

# KEYSTONE LOCAL SCHOOLS STUDENT-ATHLETE CODE OF CONDUCT AND GUIDELINES 2017-18



**The Student-Athlete Code of Conduct is in effect 24 hours a day, 7 days a week during the athletic season, as defined in this document. Violations will begin to accumulate in August of the student's 7th grade year until June of the student's senior year.**

## **Keystone Local Schools Athletic Code of Conduct**

The most important goal of the Keystone Local Schools Athletic Program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with the rules and regulations concerning personal behavior.

Rules promote order and safety and assist participants to reach maximum performance potential. Every participant should adhere to the rules of the school and conduct him or herself as a “good citizen” of that school and the community at all times. Dedication and personal sacrifice by each participant promotes a sense of group unity and common goals.

Compliance with the rules can help each participant learn values that carry beyond the athletic program and into daily living. In addition, research has shown that uses of tobacco, drugs and alcohol have harmful effects on the social and intellectual development of children and youth, on their mental, physical and emotional health.

Participation in the athletic program is a privilege that may be regulated. The athletic department does not condone the breaking of the rules and regulations, which are outlined in the Student Handbook or the Student-Athlete Code of Conduct, at any time. Moreover, we support team rules and coaches may issue subsequent consequences, in addition to the ones outlined in the above said handbooks.

### **Philosophy and Core Values**

Student academic achievement is, and will always be, our highest priority at Keystone Local Schools. Moreover, interscholastic athletics provide some unique learning opportunities that aid in the total development of the student participant. These learning experiences are an integral part of the district’s total educational program. Participation in a sound athletic program contributes to the development of the student leadership skills, teaches the value of cooperation and competition, provides opportunities for expanded peer contacts, teaches self-discipline, and emphasizes the importance of complying with rules and regulations.

Having a quality athletic experience is beneficial in helping our students learn the values, roles, and responsibilities that are needed to be trusted, passionate, and innovative global citizens. The following are core values that we look for in all of our students: *Integrity*: We will be honest, ethical, and do what is right, *Hard-work*: We will exude grit, perseverance, and dedication in all of our actions, *Positivity*: We will be positive and solution oriented, *Compassion*: We will be caring, empathetic, and genuine,

*Unity:* We will selflessly work together as a team, *Accountability:* We will take responsibility for our actions and their outcomes, *Passion:* We will be enthusiastic and dedicated to our profession.

## **Objectives**

While winning seasons, earning of participant and/or team awards, and playing in front of a large crowd are all part of the excitement of interscholastic sports, they are not the primary criteria for evaluating the success of our athletic programs and the coaches who supervise these sports. The following statements represent objectives we believe important in guiding the evaluation of our athletic programs.

1. Provide team members with the opportunity to gain knowledge and skills of their respective sport or activity.
2. Carry out the Board of Education's philosophy and objectives in educating students.
3. Comply with OHSAA, League, and School District rules and regulations.
4. Place the educational, physical, and psychological needs of the student athlete above all other interests.
5. Assist participants in developing habits, values and attitudes that will lead to their success in other parts of the school program and in later life.
6. Assist participants in developing important personal characteristics such as self-reliance, tolerance, and initiative.
7. Provide open lines of communication with all parts of the athletic program, including participants, parents, school district staff, and community.
8. Set high standards of sportsmanship and integrity for coaches, athletes, spectators, school and community.
9. Provide proper health and medical supervision of participant.
10. Have participants treat teammates and the opposition with respect.

The following policies apply to all interscholastic student/athletes enrolled in Keystone Local Schools. These and all training rules, policies and procedures are in effect during the season of participation. For the purposes of this code of conduct and the drug testing policy, the season is defined as: the OHSAA's defined first day of the season and continue until the completion of the awards program for that sport. Student-athletes participating in post-season contests will remain in season until the postseason is complete. All participants must sign and return a copy of the Athletic Code of Conduct prior to the first official practice. Not signing this does not eliminate the student-athlete's responsibility to following the code of conduct. Furthermore, failure to turn in the signed page in a timely manner may result in the student athlete being dismissed from the team. Questions regarding interpretation of these rules, policies, and procedures should be brought to the Athletic Director for clarification.

