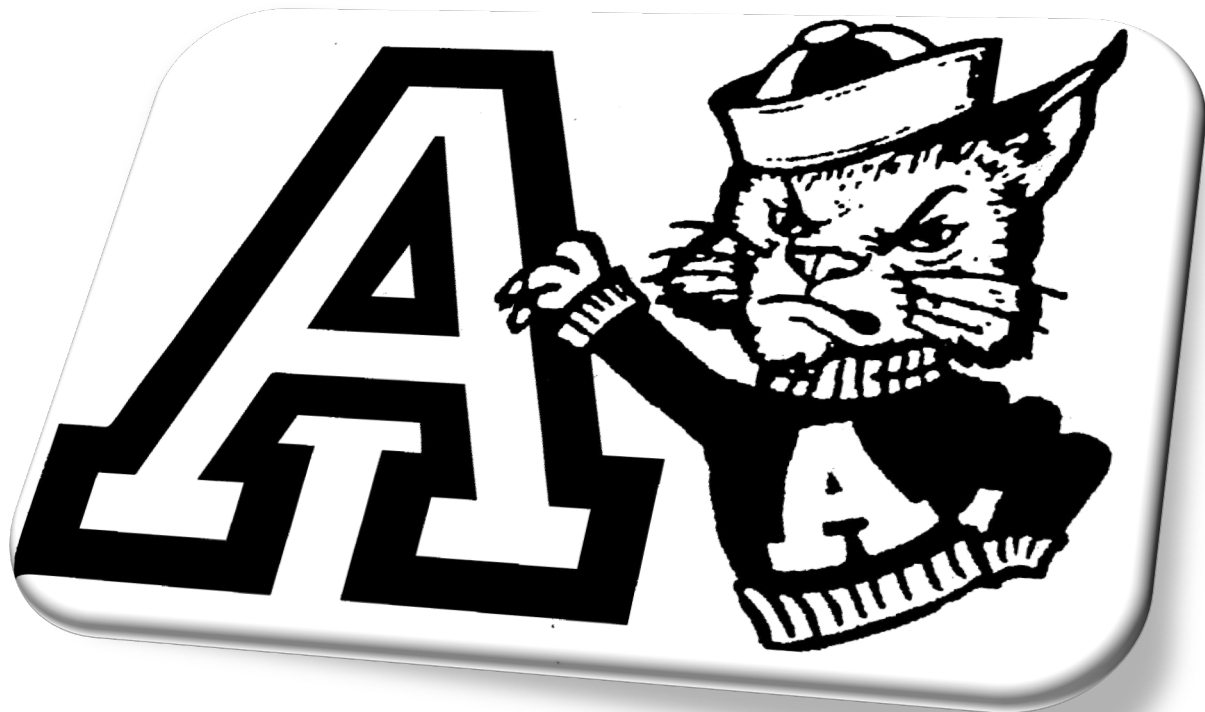


# **Student Handbook Addendum for Extra- Curricular/Athletic Participants**



## PLAYER/PARENT RESPONSIBILITIES

All participants in athletics must have on file with the athletic director, a copy of a current physical examination and a statement indicating parental permission to participate (consent form). All athletes MUST use the appropriate KHSAA Form (Middle School-MS01 and High School-GE04). The consent form is the first two pages of the document and must be signed by parents AND athletes. Proof of insurance is recommended.

## PRACTICE/TRYOUT REQUIREMENTS

Tryouts must be publicized 1 week in advance of approved tryout dates. Advertisements regarding scheduled tryouts may be delivered by any combination of school announcements: flyers, the school website, and/or additional means that are available to all students and parents.

Coaches/sponsors are responsible for assuring the above are in compliance and that all paper work has been turned in BEFORE the first tryout, practice, or conditioning session. A list of all participants must be submitted to the athletic director after teams have been selected so eligibility status can be checked. If an athlete joins a squad after the rosters have been submitted to the athletic office, a supplemental list must be brought to the athletic office prior to the participation of those individuals. The above procedures must be followed for any additional athlete.

