

Athletic Handbook

Participants, Parents, and Coaches

Jr High and High School Programs

Klamath County School District 2023-2024



**Adopted By
Klamath County School District
Board of Directors
June 2023**

PREFACE

This handbook is to be considered the standard for the operation and management of the athletic programs in Klamath County School District (KCS D). It is a requirement for those responsible for the operation and management of the District's Athletic Programs to abide by the regulations and guidelines outlined within this handbook, the KCS D Policies and Procedures, and the Rules and Guidelines of the Oregon School Athletic Association (OSAA).

KCS D UPHOLDS NON-DISCRIMINATORY PRACTICES IN EMPLOYMENT AND IN EDUCATIONAL OPPORTUNITY

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, KCS D and its schools shall not exclude any student from participation in, deny benefits of, or be otherwise discriminated against in employment or in athletic programs offered on the basis of sex, sexual orientation, disability, past or present history of mental disorder, race, color, creed, religion, national origin, ancestry, age or marital status.

Complaint procedures

1. File complaint with school administration
2. If not satisfied, file the complaint with KCS D District Athletic Director
3. Next level is to file the complaint with the Office of the Superintendent

PHILOSOPHY OF ATHLETICS

Interscholastic Athletics in KCS D are an outgrowth of physical education, health programs and an extension of the learning and growth opportunities for the student. The interscholastic programs provide an opportunity for participants to learn positive life skills, values, and ethics in an environment that requires dedication, responsibility, self-discipline, cooperation, positive work ethic, and a respect for others. These programs provide opportunities for all students to share a common interest and goal, celebrate differences, develop team unity, and learn and develop physical skills for a lifetime of healthy habits.

THE ATHLETE

The student who voluntarily participates in the interscholastic program must have a personal commitment and dedication to the goals of the program and the team as membership may require choices and sacrifices only associated with participation. These personal commitments will nurture and grow personal traits of pride, loyalty, leadership, and goal setting while enabling the individual to become more resilient and cultivate and apply a set of skills to assist them in facing life's challenges.

THE GOAL OF ATHLETIC COMPETITION

The nature of athletic competition is to strive for and achieve victory, both personally and as a team. But this is not the sole measure of individual or team success. The win-loss record is only one measure of the success of the individual, team and the program. Ultimately, the measure of success comes from the development of the individual and team to achieve the philosophy of the athletic program. The competitive athletic environment is one that demands respect and recognition for those who rise to the challenges of their participation while accepting the potential for sacrifice and defeat. Those who develop and then apply the skills they learn through participation in interscholastic programs will embrace the future challenges of life and overcome them through goal setting,

personal sacrifice, and personal commitment. If a participant strives to reach their potential with passion and perseverance, personal victories that last a lifetime will be the end reward and victory.

GOVERNANCE OF KCSD ATHLETIC PROGRAMS

All schools in KCSD that offer interscholastic programs are members of the *Oregon School Activities Association* (OSAA) and are required to comply with the guidelines and rules outlined in the OSAA Handbook.

All KCSD interscholastic programs must also comply with KCSD policies and the guidelines developed for the safe and equitable operation of the sponsored programs.

Each KCSD school participating in interscholastic programs is a member of a league/conference of similar size schools located regionally in their area of the state while also a member of a state classification of similar size leagues. In most programs, schools will participate in a pre-season schedule and then compete in a league schedule to see who advances to post-season play and potential state playoff games. Each league/conference will operate under the OSAA rules and guidelines and will also have a set of 'Standard Operating Procedures' (SOP) for their league. The SOP's for a league set guidelines for the operation and organization of the league that includes games, all-league selections, and admission prices and how post-season teams are selected and games played. OSAA rules supersede league/conference SOP's.

The Officials who oversee contests for events in The Basin are governed by OSAA guidelines and the rules and procedures of the *National Federation of State High School Associations* (NFHS). All Officials in Oregon, at all levels of league classification, must abide by the same OSAA and NFHS rules and guidelines for high school athletic contests.

SPECIFIC SCHOOL ATHLETIC PROGRAM OPERATION

Each school will provide interscholastic programs during the fall, winter, and spring seasons. The programs offered at a specific school will be determined by the potential number of participants, league opponents, the overall interscholastic programs the school is offering during a sport season, and the OSAA guidelines. Based on the structure of the league, the availability of opponents in this region, and the potential number of participants, schools will offer Varsity, Jr. Varsity, Jr. Varsity II, and Sophomore/Freshman level teams. The placement of participants will be based on their individual skill set, safety for participants, and a placement where they will best develop as an athlete. Each program, prior to the start of the season and program tryouts, will establish a criterion for the placement of participants on a specific level team. The criteria should include a process to evaluate each participant to determine the best team placement to achieve the criteria above. The selection and/or placement of any student/athlete prior to the OSAA official 1st day of practice is not allowed. The failure of any potential player to participate in any off-season camps, workouts, off-season leagues and/or teams will not influence or impact their position on a team.

The operation of the interscholastic programs in each school will be the responsibility of that school's Athletic Director (AD). The AD for each school will establish the process to monitor and confirm all league, OSAA and KCSD rules and procedures are being followed and met in their specific school. This involves, but is not limited to, scheduling practices and contests, establishing practice and contest times, scheduling and making travel arrangements, hiring and evaluating coaches, and ensuring safety

measures are in place and are being followed for participants and spectators. The building AD is supervised by the building Principal in unison with the KCS D District Athletic Director.