- 1) A student athlete must not be tardy and must be present for the entire school day on the day of the contest or practice in order to participate in the practice or contest unless they have administrative approval of the absence. Examples of approved absences or tardiness may include documentation of a doctor's appointment, documentation of a pre-scheduled college visitation, documentation of a funeral, or documentation of a school sponsored field trip.
- 2) Athletes are expected to attend all practices and games unless excused by the coach of the team. Coaches will determine individual team policies for sanctioning absences. Attendance at athletic banquets/awards ceremonies is considered mandatory and a part of the student/athlete's responsibilities. Athletes failing to attend awards ceremonies may forfeit their awards.
- 3) A student/athlete, who quits or is removed from a team after five days from the official start of practice, will not be permitted to try out for another sport during the same season or prepare for another sport, until the sport the athlete quit or was removed from has concluded unless extenuating circumstances exist as determined by the athletic department and administration. A student who is dismissed from a team or quits a team in that sport will forfeit all awards for a particular sport. A student, cut from one sport, may join another sport during the same season. Coaches will make cuts in a timely manner.
- 4) Athletes and parents must complete, sign and turn in all applicable paperwork in the student athlete packet prior to the start of practice. No athletes will be permitted to begin official team practices without a current physical on file in the athletic director's office.
- 5) Any athlete issued uniforms/equipment shall be held responsible for their care. Failure to turn in assigned equipment will result in a charge for the items lost. Payment shall be based on the cost of replacing the equipment. An athlete who owes for the lost equipment will not receive his/her awards and will not be permitted to participate in another sport until all obligations are met. Seniors who owe for athletic equipment will not be allowed to go through graduation ceremonies unless their obligations are met.
- 6) A student who is serving an out-of-school or in-school suspension is ineligible for any athletic participation (practice or contest) on the days of the suspension. A student/athlete, who has completed his/her suspension responsibilities, is eligible to participate on the day following the date of completion the last date of suspension. If a suspension carries over a weekend the student athlete will be ineligible for weekend competition or practice.
- 7) Coaches/advisors are responsible for managing individual sport specific team rules and regulations (curfews, dress, tardiness, game and practice conduct etc.). Team rules must comply with school district policies and procedures and be submitted for approval to the athletic director prior to the start of the season. Coaches may refer students to the

Athletic Director and/or the building Principal for violations of the student handbook or Board of Education policies.

8) School penalties for misconduct are in addition to those imposed by the Athletic Department.

9) Athletes are expected to be in attendance at the start of school on the day following an athletic contest. Coaches and the athletic director may sanction the participation of athletes in practices or games for such offenses.

10) Athletes are expected to act like responsible young adults, showing respect for coaches, teammates and opponents at all times.

### **Athletic Eligibility for Keystone High School**

The following section on eligibility for athletics at Keystone Local Schools is based on established policies of the Ohio High School Athletic Association and the Keystone Board of Education. Copies of the OHSAA handbook can be found online and/or in the athletic office. The head coach in each sport is responsible for making sure the athletes in his/her program are fully aware and understand these policies. Questions regarding the interpretation of the OHSAA by-laws and or Keystone Local School policies should be brought to the Athletic Director for clarification.

1) A student in grades 9-12 must be currently enrolled in and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in subjects that earn a minimum of 5 credits, or the equivalent, per year towards graduation (OHSAA Bylaw 4, Section 4-4-1).

2) The eligibility or ineligibility of a student continues until the morning of the 5<sup>th</sup> school day of the next grading period, at which time the immediately preceding grading period grades become effective (OHSAA Bylaw 4, Section 4-4-2). EXCEPTION 1: At the beginning of the fall sports season, the first grading period is considered to have started as far as the Bylaw is concerned. Any student who is academically ineligible is eligible to participate in practice, but is ineligible to participate in any way with team in a contest. EXCEPTION 2: A student coming off the "ineligible status" may become eligible 24 hours after the mandatory grade reporting date (a date established by Board policy which cannot be the same day as the end of the grading period) established by the Board of Education provided said grade reporting date is applicable to all students in that district.

3) A student in grades 9-12 must maintain a 1.5 cumulative GPA to be checked at the end of each nine-week grading period. If a student athlete has less than a 1.5 GPA he/she will be placed on academic probation until interim reports. At this time the student must have a 1.5 or better. If not, he/she will be academically ineligible for the remainder of the 9 weeks. 2) Due to constant changes in the OHSAA definitions and judgments on athletic eligibility, all athletes and parents should refer to [www.ohsaa.org](http://www.ohsaa.org) and read Bylaw 4 under the "Student Eligibility" link. All Keystone High School

Student/Athletes are subject to all of the regulations of the Ohio Athletic Association concerning eligibility as established by the OHSAA Bylaws.

4) In order to begin participating on an athletic team (practice or contest); a student must have an updated Athletic Code of Conduct and Guidelines on file with the Athletic Director and have paid the pay-to-participate fee. All forms must be signed by the student/athlete and his/her parents/guardian, showing that they have read and understand all the information.

## **Athletic Eligibility for Keystone Middle School**

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades (Per OHSAA By-Law 4-4-5).

## **NCAA Clearing House**

The Clearing House is an arm of the NCAA. The NCAA established it to unify and certify all student athletes for Division I and II institutions. To be eligible to compete at that level, an athlete must be registered with the Clearing House and must have sent an ACT and/or SAT test score to the Clearing House. These forms are available with the guidance counselors. There is a cost to register with the Clearing House.