## CODE OF CONDUCT FOR EXTRA-CURRICULAR ACTIVITIES

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic/extra-curricular programs. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound extra-curricular program. The welfare of the student is our major consideration and transcends any other consideration. All participants shall exhibit conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the participant, the team, club, or the school will not be tolerated.

## EXTRA-CURRICULAR ELIGIBILITY

The student-athlete must meet all of the age, enrollment, attendance and scholastic requirements established by the KHSAA. Bi-weekly eligibility for school athletes will be determined through grade checks.

Student eligibility criteria is outlined below:

At the middle school level, effective with the 2015-2016 school year, policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be implemented pursuant to 702 KAR 7:065 as follows:

- Beginning with the 2015-2016 school year and thereafter, require that no student enrolled initially in grade (5) through grade (8) during the 2015-2016 school year or thereafter who is repeating a grade for any reason be eligible to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8) while repeating a grade;
- Beginning with the 2015-2016 school year, require that a student who turns:
  - Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below;
  - Fourteen (14) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below; and
  - Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below;
  - At the high school level, nineteen (19) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades twelve (12) and below.

Weekly Eligibility Standard for Students Enrolled in Grades 6-12: To be making continual progress, a student shall be passing at least 5 out of 7 classes of instruction. To be making continual progress the student shall also be passing cumulatively for the current credit period in at least five hours of instruction as defined by Kentucky Board of Education regulations (of the seven hours of instruction Bylaws 8 - BYLAWS 2014-2015 KHSAA HANDBOOK required) or the equivalent of five hours of instruction acceptable to graduation.

- A. If a student already on a club, academic, or athletic team fails to maintain the minimum GPA, he/she will be placed on probation and not allowed to participate for a one-week period. If the student has failed to meet the requirement at the end of one week, he or she must wait until the next academic check in the following week.
- B. Students with more than two "F's" on any weekly grade check, midterm or nine-week grading period will not be allowed to participate in any extra-curricular activities until the student no longer has multiple F's on any grade check.
- C. At the middle school, if a student is assigned ESS due to grades, their participation in the ESS program is required. A student MUST attend ESS before they attend any practice, game, or event. Missing ESS due to a practice, game, or event is not permitted.
- D. Any middle school activity or sport that begins before the school year begins will utilize the same athletic participation requirements as stated above. Final grades from the previous year will be reviewed to determine athletic eligibility. If a student had two or more F's on their final report card, they may try out (if applicable) and be a part the team, but may not practice with the team until the first

grade check. Coaches/sponsors of activities that begin in the summer must submit a team roster to the Principal/Athletic Director within the first week of practice for student grade review.

- E. Weekly grade checks will occur on Fridays. Students will be deemed ineligible from the Saturday after a grade check until the next weekly grade check on a Friday.

\* Any extenuating circumstances will be considered on a case-by-case basis and are at the discretion of the principal.

\*\*The above information is specific to athletics; any other clubs, national organizations, or extra-curricular activities may have more rigid eligibility requirements that must be followed by participants.

## STUDENT RESPONSIBILITIES

- A. Students assigned to out of school suspension for any part of the day shall not participate in practice/scheduled competition, or any club related activity on that date. Students whose out of school suspensions begin on the last day of a school week, continuing to at least one day of the following week, are prohibited from participating in any weekend practices, competitions or club related activities.
- B. At the middle school level, students assigned to In School Suspension (ISS) or an Alternative Education Room (AER) for any part of the day shall not participate in practice/scheduled competition, or any club related activity on that date. Students whose in school suspension begins on the last day of a school week, continuing to at least one day of the following week, are prohibited from participating in any weekend practices, competitions or club related activities. At the high school level, if a student is placed in ISS or AER, it is at the coach's/administrator's/athletic director's discretion if the student is permitted to practice or participate in events.
- C. Students are expected to follow all school rules while traveling to or from events and will be subject to disciplinary action for failing to follow rules.
- D. If a student has an unexcused tardy or absence on the day of a scheduled practice, game, or event, permission to participate in the practice, game, or event on that date will be at the Principal or Athletic Director's discretion after reviewing the circumstances.
- E. All students participating in extra-curricular activities must have signed permission forms & physicals (when applicable) on file with the coach and school.
- F. Coaches and sponsors must provide all student participants with school rules and regulation relevant to their activities prior to the first practice. Each student and his/her parent/guardian must sign a statement that they have been made aware of all rules of extra-curricular activities. Additionally, any cost that would be incurred by a prospective student must be communicated in writing (including a statement that if a child cannot afford these expenses, special arrangements can be made) prior to tryouts. Should any individual not be able to afford these expenses, special arrangements can be made with the Athletic Director. No child will be denied the opportunity to participate due to financial circumstances. Coaches and sponsors are required to keep these signed statements on file.
- G. For middle school students: All Ashland Independent students grade 6-8 are eligible to participate in Ashland Middle School extra-curricular activities. 5<sup>th</sup> grade students may participate in AMS activities that do not limit roster sizes. No 5<sup>th</sup> grade student or below may participate on an AMS activity/team that limits roster size.

