

# Activities Handbook

Klamath County School District  
2019-20

Advisors-Participants-Parents



ADOPTED BY  
Klamath County School District  
Board of Directors  
June 2019

## PREFACE

This handbook is to be considered the standard for the operation and conduct of Extra-Curricular Activity Programs in Klamath County School District. It is a requirement that those responsible for the operation and conduct of the District's Activities Programs abide by the regulations/guidelines outlined within this handbook.

### ACTIVITY ADVISOR CODE OF ETHICS

The function of an activity advisor is to educate students through participation in specific activity programs. An activity program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student participating in an activity should be treated as though he/she were the advisor's own, emphasizing the values of honesty, integrity, and self-discipline along with assuring that the welfare of the participating student is kept uppermost at all times. Accordingly, the following guidelines for advisors and other personnel associated with the district's activity program have been adopted by Klamath County School District Board of Directors.

**The advisor** will sign the Klamath County School District (KCSD) Activity Handbook Advisor's Acknowledgement Form to indicate that he/she has read the contents of this handbook with a building administrator.

**The advisor** shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the participating student and, thus, shall never place compromising integrity above the value of instilling the highest ideals of character.

**The advisor** shall uphold the honor and dignity of the profession. In all personal contact with participating students, parents, officials, school administrators, the state/national high school association, the media, and the public, the advisor shall strive to set an example of the highest ethical and moral conduct.

**The advisor** will not use derogatory language or gestures.

**The advisor** shall take an active role in the prevention of drug, alcohol and tobacco/nicotine products abuse.

**The advisor** will not use alcohol and tobacco/nicotine products when in contact with students or when acting in a supervisory capacity.

**The advisor** shall promote the entire activity program of the school and direct his/her program in harmony with the total school program.

**The advisor** shall exert his/her influence to enhance positive relationships by working closely with booster clubs, administrators, members from other schools, and those who support activity programs.

**The advisor** shall respect and support contest officials. The advisor shall not indulge in conduct which would incite participating students or others against the officials. Public criticism of officials or participants is unethical.

**When using social media** to communicate with students, the advisor will use it in a professional and positive manner and abide by the policies of Klamath County School District.

**Before and after contests**, advisors should meet and exchange cordial greetings to set the correct tone for the event.

**An advisor** shall not exert pressure on faculty members to give participating students special consideration.

## **ACTIVITIES AND THE PARTICIPATING STUDENT**

It is the intent that extra-curricular activities are impacted by this policy.

Both extra and co-curricular activities are intended to be educational and occur outside of the context of formal and credit-bearing courses.

The following definition shall be used when identifying extra-curricular activity programs with Klamath County School District and when determining appropriate consequences when the KCSD Activity Policy is violated:

- **Extra-Curricular:** Activities under this category are those being outside of the regular curriculum of a school and when academic grades are not associated when participating in the activity.

Students who choose to participate in an activity program will have the opportunity to perform at a higher skill level. The participating student will have an opportunity to work with skilled advisors in a combined effort to master higher levels of skill and performance. Further, the participating student will have the opportunity to perform before their peer group and those in neighboring communities.

Participating in an activity can lead to positive attitude development (fair conduct) in the areas of discipline, loyalty, sacrifice, and fair competition. It is the responsibility of the community, school, boosters, advisor and participating student to work to develop these qualities of fair conduct.

While not all participating students are interested in activities as a lifelong goal, all can benefit from preparation in positive attitude development in getting along with advisors, officials, activity members, student body, and community.

However, while the benefits are great and the opportunities present, a degree of responsibility lies with the participating student that is not necessarily found in the non-participant. The participating student, by the very nature of participating in activities, is put on display during contests for public criticism and evaluation. The participating student is not part of the crowd; participants do stand out. Judgments are made about the participating student, advisor, school, and community as they travel to and from contests or simply functioning in everyday routines. The advisor must see that the participating student adheres to acceptable activity rules.

**The Participating Student:** A student is considered to be a member of an activity once all membership requirements are complete.

- Must be clean in mind, body and dress.
- Must be considerate of other's feelings, attitudes and wishes.
- Must demonstrate positive attitudes towards self and the community.
- Must be concerned with the safety and welfare of self and of others around.
- Must be considerate of other's property and rights.
- Must be observant of the laws that govern the school, community and country.
- Must be positive towards teammates, opponents, and advisors when using social media.
- Must be progressing satisfactorily towards graduation. Any student participating in an OSAA sponsored activity must be making satisfactory progress towards the school's graduation requirements as per OSAA rule.

While not all participating students are going to be at precisely the same point in the development of these areas, they must be in the general area and making positive progress toward the fulfillment of each.

