

# 2018-19 JUNCTION CITY HIGH SCHOOL STUDENT ATHLETE HANDBOOK

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# **ATHLETIC DEPARTMENT MISSION STATEMENT**

Athletics programs in USD 475 provide an educationally based opportunity that will positively influence students, school, community, and society and help prepare our student-athletes to become

## **Champions in Academics, Champions in Athletics, and Champions in Life.**

Our mission is accomplished by:

- Teaching and modeling the five athletic department core values of teamwork, respect, responsibility, integrity and sportsmanship
- Promoting excellence in individuals by providing opportunities for positive competition.
- Developing and reinforcing fundamental athletic skills specific to each sport.
- Promoting respect of self and valuing of others.
- Developing adherence to lifetime fitness and sound healthy training principles.
- Providing healthy competition through cooperation and teamwork.
- Encouraging a sense of dedication to a goal and awareness of the efforts necessary to achieve excellence.
- Encouraging and expecting academic success.
- Valuing sportsmanship by developing a healthy perspective in regard to winning and losing.
- Providing safe experiences that minimize injury possibilities.
- Developing athletes who are good citizens and who represent themselves, their school, and the community in positive ways.
- Encouraging experiences that are fun for the participant.
- Promoting the emotional and physical well-being of athletes through the teaching and modeling of lifelong guidelines and life skills.
- Developing positive personal responsibility toward team goals.

## **ATHLETIC DEPARTMENT CODE OF CONDUCT**

Extra-curricular programs are a valuable part of the educational experience in USD 475. The five core values which define our code of conduct for players, coaches, and parents are: **TEAMWORK, RESPECT, RESPONSIBILITY, INTEGRITY, and SPORTSMANSHIP**. Participants are highly visible representatives of their team, school, district, and community and as such participation is considered to be a privilege rather than a right.

**TEAMWORK:** To serve the greater good while focusing on the team's mission and purpose.

- I will encourage my team to improve
- I will work hard everyday
- I will be committed to my team
- I will accept my role on the team

**RESPECT:** Treating myself and others with honor and dignity - respect authority

- I will be an active listener
- I will be courteous and polite
- I will be tolerant and appreciative of others
- I will accept individual differences and beliefs without prejudice

**RESPONSIBILITY:** Being in Charge of choices

- I will dress/behave in a way to honor myself, team, school, and community
- I will meet attendance requirements of teachers, coaches and school
- I will do my best in the classroom and meet all academic requirements of teachers, coaches and school
- I will abide by this Activities Code of Conduct, District, State, School and team rules.

**INTEGRITY:** Always doing what is right even when no one is watching

- I will be honest to myself and to others
- I will positively represent my team and school.
- I will honor commitments
- I will be reliable and trustworthy

**SPORTSMANSHIP:** Character displayed in competition

- I will treat opponents with respect
- I will exercise self-control at all times, play hard and within rules
- I will win with grace and lose with dignity
- I will respect officials and accept their decisions without gesture or argument

It is important that your behavior be above reproach in school, classroom, home, community, practice, competition, and travel.

## Coaches Code of Conduct

- Coaches will promote positive relationships with students, staff, community, officials, spectators, news media, parents, opponent schools, and fellow coaches through all modes of communication. *teamwork*
- Coaches will conduct themselves in a way, by action and public communication, which reflects confidence and respect upon USD 475 and its student athletes. *respect*
- Coaches will be organized and plan well in advance of the season. *responsibility*
- Coaches are honest and fair while respecting the fundamental rights, dignity, and worth of all those taking part in sport. *integrity*
- Coaches will model the attributes of sportsmanship that are expected from players and fans by winning with grace and losing with dignity. *Sportsmanship*

## Players Code of Conduct

- I will remember that I am part of a team and will do my utmost, on and off of the fields of play, to positively promote the success of my team. *teamwork*
- I will demonstrate respect to my teammates, opponents, coaches, and officials at all times. *respect*
- I commit to honor myself, family, team, and school by being responsible for meeting expectations set forth by coaches and school. *responsibility*
- I will not engage in any activity which would reflect poorly on me, my team, or my school. *integrity*
- I will encourage good sportsmanship from my coaches, officials, parents and peers at all events in which I participate by modeling the same. *sportsmanship*

## Parents Code of Conduct

- I will demonstrate support for the adults working with my child in order to encourage a beneficial, positive, educationally based athletic experience. *teamwork*
- I will demonstrate respect for fans, officials, players, and coaches at all times. *respect*
- I commit to helping my child be accountable to the expectations set forth by coaches and the school, creating honor for themselves, family, team, and school. *responsibility*
- I will discourage my child from engaging in any activity which would reflect poorly on themselves, their team, or their school. *integrity*
- I will encourage sportsmanship through demonstrating positive support for all coaches, officials, and players at all events which I attend. *sportsmanship*

*Coaches, Players, and Parents will report safety concerns to appropriate personnel.*

### **KNOW YOUR ROLE**

**COACH \* PLAYER  
PARENT \* OFFICIAL**

# **CODE OF CONDUCT EXPECTATIONS**

## **Student Athletes Will Refrain from the Use/Possession of Tobacco, Alcohol or Controlled Substances**

Use of tobacco, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana, synthetic drugs, or anabolic steroids is prohibited for students involved in KSHSAA extra-curricular activities. Verification of substance violations will come in one of the following formats:

- a. Self-admitted involvement by the student or their parent/guardian/custodian.
- b. Witnessed student involvement by the sponsor, coach, or staff member.
- c. Verification by an official law enforcement report.
- d. Investigation by school officials, coaches, or sponsors.
- e. Positive result of a certified drug test.

## **Alcohol, Tobacco, and Over-the Counter Drug Violation**

1st violation: Loss of eligibility for the next 7 school days or 2 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

2nd violation: The student will lose eligibility for the next 14 school days or 4 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

3rd violation: The student will lose eligibility for the next 21 school days or 8 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

4th and subsequent violations: The student will forfeit eligibility for the remainder of the school year. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first semester of the next academic school year.

\*\*During middle/high school enrollment, students are afforded only one 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation. Subsequent violations will begin with the 4<sup>th</sup> violation status.

\*\*\*Pending outcome of a due process hearing, the student may be subjected to 5 drug tests within the next 12 month period.

## **Drug Violation**

1st violation: The student will lose eligibility for the next 28 school days or 12 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

2nd violation: The student will lose eligibility for the remainder of the school year. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first semester of the next academic school year.

3rd and subsequent violations: The student will be ineligible to participate for one calendar year starting at the date the offense occurred. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family.

\*\*During middle/high school enrollment, students are afforded only one 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation. Subsequent violations will begin with the 4<sup>th</sup> violation status.

\*\*\*Pending the outcome of a due process hearing, the student may be subjected to 5 drug tests within the next 12 month period.