## ATTENDANCE AT PRACTICES AND TEAM MEETINGS

Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the head coach.

## CARE OF SCHOOL EQUIPMENT

The athlete is responsible for all equipment issued to him/her. Stolen or damaged equipment must be paid for by the athlete or his/her parents before final grades are issued.

## TRANSPORTATION TO EXTRA-CURRICULAR CONTESTS

All team members will travel to out of town contests by means of transportation provided by or organized by the coach. The only exceptions to this rule include district failure to provide transportation or parent requests. Parents are discouraged from making this request.

## MEDICAL RELEASE TO AGAIN PARTICIPATE

If an athlete is seriously injured, he/she must have a doctor's release before he/she can practice or compete in athletic contests. **PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY OF THIS PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY.** The only exception to this rule is a doctor's release, which must be presented to the coach prior to the practice or the contest.

## CONCUSSIONS

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury. Once a concussion has been diagnosed (or presumed by lack of examination by an appropriate health care provider), only an MD or DO can authorize return to play on a subsequent day, and shall be in writing to the administration of the school.

## PERSONAL CONDUCT

Participation on a team or club of any kind is a privilege, and the participants must earn the right to represent their school by conducting themselves in such a way that the image of the Ashland Independent School District would not be tarnished in any manner. Any participants whose conduct is judged to discredit himself/herself, the team, the club, or the school whether or not such activity takes place during or outside school hours will be subject to disciplinary action as determined by the coach/sponsor, the athletic director, and/or the school principal. Suspension or removal from a team or club may be made by the coach or sponsor of the sport or club, athletic director or school administrator. The club sponsor or athletic coach will confer with the athletic director and/or principal before this action is taken. The school system's Code of Acceptable Behavior may be used to determine the extent of the discipline.

Activities which could result in disciplinary action or dismissal from a team include but are not limited to:

- Smoking/use of tobacco products

- Drinking/use of alcohol/drugs
- Hazing or any form of initiation to a team member
- Personal misconduct (In School Suspension, out of school suspension, excessive tardies, inappropriate language, acts of disrespect, etc.)
- Unexcused absences from meetings, practices, and games
- Unsportsmanlike conduct
- Bullying, Cyber-bullying, Harassment of others (See code of conduct for definitions)
- Personal misuse of social media/electronic devices
- Violation of athletic policies
- Violation of Title IX assurances

\*\* Students found in violation of any of the above may/will face administrative disciplinary action which could result in suspension/expulsion from the team and/or school.

## QUITTING A TEAM

The normal rule for athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. If a student athlete quits a team after the team's first official contest (excluding any scrimmages or preseason contests), then that athlete is ineligible to work out with any other team until the sport in which that student athlete quit has concluded. An athlete who goes out for a sport, but is "cut", would be eligible to try out and participate in another sport during that season. A student athlete who is "dismissed" from the team after the first regular season contest is also ineligible to work out with any other team until the sport in which the student athlete is dismissed from has concluded.

## TEAM AND INDIVIDUAL DISCIPLINE

Each coach may have discipline rules for minor infractions, such as horseplay, tardiness to practice, missing practice, etc. Head coaches may determine to have team rules in addition to what is in this addendum. These rules shall be presented to the players in writing and approved by the school principal or athletic director. They shall be on file in the athletic office and/or the principal's office.