## **Random Drug Testing**

This policy reflects the commitment of the Board and the community to establishing a truly drug and alcohol-free school environment. This policy applies to all of the following students in grades 9-12:

1. student athletes;
2. students participating in one or more extracurricular/co-curricular activities and
3. student drivers (i.e., students possessing District driving and/or parking privileges).

The program does not affect the current policies, practices, or rights of the Board regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug and/or alcohol testing through this policy.

While students risk the loss of athletic privileges, the random drug testing policy is designed to be non-punitive with regard to academics. No student will be suspended or expelled from school or penalized academically a result of a certified positive test conducted by the District under this policy.

### Purposes of this Policy Shall Be:

1. To provide a healthy and safe environment to all students to which this policy applies.
2. To discourage all students from using drugs and alcohol.
3. To provide students with the opportunity to become leaders in the student body for a drug and alcohol-free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To encourage students to remain drug and alcohol free.

All students and parents/guardians/custodians must sign an "Informed Consent Agreement" for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District. The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

### **Training Rules and Regulations**

Training rules are a matter of self-discipline. The best performance an individual is capable of producing comes when an athlete is willing to sacrifice his/her time and effort toward a conditioned training program which will ultimately help discipline his/her daily habits during their lifetime. It is also understood that the use, possession or distribution of drugs, alcohol and tobacco is an illegal activity and will not be tolerated in the Keystone Athletic Program. Students who participate in athletic programs need to understand that they represent both Keystone Schools and their Keystone community. Therefore, student athletes must be willing to conform to a set of rules and expectations that may be different from those placed on other students.

### **Drug, Alcohol, and Tobacco**

A student involved in athletics in grades 7-12 shall not: use, buy or possess alcohol, use, buy or possess illicit drugs, steroids, or tobacco in any form or be in the presence of under age drinking, drug or other illegal activity. This rule, training rules and team rules apply during the season of participation by the student. In season is defined as the time period from the OHSAA starting date for a sport and will conclude with the award presentations for that sport. This policy will be enforced 24 hours a day, 7 days a week during the season. It will also be applied during any other team-sanctioned event that occurs outside the season, such as team camps and team trips. Offenses in this policy will be calculated for the student's entire athletic career during grades 7-12. Coaches are responsible for reporting to the Athletic Director any violations that come to their attention.

## **Self-Referral**

If a student athlete makes a self-referral to the principal prior to the reported violation of the above policy, the student will be denied participation for 20% of the scheduled contests as long as he/she seeks professional counseling. This professional help will begin with a conference session with the principal and will continue with a recommended program through a professional agency. Any cost for professional counseling outside the school system will be the responsibility of the parent/guardian. Proof of the completion of the recommended program must be documented and reported to the principal. If the student fails to complete the recommended program the student will be subject to the enforcement of the full amount of the first offense. Any violation after the self-referral will be treated as a violation of the policy subject to disciplinary provisions outlined under 2<sup>nd</sup> offense provisions.

## **Offenses**

### **1. The First Violation**

For the first offense, the student athlete will be given the option of:

A. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/ custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.

*The student will be denied participation for a minimum of 20% of the season.*

A student-athlete shall meet with the athletic director, head coach and a District administrator to determine reinstatement. The student may be required, at the student and/or parent/guardian/custodian's expense, to submit to weekly or random testing for the remainder of the drug testing effectivity period. The student shall forfeit all leadership roles.

For Example:

1) Student Athletes: The student athlete will be denied participation in 20% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. Note: The student may continue to practice with the team and sit with the team during home and away contests. The student may not wear a team uniform during this denial of participation.



B. Denial of all privileged activities for that school year.

## 2. The Second Violation

The student is denied participation for 50% of the season. A student athlete who tests positive shall meet with the athletic director, head coach and a District administrator to determine reinstatement. A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student will be required, at the student and/or parent/guardian/ custodian's expense, to submit to weekly or random testing for the remainder of the current season. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/custodian are responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.

Failure to complete these requirements may result in permanent denial of participation in privileged activities during the student's career at Keystone High School.

## 3. The Third Violation

The student may be permanently denied participation in athletics, extracurricular activities and District driving and/or parking privileges immediately.

Violations are cumulative throughout the student's secondary school career Grades 7-12.

### Self-Referrals

A student may give a self-referral, which may be done only once in four years. Self-referrals can only happen before a test is done and before the violation is discovered and addressed.

A self-referral occurs when a student asks a coach, adviser, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral will not be subject to any disciplinary action provided that:

1. The student completes a drug assessment and counseling program and verification is provided to the principal/designee. The counselor and/or agency must be certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services. The student and/or parents/guardians/custodians must pay for this expense.

2. The student agrees to submit to five follow-up drug tests within six months at the student and/or parent/custodian/guardian's expense. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. If the student tests positive during the follow-up drug tests, the student will be subject to first-time offence consequences.