## **Student Athletes Will Refrain from Unlawful or Delinquent Behavior**

An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation, or court order (except for minor traffic offenses) including, but not limited to civil rights violations, theft, vandalism, or destruction of property (or other misdemeanors or felonies as defined by the Kansas Criminal Code). A student who pleads guilty, is found guilty, or is found to have committed a delinquent act by any court of law, pleads no contest to, or dispositions through a settlement and is charged with an unlawful act is also subject to sanctions within the athletic department. Notwithstanding the foregoing, the athletic director and/or coach, reserves the right to determine whether the student committed an unlawful or delinquent act rather than to be bound necessarily by the decision of the courts or others. Incidents involving students, either directly or as an accomplice, will be subject to review. The athletic director and/or coach will decide the appropriate penalty for the student, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the student, and any other relevant factors.

## **Students Athletes Will Use Technology in an Appropriate Manner**

*Network/Internet: Acceptable Use Policy – USD 475*

The goal of USD 475 is to maximize the educational benefits of network and Internet capacities. To better prepare students for the future, USD 475 provides opportunities for students to problem solve, manage, and retrieve information, think creatively, and communicate effectively. These skills can also be reinforced through technology, giving the students additional preparation for an information-based society and technological workplace. In compliance with FERPA and CIPA guidelines, USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

Technology protection measures (or Internet filters), to the extent practical, shall be used to block or filter Internet access (or other forms of electronic communications) to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes subject to staff supervision. To the extent practical, steps shall be taken to promote the safety and security of users of the Geary County School District online computer network when using electronic messaging and media.

### **Unacceptable Use:**

- Sending, posting, or downloading electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing or cyber bullying
- Using the network for commercial or financial gain
- Damaging computers, electronic media, or computer networks
- Vandalizing the data of another user or other networks including so-called "hacking" and other unlawful activities
- Using another's password, folders, or files
- Unauthorized use of copyrighted material
- Purposefully bypassing Internet safeguards
- Willfully accessing inappropriate Internet content
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

## **Students Athletes Will Meet Attendance/Academic/Behavior Requirements**

Students are expected to meet team and school expectations in regards to attendance, academics, and behavior.

Students are expected to be on time and attend all of their classes. Students will display academic honesty and responsible decision-making at all times. The coach, and/or the administration, reserves the right to limit extra-curricular participation in cases of non-compliance.

## **Students Will Refrain from Unsportsmanlike Conduct and Other Unacceptable Behavior**

Behaviors not specifically covered in the Code of Conduct, Student and/or Team Handbooks, but which are contrary to the spirit of the Code of Conduct, are subject to an appropriate penalty at the discretion of the Principal, Athletic Director, and/or Coach, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the athlete and any other relevant factors.

## **Due Process**

The determination of suspension/dismissal of students from extra-curricular activities will remain the responsibility of the coach and/or athletic director. When a student is suspended/dismissed from an extra-curricular activity the student and his/her parent(s), guardian(s)/custodian may appeal the decision to the building administration within two days of the suspension/dismissal. The administration will render their decision within 3 days of the consideration of the appeal. A final last step appeal may be made by the student and his parent(s)/guardian(s)/custodian to the District Hearing Officer within 2 days in writing or by phone wherein a hearing will be held to review the circumstances of the case and the Hearing Officer will render a decision as to the facts presented. The decision of the Hearing Officer will be final. Any penalties put in place at the onset will remain in effect during the time of the appeal. If at any level the decision is reversed, the student will be immediately eligible and re-instated.

A student is deemed to be a participant, for purposes of the Code of Conduct, once the student is notified by the coach/sponsor that the student has made their first team. Thereafter, the student is deemed to be a participant for the remainder of their middle/high school career. The Code of Conduct applies to behavior that takes place **ON or OFF** school grounds and at **ANY TIME** during the student's enrollment, this includes the off season as well as summertime.

Coaches may set higher expectations and impose stricter penalties for their athletes. School consequences resulting from hearings may take precedence over coach/AD consequences. Consequences resulting from violating school, team, and/or code of conduct rules/expectations may carry over into the next season, even if this means carrying over into the next academic year. (Clarification: If a student violation occurs towards the end of a season the penalties may carry over to the next activity.) Students who are suspended from school are prohibited from participation in practices and interscholastic events during the length of the suspension and/or until they are considered to be in "good standing" with the administration.

# SPORTSMANSHIP

USD 475 believes that interscholastic competition involving member schools of the Kansas State High School Athletic Association (KSHSAA) should be governed by the basic principles of good sportsmanship. Since athletics must operate within the framework of sound educational principles, it follows that:

1. Athletic teams in USD 475 come under the jurisdiction of and are required to abide by the rules of the Kansas State High School Activities Association, so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege to participate in athletics, either as an athlete or spectator, are expected to conduct themselves in a manner that does not detract from the educational environment.
3. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Anyone can make a mistake.
4. Although winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics and just plain common sense. The following spectator behavior is expected:

## **FANS AND SPECTATORS ARE EXPECTED TO:**

1. Stand and remove head gear during the National Anthem.
2. Cheer for their team rather than against their opponents.
3. Maintain self-control at all times while conducting themselves as responsible citizens.
4. Show respect for opponents in every way possible. (KSHSAA Rule 52...see below)
5. Always be positive in support of their teams.
6. Recognize and acknowledge good performances made by both teams.
7. Respect officials and accept their decisions.
8. Censure fellow spectators whose behavior is inappropriate.
9. Be humble, not boastful, in victory and gracious, not bitter, in defeat.
10. Leave the site of an activity – including the parking lot – as soon as possible after the activity is completed.

**Fans and/or spectators may be asked to leave contest or may be banned from future contests if these expectations are disregarded.**

## **Rule 52**

In keeping with the Kansas State High School Activities Association requirement to encourage and enforce good sportsmanship, we ask that all students/fans assist us in honoring Rule 52.

Rule 52 requires the following:

- Be courteous to all. (participants, coaches, officials, staff, and fans)
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team and school.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- All actions are to be for, not against; positive, not negative or disrespectful!
- Students/fans who violate rule 52, or who display any type of poor sportsmanship, will be ejected from the activity; may be subject to loss of privilege of attending school activities, as well as further disciplinary actions.



## **ANTI-HAZING**

Hazing is defined as any activity expected of a member of a group that humiliates, degrades, abuses, endangers, or risks physical or emotional harm regardless of the person's willingness to participate. Often, a high-status member of a group orders other members to engage in or suggests that they engage in activity that in some way humbles a newcomer who lacks the power to resist because he/she wants to gain admission or acceptance to a group.

Examples of hazing include, but are not limited to: embarrassing appearance or acts; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts, and/or attention-drawing behaviors; morally degrading or humiliating games or activities; and any other activities which are not consistent with the educational environment.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any student or group of students involved in these activities will be subject to disciplinary action including, but not limited to, suspension or expulsion from school.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

No students or student leaders of organizations shall plan, organize, or engage in any hazing activities.

## **BULLYING**

Definition: A person is bullied when he/she is exposed, on one or more occasions, to intentional negative actions on the part of one or more persons.

Should a student feel that he/she has been bullied, they are asked to fill out a bullying reporting form. That form can be obtained from any office or the Athletic Department at any school.