QUALIFICATION REQUIREMENTS FOR COACHES, VOLUNTEERS, AND ATHLETIC DIRECTORS

All coaches, paid or volunteer, are required to meet all OSAA and KCS D requirements before they can assume any coaching duties with participants during the season or during the off-season. These requirements are as follows:

| Current KCS D PAID Employee ALL Paid Coaches and AD's | Non-KCS D Employee Paid Coaches – ONLY Coaches | ALL Volunteer Coach |
|---|---|---|
| • NFHS Fundamentals of Coaching -1 time certification required | • NFHS Fundamentals of Coaching -1 time certification required | • NFHS Fundamentals of Coaching -1 time certification required |
| • Interrupting and Preventing Discriminatory Acts – 1-time certification required | • Interrupting and Preventing Discriminatory Acts – 1-time certification required | • Interrupting and Preventing Discriminatory Acts – 1-time certification required |
| • Concussion-required annually | • Concussion-required annually | • Concussion-required annually |
| • Heat Illness Prevention-4 yrs | • Heat Illness Prevention-4 yrs | • Heat Illness Prevention-4 yrs |
| • Anabolic Steroids-4 yrs | • Anabolic Steroids-4 yrs | • Anabolic Steroids-4 yrs |
| • First Aid-current | • First Aid-current | • First Aid-current-recommended |
| • KCS D Safe School Certifications-required annually | • KCS D Safe School Certifications-required annually | • Racial Equity Training – Optional/Recommended |
| • OSAA Sport Specific (FB, WR, and Cheer) | • OSAA Sport Specific (FB, WR, and Cheer) | • KCS D new volunteer requirements |
| • Racial Equity Training – Optional/Recommended | • Racial Equity Training – Optional/Recommended | |
| | • KCS D new employee hire requirements | |

NOTE: Specific program requirements for coaches

- Spirit Safety Clinic All Cheerleading and Dance/Drill coaches only - Required annually
- OSAA Football Certification All Football coaches only - Required annually
- NFHS Football Tackling All Football coaches only - Required annually

Coaches who have not met the requirements for their coaching category listed above are prohibited from performing any coaching duties more than 3-separate occasions. It is the responsibility of the school AD to ensure all coaches, paid and volunteer, hold current certification for their position working with student/athletes. If a coach is not current, the school AD will 'Self-Report' the violation to the OSAA and the KCS D District Athletic Director.

Some programs invite and/or use a 'Guest Coach' during their season. Any individual who participates or has a role in a practice, program activity and/or a contest up to three (3) occurrences is considered a 'Guest Coach' and is not required to hold the above certifications. Any involvement by this individual for more than three (3) occurrences is required to hold all of the appropriate certifications listed above.

KCS D, an individual school, or a specific athletic program will not pay for or compensate coaches for obtaining required certification to coach.

No individual school or athletic program is allowed to compensate any paid and/or volunteer coach for any service provided. This includes, but is not limited to, money, gift cards, or any other form of compensation for their work.

Paid coaches will also be required to participate in KCSO trainings focused on the health/wellbeing of participants in KCSO sponsored athletic activities.

ACADEMIC ELIGIBILITY CRITERIA FOR STUDENT/ATHLETES

Interscholastic activities are considered extra-curricular and participants must meet and maintain an established set of KCSO and OSAA academic criteria to participate. The basic set of academic criteria is as follows:

- Participants must be enrolled as a full-time student in their school of attendance as per the OSAA 'Full-Time Enrollment' criteria.
- Must be making 'Satisfactory Progress' towards graduation as defined by the OSAA
- Must have earned the required number of credits the previous semester they wish to participate in an activity
- Any Home School Student must meet the OSAA Eligibility requirements in order to participate in athletic programs in KCSO or at a KCSO school.

Once OSAA eligibility has been met, KCSO has eligibility requirements for continued participation in extracurricular programs. These academic eligibility requirements are:

Student/athletes participating in KCSO athletics must maintain at least a 2.00 grade point average (GPA) during any grading period or at the end of each semester and be passing five (5) classes. KCSO grading periods are listed below; grades will be checked on the first Wednesday following the KCSO 'End of Grading Period' listed below:

- End of the first six week grading period –October 18th
- End of the second six week grading period –November 29th
- End of the First Semester (determines eligibility for next semester) –January 31st
- End of the fourth six week grading period –April 3rd
- End of the fifth six week grading period –May 8th
- End of the Second Semester (determines OSAA eligibility for next athletic year -June 19th

A grade violation will begin on the first Wednesday following the end of a grade period. If grades are checked before the proceeding Wednesday and the athlete has a 2.0 or better, they are removed from academic probation period.

Grades may be reviewed more frequently than the periods listed above for monitoring. However, the specific periods listed will be the required dates that determine academic eligibility for extra-curricular participation.

If a student/athlete fails to meet the academic standards at any of the above KCSO grading periods, the student/athlete will be placed on a three-week probationary period according to the following guidelines:

- Week One: The student/athlete can participate in practices and contests while being monitored by the school administration and athletic coach. Grades will be checked at the end of the first full week (Wednesday to Wednesday) and if the deficiency causing the probation is corrected no other action will be taken and the athlete is declared eligible.

- Week Two: If the student/athlete is not meeting KCSD academic standards at the end of the first week period, the student will be allowed to participate in practices but is suspended from contests for the second week of probation. The student/athlete is not allowed to be dismissed from school early to travel to away contests. The student/athlete can join the team at contest(s) where they do not leave school early and must be in street clothes. Student/athlete progress will continue to be monitored by the school administration and athletic coach. Grades will be checked at the end of the second full week and if the deficiency causing the probation is corrected no other action will be taken and the athlete is declared eligible.
- Week Three: If the student/athlete is still not meeting KCSD academic standards at the end of the second full week, the student/athlete will be suspended from participating in both practices and contests. The student is not allowed to be on the sidelines or the bench during any contest at this time. Student/athlete progress will continue to be monitored by the school administration and the head coach. Grades will be checked at the end of the third full week and if the deficiency causing the probation is corrected no other action will be taken and the student/athlete is declared eligible. If at the end of the third full week the deficiency still remains, the student/athlete is declared ineligible for the remainder of the season.
- A student/athlete will be reinstated immediately once all academic standards are met, except when a student/athlete is declared ineligible for the remainder of the 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 program the student/athlete is associated, school athletic director or another head coach for the school, and two staff members at large. Parents/guardians are to be notified prior to appointing the eligibility committee and conducting the meeting of the planned process to keep them informed. It must be made clear to all members of the eligibility committee their roles in helping the athlete maintain his/her eligibility. All members, the athlete and parents, are to be kept informed of progress being made by the athlete until a final decision on eligibility is resolved. All committee members must follow through with the requirements of the committee decision.