## **Selling/Distribution**

If a student athlete is found to be selling drugs or distributing drugs/drug paraphernalia, he/she will be denied participation for a calendar year. A second violation during his/her career will result in a denial of participation for the remainder of his/her tenure at Keystone Local Schools. Self-referral does not apply under this process. Contact with the LaGrange Police Department will be made at all levels of the violations listed above.

## **Other Procedures and Guidelines**

1) Information that may lead to a student-athlete being denied participation will be investigated by the school.

2) If it is determined that a violation has occurred, the athletic director and/or principal will meet directly with the student athlete. The student/athlete will be given notice of the intent to deny athletic participation.

3) The athlete and his/her parent/guardians will have the opportunity to challenge the reasons for the denial in an informal hearing with the principal.

4) All students can access a copy of the code of conduct requirements that are adopted by the Board of Education. All students must follow the guidelines listed in the code of conduct.

5) All injuries that require medical attention should be reported to the school's athletic trainer for referral. Coaches should fill out accident reports on all serious injuries and report the incident to the athletic director/principal as soon as possible but not later than 24 hours from the time of the accident.

6) Middle school cheerleaders may participate in a school sport without penalty.

## **Hazing**

1) Hazing: Students shall not threaten, act or participate in any act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or school employee. Nor shall a student harass any other person. (See Student Handbook for further information).

2) The Keystone School District forbids hazing and all other activities that interfere with the personal liberty of an individual. The KLSD defines hazing as any action taken or situation created, whether on or off KLSD premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Any instance of hazing should be reported to the Director of Athletics at your school.

3) Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

## **Transportation**

It is the responsibility of the Keystone School District to provide transportation to and from all away athletic contests. Under no circumstances will student athletes be permitted to drive to away contests. In special cases, it may be necessary for a student to travel to or from away contests with his/her parent. This may be done if a request has been made by a parent to the supervising coach of the sport. This form must be submitted to the supervising coach prior to the away contest.

## **Vacation Policy**

Vacations during an athlete's season are discouraged. However, if a vacation is unavoidable:

- 1) Contact head coach prior to the vacation;
- 2) An athlete must practice one day for each practice or contest day missed prior to resuming competition (contest day will count as a practice day); and

- 3) Be willing to assume the consequences related to your status as a starter, 2nd string, 3rd string, etc.
- 4) Students, parents and coaches should discuss the impact of absences prior to the planned absence being taken.

## **Dual Participation**

A student may participate in two sports at the high school level (i.e., cross country and golf) during the same season if both coaches (i.e., cross country and golf) agree, and the administration approves, based on whether or not dual participation will result in conflict in the requirements of the two sports.

The student-athlete must declare one sport as their primary sport and attend all functions of this sport. The student-athlete may participate in their second sport as long as it does not conflict with their primary sport.

With a few exceptions, one student playing two sports in one season does not usually end positively and hinders a student from excelling as a teammate or competitively for both teams.

## **Expectations for student-athletes**

Participation in athletics is a privilege, not a right. Since student athletes are in a highly visible position, they are expected to conduct themselves in an exemplary manner at all times which will positively reflect on them, their family, the team, the school, and the community.

Student athletes who participate in the Interscholastic Athletic Program in the Keystone Local Schools are expected to adhere to the Student Handbook and the Athletic Code of Conduct. Moreover, a student athlete can be denied participation in contests or removed from a team for any violation of, including but not limited to, the Student Handbook, Athletic Code of Conduct, the OHSAA rules and/or specific team rules established by the coaching staffs of individual sports.

A Student Athlete, who is disciplined in school for a breach of the Student Discipline Code, must understand that it may directly affect their ability to participate in athletics.

1. A student who serves a detention after school may be late for a practice or contest which may result in further disciplinary actions from the coach.
2. A student who is suspended, in-school or out-of-school, would not be allowed to participate in practices or contests during the length of his or her suspension. This may also result in further disciplinary actions from the coach.

As a prospective student athlete, you are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. School and Athletic Department personnel expect you to treat opponents with respect; accept the judgment of contest officials; abide by contest rules; display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances; cooperate with officials, your coaches and other participants to ensure a fair contest; live up to the high standard of sportsmanship that has been established by the Keystone Local School District.

### **Expectations for parents**

- A. Carefully evaluate the commitments of your son/daughter in time, cost and transportation before granting permission for his/her participation.
- B. Understand the training rules and procedures to be followed by the athlete. After their inspection of the rules, parents must sign the Athletic Responsibility Acknowledgement Card prior to their son/daughter's participation.
- C. Sign a Medical Insurance Waiver, Physical Exam Card, Emergency Medical Form, OHSAA Bulletin and a Residency Report Card prior to your son/daughter's participation.
- D. When possible, schedule doctor, dental and all other outside appointments so that they do not conflict with practice or game times.
- E. Take an honest interest in your son/daughter's participation in athletics. Make an effort not to put unreasonable pressure on them to be a starter.
- F. Help support and enforce all training rules.