It is a core belief of the Educators of USD 475 Schools that:

- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

# COMMUNICATION WITH PARENTS AND ATHLETES

Communication is a cornerstone to relationships. This is especially true in the coach-athlete relationship. Within this relationship difficult issues must be dealt with at times, including discipline, player performance, and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations, and other benefits such as the student learning how to solve problems.

Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations.

The following is a guide for coaches, parents and student-athletes. This guide provides a chain of communication that will maintain and build positive relationships.

## **Step One: Coach-Athlete Session**

If a player or his/her parent has any issue or problem with the sport experience, the student-athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

## **Step Two: Coach-Parent-Athlete Session**

If an issue has not been resolved in step one, the next step in the communication process is a meeting with parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or player should define the purpose of the session when the appointment is set.

## **Step Three: Athletic Director (AD)-Coach-Parent-Athlete Session**

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

## **Step Four: Building Principal-AD-Coach-Parent-Athlete Session**

If an issue is not resolved in Step Three, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

**24 HOUR RULE** - Any questions or concerns for coaches are to be held for 24 hours after completion of any competition.

## **ACTIVITY PARTICIPATION AND ATTENDANCE AT SCHOOL**

Any student participating in any athletic or activity program sponsored by KSHSAA and/or USD 475 must be in attendance at school for the entire day's schedule of classes in order to be eligible and in good standing to practice, perform, or compete later on that day or night. Students are expected to remain in class until the designated time of departure from school.

Students not in attendance for the full day of classes on a Friday are not eligible to practice, perform, or compete on Saturday. Upon their return to classes on Monday, they would be eligible to participate. This policy may be waived and the student allowed to participate if the following actions are taken:

- A call is made in advance, of the absence by the student's parent/guardian explaining the reason and the necessity for the student missing all or part of that day to Coach/Athletic Dept.
- In emergency situations a call is made as soon as is possible explaining the nature of the student's absence.

The decision to waive this policy will then be made by the athletic director and/or school administration. Calls should be directed to the building athletic director.

Students who miss all or part of a school day will comply with the above policy. Students are expected to be at school and in class the following morning when classes begin following an activity the previous night.

Coaches and the Athletic Department will both monitor student attendance and tardies on a regular basis.

## **ATTENDANCE AT PRACTICE**

Going out for a sport is a privilege as well as a commitment. Practices are for the purpose of conditioning and teaching new concepts of a sport. Therefore, being at practice is important.

The following attendance policy applies to all sports:

- Any student in school at the beginning of the day is expected to be at practice.
- If a student athlete leaves school for an appointment or illness, the athlete must inform the athletic department/coach before leaving.
- Absences are excused for illness, medical appointments, and/or emergency leave. All other absences must be approved by the coach and/or the Athletic Director ahead of time.
- Two or more unexcused absences may result in dismissal from the team.
- Beginning practice on time is a priority. Coaches will use their discretion in handling tardies.
- Injured athletes who are unable to practice are still expected to attend practice unless excused by the coach.
- Any athlete who misses practice the day before a competition may miss part or all of the next game (coach decision).

## **ATTENDANCE AT CONTESTS**

**Absence from Contest (including Saturday):** (Discretion of head coach and athletic director)

A. Excused – Consequences are the discretion of the head coach and athletic director.

1) Advance notice to coaches or Emergency situation.

B. Unexcused

1) First offense - suspension from contest(s)

2) Second offense – student may be suspended for remainder of season.

## **STUDENTS IN SIMULTANEOUS ACTIVITIES**

When a student chooses to participate in more than one activity in a season, conflicts in schedule will occur. While these situations are rare, they create difficulties for the students and their coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the building AD. The affected parties should work together to resolve the conflict with the students best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches, and building administrators in resolving these conflicts.

- Sponsors, coaches, and building administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.
- Sponsors, coaches, students, and building administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two coaches involved with the student in conflict should meet with the building activities director to discuss the conflicting events and reach a decision that is best for the student.
- The student will notify the coach of the conflict immediately.
- The importance or priority of an event will be determined as follows:
  - A game/performance takes precedence over a practice/tryout
  - A league or state event will take precedence over a regular season game or performance
  - Varsity activities will take precedence over sub-varsity activities
  - The administration will determine precedence when there is a conflict as to the importance or significance of the event
- When it has been determined that the two events in conflict are equal in priority, every effort will be made to resolve this conflict so the student will not be put into a position to choose or be penalized in any way.

## **TWO SPORT PARTICIPATION POLICY**

- A student may participate in no more than two sports per season.
- Student must meet with Athletic Director prior to talking to coaches of respective sports.
- A student must receive written approval from the head coach of both sports. Without the approval of both coaches, a student must choose one of the sports.
- At least one sport must be an individual (quasi-team) sport. Both sports cannot be team sports.
- Designate a primary sport. When the two schedules conflict, competition in the primary sport will take precedence over competition in the secondary sport. When practice schedules conflict, practice for team sport will take precedence. Competition of either sport will take precedence over practice of the other. Exceptions must be agreed upon by the two coaches.
- Student must maintain GPA of 3.0 with no D's. Any GPA below 3.0 or grade below C will exclude the student from participation in the secondary sport for the remainder of the season.
- Any exceptions to above policy will be made by administration.

## **UNIFORM AND EQUIPMENT POLICY**

Student athletes are responsible for any uniforms, equipment, etc., issued to them by the athletic department. Student athletes are expected to keep all issued items clean and in good condition. They will be financially responsible for all items issued and will reimburse the athletic department for all items not returned within one week after the season. They will not be permitted to try out for another sport unless all items issued are returned and/or paid for. Student athletes are to wear only athletic department approved equipment. In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property.

## **DROPPING OUT OF A SPORT**

If there are extenuating circumstances that necessitate dropping a sport during the first half of the season, the student/athlete must consult the coach and explain the circumstances. Pending the circumstances, the student/athlete may be granted a release. If a student athlete drops a sport without consulting the coach, they will not be allowed to participate in another sport or in an off-season sport conditioning program during the same season unless receiving permission from both coaches and the athletic director. Student athletes must return and/or pay for all issued equipment to the athletic department before being released.

## **QUITTING A SPORT**

Quitting is a habit that can be very easy to acquire. When a student athlete decides to participate in a sport, and makes the team, the athletic department and coaches expect the student athlete to complete the season. If a student athlete decides to quit a sport or is dismissed for disciplinary reasons during the last half of the season, that individual will not be permitted to try out for another sport unless all issued equipment is returned and/or paid for.

## **JEWELRY**

In the best interest and safety of each student athlete, no jewelry should be worn for practice or contests. Exceptions: A student/athlete may wear: (1) A watch during practice in track or cross country if used strictly for timing, (2) A medical ID. The school district will not be held liable for any jewelry related accidents involving student/athletes while practicing or participating in a contest or while in uniform.

## **LOCKERS**

Lockers remain the property of USD 475, while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

## **EARNING AN ATHLETIC LETTER**

It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. Coaches shall create criteria for earning varsity letters that award those who truly deserve a varsity letter.