When a school believes there are factors that can be addressed through interventions to improve the academic performance of a student/athlete, the above team can meet, develop, implement, and monitor an improvement plan to allow a student/athlete to continue participation in a KCSD extra-curricular program. The meeting must contain representation from all of the above parties and the plan must include weekly improvement benchmarks which must be met in order for participation to continue. The plan must include steps to be taken when benchmarks are not met and how at that time the plan will be concluded and the student/athlete will become ineligible for participation. The completed plan will be submitted to the KCSD District Athletic Director.

When a student-athlete is enrolled in any summer school class and the class will be used for athletic eligibility participation, any applicable class must be officially entered on a transcript before it can be used by an athlete to meet eligibility criteria.

ADMINISTRATION OF ATHLETIC PROGRAMS-COMPLAINTS

In the event an individual has a concern with an athletic program operation, the following is the Chain of Command to address the concern. The concerned individual will begin and share their concern(s) at the lowest level:

Level 1: Coach

Level 2: School Athletic Director

Level 3: School Administrator

Level 4: District Athletic Director

Level 5: Superintendent

ALCOHOL/TOBACCO-NICOTINE PRODUCTS/ILLEGAL DRUG POLICY

This policy applies to active student/athletes during the time period from the first day of the OSAA calendar, or when the student signs the KCSD Athletic Participation form (whichever occurs first), and runs through the end of the current school calendar year. This policy is continuous and accumulative each year under the above time period and until the student has either graduated, used all of their high school eligibility or has been banned from future participation due to infractions.

Klamath County student/athletes shall not possess, use, transmit, or be under the influence of alcohol, tobacco-nicotine products, vaping products, and/or illegal drugs of any kind, nor shall the student/athlete have in their possession any paraphernalia associated with the above banned items during the time frame identified above. Student/athletes will not frequent, associate, or remain at locations where participation by minors in the above behaviors are taking place.

Student/athletes will be found in violation if they are not personally using, but remain in the presence of individuals who are violating this policy on or off campus that includes outdoor areas and personal homes. Any infraction occurring will be enforced upon the conclusion of due process between the student/athlete, parents/guardians, and the school administration. Enforcement of any violation will take place during the present, next sport season, and/or a combination of the two overlapping seasons the athlete is/or will be participating. Violation of this policy can result in the athlete becoming ineligible for any team and/or school awards/honors and from being nominated for any league and/or state awards/honors for the sport they are participating in during the infraction. Athletes who find themselves in jeopardy because of a substance abuse problem should contact the school counselor, communicate concern to their coach, and/or seek professional assistance. An athlete who is in violation of these rules and transfers during the period of the consequence to another KCSD school will serve out their full consequence at their transferred enrolled KCSD school of attendance.

1. USE AND/OR POSSESSION OF ILLEGAL DRUGS OR ALCOHOL (Major Infraction)

Possessing, buying, using, being under the influence, selling, distributing or possessing with the intent to sell, an alcoholic beverage; inhalants, including solvents and other dangerous substances; or any other drug as defined by but not necessarily limited to the Uniform Controlled Substance Act, [ORS 475.005](#); possession of drug paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs. Tobacco related products (cigarettes, chewing tobacco) are not included in this violation category.

1st Offense

1. The student/athlete will be suspended from interscholastic competition according to the following:
 - 45 OSAA participation days, using a 7-day week standard, from the conclusion of a due process meeting between the student/athlete, parents/guardians, and the school administration.
 - Suspension may carry from one sport season to the next in which the athlete participates. If an athlete is not able to serve their full consequence before the sport season concludes, the days of the consequence resumes on the 1st official OSAA practice date for the next season they participate.
 - The athlete will be able to practice, but not compete during the suspension. The athlete will not be able to dress down for games and must sit with the team for HOME contests. The athlete is not allowed to leave school early to travel to AWAY contest with the team.

NOTE: The student/athlete may be required to comply with additional recommendations from the school administration before being permitted to rejoin the athletic programs.

The official start date to begin counting is the first OSAA practice date. The Rule of Two nor the BB/SB pitcher/catcher workouts count towards days associated with this consequence.

OR

EDUCATION AWARENESS OPTION:

In an effort to provide student/athletes an opportunity to have the 45 OSAA calendar day suspension reduced, an Educational Awareness Option (EAO) is available for First Offense violations ONLY. A student/athlete and parents/guardians, may choose to participate and successfully complete a KCSO provided, or approved alcohol and drug education program.

The school administration will inform the student and parents/guardians of the EAO program. The athlete must choose this option within five (5) calendar days upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians.

- The athlete, with a parent or an adult advocate, will be required to complete all EAO sessions for the program.
- Upon successful completion of the EAO, the athlete and the parent or adult advocate will be required to meet with the advisor/coach and school administration. The purpose of the meeting is to plan for continued assistance for the athlete. The meeting must take place prior to reinstatement to a KCSO athletic team/program.
- Athletes who choose this option will be suspended from competition for a minimum of 30 OSAA participation days (7-day calendar). If the EAO program exceeds the 30 OSAA participation days (example: the approved program is a 7-week program), the athlete will be expected to successfully complete the EAO program if they have rejoined the team. An athlete not making satisfactory progress in the program after being reinstated can be removed

from the team at the discretion of the school administration until the program is fully completed or from participating in the next athletic season they would like to join.