G. Try to resolve any problems or complaints with the coach before approaching the Athletic Director, Principal, Superintendent, or Board of Education. Make phone calls of a non-emergency nature during school hours and/or reasonable hours.

H. Realize that work and vacations are not acceptable reasons for your child to miss practice or games.

I. Be supportive of all athletic programs. We encourage parents to join our Athletic Booster Club & athletic volunteer staff. Your help is needed for our programs to succeed.

J. Focus your attention on supporting our student/athletes giving their best effort while enjoying a positive experience. Demonstrate good sportsmanship toward all who are involved in attending, participating, and working at all school athletic events.

**As a Parent, I agree to abide by the following:**

- 1) Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at games, practices and sporting events.
- 2) Place the well-being of my child before a personal desire to win.
- 3) Encourage my child to play by the rules and respect the rights of other players, coaches, fans and officials.
- 4) When a concern arises I will contact my child's coach twenty-four hours after a contest by phone or email for the sole purpose of making an appointment. No other issues will be discussed or mentioned in this communication.
- 5) Once a meeting time has been agreed upon my child and I will both attend the meeting. Playing time, playing position and other parents or players will not be discussed at this meeting.

**Parent/Coach Communication**

We are pleased that your son/daughter has chosen to participate in the interscholastic athletic program of the Keystone School District. A goal of the athletic department is to provide our student athletes with the best environment in which their sport experience may be as rewarding as possible. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. This "Communication Guide" has been developed to help coaches, parents, administrators and student athletes communicate more effectively.

**Communication You Should Expect from Your Child's Coach**

- 1) Philosophy of the coach.
- 2) Expectations the coach has of your child including your child's role on the team
- 3) Locations and times of all practices and contests
- 4) Team requirements
- 5) Team rules in addition to the code of conduct
- 6) Insurance information
- 7) Explanation for making or not making a team

### **Communication Coaches Should Expect from Parents and Athletes**

- 1) Concerns should be expressed directly to the coach first
- 2) Notification of any schedule conflicts should be made well in advance
- 3) Specific concerns that are directly related to the program

### **Appropriate Concerns to Discuss with The Coach**

- 1) The treatment of your child mentally and physically
- 2) Ways to help your child improve
- 3) Concerns about your child's behavior

As your child becomes involved in the various athletic programs of the Keystone School District, it is our hope that he/she will experience some of the most rewarding moments of his/her life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (it is often encouraged) to clear up the issue and avoid any misunderstanding.

### **Areas Not Appropriate to Discuss with The Coach**

- 1) Playing Time/Position Assignment
- 2) Team Strategy/Play Calling
- 3) Matters concerning other student athletes

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions made by coaches, administration, officials, athletes, parents, and fans. As you have seen from the previous list, certain concerns can be and should be discussed with your child's coach. Other items must be left to the discretion of the coach. Our coaches are professionals. They make judgment decisions based on what they believe to be best for all student athletes under the circumstances present.

## **Procedure to Follow If You Have a Concern to Discuss with The Coach**

There are situations that may require a conference between the coach and parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution of the issue.

- Contact the coach to set up an appointment.
- If the coach cannot be reached after a reasonable period of time, call the High School Athletic Director and an appointment with the coach will be arranged for you.
- Important... Please do not confront a coach before or after a contest or practice session. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and in fact often escalate the issue.

### **The Next Step**

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding.

If the parent desires further communication, please call the High School Athletic Director and the appropriate next step will be determined.

### **Chain of Command**

The Keystone School District, in conjunction with its Athletic Department, follows the chain of command listed below. We ask that you observe the order of this line if you elect to pursue any concern you may have with regard to the Athletic Program.

- 1st Assistant Coach (if applicable)
- 2nd Head Coach
- 3rd High School Athletic Director
- 4th Building Principal
- 5th Superintendent
- 6th Board of Education



We hope that the information provided in this “Communication Guide” will help you and your child to have a rewarding athletic experience.

## **High School Awards**

- 1) All awards must conform to the standards established by the OHSAA.
- 2) A list of award winners must be submitted by the head coach to the Athletic Director.
- 3) All student athletes must have conformed to state and local eligibility rules, conducted themselves in a sportsmanlike manner, returned all uniforms and equipment issued to them, and conformed to the Keystone Local Schools Athletic Code of Conduct in order to be eligible for an award.
- 4) In the event a student athlete is injured during the season and can no longer participate, he or she would be eligible for an award based on the recommendation of the head coach.
- 5) Presentation of awards is to take place at the conclusion of each sport season at a sports banquet.
- 6) Awards will be presented as follows:
  - a) Non letters                      numerals/certificate
  - b) 1<sup>st</sup> year varsity                      letter/pin
  - c) 2<sup>nd</sup> year varsity                      certificate
  - d) 3<sup>rd</sup> year varsity                      certificate
  - e) 4<sup>th</sup> year varsity                      plaque
  - f) 3.5 GPA during season              PAC scholar athlete award
- 7) No individual may receive more than one block “K” letter and no more than one set of numbers. If they have received a letter in another sport, they will only receive a pin for the new sport.
- 8) The requirements to letter in a sport will be included in team rules and will be determined by the head coaches in communication with the athletic director. These qualifications for a letter will be communicated before the start of the season.