## **PERFORMANCE ENHANCING SUBSTANCES**

USD 475 has taken a stance consistent with the KSHSAA and the National Federation of State High School Associations (NFHS) against the use of any drug, medication, or food supplement by a student solely for performance enhancing purposes. The effects of many of these chemicals on the health of children and adolescents, both short and long-term, have not been established. Even natural substances in unnatural amounts may have short or long-term negative health effects.

## **TRANSPORTATION POLICY**

All rules and regulations, as defined by Board of Education Policy JGG for transportation of students, will be followed. **Board Policy JGG states: Transportation will be provided by the school district for all extra-class activities.**

- Participants are prohibited from driving personal automobiles to out-of-town school district sponsored activities.
- Participants are required to ride the district transportation to and from all practices and contests.
- Participants must ride in school vehicles to in-district activities that occur during the school day.
- When necessary, transportation to off-campus practice sites will be provided by the district, as directed by the Head Coach. All student participants will be expected to use available district transportation.
- Participants will not be allowed to ride home with anyone other than an immediate family member.

Exceptions to the items above will be made if the following guidelines have been met:

1. Parents may decline the district transportation for practice travel by filling out an "athletic practice travel" form which they may pick up in the AD's office.
2. Participants may ride home with their parent after a contest if prior arrangements have been made with the coach. The parent must submit a "post athletic game travel" form to the coach prior to leaving with their son/daughter. Participants will not be allowed to ride home with anyone other than an immediate family member.


**DEVIATIONS FROM THE PROCEDURES ABOVE-GRANTING EXCEPTION-WILL BE HANDLED ON AN INDIVIDUAL BASIS BY THE COACH AND ATHLETIC DIRECTOR.**

# HYDRATION STRATEGIES TO PREVENT HEAT ILLNESS

Proper **HYDRATION** and **ACCLIMATIZATION** practices stand out as the two primary prevention methods for decreasing the risk of heat illness. The following are some basic hydration principles to follow:

Appropriate hydration before, during and after exercise is important for maintaining peak athletic performance. Fluid losses of as little as 2% of body weight (less than 4 pounds in a 200-pound athlete) can impair performance by increasing fatigue. This is important because it's common for some athletes to lose between 5-8 pounds of sweat during a game or intense practice. So it's easy for athletes to become dehydrated if they don't drink enough to replace what is lost in sweat.

- Recognize and respond to early warning signs of dehydration.
- **DRINK EARLY** and **DRINK OFTEN** during activity. Do not let athletes rely on thirst. Schedule frequent fluid breaks for re-hydrating. If athletes wait until they are thirsty it may be too late.
- Athletes should be weighed before and after warm weather practices. They need to drink appropriate amounts of fluid for the amount of weight lost. **An athlete should not be allowed to participate if they are at a 2% or greater weight deficit from the beginning of their previous practice.** Also, use a urine color chart (see back page) to determine hydration levels before activity.
- Encourage GOOD hydration choices: **water, sport drinks with low sodium and carbohydrates, AVOID: energy drinks, soda, fruit juices, carbonated beverage, and caffeine.**
- Encourage drinking fluids, not pouring them. Dumping fluid over the head won't help restore body fluids or lower body temperature.
  - Provide easily accessible fluids.

<b>Before</b> Exercise	Drink 16 oz. of fluid before activity/exercise (2 hours) Drink another 8-16 oz. of fluid 10-15 minutes before exercise
<b>During</b> Exercise	Drink 4 - 8 oz. of fluid every 15-20 minutes
<b>After</b> Exercise	Drink 16-20 oz. of fluid for every (one) pound lost during exercise to achieve normal fluid state and not begin the next practice dehydrated. Rehydration should take place over a safe and comfortable period of time. Excessive fluid intake over a short amount of time can be dangerous (see hyponatremia information below).
Fluid counter	<div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> <li>24 oz. of fluid = 1 ½ of water bottle</li> <li>16 oz. of fluid = 1 full water bottle</li> <li>7 oz. of fluid = ½ full water bottle or 10 BIG gulps of water</li> <li>4 oz. of fluid = ¼ full water bottle or 5 BIG gulps of water</li> </ul> </div>

**Hyponatremia** is a rare, but potentially deadly disorder resulting from the over-consumption of water or other lowsodium fluid (including most sports drinks). It is most commonly seen during endurance events, such as marathons, when participants consume large amounts of water or other beverages over several hours, far exceeding fluid lost through sweating. The water in the blood and the sodium content of the blood is consequently diluted to dangerous levels. Affected individuals may exhibit disorientation, altered mental status, headache, lethargy and seizures. A confirmed diagnosis can only be made by testing blood sodium levels. Suspected hyponatremia is a medical emergency and EMS (Emergency Medical Services) must be activated. It is treated by administering intravenous fluids containing high levels of sodium.

## REFERENCES

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Casa DJ, et.al. The inter-association task force for preventing sudden death in secondary school athletics programs: Best-practices recommendations. *Journal of Athletic Training*. 2013; 48(4): 546-553.

National Federation of State High School Associations. Fluid replacement and dehydration. *Sports Medicine Handbook, 4<sup>th</sup> Edition*. 2011; 64-66.

National Federation of State High School Associations. Heat related illness. *Sports Medicine Handbook, 4<sup>th</sup> Edition*. 2011; 44-49

National Federation of State High School Associations Sports Medicine Advisory Committee. Heat acclimatization and heat illness prevention position statement. April 2012.

National Federation of State High School Associations Sports Medicine Advisory Committee. Position statement and recommendations for maintaining hydration to optimize performance and minimize the risk for exertional heat illness. October 2014.

**The information in this document is provided by the Kansas State High School Activities Association's Sports Medicine Advisory Committee. The information is meant to provide general information and guidelines for schools to consider when creating or updating their school's heat/hydration policy.**

***Disclaimer: The information provided by the Kansas State High School Activities Association regarding heat illness and hydration is not intended to be exhaustive or all of the relevant information on the subjects. The KSHSAA feels that the sources of the information provided above are very reputable and therefore will provide valuable source material to member schools. At the same time, schools may want to consider other available sources of relevant information and are encouraged to consult with health care professionals regarding these topics.***