#### **KCSD ILLEGAL DRUG, ALCOHOL, AND TOBACCO/NICOTINE PRODUCTS POLICY**

Klamath County School District has made the following decisions and consequences regarding the use of illegal drugs, including alcoholic beverages and tobacco/nicotine products, during the KCSD Activity Calendar year or when a student is participating in an approved school and KCSD sponsored activity or event.

#### **ACTIVITIES ILLEGAL DRUG/ALCOHOL, AND TOBACCO/NICOTINE PRODUCTS POLICY**

Klamath County students participating in Klamath County School District activities shall not possess, use, transmit, or be under the influence of illegal drugs, or alcohol, of any kind, nor shall the participant have in his/her possession any paraphernalia associated with the above during the KCSD activity calendar year. Participants will be found in violation of this policy if they are not personally using, but remain in the presence of individuals who are violating this policy. Any infraction occurring during the KCSD activity calendar year or when a student is participating in an approved school and KCSD sponsored activity or event, will result in consequences being enforced upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians. The student may become ineligible to receive awards or letters for the activity. Participants who find themselves in jeopardy because of a substance abuse problem should receive professional assistance. Participation in the Education Awareness Option Program is strongly recommended for students who are found in violation of this policy. KCSD schools will be expected to participate in a front-end education component that will be required for all perspective students participating in activities under this policy.

**1. 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.*

a. First Offense

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

**AND/OR EDUCATIONAL AWARENESS OPTION (EAO)**

An Educational Awareness Option is available for first offense Use and/or Possession of Illegal Drugs or Alcohol violations only. A student and parent, or adult advocate, may opt to successfully complete a KCS D provided EAO, or other approved alcohol or drug educational program. Upon successful completion of the program and after review by the advisor and principal, the student's eligibility may be reinstated.

**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 student needs to 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 student, 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 student and the parent or adult advocate will be required to meet with the advisor and school administration. The purpose of the meeting is to plan for continued assistance for the student. The meeting must take place prior to reinstatement.
- Students who choose this option will be suspended from competition for a minimum of 30 calendar days. If the Educational Awareness Option Program exceeds 30 calendar days the student will be expected to successfully complete the **Educational Awareness Option Program**. A student not making satisfactory progress in the EAO after being reinstated to the activity can be removed from the activity at the discretion of the school administration until the EAO is fully completed.
- Students not choosing the **Educational Awareness Option** will be suspended for one calendar year.
- Suspension may carry from one activity season into the next in which the student participates.
- The student will be able to attend meetings during the suspension.
- The student may be required to comply with additional recommendations before being permitted to rejoin the activity program.

- Any costs outside the KCSD approved programs will be the responsibility of the parent.
- ii. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.
- b. Second Offense
  - i. The student will be fully suspended from the activity program for a period of one calendar year.
  - ii. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the activity program.
- c. Third Offense
  - i. The student will be fully suspended from the activity program for a period of one calendar year.
  - ii. The student may become ineligible to receive awards or letters for the activity.

## II ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING (Major Infraction)

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

- a. First Offense
  - i. The student will be suspended until the end of the school year.

### **AND/OR EDUCATIONAL AWARENESS OPTION (EAO)**

An Educational Awareness Option is available for first offense violations only. A student and parent, or adult advocate, may opt to successfully complete a KCSD provided, or other approved alcohol or drug educational program. Upon successful completion of the program and after review by the advisor and principal, the student's eligibility may be reinstated.

**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 student needs to 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 student, 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 student and the parent or adult advocate will be required to meet with the advisor and school administration. The purpose of the meeting is to plan for continued assistance for the student. The meeting must take place prior to reinstatement.

- Students who choose this option will be suspended from competition for a minimum of 15 calendar days. If the Educational Awareness Option Program exceeds 15 calendar days the student will be expected to successfully complete the **Educational Awareness Option Program**. . A student not making satisfactory progress in the EAO after being reinstated to the activity can be removed from the activity at the discretion of the school administration until the EAO is fully completed.
  - Students not choosing the **Educational Awareness Option** will be suspended until the end of the school year.
  - Suspension may carry from one activity season into the next in which the student participates.
  - The student will be able to attend meetings during the suspension.
  - The student may be required to comply with additional recommendations before being permitted to rejoin the activity program.
  - Any costs outside the KCSD approved programs will be the responsibility of the parent.
- ii. The student will be able to participate in meetings but not attend competitions until successful completion of the EAO.
  - iii. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the activity program.
- b. Second Offense
    - i. The student will be suspended for one calendar year from activity programs

### **ACTIVITIES TOBACCO/NICOTINE PRODUCTS POLICY**

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

#### **III USE AND/OR POSSESSION OF TOBACCO/NICOTINE 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 167.785 and KCSD Policy KGC/GBK and Policy JFCG-AR

- a. First Offense
  - i. Immediate suspension from the Activity pending decision by school administration. Decision will be determined after reviewing the facts and consultation with the Activity advisor.
  - ii. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.
- b. Second Offense

- i. The student will be suspended until the end of the activity year.
  - ii. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the Activity program.
- c. Third Offense
- i. The student will be fully suspended from the activity program for a period of one calendar year.
  - ii. The student may become ineligible to receive awards or letters for the activity.