## **Collection of Pay to Participate Fees**

Students participating in High School sports are charged a pay to participate fee per sport per season. These fees are used to defray a small portion of the coaching salary and fringe benefit expenses. Pay to participate fees are to be collected by the coach

**prior to the first official contest.** The coach assumes the following responsibilities with pay to participate fees:

- 1) Inform students of the pay to participate fee at the first official practice.
- 2) Collect fees from participants.
- 3) Write individual receipts for fees collected.
- 4) Deposit fees with the high school office on a regular basis.
- 5) Maintain a record of paid participants and provide a copy of the list to the athletic director.
- 6) Remind participants of first official contest deadline for payment.
- 7) Refer any participant with payment hardships to the athletic director.
- 8) Deny participation of athletes in games until payment is remitted.

## **Insurance**

Student/Athlete Insurance: Parents/Guardians of any athlete participating in any phase of the school athletic program will be asked to purchase the school accident insurance. Parents/Guardians have the option to sign an insurance waiver form stating that the student athlete is covered fully and completely by the personal insurance of the parent/guardian for any accident caused by or related to participation in any part of the school athletic program. No student/athlete can participate in any phase of the athletic program without health insurance coverage.

## **Keystone Local Schools Drug Testing Policy**

The Keystone Local Schools desire to implement a policy, which will attempt to provide this district with a safe and healthful student program. This policy reflects the schools and the community's strong commitment to establish a truly drug and alcohol free school environment. This policy applies to all athletes, volunteers and extracurricular activities from grades 9-12.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of any verified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances.

The results of drug tests will not be documented in any student's academic record.

**PURPOSE OF THIS POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

Additionally, all students and parents/guardians/custodians must sign an "informed Consent Agreement" for drug testing in order to be eligible to participate in the following:

1. drive a motorized vehicle to school
2. athletics
3. extra-curricular activities other than athletics

The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

**DEFINITIONS**

**STUDENT ATHLETE**

Any student participating in a Keystone High School athletic program and/or contests under the control and jurisdiction of the Keystone Local Schools and/or the Ohio High

School Athletic Association (OHSAA). This policy also includes cheerleaders and other club sport that is approved by the Board of Education.

### **EXTRACURRICULAR**

Any activity that is board of education approved that does not involve a grade.

### **ATHLETIC SEASON**

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the Keystone Local Schools. There are three athletic seasons: Fall, Winter, Spring. A participant whose activity is not in-season at the time of the participant's violation of this Code shall be considered an off-season participant. A student is not considered an "off-season" athlete until they have been a member of an interscholastic sport.

### **EXTRA CURRICULAR SEASON**

In season extracurricular activities for an elected or appointed position begins with election/appointment through the expiration of the term of office/season/activity. In season extracurricular activities for all other clubs and organizations, begins with the first meeting through the end of the school year, including all activities scheduled during summer.

### **RANDOM SELECTION**

A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

### **ILLEGAL/ILLCIT DRUGS**

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids

### **ALCOHOL**

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

### **TYPES OF TESTING**

## **TEAM TESTING**

At the beginning of each season, all eligible students will submit to drug and alcohol testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team.

## **RANDOM TESTING**

In-session random testing shall be done throughout the season. Each team may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

### Random selection of student athletes:

The Principal's will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

### Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Building Administrators. Random testing may be done weekly.

## **“Opt In” Student Drug Testing Program**

Parents/Guardians/Custodians that have students not involved in extracurricular activities, athletics or students who have parking privileges may have their students participate in the drug-testing program at the expense of the Keystone Local Schools. Interested Parents/Guardians/Custodians should contact the principal/designee for additional information.

## **Reasonable Suspicion Testing**

School officials will have the right to have a student tested for use of drugs when there is the “reasonable suspicion.” This applies to all student-athletes, all students participating in extracurricular activities and all students driving to school and parking on school property.

## **DRUGS FOR WHICH ATHLETES MAY BE TESTED:**

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in

accordance with the directions for use provided for in the prescription or by the manufacturer.

### **REFUSAL TO TEST**

Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive test result.

### **COLLECTION PROCESS (Urine Screens)**

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the principal or designee. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator and students will be witness to the test.
- Privacy must be kept for all students.
- The principal/designee is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, and proper ID are completed.
  
- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test and this will be considered a “refusal to test.”
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

- Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and or parent. Great Lakes Biomedical will do testing only so long as this is the company the school selects.

### **RESULTS OF A POSITIVE TEST**

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

### **IF A POSITIVE TEST OCCURS:**

#### **The 1st Violation**

For the first positive result, the student athlete will be given the option of:

A) The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied participation for a minimum of **20%** of the season. The parent/guardian/custodian and student will meet with the Athletic Director, the

coach, and a building administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season. The student shall forfeit all leadership roles.

For Example:

**Athletics:** The student will be denied participation of current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. NOTE: The student may continue to practice with the team and sit with the team during home and away contests. The student may not wear a team uniform during this denial of participation.

**Extracurricular Activities:** The student will be denied participation in 20% or 36 school days of all extracurricular activities, with any remaining percentage/days of denial of participation applied to the next season of participation if needed. NOTE: The student may not attend club meetings and or participate in off campus trips or special events. The student may not wear a uniform during this denial of participation.

**Driving and Parking:** The student will be denied 20% or 36 days of driving/parking privileges.

**In order for participation and privileges to be reinstated after the 20% penalty, the student must agree to submit to 5 follow-up drug tests within 6 months at no cost to the District. The drug testing dates will be determined by the principal/designee.**

OR

B) Denial of participation in interscholastic athletics for the remainder of the current season and for that year.

### **The 2nd Violation**

The student is denied participation for **50%** of the season. The parent/guardian/custodian and student will meet with the Athletic Director, the coach, and a building administrator to determine reinstatement. The student WILL be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season. This will be at the Parent/Guardian/Custodian's expense.

The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor.



Failure to complete these requirements may result in permanent denial of participation during the student's career at Keystone High School.

### **The 3rd Violation**

The student may be permanently denied participation in athletics, extracurricular activities and driving/parking privileges immediately.

Violations are cumulative throughout the student's secondary school career. (Grades 9-12)

### **SELF-REFERRALS**

An athlete may give a self-referral, which may be done only once in 4 years.

**Self-referrals can only happen before a test is done.**

A self-referral occurs when a student asks a coach, advisor, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral will not be subject to any disciplinary action provided that:

The student completes a drug assessment and counseling program and verification is provided to the principal/designee. The counselor and or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/Guardians/Custodians must pay for this expense.

The student agrees to submit to 5 follow-up drug tests within 6 months at no cost to the District. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. If the student tests positive during the follow-up drug tests, the student will be subject to first-time offence consequences.

## **ATHLETIC PARTICIPATION FEE STATEMENT**

The payment of a participation fee is necessary for us to be able to maintain our sports programs. The payment of this fee will not alter our coaches' philosophies, nor will it guarantee that the athlete will receive specific amounts of playing time. If the athlete

quits or is dismissed for disciplinary or academic reasons, no portion of the fee will be refunded.

A family cap of \$1,200 for PTP per school year is in place. Parents should refer to charts on the fee schedule as they calculate fees due and should go the school's website ([www.keystonelocalschool.org](http://www.keystonelocalschool.org)). Parents may make checks or money orders for the appropriate total payable to: "**Keystone Local School District**".

I fully understand that the payment of this participation fee allows my son/daughter to participate in the Keystone athletic program for one season. The payment of this fee will not guarantee that the athlete will receive any specific amount of playing time.

I pledge to fulfill my son's and or my daughter's responsibility of payment of this athletic participation fee according to the explanation listed on the fee schedule. **It is understood that the fee payment must be received by the first contest.**

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
DATE

I understand that payment of this participation fee is required before I may participate in any regularly scheduled games and that this fee, in no way, guarantees me any specific amount of playing time.

\_\_\_\_\_  
ATHLETE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SPORT/ACTIVITY

\_\_\_\_\_  
SCHOOL (KHS/KMS)

\_\_\_\_\_  
TOTAL \$ PAYMENT DUE

### FEE SCHEDULE

A family cap of \$1,200 per school year is in effect as of 7/1/12. The definition of a family, for purposes of this cap, is "those children and their siblings living under the same roof, at the same address". The full pay to participate fee for each activity is to be paid until the family total for a school year is reached. Note that only pay to participate fees for extra-curricular activities are included in this cap, and other school fees do not apply.

#### High School Fees

|                    |       |
|--------------------|-------|
| Academic Challenge | \$75  |
| Band               | \$175 |
| Choir              | \$8   |
| Flag Corp          | \$175 |
| First Sport        | \$250 |
| Second Sport       | \$200 |

#### Middle School Fees

|               |       |
|---------------|-------|
| Band          | \$18  |
| Choir         | \$8   |
| First Sport   | \$150 |
| Second Sport  | \$125 |
| Third or more | \$75  |

Third or more \$100

\*IMPORTANT- If a family thinks they will exceed the \$1200 family plateau, this form must be filed with the AD. The form lists all of the parents' names and the children's names in grades 7-12 who will incur pay-to-participate fees. This only needs to be filled out if the family believe they will exceed the \$1200 Plateau.