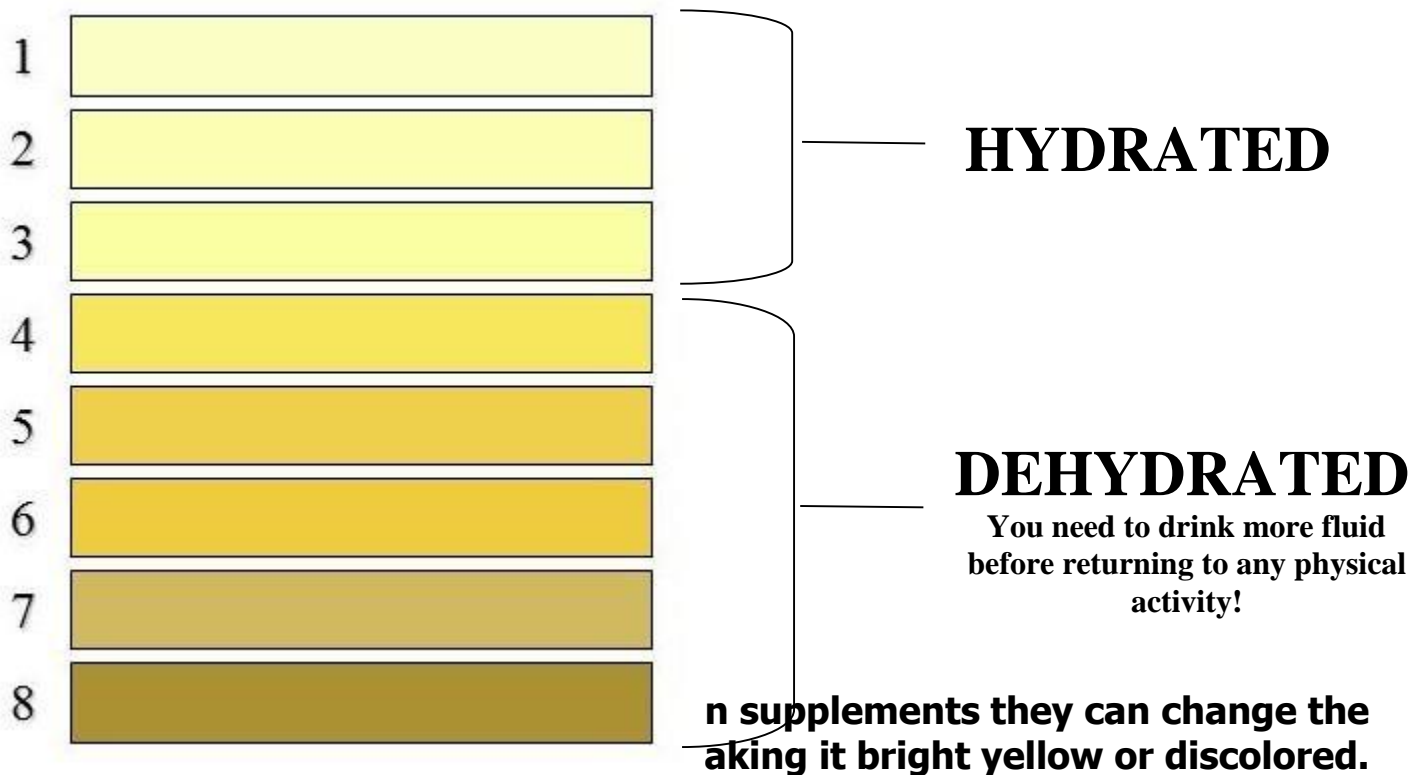
**APPROVED KSHSAA SMAC, MAY 2015**





# How Hydrated Are You?

This urine color chart is a simple tool you can use to assess if you are drinking enough fluids throughout the day to stay hydrated.



**Geary County USD 475**  
**Concussion & Head Injury Information Release Form (revised 4/14)**

**This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul> | <ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul> |
|--|---|

**Signs observed by teammates, parents and coaches include:**

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays lack of coordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can’t recall events prior to hit</li> <li>• Can’t recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul> |
|--|

## **What can happen if my child keeps on playing with a concussion or returns to soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. **And when in doubt, the athlete sits out.**

### **Cognitive Rest & Return to Learn**

The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student's medical providers and school personnel. No considerations should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

### **Return to Practice and Competition**

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

<http://www.kansasconcussion.org/>

For concussion information and educational resources collected by the KSHSAA, go to:

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>

\_\_\_\_\_  
Student-athlete Name Printed

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

## **NECESSARY FORMS FOR STUDENT PARTICIPATION**

Students attending Geary County Schools USD 475 will **not** be eligible to participate (games, practice, tryouts) in any sport without clearance from the Athletic Department. **AN ATHLETIC PACKET MUST BE COMPLETED AND RETURNED TO THE ATHLETIC OFFICE ONE WEEK PRIOR TO THE FIRST DAY OF PRACTICE.** When all paperwork is completed and turned in, the student athlete will be entered on an eligibility list to be given to the coaches at the beginning of tryouts. An athlete must be on this list to be allowed to practice/tryout/participate. Failure to have these forms on file with the Athletic Department may prevent the student athlete from having the opportunity to participate in that sport.

\*\*\* An **Athletic Packet** may be obtained from the athletic department or by accessing the Athletic Department web-site.

### **Pre Participation Physical Evaluation Form – (PPE Form) Must be dated after May 1 of preceding year.**

Students are not eligible to represent their school in interscholastic athletics, spirit or performing groups until a signed physical evaluation form by a practicing physician is on file with the building AD. This form will certify that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics, spirit or performing groups. This form shall also be signed by the parent or legal guardian, stating the student has permission to participate.

The physical examination must be reported on forms provided by the KSHSAA and shall not be completed earlier than May 1 preceding the school year for which it is applicable. The completed form must be filed with the building AD prior to the first practice session in which the student participates.

The physical examination form for spirit and performing groups shall be completed and filed with the school AD prior to the first practice after tryouts in which the student represents his/her school.

- Physical examination forms may be obtained from the school's athletic department of which the student attends. You may also obtain a copy of the physical examination form by accessing the KSHSAA web site at [www.kshsaa.org](http://www.kshsaa.org)

## **KSHSAA REGULATIONS ON SEASONS OF ACTIVITY**

What Coaches/Athletes MAY or MAY NOT do – Please refer to [www.KSHSAA.org](http://www.KSHSAA.org) or click on link below <http://www.kshsaa.org/Public/General/RegulationsDuringTheSchoolYear.cfm>

## **GENERAL KSHSAA ELIGIBILITY GUIDELINES**

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the KSHSAA manual or can be accessed through the KSHSAA website at [www.kshsaa.org](http://www.kshsaa.org). Coaches and administrators are expected to be familiar with the rules of eligibility. If there are questions about eligibility, inquiries should be directed to the Athletic Director.

### SCHOLARSHIP:

A student must have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. At the middle school level, a student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous trimester or last trimester of attendance.

### ENROLLMENT:

A student must be enrolled in and be attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the current semester.

### TRANSFERS:

A student who makes a bona fide move with his/her parents to a new permanent residence within the boundary of the school to which the student transfers is immediately eligible as it relates to the transfer rule.

A student changing school without an accompanying move on the part of his/her parents will be ineligible for interscholastic extracurricular activities for 18 weeks beginning with the first day of attendance.

### OUTSIDE COMPETITION:

A student who is a member of a school athletic squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport during the same season. Participation with an outside group may make the student Ineligible for the remainder of that sport season.

### CLINICS:

A student cannot participate in group training/practice sessions, clinics, or tryouts held by outside agencies in a sport while he/she is a member of a school athletic team in that identical sport. A group is defined as two or more students receiving instruction from an instructor during the same period of instruction. A student may receive private instruction at any time during the year. Private instruction is defined as one student receiving instruction from one person during the period of instruction.