## SUSPENSION FROM A TEAM, CLUB, OR SQUAD

Temporary suspension will be made by a coach of a sport, athletic director and/or school administrator. The club sponsor or athletic coach will confer with the athletic director and/or principal before this action is taken. Causes for temporary suspension may include, but not be limited to, the following:

1. Grades
2. Personal misconduct
3. Unexcused absences from school, practice, or meetings
4. Violation of athletic policies/guidelines
5. Unsportsmanlike conduct

## MULTIPLE SPORT ATHLETES

We do not want to discourage any athlete from participating in multiple sports; however we do have some guidelines that must be followed. NOTE: a coach cannot make it mandatory for any athlete to attend during the sport's off season.

### **COACHES SHALL NOT DISCOURAGE STUDENT ATHLETES FROM PLAYING MULTIPLE SPORTS!**

1. For athletes who participate in two separate teams during the same season, the coaches of those sports, parent(s) of the athlete and the athletic director shall discuss the logistics of practices, games, etc. and come to an agreement, if necessary.
2. If athletes wish to participate in multiple sports that are NOT within the same season, the priority then will be given to the sport that is in season and the coach of the sport in season shall give the athlete permission to "work out" with the sport that is not in season.

## COMMUNICATION/24 HOUR RULE

While it is hoped that all athletes, parents and staff members work for the common good of the individual and the school, disagreements are a part of interscholastic athletics. For the purpose of improving relations between all parties involved, the following guidelines shall be followed.

If a parent has a complaint about a coach, they shall refrain from confronting the coach in public before or immediately after a contest or practice. A 24 hour rule shall be in place where a parent may not approach or contact a coach in regards to a complaint they may have.

1. A parent may contact the coach the following school day by calling the school or by sending an email, not text or social media message, to establish a meeting.
2. If after this meeting the matter is not resolved, the parent shall contact the Athletic Director to establish a meeting to discuss their complaint.
3. If the matter is not resolved at this second meeting, the parent shall then contact the Principal for a third meeting and his decision shall be final.

Coaches, parents, and the administration shall not discuss other players or family members. Conferences shall focus on the complaint and a remedy to the problem that is most agreeable to all the parties involved. **Part of this established policy is that coaches are NOT obligated to play all players equally.** The determination of who plays and who does not, or their assigned positions are determined by the coach at his or her discretion based on criteria including, but not limited to: ability level, experience, work ethic, attitude and past performance. A coach's system, strategy or play calling ability are not subjects up for discussion or debate in meetings.

If board members or administrators are contacted by parents about a concern regarding a player or coach, they shall inquire as to whether or not the issue has been addressed with the coach first. When appropriate, these parties shall direct the inquiring person to contact the coach, Athletic Director, or Principal (in order). Any written correspondence, including text messages, emails or social media messages, should be passed on to the appropriate personnel, giving them the opportunity to respond. Anonymous notes, letters, and phone calls will receive no attention or official action. If school officials believe that the safety or well-being of student athletes may be in jeopardy, an investigation may be undertaken.

## AWARDS/BANQUETS

Coaches are responsible for scheduling team banquets. Coaches must notify the athletic director, students, and families in writing of the dates and times of the banquets/awards ceremony.

## FACILITIES

School facilities should not be utilized for practice or play unless authorized school personnel are present for appropriate supervision.

## DEAD PERIOD

Beginning in June 2017, the period of June 25 to July 9 constitutes the DEAD PERIOD for all athletics. During the dead period:

- a. Students cannot receive any coaching or training from school personnel, whether salaried or volunteer
- b. School facilities, uniforms, nicknames, transportation, or equipment cannot be used
- c. School funds shall not be used in support of interscholastic athletics
- d. Postseason wrap-up activities, celebrations and recognition events MAY be held

## TRANSPORTATION

All buses are scheduled by the coach and submitted to the athletic director for approval. Coaches will be responsible for insuring that all players, coaches or other support staff board the bus at the designated time and be on the bus when it leaves for an event, and when it returns from an event.

## SUPERVISION

A member of the faculty, coaching staff, or administration staff shall accompany students on all school-sponsored and school-endorsed trips under the principal's discretion.