- Athletes not choosing the EAO will be suspended for 45 OSAA participation days

Any costs outside the KCSD provided program will be the responsibility of the parent/guardian.

2nd Offense

- The athlete will be suspended from the interscholastic athletic program for a period of one (1) calendar year from the conclusion of a due process meeting between the school administration, the student, and parents/guardians.
- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin an athletic program after the one calendar year suspension.

3rd Offense

- The athlete will become ineligible for athletic competition, practice, or team membership for the remainder of his/her high school years.

2. ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING (Major Infraction)

Athletes shall not remain at any site where illegal activities such as consumption of illegal drugs or alcohol by minors are occurring. The interpretation for this violation is at the discretion of the school administration.

1st Offense

The athlete will be suspended from interscholastic competition according to the following:

1. 30 OSAA participation days upon conclusion of a due process meeting between the student/athlete, parents/guardians, and the school administration in any sport season in which the athlete participates.

OR

2. EDUCATIONAL AWARENESS OPTION

In an effort to provide athletes an opportunity to have the 30 OSAA participation days suspension reduced, an Educational Awareness Option (EAO) 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 or drug educational program.

The Educational Awareness Option will consist of the following:

The school administration will inform the student and parents/guardian of the Educational Awareness Option Program. The athlete must choose this option within five (5) calendar days of the conclusion of a due process meeting between the school administration, the student, and parents/guardians.

- The athlete, with a parent or an adult advocate, will be required to complete all Educational Awareness Option sessions.
- Upon successful completion of the Educational Awareness Option, the athlete and the parent or adult advocate will be required to meet with the head coach and school administration. The purpose of the meeting is to plan for continued assistance for the athlete. The meeting must take place prior to reinstatement.
 - Athletes who choose this option will be suspended from competition for a minimum of 15 OSAA participation days (7-day calendar). If the EAO program exceeds the 15 OSAA participation days (example: the approved program is a 7-week program), the athlete will be expected to successfully complete the EAO program if they have rejoined the team. An athlete not making satisfactory progress in the program after being reinstated can be removed from the team at the discretion of the school administration until the program is fully completed or from participating in the next athletic season they would like to join.
- Athletes not choosing the Educational Awareness Option will be suspended for 30 OSAA participation days.
- Suspension may carry from one sport season into the next in which the athlete participates.
- The athlete will be able to practice but not compete during the suspension.
- The athlete may be required to comply with additional recommendations before being permitted to rejoin the athletic program.
- Any costs outside the KCSD approved programs will be the responsibility of the parent.

2nd Offense

- The athlete will be fully suspended from the athletic program for a period of 1 calendar year.
- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic program.

3rd Offense

- The athlete will become ineligible for athletic competition, practice, or team membership for the remainder of his/her high school years.

3. USE OR POSSESSION OF TOBACCO/NICOTINE/VAPING PRODUCTS (Minor Infraction)

Smoking, possessing, selling, buying, transmitting, distributing, or otherwise using tobacco, tobacco products, delivery systems or products containing nicotine is prohibited. This rule applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products. ORS 167.400 and KCSD Policy KGC/GBK and Policy JFCG-AR

1st Offense

- Suspension for two weeks of OSAA participation days from athletic competitions; the suspension will begin upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians
- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic program.

- The athlete will be able to practice but not compete during the suspension.
- The athlete is not allowed to depart school early for an event, but can sit with the team in street clothes for events.

2nd Offense

- The athlete will be suspended from interscholastic competition according to the following:
 1. 45 OSAA participation days upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians in any sport season in which the athlete participates.
 2. Suspension may carry from one sport season into the next in which the athlete participates.
 3. The athlete will be able to practice but not compete during the suspension.

NOTE: There is not an option to have this 2nd Offense reduced.
- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic program.

3rd Offense

The athlete will be fully suspended from the athletic program for a period of 1 calendar year.

- The athlete may be required to comply with additional requirements from administration before being permitted to rejoin the athletic team/program.

If an athlete begins a sport season with a suspension, the athlete must complete the season as an active team member for the suspension to be credited for the Educational Awareness Option.

TIMELINE FOR INFRACTIONS

The following will be used to determine the timeframe for any violation/infraction for any of the above:

When a student-athlete violates a participation requirement, the following guidelines will be used in counting their suspension from the program.

- When a student-athlete is suspended for a violation, the 30/45-days, suspension from the program will begin after due process is completed by the administration.
- If due process is completed before the end of the regular school business day, that day will be counted as Day #1.
- If due process is completed after the end of the regular school business day, Day #1 will begin on the following day.
- For this protocol, all calendar days, Sunday through Saturday, will be counted. Only days that fall within the OSAA calendar as applicable will be counted. IE: summer days will not be included in the count.

If a student-athlete receives a consequence for a behavior noted above and decides to participate in a sport to begin 'counting' days towards reestablishing eligibility, the student-athlete must remain in good standing and participate for the entire sport season in the sport they selected in order for the days to count. *Example: If a Fall sport athlete receives a consequence towards the end of the Fall sport*

season, the athlete can begin counting days during the next sport season (Winter) if they choose. In order for the days to count during the next season (Winter), the student-athlete must remain in good standing, as per the school administration, and continue participation in the selected season (Winter) until that season ends. The student-athlete is not allowed to finish the balance of days in the next season (Winter) and then quit the sport and participate in the next season (Spring). If the athlete does not finish the Winter season, their days will not count and the balance of days will be counted during the Spring season.