## **GENERAL JCHS ELIGIBILITY GUIDELINES**

In order for a student to be eligible to participate in KSHSAA activities at Junction City High School the student must be a bona fide undergraduate member of that school and in "good standing".

Junction City High School's definition of a student in "good standing" is, but not limited to, the following:

- A student must not be under penalty of suspension or be a student whose character or conduct brings discredit to the school as determined by building administration.
- A student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance. Credit recovery courses will not be allowed to be used for the purpose of becoming eligible at semester.
- A student must be enrolled in and attending a minimum of five new subjects (those not previously passed). Credit recovery courses do not count towards the minimum of five new subjects.
- A student must be on grade level as defined by JCHS graduation requirements. JCHS administration will address transfer students on an individual basis.
- A student may not enter into step 2 of the truancy process.
- A student must meet all other KSHSAA requirements regarding eligibility.
- A student-athlete must also comply with expectations set forth in the "Athletic Code of Conduct".

In addition to Junction City High School's definition of a student in "good standing," a head coach/lead sponsor may establish additional expectations that define a student in "good standing" for their program. The head coach will also monitor the academic/behavior progress of his/her team members.

## SPORTS SCHEDULES

Schedules for all sports:

Junction City High School – [www.bluejayathletics.org](http://www.bluejayathletics.org)

[http://www.centennialleague.org/g5-bin/client.cgi?G5genie=218&school\\_id=9](http://www.centennialleague.org/g5-bin/client.cgi?G5genie=218&school_id=9)

Junction City Middle School

[http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school\\_id=3](http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school_id=3)

Fort Riley Middle School

[http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school\\_id=2](http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school_id=2)

## Activity Scheduler User Guide for Parents

### Download the app to view schedules on iPhone/Android: Activity Scheduler

We now use the rSchoolToday™ Activity Scheduler as our School Calendar as it provides significant advantages to our school community. Because it is Web-based, we can provide you instant access to the most up-to-date information at all times. All changes are instantly reflected to you as soon as they are made.

Here are some of the key features:

The Calendar will provide an instant view of all activities on today's date.

Other features:

1. Click on any date within the month and see the activities for that day.
2. Jump to any month in one click.
3. Here, you only need one click to view the whole week.
4. Locations can be links that open to printable maps and directions to that specific location.
5. Notify Me! You can set yourself up for automatic email reminders or text messages to your cell phone before any activity or with any changes to any schedules.
6. The latest rosters and scores can be available right from these calendar tabs.
7. You can subscribe to schedules using RSS. This lets you push every day's events to your smart phone or personal calendar.
8. You can get detailed reports by location, by gender, by level, etc. from the Advanced View.
9. You can get the latest complete schedules for any activity. Click on the schedule you want and then click **View**.
10. You can print schedules.
11. Email schedules to a relative. This sends a link with the latest version of the schedule. You can also attach a file of the schedule, but it is best not to include attachments since the link in these emails is ALWAYS the MOST up-to-date information and the recipient can choose to print, download, export, etc. the report.
12. Subscribe to schedules. This will let you get real time updates of any schedule changes pushed to your iPhone, iPod Touch, Droid, iPad, Outlook, etc.
13. Download a file of schedules to various file formats.
14. You can use this dropdown to choose multiple ways to view the schedules, including the classic Month view.

### **We hope you find the Calendar beneficial and look forward to your feedback!**

If you have questions, please contact rSchoolToday directly and they will assist you. They can be reached at: [support@rschooldtoday.com](mailto:support@rschooldtoday.com) from 7am-10pm M-F Central time.

There will also be a parent information guide available on our athletic dept. web page that you can download.

## **INSURANCE**

Limited insurance coverage is provided for students participating in Kansas State High School Activities Association approved activities.

### KSHSAA LIABILITY & CATASTROPHE PLAN

- Excess Athletic Participant Legal Liability coverage; \$500,000 per occurrence.
- Excess Medical Plan; \$5,000,000 max. (\$25,000 deductible)
- Cash Indemnity/Disability Benefit; \$500,000 max.
- Accidental Death Benefit: \$30,000 max.
- Aggregate Medical/Cash Limit of Indemnity: \$5,000,000

Note: This is only a brief summary of coverage and does not replace the policies.

**USD 475 no longer purchases supplemental insurance for student-athletes participating in athletics.**

**Parents may purchase voluntary supplemental insurance through Student Assurance Services (Security Life Insurance Co.), Stillwater, Minnesota. Information about that insurance is available in all secondary athletic department offices.**

## SPORTS OFFERED

USD 475 offers the following activities:

### MIDDLE SCHOOL

#### BOYS

Cross Country	Fall
Football	Fall
Basketball	Winter
Bowling	Winter
Wrestling	Winter
Track	Spring
Tennis	Spring
Golf	Spring

#### GIRLS

Cross Country	Fall
Volleyball	Fall
Basketball	Winter
Bowling	Winter
Wrestling	Winter
Track	Spring
Tennis	Spring
Golf	Spring

### HIGH SCHOOL

#### BOYS

Cross Country	Fall
Football	Fall
Soccer	Fall
Basketball	Winter
Bowling	Winter
Swimming	Winter
Wrestling	Winter
Track	Spring
Baseball	Spring
Golf	Spring
Tennis	Spring
Cheer/Dance	Yearly

#### GIRLS

Cross Country	Fall
Volleyball	Fall
Tennis	Fall
Golf	Fall
Basketball	Winter
Bowling	Winter
Softball	Spring
Soccer	Spring
Swimming	Spring
Track	Spring
Cheer/Dance	Yearly

Only those activities sanctioned by the KSHSAA will be offered by the USD 475. The district does not sanction club sports, though those activities can operate as outside user groups on school district grounds and facilities if all permitting procedures are followed.

## ADMISSION PRICES

USD 475 secondary athletic ticket prices will be set in accordance with rules and regulations that are set by KSHSAA and/or league by-laws and published prior to the start of each school year.



# JUNCTION CITY HIGH SCHOOL-SPECIAL ATHLETIC AWARDS

## **"SUPER 10" AWARD-**

This award is presented to the student-athlete who participates in strength and conditioning and has made the super 10 club based on the criteria established (award is a chenille patch for each year on super 10 club)

## **BLUE JAY SCHOLAR ATHLETE AWARD-** presented at Senior awards night (May)

Presented annually at the all school awards banquet to the student-athlete who has met the following criteria:

### **Option 1**

*Bronze Level* – 3 semesters named to Honor Roll (minimum 3.5 cumulative GPA) and complete one sport during the school year in which receiving the recognition.

*Silver Level* - 5 semesters named to Honor Roll (minimum 3.5 cumulative GPA) and complete one sport during the school year in which receiving the recognition.

*Gold Level* - 7 semesters named to Honor Roll (minimum 3.5 cumulative GPA) and complete one sport during the school year in which receiving the recognition.

Award given - Blue Jay Scholar Athlete Chenille patch and then different color pins for each time earned.