## **PARENT/GUARDIAN ATHLETIC CODE OF CONDUCT**

1. I hereby pledge to provide positive support, care and encouragement for my child participating in sports by following this Parent Code of Conduct.
2. I promise to help my child enjoy the sports experience by doing whatever I can; such as attending as many games as possible, being a respectable fan, or sharing in transporting my child to and from practice and/or contests.
3. I realize that my child's playing time is determined by his/her awareness of the game, his/her ability, his/her maturity as determined by the coaches' evaluations.
4. I will encourage good sportsmanship by demonstrating positive support for all players, opponents, coaches, and officials every game, practice, or other sporting events, regardless of race, sex, creed, or ability.
5. I will place the emotional and physical well-being of my child ahead of my personal desire to win and remember that the game is for the student/athletes and not the adults.



6. I will conduct myself in such a manner as to bring positive feedback to our athletes, our school and our community. I will refrain from undermining or spreading ill will by passing on gossip, rumors, and innuendos which could destroy team morale and cohesiveness. I will refrain from commenting or speaking ill of coaches/team/school via social media.
7. I will support the 24 hour rule: Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. I will schedule an appointment with the head coach if an issue arises. It is never acceptable to attempt to discuss another student's playing time.

## **PARENTAL CONDUCT SUBJECT TO DISCIPLINE**

*\*Examples of words or actions which will constitute a violations of the code include, but are not limited to the following:*

1. Making physical contact with a player, coach, official, school representative, or spectator
2. Taunting or threatening any player, coach, official, school representative, or spectator
3. Using profane and/or vulgar language or mannerisms
4. Going into the locker/dressing room area or obstructing their access to or exit from the locker room, or going onto the field/court/mat/dugout
5. Throwing of any object onto the playing area or at another individual
6. Defacing or damaging property belonging to any individual, team, association, or campus
7. Instigating any person(s) to become involved in any of the above listed behaviors
8. Being involved in any activity that would warrant the summoning of law enforcement officials
9. And any other conduct that is not in compliance with the tenets of the Ashland School District Athletic Program

## **PENALTIES FOR VIOLATION OF THE PARENT CODE OF CONDUCT**

1<sup>st</sup> Violation: Parents will be issued a strict warning for their behavior. Although not required, school officials can issue a suspension based upon the seriousness of the infraction.

2<sup>nd</sup> Violation: Parents will be suspended from all athletic contests for a time period of no less than 2 games of their child's current season, including post season games. The parents must meet with administration personnel, the absence of which will result in an indefinite suspension from all athletic events.

3<sup>rd</sup> Violation: Parents will be suspended for the remainder of the school year from all athletic events from the date of the 3<sup>rd</sup> violation

## **ALL PARENTS AND/OR GUARDIANS MUST SIGN OFF ON THE PARENT CODE OF CONDUCT ON THE SIGN OFF PAGE OF THIS HANDBOOK FOR THEIR CHILD TO BE ELIGIBLE TO PARTICIPATE**

## Ashland Athletics Confirmation Form

**This form MUST be completed in its entirety before the student/athlete is eligible to compete. This form must be on file with the head coach and athletic director.**

Student name: \_\_\_\_\_ Sport/Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

### **Permission for Coaches to Transport in Cases of Emergency**

I give my permission to the coaches to transport my child either to or from a game in the event no other transportation is available. I understand it is my responsibility on games designated for parent transport to get my child to and from the game. Coaches are not to be relied upon for transportation. However, in the event of miscommunication, misunderstanding, or other issues, it is possible my child could be left with no transportation and in a situation such as this, I am granting the coaches my permission to make necessary decisions to transport my child. I waive the coaches and the Ashland Independent School System from liability from any damages that could result from transportation by the coaches in these situations.

### **ATHLETIC HANDBOOK SIGNATURE SHEET (signed by all parents/guardians and athletes)**

I have read and understand the Ashland Athletic/Extra-Curricular Handbook and Code of Conduct and agree that I/my child will abide by its stated policies/guidelines and that I will abide by the Parent/Guardian Code of Conduct

Student Name: \_\_\_\_\_

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

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

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

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