The consequence for all major infractions will be combined and will be cumulative and progressive in the consequence. The consequence for a minor infraction will not be combined with any major infraction, but will be cumulative and progressive for assigning a consequence for an infraction from the same class of infraction. *Example: The first violation of rule #1 or #2 is considered a first offense. A second infraction by the same student of rule #1 or #2 - will be considered a second major behavior violation and will incur a 1-year suspension from participation. Any violation by the same student of rule #3 would be considered a separate violation of a minor rule and will not be cumulative with any major infraction.*

When a student is under expulsion from a Klamath County School and are a participant in extra-curricular activities, the following guidelines will be used in counting their suspension from the program.

- Once due process is completed by the administration, the 30/45 days of suspension will begin.
- If due process is completed before the end of the regular school business day, that day will be counted as Day #1.
- If due process is completed after the end of the regular school business day, Day #1 will begin on the following day.
- If a student is recommended for expulsion, the days of suspension will continue to count until the hearing is held. Once the expulsion process is completed, if the student is NOT expelled, the count will continue uninterrupted.
- If the student is expelled, the counting of days will cease on the date noted on the expulsion order. On the date the expulsion ends, the days will again begin to count towards the 30/45 calendar day suspension of extra-curricular activities. All days counted before the expulsion date will be credited towards the total number of days.
- If the expulsions end at the end of a school year, counted days will not begin until the next OSAA calendar year begins in August.
- For this protocol, all calendar days, Sunday through Saturday, will be counted. Only days that fall within the OSAA calendar as applicable will be counted. IE: summer days will not be included in the count. Exception: If a team the athlete is participating continued past the OSAA calendar year, those days would be counted (ie: Baseball and Softball)

NOTE: While under expulsion, a student is not allowed to participate in any extra-curricular activities.

ATHLETIC STANDING

A student-athlete is considered to be in 'Good Standing' if they:

- Attend and actively participate in 90% of all practices
- Attend and compete in 90% of competitions they are eligible to participate
- Contribute to the team through their actions

- Participates in team activities as permitted (fundraisers, team events, team meetings, etc)
- Have limited school related behavior infractions

ATTENDANCE STANDARD

Student/athletes are required to be in school the entire day of practice, contests, and/or travel related to an athletic program unless they have an administrative approved pre-arranged absence. For non-school day practice, contests, and/or travel, an athlete must be in school the entire previous day of the event in order to participate.

SPORTSMANSHIP, BULLYING, AND/OR HARASSMENT

Sportsmanship Responsibility. The high school administration, coach and other responsible officials of each member school shall take all reasonable measures to ensure the school's coaches, players, students and spectators maintain a sportsmanlike attitude during all events so events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. Discriminatory harassment and bullying behavior will not be tolerated. Discrimination is defined as OAR 581-021-0045(1)(a): "any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation."

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Examples include but are not limited to hazing, intimidation, bullying, cyberbullying or menacing another, or engaging in behavior deemed by the school administration to endanger the safety or well-being of students, employees, self or others. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent, so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities offered by a school. This includes the use of, or engagement in, abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of interscholastic activities.

DISTRICT REGULATIONS AND PROCEDURES

Required Paperwork/Forms Prior To Participation

Prior to the participation of a student in a Klamath County School District Athletic program, the following completed paperwork must be submitted to the school they plan to participate:

1. Athletic Physical: If the individual is a freshman who will be participating for the first time in a high school program, they must have a current physical dated May 1st or after of the previous school year. The form used should be the current OSAA Physical Form that is located at this [LINK](#).
2. KCSD Liability Release Form: This form can be obtained at the school you plan to attend and participate.
3. KCSD Athletic Conduct Verification: This form can be obtained at the school you plan to attend and participate.
4. KCSD Athletic Medical Information and Treatment Authorization: This form will be provided by the school. It allows the school to take steps to request and approve

medical treatment from a doctor in the event you are not able to be contacted. The form also provides proof of the required personal insurance coverage for your student/athlete.

5. Participation fee: Each participant will be assessed a \$100 fee per sport to participate in district-funded and approved programs. There will be a cap of \$400 per family at the high school level per school year for participation fees.

If you students has previously attended another high school, additional requirements and/or restriction could apply. Please speak with the Athletic Director at the school your child plans to attend at the very earliest opportunity to confirm their eligibility or if restrictions apply.

NOTE: There are additional requirements that must be met for your student to be eligible to participate. These requirements come from the Oregon School Activities Association and can be found in this handbook or by contacting your school's Athletic Director.

Sport Seasons

The official sport season will begin and end in accordance with OSAA Rules and Regulations as set forth in the OSAA Handbook. Any contact between any adult associated with the program (coach, volunteer coach, guest coach, building staff) and a student/athlete must have prior approval of the building athletic director before occurring.

Season Limitations

Team and school competitions will be conducted on Mondays through Saturdays. No contests will be held on legal holidays or Sundays. Any variation must have prior approval of the Superintendent or their designee.

There will be no practice sessions held on legal holidays or Sundays without administrative approval. Administrative approval indicates the session will be optional participation and any athlete who chooses not to participate will not be penalized during future practices and/or games for non-participation in the optional practice.

When inclement weather causes delays and/or closures of schools in KCSD, all activities and athletic programs will follow the same direction of the district. Games, activities and practices will be cancelled or postponed until schools return to regular status. Facilities will not be open for 'optional' practices or activities.