## **MIKE CHAMP AWARD-**presented at Senior awards night (May) – Lady Jay combined into Mike Champ

This award is presented annually to the senior male/Female athlete/letter winner with an outstanding grade point average making a significant contribution to the overall athletic program during his/her high school career. Student must have lettered at least twice during the course of their junior/senior season and been awarded the Blue Jay Scholar Athlete award.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

## **BERT MCKINSEY AWARD-**presented at Senior awards night (May)

This award is presented annually to the senior male athlete/letter winner who has contributed the most to the overall athletic program during his high school career. Student must have lettered in two different sports during the course of their junior/senior season and been selected to an all-league/all-state team in at least one sport.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

## **KIM KILPATRICK AWARD-**presented at Senior awards night (May)

This award is presented annually to the senior female athlete/letter winner who has contributed the most to the overall athletic program during her high school career. Student must have lettered in two different sports during the course of their junior/senior season and been selected to an all-league/all-state team in at least one sport.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

## **BLUE JAY CORE VALUE AWARD –**

Coaching staff at end of each season recognizes those on their teams that have best exhibited core values. Coach identifies those recipients when turning in roster for participation certificates and varsity letter winner certificates. Those identified will have Core Value Award winner placed on certificate at end of sports season they have just completed.

### **ROB SMITH LOYAL BLUE JAY AWARD** - presented at Senior awards night (May)

Shall be presented annually in May to one senior male and one senior female athlete that has distinguished their athletic career upholding the department's core values.

Students must have met the following criteria to be considered for award:

1. Have been awarded the Blue Jay Core Value Award at least once per year for two years or a junior transfer that has received the same award at least once.
2. Senior transfers not eligible for award.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

### **BLUE JAY "IRONJAY" AWARD**-presented at Senior awards night (May)

Shall be presented annually to those student athletes who have shown a commitment to Blue Jay athletics by participating and/or lettering in multiple sports throughout their high school career

Bronze Level – 7 athletic points

Silver Level - 11 athletic points

Gold Level - 15 athletic points

Award Given - Chenille letter either "JC" "Blue Jay Logo" with "IRONJAY" embroidered in middle.

### **VOTING TO DETERMINE RECIPIENTS OF SPECIAL AWARDS**

Head Coaches/Athletic Trainer at Junction City High School will have one vote for the Bert McKinsey, Mike Champ, Kim Kilpatrick and Rob Smith awards.

### **END OF SEASON AWARDS**

At the conclusion of each season, each team will award sport specific awards at their banquets. Please refer to the team/coaches handbook for the various awards given.

Athletic Points determined by:

Participation certificate in a sport – 1 pt.

Letter winner in a sport – 2 pts.

Students to be eligible for awards must be a student in "good standing" with the school.

### **COLLEGE BOUND STUDENT-ATHLETE**

Students interested in pursuing athletic opportunities after high school should start planning early in their high school career. Student Athletes are encouraged to talk with their coach and academy counselor regarding an appropriate plan of study. Student Athletes and parents are also encouraged to visit the NCAA eligibility center at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org) This website provides the tools and information for you to being planning your college experience. You can also obtain information by accessing the following web-sites.

Division I, II, III     [www.ncaa.org](http://www.ncaa.org)  
NAIA                    [www.naia.org](http://www.naia.org)  
NJCAA                   [www.njcaa.org](http://www.njcaa.org)

- Prepare yourself for playing sports in college by preparing early.
- Begin in your freshman year by learning about courses you will need to take. Apply to the Clearinghouse after your junior year of high school.
- Take the PSAT, SAT, and/or ACT early in your high school career.

# STUDENT RANDOM DRUG TESTING GUIDELINES FOR USD 475

## OVERVIEW

The USD 475 board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol, has adopted a policy for drug testing of students participating in Kansas State High School Activities Association (KSHSAA) activities at Junction City High School. The procedure for random drug testing of high school students participating in extra-curricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing Vendor selected by the USD 475 Board of Education. To facilitate random testing, the Designated Official(s) will provide the Vendor with a list of eligible students and in turn the Vendor will randomly select those students from that list to be tested. The number of students selected for each test will be determined by the Designated Official(s). The Vendor will send qualified collectors to the school to oversee the collection of all specimens as outlined in this policy and procedure. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principals or Designated Official(s) by the MRO. Specimens are collected as split specimens.

## 1. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of tobacco, alcohol and illicit drugs by USD 475 students (grades 9-12) is a serious concern, a program of deterrence (namely, Student Random Drug Testing of Extra-curricular Participants) will be instituted as a pro-active approach to promote a drug free school environment. The purpose of the program is:

- 1.) To provide for the safety of all students.
- 2.) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
- 3.) To encourage students who use drugs to participate in drug treatment programs.
- 4.) To promote achievement of each student's full academic potential by preventing the impact drug and alcohol use has on the learning centers of the brain.

The random drug testing program is academically non-punitive. This policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed. Consequences for positive results resulting from positive drug tests are outlined section 6 of these guidelines (Procedures/Consequences in the event of a positive result).

Participation in school sponsored extra-curricular activities in USD 475 is a privilege. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

Although the USD 475 random drug testing policy is designed for students participating in KSHSAA sponsored activities, any USD 475 parent/guardian/custodian may request to have their student **OPT –IN** to the random pool of student rosters. A consent form to **OPT –IN** to the policy may be picked up in the activities office and/or any academy office.

## 2. DEFINITIONS

**Adulterant/Adulteration** – Any attempt to alter the outcome of the sample.

**Banned Substance** – A substance defined by school policy as being banned from use by students

**Chain-of-Custody Form** – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Designated Official(s)** – The individual or individuals hired by the school or district to oversee the drug testing program of the school or district.

**Extra-curricular Activities** – School sponsored student activities that take place outside the regular course of study in school. Such activities include all KSHSAA sponsored activities including, but not limited to interscholastic sports teams, forensics, debate, music, band, cheerleading and dance team.

**GC/MS** – Gas chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds.

**Illegal drugs** – Any controlled substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, "illegal drugs" includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained or used without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

**Medical Review Officer (MRO)** – A licensed physician trained and certified in the process and interpretation of drug testing results.

**Parent/Guardian/Custodian** – The adult who has legal documented custody of the student.

**Quantitative Levels** – The measurement levels of specific chemicals in the sample.

**SAMSHA** – The Substance Abuse and Mental Health Services Administration is a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**Split Specimen** – Sample is split into two containers to allow for additional testing if necessary.

**Student Participant** – A USD 475 student participating in an extra-curricular activity as defined by the Kansas State High School Activities Association.

**Vendor** – The medical office or company selected by the Board of Education to carry out the policy and procedure.

### **3. PROCEDURES FOR STUDENTS**

#### **a. Informed Consent for Students –**

Prior to the start of any KSHSAA activity, parent/guardian/custodian and student will be informed on the dangers and problems of drug/alcohol use and receive and review a copy of the random drug testing policy. The procedures of the random drug testing policy will be discussed, and the parent/guardian/custodian will have the opportunity to ask any questions they have regarding the program. A consent form shall be signed by the student and parent/guardian/custodian. A student will not be allowed to participate in any KSHSAA sponsored activities as defined by this policy until a consent form is properly executed and on file with the school.