Violations in the different areas listed above will be handled separately and not as an accumulative total when violations occur in separate areas. Violations from different areas cannot be combined to equal a cumulative violation total to assign the consequence. Only violations in the same area can be counted as cumulative for that specific violation.

### **TIMELINE FOR INFRACTIONS**

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

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

- When a student is suspended for a violation, the 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.

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 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 suspension of extra-curricular activities. All days counted before the expulsion date will be credited towards the total number of days.

- If the expulsions ends at the end of a school year, counted days will not begin until the next school calendar year begins in August.
- For this protocol, all calendar days, Sunday through Saturday, will be counted.

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. *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. 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.*

## ACADEMIC STANDARD

In order for a student to participate in KCSO activities, the following academic standards must be met:

Students participating in any KCSO activity 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 listed below; grades will be checked on the Wednesday after each grading period:

- End of the first six week grading period – October 16<sup>th</sup>
- End of the second six week grading period – November 27<sup>th</sup>
- End of the First Semester (determines eligibility for next semester) – January 29<sup>th</sup>
- End of the fourth six week grading period – March 18<sup>th</sup>
- End of the fifth six week grading period – May 6<sup>th</sup>
- End of the Second Semester (determines eligibility for next semester) - June 11<sup>th</sup>

Student grades may be reviewed more frequently than the periods listed above for monitoring, however the specific periods listed will be the periods that determine academic eligibility.

Students failing to meet the academic standards at any of the above **KCSO** grading periods will be placed on a three week probationary period according the following:

- Week One: The student can participate in activities and contests while being monitored by the school administration and advisor. 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 student is declared eligible.
- Week Two: If the student is still not meeting KCSO 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. Student progress will continue to be monitored by the school administration and advisor. 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 student is declared eligible.
- Week Three: If the student is still not meeting KCSO academic standards at the end of the second full week, the student will be suspended from participating in both practices and contests. Student progress will continue to be monitored by the school administration and the advisor. 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 athlete is declared eligible. If at the end of the third full week the deficiency still remains, the student is declared ineligible for the remainder of the year.

A student may be reinstated at any point during the probationary period once all academic standards are met.

### **ACADEMIC ELIGIBILITY COMMITTEE**

The principal of each school will appoint a committee of five members to review individual cases of academic eligibility during any KCSD grading period as previously noted. Individual cases of district academic standard waivers will be decided by a simple majority decision.

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

### **ATTENDANCE STANDARD**

A student will not be permitted to participate in any meetings or out of school activities if he/she has been absent from school during any part of the school day unless a pre-arranged absence (PA) has been granted by the administration of the building. A student will not be permitted to participate in any meetings or out of school activities scheduled for a non-school day if absent for any part of the previously scheduled school day without a pre-arranged absence granted by the school administration. Students participating in any KCSD activity must maintain at least a 95% school attendance rate during both the preceding and current grading period of any scheduled meeting or activity participation. In unusual circumstances a student will be able to participate with building administration approval.

### **FUND RAISING**

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

### **CLUB/PROGRAM TRAVEL**

The school Principal must be notified and approve any out of state contests/events or contests/events exceeding 400 miles round trip including district, regional, state and national competition. Before contests/events are scheduled, the trip must be approved by the KCSD School Board.

Travel itineraries for contests/events will be submitted for approval to building Principal and will include departure dates/times, return dates/times, hotel arrangements (if applicable), chaperones, permission slips, signed emergency medical treatment forms and other details of the contest/events as requested by the Principal.

## **SOCIAL MEDIA**

Social media provides a method for communication between all participants and interested parties that are associated or have an interest in a KCSO sponsored program. It can be used to update times and locations for practices and contests/events in the event changes occur. It allows Q&A to be viewed by large groups. There are many uses and it is part of the communication tool 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 and parents/guardians are informed of program updates.

It is also recognized that social media allows users to make anonymous comments associated with a program. KCSO discourages anyone from using any form of social media (Facebook, Tweeter, Instagram, etc) to make comments which would violate the concept of positive citizenship and respect towards participants, advisors, teams, schools, spectators, and/or officials.

KCSO also encourages any communication between a participant and their advisor be shared with the parents/guardians of participants and school officials to ensure professionalism is in place.