Fees

Participation Fee

- It is the policy of KCSD, as provided for in ORS 336.183 and in accordance with ORS 339.155 and ORS 336.168 to charge a fee for participation in extra-curricular activities that are not a required part of a credited class. In order for the district to assist with the operation of interscholastic athletic programs, athletes will be assessed a \$100 fee per sport to participate in district-funded and approved programs. If a student/athlete participates in two (2) sports during the same season, they will only pay one (1) participation fee. Example: A student/athlete participates in Football and Soccer in the Fall season, they would only pay one (1) participant fee. Participants in Cheer will only pay one (1) participation fee for a

school year and this will be due during the Fall fee period. There will be a cap of \$400 paid per family at the high school level per school year for participation fees. Any amount waived does not apply towards the \$400 cap per family.

- Individual school participation fee deadlines for high schools will be due the last work day of the 3rd week of the 1st OSAA practice date (exception is Fall deadline due to summer program start date):
 - ✓ Fall Sport – September 8th (end of 4th week of start of season)
 - ✓ Winter Sport – December 1st (end of 3rd week of start of season)
 - ✓ Spring Sport – March 15th (end of 3rd week of start of season)

An athlete who has not paid, established a payment plan, or had a waiver approved by the KCSD District Athletic Director will not be able to participate after the fee deadline.

Individual school participation fees are to be submitted to the Accounts Payable department at the District Office. School will pay the total fee for any participant who is on a payment plan. It will be the responsibility of the school to collect those funds after the fee submittal deadline.

- Refunds: If an athlete is eliminated from the program or removes himself/herself from participation prior to the first contest, he/she shall receive a full refund. Prorated refunds occur when the athlete 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.
 - ✓ Prorated Formula: If an athlete qualifies for a prorated refund, the total number of contests for that sport will be divided by the participation fee paid. The refund will be equal to the number of contests remaining that the athlete will not participate. Example: If the fee paid was \$100 and there were 24 contests, you divided \$100 by 24 and this equals \$4.16 per contest. If they are entitled to a refund and there are 15 regular season contests remaining, you would multiply 15 x \$4.16 and the athlete would get a refund of \$62.24.

The window to participate and join a team closes on the day the participation fees are due for that season. A current student athletic enrolled in a KCSD is not allowed to join a team after this date. Any new student to KCSD who enrolls after this deadline will be allowed to join a team upon a completed registration in the KCSD school they are attending and all KCSD and OSAA requirements have been met.

School Cooperative Sponsorship

When a school is not able to support a team due to a lack of participants turnout, the school can request Klamath County School District to approve a cooperative team with another KCSD school offering the athletic program. Upon approval by KCSD, the two schools will work together to meet all requirements of the OSAA for cooperative team between schools.

- KCSD will not approve a cooperative team when the combined enrollment moves the school to a higher classification and/or league.
- If approved, KCSD will not provide additional transportation for individuals to travel between schools for practices and/or contests.

- If approved, students will be required to provide their own transportation as per KCSD policy on student transportation and will not be permitted to transport other participants to practices and/or contests.
- All other policies and guidelines for participation apply for any student involved in athletic cooperative programs.
- The participation fee will go to the receiving school.

Additional procedures and guidelines can be required based on the cooperative sponsorship and the sport.

Eligibility

KCSD abides by the general Rules and Regulations as set forth by the OSAA. In addition, the district has adopted more stringent standards in the areas of drugs, alcohol, tobacco/nicotine products, behavior, and academics. The guidelines and policies for athletic participation are located in this handbook, upon request from the athletic director for the school, and/or on the KCSD website. Additional rules and guidelines can be found in the KCSD Students Rights and Reasonability Handbook.

Officials

Officials for athletic contests played at HOME for KCSD schools shall be from the Klamath Falls Officials Association or the Central Oregon Officials Association (for Gilchrist home games). Any dissatisfaction with officials will be submitted in writing to the building principal or athletic director, who in turn will meet with the commissioner for resolution. Individuals directing inappropriate comments towards officials during a contest will be asked to leave the facility. Serious infractions or defiance of directives from the school Athletic Director and/or Administration can result in additional sanctions including rights to attend future KCSD games/events.

Admission

Admission prices are determined by respective leagues within the league Standard Operating Procedures (SOP). OSAA state playoff contest admission prices are determined by OSAA and are not allowed to be changed. In most cases of OSAA playoffs or endowment games, guests will not be able to use passes for entrance. A current KCSD employee, with their official KCSD identification badge, will be allowed to enter HOME contests of KCSD schools FREE of charge. Family members of KCSD employees are required to pay the posted admission rate to enter games. The identification badge will not gain FREE admittance for any OSAA Endowment and/or post season game.

Team Classification

Varsity – Varsity team competition is available to any eligible high school student possessing skills to contribute to the success of the team.

Junior Varsity – Junior Varsity competition is for those athletes who at their present physical development and skill set are not able to successfully compete at the varsity level.

Freshman – Must be ninth grade students only unless approved by the school athletic director.

High school athletes may be moved from one team to another during the season within the

limits of the above statements providing they do not violate OSAA regulations on participation limitations as set forth in the OSAA Handbook.

Note: Placement and movement of players during the season is at the discretion of the Head Coach and school Athletic Director.

Fund Raising

Teams may conduct fund raising activities. These functions are to have the prior approval of the school administration. The purpose of the fundraising activity (uniforms, tournaments fees, equipment, etc) must be advertised and the funds spent for that purpose only. All funds collected in fundraising activities are required to be deposited and expended in an approved KCSD approved accounts.

Ejection of a player

If a player or a coach is ejected from a contest, they will be required to comply with the OSAA policies for such an infraction. Any fines associated with the ejection will be the responsibility of the individual and no school or programs funds can be used to cover any ejection fines or costs.

Based on the severity, nature of the infraction, and/or history of similar behavior, additional steps can be assigned and be required to be met before the individual rejoins the team/program and/or participates in practices and/or contests.