#### **b. Drug Testing Frequency**

All students wishing to participate in KSHSAA extra-curricular activities as defined by this policy may be subject to testing for illegal or banned substances as specified in Section 8 below. Eligible students will be randomly tested anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to participate in extra-curricular activities as defined by this policy. The refusal to submit to a urine drug test will be considered the same as a positive drug test result. Prior to reinstatement the student will be required to complete a negative drug analysis, paid for by the student, provided by the district vendor before participation is allowed.

#### **c. Sample Collection**

Samples will be collected as outlined under Vendor Requirements, Section 5, below. Any eligible student randomly selected for drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate specimen at the testing time will be unable to participate in KSHSAA extra-curricular activities and the failure will be considered the same as a positive drug test result. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official.

### **4. Confidentiality Results**

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement.

### **5. Vendor Requirements**

At a minimum, the Vendor must be able to provide the following services:

#### **a. Random Selection of Eligible Students**

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. The Vendor will arrange with the Designated Official(s) a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the designated Official, who will arrange for these students to report to the collection area.

#### **b. Collection of Specimens**

The Vendor will oversee the collection of specimens as outlined in the Procedures for Random Drug Testing of Geary County USD 475 Students. Chain of Custody forms will be provided by the Vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen. Only specimens collected by the vendor will be allowed.

#### **c. Testing of specimens**

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) following the guidelines of the Department of Health and Human Services (HHS). All specimens must be initially tested using a highly accurate immune-assay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected specimens including, but not limited to:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiate
Phencyclidine	Propoxyphene	K2 "Spice"
Other synthetic drugs (Bath Salts)		

#### **d. Medical Review Officer (MRO) Services**

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as an MRO. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Drug Testing of Geary County USD 475 students as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file by vendor for a period of seven years.

#### **e. Reporting of Random Test Results by Vendor**

The MRO will certify all drug screens as negative or positive and report positive findings to the parent and then the building principal or designated official in a confidential and secure manner.

#### **f. Statistical Reporting and Confidentiality of Drug Test Results**

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Geary County USD 475 Superintendent of Schools. However, the Vendor will provide the building principals with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

### **6. PROCEDURES/CONSEQUENCES IN THE EVENT OF A POSITIVE RESULT**

#### **A. Parent/Guardian/Custodian notification**

1. The building principal or designated official, within 24 hours, will notify the parent/guardian/custodian by phone first, then the student of any positive results. A written notification from the building principal or designated official, by form letter, will be sent to the parent/guardian/custodian by certified mail. The building principal or designated official will keep all test results until 30 days after the student graduates. If the student does not graduate but withdraws from school, results will be kept until 30 days following the student's original expected graduation date.

2. The student will be notified and be required to submit to five (5) periodic tests throughout the next twelve (12) month period. If a student avoids this requirement by dropping out of KSHSAA sponsored activities and then following this twelve month period decides to participate in KSHSAA sponsored activities, the student will be required to complete a negative drug analysis, paid for by the student, provided by the district vendor before participation is allowed and the student will be required to complete the five (5) periodic tests after reinstatement.

3. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory as selected by the vendor. This is done at parent/guardian/custodian or student expense. Such a request must be made to the building principal or designated official in writing within two (2) school days from first notification of positive test results.

4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body.

If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

### **B. First, Second, and Subsequent Positive Result(s):**

A positive result from the MRO, or an altered sample will constitute a first positive. The student participant will then be suspended from activities as defined below in section C, consequences for drug violation(s). Additionally, student participants who have a first positive result will be required to submit to five (5) follow up drug tests during the next twelve (12) month period. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. A second and subsequent positive result by MRO ruling or adulteration will result in the student moving to second, third, or fourth violation status as defined below in section C, consequences for drug violation(s). The student will continue, or repeat, the five necessary follow-up drug screens within the next twelve (12) month period. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family.

### **C. Consequences for Drug Violation(s):**

Use of tobacco, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana, synthetic drugs, or anabolic steroids is prohibited for students involved in KSHSAA extra-curricular activities.

### **Alcohol, Tobacco, and Over-the Counter Drug Violation**

1st violation: Loss of eligibility for the next 7 school days or 2 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

2nd violation: The student will lose eligibility for the next 14 school days or 4 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

3rd violation: The student will lose eligibility for the next 21 school days or 8 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

4th and subsequent violations: The student will forfeit eligibility for the remainder of the school year. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first semester of the next academic school year.

\*\*During middle/high school enrollment, students are afforded only one 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation. Subsequent violations will begin with the 4<sup>th</sup> violation status.

\*\*\*Pending the outcome of a due process hearing, the student may be subjected to 5 drug tests within the next 12 month period.

### **Drug Violation**

1st violation: The student will lose eligibility for the next 28 school days or 12 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

2nd violation: The student will lose eligibility for the remainder of the school year. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the

expense of the family. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first semester of the next academic school year.

3rd and subsequent violations: The student will be ineligible to participate for one calendar year starting at the date the offense occurred. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family.

\*\*During middle/high school enrollment, students are afforded only one 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation. Subsequent violations will begin with the 4<sup>th</sup> violation status.

\*\*\*Pending the outcome of a due process hearing, the student may be subjected to 5 drug tests within the next 12 month period.

## **7. NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, including the school SRO, unless required to do so by a court order, by a valid and binding subpoena or other legal process. In the event of service of any such court order, subpoena or legal process, the student and the student's parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Geary County USD 475 Board of Education, if such notice is allowed by law.

This policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed.

## **8. ILLICIT OR BANNED SUBSTANCES**

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for students including, but not limited to:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiate
Phencyclidine	Propoxyphene	K2 "Spice"
Other synthetic drugs (Bath Salts)		

## **9. REMOVAL OF TEST RECORDS**

A. USD 475 schools will remove all records of testing and the results thereof within thirty (30) days after the graduation of any student from Junction City High School.

B. USD 475 shall remove all records of testing and the results thereof of any student who does not graduate but withdraws from school, thirty (30) days following the student's original expected graduation date.



## **TITLE IX STATEMENT**

Pursuant to Title X and the requirements therein for the dissemination of policy, notice is hereby given that the Geary County schools, USD #475, do not discriminate on the basis of sex in the educational programs and activities offered by the district.

The board of education is committed to providing a positive and productive learning and working environment free from discrimination on the basis of sex, including sexual harassment and/or sexual violence. Any such conduct shall not be tolerated in the school district.

Inquiries or complaints regarding Title IX may be referred to the District Title IX Coordinator: Retta Kramer, Director of Human Resources, Geary County Unified Schools, 123 N. Eisenhower, Junction City, KS 66441. Telephone: (785)717-4000, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Telephone: (816)268-0550.

## **GEARY COUNTY USD #475 NOTICE OF NON-DISCRIMINATION**

### **JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**Adopted by Board 07/15, revised 08/14; 09/15**

**JGECA      Racial Harassment**  
**(See GAACA, GAAB, GAF, JDDC and KN)**

**JGECA**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment. Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of

a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

**Adopted by Board 07/15; 09/15**

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