OSAA Executive Board, without limitation.

VOLUNTEER COACHES

It will be the practice of the Klamath County School District to use volunteer coaches in school athletic programs when deemed appropriate by the school Athletic Director and Principal and approved by the District Athletic Director. All volunteer coaches must be approved by the KCSD Personnel Director before receiving a coaching assignment. A volunteer coach is one who offers coaching services of his/her own free will and time, without compensation.

In order to protect the safety and welfare of our student athletes, Klamath County School District will conduct background checks on all volunteer coaches. All records and background checks on volunteer coaches will be maintained in the District Office.

Daily time cards must be kept by the volunteer and turned into the school on a monthly basis.

Volunteer coaches will be at least 21 years of age and possess the ability and experience to provide assistance with the various athletic programs in the school. Volunteer coaches will not be paid and cannot serve as a head coach. Volunteer coaches will always be under the direct supervision of a paid coach.

In order to be considered for a volunteer coaching position, a prospective coach must fill out a volunteer coach application, meet all volunteer coaching requirements and interview with the principal, athletic director, and head coach. This must be completed prior to the start of volunteer coaching service.

1. VOLUNTEER COACH REQUIREMENTS AND EXPECTATIONS ARE:

- A. must be at least 21 years of age;
- B. must have completed Volunteer Coach Application;
- C. must have completed a criminal background check.
- D. must be directly responsible and must recognize the leadership of the Head Coach of the sport;
- E. is expected to respect student-athletes and other coaches and adhere to all school and district guidelines, rules and policies;
- F. will be expected to complete certification and have membership in the following:
 - 1. First Aid/CPR;
 - 2. Coaching Principles Certification Class as endorsed by the OSAA;
 - 3. Oregon Coaches Association Membership.

All certification and membership must be completed prior to the start of volunteer coaching.

DISTRICT REGULATIONS AND PROCEDURES

- 1. Sport Season
 - A. The high school sport season will begin and end in accordance with OSAA Rules and Regulations as set forth in the OSAA Handbook.
- 2. Season Limitations

- A. School competition will be conducted on Mondays through Saturdays. No contests will be held on legal holidays or Sundays.
- B. There will be no high school practice sessions held on legal holidays or Sundays without administrative approval. Administrative approval indicates optional participation.

3. Finances

A. Participation Fee

It shall be the policy of Klamath County School District, as provided for in ORS 336.183 and in accordance with ORS 339.155 and ORS 336.168 to charge fees for participation in those extra-curricular activities that involve school bus transportation but are not a required part of a credited class. In order that the district maintain an interscholastic athletic program, students will be assessed a \$100 (grades 9-12) fee to participate in district-funded and approved programs. There will be a cap of \$400 per family for each school year for participation fees.

B. Procedures and Guidelines for Athletic Fees

In order that the district maintain an interscholastic athletic program, students will be assessed a fee to participate in district-funded and approved programs. These programs are only those which are voluntary, that no grade or credit is given and are scheduled outside the classroom.

Notification: Information concerning activity fees is placed in the section of the handbook which describes available student activities.

Student Athletic Payment: In order that the district maintain an interscholastic athletic program, students will be assessed a fee to participate in district-funded and approved programs. No student will be able to participate after the fee deadline ~~until this fee is paid.~~ Fee deadline for students will be prior to the first contest date.

Student athletic fees should be paid to the school in which the student athlete attends.

Refunds: If a student is eliminated from the activity program or removes himself/herself from participation prior to the first contest, he/she shall receive a full refund. Prorated refunds occur when the student is forced to leave the activity because of conditions beyond their control. No refund will be made after one-half of the contests have been played.

Individual school participation fee deadlines for high schools are:

Fall Sport – 3rd Friday in September

Winter Sport – 3rd Friday in December

Spring Sport – 3rd Friday in April

4. Eligibility

Klamath County School District abides by the general Rules and Regulations as set forth by the OSAA and/or KCSD. In addition, the district has adopted more stringent standards in the areas of drugs, alcohol, tobacco, and academics.

5. Admission

Admission prices are determined by respective leagues. Admission prices to special events are determined by host school administration with approval from the KCSD Athletic Director. OSAA state playoff contest admission prices are determined by OSAA.

TRANSPORTATION

When district transportation is provided:

Teachers, coaches, chaperones, and bus drivers should all assume an aggressive role in the control of students while riding on a school bus. The following rules have been established to aid those responsible to accomplish this. These rules have evolved through the cooperation of representatives from groups involved with out of town trips.

1. The teacher, coach, bus driver and chaperone should confer with each other before the trip begins to establish trip procedure and expected student behavior.
2. The driver should remind the students of safety rules and regulations connected with riding in a school bus.
3. Teachers, coaches and chaperones will know the number of students riding their bus and have a list of their names. An accurate roll call and head count will be taken before departure. All students must be accounted for after each stop when students leave the bus.
4. Teachers and coaches will space themselves throughout the bus to maintain better control.
5. While the bus is in motion, the teacher, coach and chaperone will be responsible to enforce the safety rules and rules on conduct previously established. If there is a problem that has gone unnoticed by the teacher, coach or chaperone, the bus driver will make the final decision whether the trip continues. This refers to when the trip is in progress. The bus driver should specify his noise tolerance level while the bus is in motion.
6. Teachers, coaches and chaperones will take charge in case of misconduct of students.
7. Students displaying documented past behavioral problems should be considered carefully before being allowed to go on trips. Students should know in advance the possible consequences of unruly behavior and should be warned explicitly when the first occurrence happens. Parents and principal should be notified of any unusual misconduct on bus trips that could lead to disciplinary action.

8. Bus drivers are not to begin a trip without a teacher, coach, or chaperone physically on the bus.
9. Travel to and from contests will be arranged by Klamath County School District.
 - A. Those students wishing to be dropped off at places other than school on return trips, must make **prior** arrangements with teachers or coaches by bringing a note from parents and having been signed by principal of respective school. **NO EXCEPTIONS!**
 - B. Participants and coaches will ride to and from contests on this provided transportation. Exceptions: Parents or legal guardians may request directly of the head coach at contests sites permission for their children to ride home with them.
10. Coaches, teachers, and chaperones are responsible to check appearance and condition of bus at the end of each trip and see that all debris is picked up. No sunflower seeds will be allowed on the bus at any time. Driver should provide containers for debris.
11. No person other than teachers, coaches, or chaperones shall be permitted to ride with students on trips.
12. There will be no food or drinks brought aboard the bus after students have been inside fast food restaurants to eat.
13. No glass containers or potentially hazardous materials are allowed on the bus.
14. There will be no smoking or tobacco chewing allowed on the buses at any time.
15. Football cleats, track spikes, baseball cleats and other potentially damaging footwear will not be allowed to be worn on buses.
16. Lunches will not be permitted to be eaten on buses unless prior permission has been obtained.
17. Rear windows of the bus must be kept unobstructed.

APPENDIX

SUSPENSION REDUCTION OPTION

Recommended KCSD Supervision Committee:

- a parent
- a student
- a coach

- a secondary building administrator
- a board member
- the district personnel director
- the district athletic director

FORMS

- 1. Athletic/Activity Participation Form**
- 2. School Sports Pre-Participation Examination**
- 3. Volunteer Coach Application**