DISTRICT REGULATIONS AND PROCEDURES

Sport Season

The official sport season will concur with the official OSAA calendar for the year. The OSAA calendar will determine when season practices and contests can begin and will end for each sport.

With prior approval, individual programs can run 'open gyms', workout sessions, and/or hold summer camps for their programs. Student/athletes cannot be required to attend these off season activities and will not be penalized for non-participation. The programs are designed to develop/improve/enhance participants' skills for interscholastic athletics, physical abilities and/or participants' strength/endurance. The off-season activities should have a direct connection to the program and athletes are encouraged to attend when possible.

Summer Athletic Programs

All summer programs shall complete a **Facility Use Form** when the activity involves any student or individual who will not be attending that school the following year. Schools who are running summer leagues, summer practices or other school specific activities are not required to submit a facility use form. If the program is a 'for operator profit', the organizer must have the **Facility Use Form** approved by the Risk Management Department and provide proof of insurance before approval for KCSD facilities are granted. Based on participation fees being charged by the organizer to participants, KCSD may impose a Facility Use fee to the organizing group.

KCSD Athletes participating in KCSD summer athletic programs will need to have the following completed prior to participating:

- Physical Examinations
 - ✓ Current 8th graders who wish to participate in summer programs, at the high school level, must have a current physical within the past 2-years that will cover them through that summer. On the 1st day of OSAA designated practice for the sport they wish to participate as a freshman, they must have a current physical on the OSAA Physical Form signed by an approved medical personnel and dated **AFTER** May 1 in order to participate in any programs.
- Athletic Participation Form
- Proof of Insurance
- Proof of School Residency
- Current Impact Test

Coaches involved with KCSD students in KCSD approved summer athletic activities will need to have the following completed prior to coaching and/or interaction/contact with any athlete.

- OSAA Required Certification Classes
- First Aid/CPR
- Criminal Background Check-non KCSD employed coaches
- Building Use Form Completed and Approved when applicable

Team Travel

The KCSD Athletic Director must be notified of any out of state contests or contests exceeding 400 miles round trip and/or overnight trips. This excludes district, regional, and state competition. Any program wishing to participate in a National competition must have prior Superintendent or KCSD District Athletic Director approval. Before contests are scheduled, the trip must be approved by the KCSD School Board or the identified representative.

Travel itineraries for post-season playoff games and/or state playoff games must be submitted and approved by the KCSD Athletic Director prior to any reservations for hotels or travel is made.

When schools plan extended trips that surpass 15 total bus driver hours for a single trip, communication with the Transportation Department to plan the overall trip should occur. The recommendation from the Transportation Department should be strongly considered for planning the trip. Schools should provide the Transportation Department with trip itineraries including planned stops with addresses of facility locations when applicable and should limit multiple stops and/or shuttling service of the participants.

Athletic travel should be limited to KCSD provided transportation (buses, activity buses, and/or district vehicles) and the use of private vehicles should be limited. Any private vehicle use will abide by KCSD policies and will be approved a minimum of 2-weeks in advance of the trip.

When private transportation is approved for use by a school to transport student-athletes instead of KCSD Transportation, the following conditions and procedures must be met:

- Meet all requirements of KCSD Policy EEAE - [link](#)
- Submit an application to KCSD Transportation 2-weeks prior to the planned trip - [link](#)

- Drivers must be a minimum of 21 years' of age or older
 - An 18-year-old sibling can transport their own biological family member home with parent/guardian approval, but no other student-athlete
- Sign and return the "KCSO Volunteer Driver" form (Form to be developed for use)

Emergency Plans

The OSAA and Klamath County School District requires each school to have an *Emergency Action Plan (EAP)* for their school for athletic programs. It is the responsibility of each school's athletic Director to develop and implement this plan. The plan should be developed on the foundation format using the template found at the '*Anyone Can Save A Life*' website at <http://www.anyonecansavealife.org/> . The plans must be submitted to the KCSO District Athletic Director prior to the start of each season.

If you incur a medical emergency during a contest, please approach the school Athletic Director and/or the PA announcer to request assistance. Each school should have access to an AED at their contests in the event such assistance of this nature is required.

Social Media

Social media provides a method for communication between all participants and interested parties that are associated or have an interest in an athletic program. It can be used to update times and locations for practices and games in the event changes are required. It allows Q&A to be viewed by large groups. There are many uses and it is part of the communication tools used by many programs.

It is NOT REQUIRED for participants to have access to social media formats as a tool of communication and other forms will be used to ensure participants are informed of program updates.

We also recognize that social media allows users to make anonymous comments associated with a program. KCSO discourages anyone from using any form of social media to make comments which would violate the concept of sportsmanship and respect towards players, coaches, teams, schools, spectators, and/or officials.

KCSO also encourages any communication between a participant and their coach be shared with their parents/guardians to ensure professionalism is in place.

KLAMATH COUNTY SCHOOL DISTRICT - CONCUSSION MANAGEMENT PROTOCOL

Coaches

All KCSO coaches (paid and volunteer) shall annually complete an OSAA approved concussion management course for the purpose of ensuring they understand and learn how to recognize the symptoms of a concussion and how to seek proper medical treatment for an athlete suspected of having a concussion. Approved concussion training courses must be completed prior to assuming coaching responsibilities. Any coach failing to complete approved courses will not be allowed to assume coaching responsibilities until successful completion of the course is verified by the building athletic director.

Athletes

All athletes who participate in a KCS D eligible sport will be required to complete the most current district approved concussion management tool (e.g. ImPACT Concussion Management Software) during their ninth (9th) and eleventh (11th) grade school years. All new students to any KCS D high school who participates in an eligible sport will be required to complete the concussion management tool prior to the first day of practice.

In order to provide a comprehensive concussion program, KCS D will complete an impact test using the guidelines above for participants in all KCS D sponsored athletic programs for grade 9-12. The following programs will be required to conduct the Impact Test assessment on all participants: Football, Volleyball, Soccer, Basketball, Cheer/Dance, Wrestling, Baseball, Softball, Pole Vault and High Jump in Track. The following programs are not required, but will have access to the Impact Test Assessment as needed: Swim, Golf, Tennis, Cross Country, and other disciplines not listed above in Track.

Student/Athletes do not need to be tested for each sport they participate, but only need one test to cover any sports they participate during the timeframe listed above. Example: A 9th grade student tested during a fall sport will be covered for all sports until the start of their 11th grade year.

Concussion Management Plan

The KCS D Concussion Management Plan shall be followed for any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion.

NOTE: Any student/athlete who is identified as having a potential concussion, is required to have an Impact test completed before returning to practice and/or contests. This Impact test should be completed within 60 hrs. of the suspected concussion. If an athlete visits a health care provider for a concussion prior to the test being administered, no matter the outcome or if they have been released by the provider, an Impact test will still be completed before they begin practices and/or contests to determine if the participant is at their baseline test. If the results of the Impact test reflect a change in previous tests scores or their baseline tests, the KCS D concussion protocol will be initiated and this will be shared with parents/guardians.

Concussion Management Protocol

Step 1 – Recognition and Evaluation:

- Suspected or Diagnosed Concussion. Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that athletic contest or practice, or any other athletic contest or practice on that same day.
- NOTE: In schools which have the services of an athletic trainer registered by the *Oregon Board of Athletic Trainers*, that athletic trainer may determine an athlete has not exhibited signs, symptoms or behaviors consistent with a concussion, and has not suffered a concussion, and may return the athlete to play. Athletic trainers may also work in consultation with an appropriate Health Care Professional: Physician (MD), Physician’s Assistant (PA), Doctor of

Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners, in determining when an athlete is able to return to play following a concussion.

Step 2 – Removal from Participation:

- Removal from the athletic contest/practice if a concussion is suspected.
- Parent/guardian and school administration must be contacted.
- KCSD Incident Report submitted.
- Immediate referral to a health care professional; any necessary scans, CT's, etc. will be determined by the Health Care Professional (HCP).
- Any athlete who sustains a concussion will not be allowed to return to full participation until the concussion management protocol is completed.

Step 3 – Neurocognitive Testing (ImpACT) as available; consult with Concussion Management Team (CMT) and health care professional for a medical release.

- Post-concussion Neurocognitive testing with the ImpACT program should take place within 24-hours of injury.
- Authorization to use and/or disclose Educational and Protected Health Information form must be signed by the parent to communicate with the Health Care Professional.
- OSAA Concussion Return to Participation Medical Release form must be completed. Used on all concussions. This form should be submitted to the KCSD District Athletic Director as soon as the athlete is released to participate.
- The athlete is cleared to participate if he/she meets all of the following:
 - Cleared by HCP from the approved list above,
 - Impact retesting (post injury test) is "ok" based on HCP evaluation and interpretation of test results by a school representative with knowledge of the test (Athletic Director and/or District nurse) and student is symptom free.

Note – Steps 4 through 6 are to be followed when a student is not cleared to participate.

Step 4 – Rest and School/Activities modified as needed.

- ImpACT results are then discussed with the designated Concussion Management Team (CMT) and health care professional for that athlete. The athlete's care will then follow the ImpACT Flow Sheet for Post-Concussion Management.
- School attendance and other activities may need to be modified on an individual basis according to the individual's symptoms and cognitive impairment.
- Workload and homework may also need to be reduced/modified/etc.
- Physical and cognitive rest are very important while the athlete is experiencing concussion symptoms.
- Contact the District nurses' office.

Step 5 – Monitor Symptoms.

- The individual's symptoms should be closely monitored by the CMT, health care professional, and a parent until the athlete is symptom free.
- ImPACT testing will be performed according to the ImPACT testing protocol determined by the CMT and health care professional.

Step 6 – Progressive Return.

- Once the athlete is symptom free, and has been cleared through the CMT and health care professional, they will follow the graduated, step-wise return-to-participation progression on the OSAA concussion form in order to participate in full competition.

Additional Information/Definitions:

- Concussion: A concussion is a brain injury in which trauma to the head results in a temporary disruption in brain function. The injury occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of direct or indirect force to the body. An athlete does not have to lose consciousness ("knocked out") to suffer a concussion. A concussion may cause multiple symptoms which may appear immediately after the injury, while others may develop over several days or weeks. Concussion symptoms may interfere with school, work, and social life.
- Concussion Management Team (CMT): The KCSO Concussion management team will consist of one KCSO school administrator, one District nurse, one KCSO coach, one KCSO teacher, and one KCSO counselor and/or academic advisor.
- Health Care Professional: Is defined by OSAA policy as a Physician (MD), Physician's Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners.
- Post-Concussion Syndrome: Is characterized by prolonged concussion symptoms (headache, nausea, dizziness, difficulty concentrating, poor memory, sensitivity to light and/or sounds, etc.) that may continue for months or longer.
- Second Impact Syndrome: Occurs when an individual receives a second blow to the head after they have already sustained a concussion, which results in rapid swelling of the brain and is often fatal. Even a very minor blow can cause Second Impact Syndrome. Although Second Impact Syndrome is rare it can have dire consequences.
- Any necessary, scans, CT's, etc., will be determined by the appropriate health care professional. (Cost of any procedures (CAT Scans, MRI's, etc) will not be the responsibility of KCSO or the school the student attends.)

This handbook is not inclusive of all Klamath County School District policies and procedures related to athletics. Should you have questions, we encourage you to contact your school Athletic Director.

May 2023 KCSD Administrator review and approval
June 2023 KCSD School Board review and approved