(1) STUDENT'S FULL NAME \_\_\_\_\_

(2) PARENT/GUARDIAN NAMES \_\_\_\_\_

ADDRESS \_\_\_\_\_

—

(3) SIBLINGS GRADES 7-12 ATTENDING KEYSTONE AND LIVING AT SAME ADDRESS/GRADE AS OF 8/1/15

| <u>NAME (FIRST AND LAST)</u> | <u>GRADE</u> | <u>NAME (FIRST AND LAST)</u> |
|------------------------------|--------------|------------------------------|
| <u>GRADE</u>                 |              |                              |

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

### Insurance Waiver Form

Every athlete must have personal health insurance before being permitted to participate in any athletic program for Keystone Local Schools. This form serves as proof of insurance for each child. If the child does not possess health insurance, affordable insurance may be purchased for the athletic season or for the entire school year by filling out the forms available to the students in the school office.

This form is required to be turned at the beginning of each athletic season.

#### CHOOSE ONE OF THE FOLLOWING OPTIONS

##### OPTION #1- INSURED

\_\_\_\_\_ (Athlete's name) is insured with \_\_\_\_\_ (Company name) under the policy number \_\_\_\_\_, covering hospital and medical care. We request that our son/daughter be exempt from paying the charge for \_\_\_\_\_ (name of sport) insurance for the 2011-12 school year. We

assume all responsibility for injuries received by our son/daughter through participation during interscholastic or intra-scholastic competition.

\_\_\_\_\_ (Parent signature) \_\_\_\_\_ (date)

**OPTION #2- WANT TO BUY SCHOOL INSURANCE**

\_\_\_\_\_ (Athlete's name) is currently uninsured. Please send information regarding the purchase of said insurance. When a policy is issued, policy numbers will be remitted to the athletic department and then, and only then, will my son/daughter be permitted to participate in \_\_\_\_\_ (name of sport) for the 2013-2014 school year, at which point we will assume all responsibility for injuries received by our son/daughter through participation during interscholastic or intra-scholastic competition.

\_\_\_\_\_ (Parent signature) \_\_\_\_\_ (date)

**STUDENT CONDUCT FORM AND TRANSCRIPT/PHOTO  
RELEASE AGREEMENT**

We have read and understand the Athletic Code of Conduct for the Keystone Local Schools. By signing, we agree: 1) That we will be subject to all of the terms, rules and regulations of the code and Board Policy. 2) Official copies of transcripts may be released to coaches for nominations of awards. 3) Sporting event pictures of our son/daughter may be taken and we give Keystone Schools permission to use those photographs for publication.

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY

(\_\_\_\_\_)\_\_\_\_\_

Phone

**\*PLEASE LIST YOUR LEGAL RESIDENCE. YOU MUST NOTIFY THE SCHOOL IF YOU HAVE A CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN INELIGIBILITY FOR ATHLETICS.**

**EMERGENCY MEDICAL AUTHORIZATION (KLSD)**

\_\_\_\_\_  
(Student Name) (Grade) (Telephone Number)

\_\_\_\_\_  
(Address) (School Attended)

Purpose – To enable parent to authorize emergency treatment for children who become ill or injured while under school authority when parents cannot be reached.

**PART I OR PART II MUST BE COMPLETED**

**PART 1 (TO GRANT REQUEST)**

In the event reasonable attempts to contact me at \_\_\_\_\_, or \_\_\_\_\_  
(Daytime Phone Number) (Other Parent)

at \_\_\_\_\_, or \_\_\_\_\_ at \_\_\_\_\_, or  
(Daytime Phone Number) (Relative or Childcare Provider) (Daytime Phone Number)

\_\_\_\_\_, or \_\_\_\_\_ have been unsuccessful,  
(Other Name) (Daytime Phone Number)

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Medical Specialist \_\_\_\_\_ Phone \_\_\_\_\_

Local Hospital \_\_\_\_\_ Phone \_\_\_\_\_

This authorization does not cover major surgery unless the medical opinion of two other physicians or dentists, concurring in the necessity for such surgery, are obtained before surgery is performed. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairment to which a physician should be alerted:

\_\_\_\_\_  
\_\_\_\_\_

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

**DO NOT COMPLETE PART II IF YOU COMPLETED PART I**

**PART II (REFUSAL TO CONSENT)**

I **DO NOT** give my consent for emergency medical treatment of my child in the event of illness or injury requiring emergency treatment. I wish the school authorities to take no action or to:

\_\_\_\_\_  
\_\_\_\_\_

Parent/

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ =