

# **ROUGH RIDERS**

**Stanton Middle School  
Department of Athletics**



## **2019-20 ATHLETICS HANDBOOK**

**Stanton Middle School  
1175 Hudson Rd.  
Kent, Ohio 44240**

**330-676-8640 fax 330-676-  
8605**

**[kentschools.net/sms/athletics](http://kentschools.net/sms/athletics)**

## **IMPORTANT NUMBERS**

Stanton Middle School: 330-676-8600  
SMS Athletics Office: 330-676-8640  
SMS Guidance Office: 330-676-8620  
Roosevelt High School: 330-676-8700  
RHS Athletics Info Line: 330-676-8766  
RHS Athletics Office: 330-676-8770  
Athletic Health Care: 330-676-8779

*Rough Rider sports schedules are available on the web.*

# **Highschoolsports.net**

## **Cancellation of Athletic Events Due to Weather Conditions**

If Kent City Schools are closed due to inclement weather conditions, Stanton Middle School athletic events may be postponed or cancelled.

During school closings, specific information on sport practices and contests may be obtained by checking with the main office at school or on the web at **highschoolsports.net**.

## **Athletic Tickets Admission Prices**

**Stanton Middle School now charges a \$2.00 entry fee for select sports' home events. The following sports will be charged an admission price:**

Fall Sports: Football and Volleyball  
Winter Sports: Basketball and Wrestling

**Athletics Season Pass: A season pass for each athletic season *may* be offered for those interested based on overall interest. Tentative prices are below and are subject to change.**

Fall Sports Season Pass: \$20.00  
Winter Sports Season Pass: \$30.00

**Senior Citizens with Kent City Schools Senior ID**

**FREE** for home Stanton athletic events.

**\*\*\*\*\* As Part of the Suburban Conference, Stanton Middle School Abides By Previously Determined Ticket Prices For All Suburban League-Wide Events Hosted In A Stanton Middle School Facility. These Prices Are:**

**Adults: \$3.00**  
**Children and Seniors: \$2.00**

## **Kent City Schools Mission Statement**

### **Our Vision:**

Our vision is to become a community of students, faculty, and staff, which values learning, caring, and creativity.

### **Our Commitment:**

Our commitment to learning means that we aspire to:

- create an environment where students want to learn and are able to grow
- develop a range of programs and activities to serve all students
- make students ready, academically and socially, to meet their futures
- lead students to relate to, communicate with, and to be tolerant of one another
- foster senses of responsibility and accountability within the community
- encourage students to develop their moral and spiritual values.
- Challenge students to learn thoughtfully and to solve problems skillfully

Our commitment to caring we aspire to:

- base our decisions on the best interests of the school community

Our commitment to creativity means that we aspire to:

- appreciate and encourage diversity within the community
- seek out creative and novel approaches to problems
- employ a wide range of educational practices and techniques
- encourage students to be resourceful and self-reliant

### **Our Beliefs:**

- All students can learn.
- Learners possess multiple intelligences.
- Participation in the learning community fosters social, civic, emotional, and intellectual growth.
- Diverse instructional strategies and environments enhance learning.
- Shared vision and shared experience are the foundation of the school community.
- The competing goals of excellence and equity produce energizing tension with the community.
- Problems present opportunities for re-evaluation, growth, and change.
- Teaching is an art, as well as a craft, and the teacher-student relationship is at its heart.

## **Kent City Schools Administration**

George Joseph, *Superintendent*  
Tom Larkin, *Assistant Superintendent, Personnel Director*  
Jim Soyars, *Director of Business Services*  
Karen Rumley, *Director of Instructional Program*  
Justin Gates, *Director of Student Services*  
Deborah Krutz, *Treasurer, Board of Education*

## **Stanton Middle School Administration and Athletics Staff**

Anthony Horton, *Principal*  
Kathy Scott, *Assistant Principal*  
Aaron Hido, *Dean of Students*  
Marty Tinkler, *Athletic Director*  
Jamie Sopko, *Treasurer*  
Sarah Carnahan, *Principal's Secretary*  
Rachel Severn, *Attendance Secretary*  
Deana Campbell, *Guidance Secretary*

## **Stanton Rough Rider Interscholastic Sports**

<p>FALL SPORTS</p> <p>Cross Country  <b>Football</b>          Golf          Boys Soccer          Girls Soccer  <b>Girls Volleyball</b></p>	<p>WINTER SPORTS</p> <p><b>Boys Basketball</b>  <b>Girls Basketball</b>  <b>Wrestling</b></p>
<p>SPRING SPORTS</p> <p>Boys Lacrosse          Girls Lacrosse          Boys Track and Field          Girls Track and Field</p>	

**Bold** denotes charges for admission

## **Goals of Middle School Athletics**

- To effectively develop skills of student-athletes through strong and meaningful coaching.
- Adequately prepare student-athletes to be competitive with other teams of the same skill level.
- Put student-athletes in a position to succeed.
- Offer a dynamic educational experience to student-athletes outside of the classroom in order to develop life skills that will be valuable in the future.

## **Suburban Conference**

<p><b>EAST DIVISION</b></p> <p>Aurora          Falls          Hudson          Stanton          Nardon          Stow          Tallmadge          Twinsburg</p>	<p><b>WEST DIVISION</b></p> <p>Barberton          Brecksville          Copley          Highland          Royalton          Revere          Wadsworth</p>
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## **Requirements for Student-Athlete Participation**

As a student-athlete, you are not eligible to participate in any sport until the following is completed:

1. OHSAA Physical Examination Form
2. Emergency Medical Authorization Form
3. OHSAA Authorization and Consent Form
4. Ohio Department of Health Concussion Form
5. Sudden Cardiac Arrest Parent/Athlete Signature Form
6. All academic eligibility requirements satisfied
7. Attend preseason student-athlete and parent meeting (Held at RHS)

Physical Examinations are valid for one year from the date of the physician's signature. Emergency Medical Authorizations and OHSAA Eligibility and Authorization Statements and OHSAA Authorization Forms must be completed each academic year.

## **OHSAA and Kent City Schools Eligibility**

To be academically eligible to participate in athletics, students in grades 7 and 8, must be currently enrolled in Stanton Middle School and have received passing grades in a minimum of **five one credit courses, or the equivalent**, in the immediately preceding grading period. The Kent City Schools Board of Education's policy also requires a student to achieve a 2.0 grade point average for the preceding grading period.

The eligibility of a student-athlete continues until the start of the fifth school day of the next grading period. Student-athletes who pass five one credit courses or the equivalent but achieve less than a 2.0 grade point average at the end of a grading period may be permitted to participate provided they engage in a structured academic intervention program monitored by the counseling staff and athletic director. The requirements are that the student-athlete in question must participate in a supervised study program for a minimum of two (2) hours a week. These sessions must be in addition to study halls and regularly scheduled class time and specific objectives must be outlined for each session. Students can set up a program that fits their schedule through the guidance office or Athletic Director. The student-athlete must meet these criteria for the academic intervention program in order to be eligible to participate in the student-athlete's sport the following week.

- Eligibility for each grading period is determined by grades received the preceding grading period. **Semester and yearly grades have no effect on eligibility.**
- For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

**Do not change your course schedule or drop a course without first consulting the principal or athletic director to determine whether it will affect your eligibility.**



## **OHSAA Preseason Meeting and Student-Athlete Eligibility**

The Ohio High School Athletic Association requires student-athletes and parents attend a preseason meeting held at Roosevelt High School and receive the publication "Student-Athlete Eligibility Guide". The guide can be found on pages 13-17 in this handbook. Take the time to read this publication and become familiar with the eligibility requirements established by the OHSAA.

### **Student-Athlete Risk of Participation**

All student-athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation. Kent City School District will use the following safeguards to make every effort to eliminate injury:

- Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- Instruct all athletes about the dangers of participation in the particular sport.

### **Individual Sport Rules**

Coaches may establish additional rules and regulations for their respective sports. Penalties will be designated/handled by their respective coach(s). Participants and parents will be informed in writing before the season.

### **One-Half Day Attendance Requirements**

Student-athletes are required to be in attendance for at least the second half (four periods) of the school day in order to be eligible on that day for participation in an athletic **practice** or **contest**. If there are special circumstances regarding attendance, the student-athlete's parent or guardian should contact the athletic director for consideration of waiving the attendance requirement.

### **Suspended or Expelled Students**

Students who have been suspended out of school or expelled from school are NOT permitted on school property or at any school sponsored event, home or away, for the duration of such disciplinary action.

## **Athletic Conduct Code**

The Board of Education believes that co-curricular activities, including interscholastic athletics, can be an important part of a student's educational experience in Kent City Schools. Because participation in co-curricular activities is a privilege all students may enjoy during good conduct, students may be denied participation from any particular or all co-curricular activities by the Superintendent, Principal, Assistant Principal, Athletic Director or other Administrator, for up to one calendar year. Multiple offenses may lead to denial of participation from co-curricular activities for the balance of the student's middle school career. The period of co-curricular denial of participation may extend, as appropriate, into the subsequent school year at the discretion of the administrator imposing the denial of participation. Due process procedures, including appeal to the Superintendent and/or the Board of Education, do not apply to co-curricular denial of participation and the decision of an authorized administrator shall be final.

### **Scope of the Athletic Conduct Code**

All student-athletes of Stanton Middle School are to abide by the Kent City Schools Student Conduct Code and the Athletic Conduct Code. Violation of either code may lead to the denial of participation of the teams' practice(s) and contest(s) or other penalties.

- The Athletic Conduct Code goes into effect on the first day of fall sports practices in August and continues until the last day of school for student-athletes participating in a fall sport.
- For winter and spring sports athletes, the Athletic Conduct Code goes into effect on the first day of school and is in effect until the last day of school.
- The Athletic Conduct Code will be in effect for all athletes for the entire school year and will carry over from the fall to the winter to the spring sports seasons.

### **Areas of Denial of Participation**

#### **1. Substance Possession or Use: Tobacco, Alcohol, and Drugs**

Using, possessing, purchasing, selling, intending to buy or sell, or transmitting tobacco, alcohol or drugs, or simulated tobacco, alcohol or drugs; having the odor of alcoholic beverages and/or drugs upon his or her breath or clothing; or possessing drug paraphernalia, on school property or in school vehicles, during the school day or at a school sponsored activity regardless of the time of day is in violation. Student-athletes are also prohibited from substance possession or use outside the school environment, twenty-four hours a day, seven days a week, beginning the first day of practice for fall student-athletes and the first day of school for winter and spring student-athletes and proceeding to the last day of school.

##### **Consequences:**

###### **First Offense:**

Denial of participation from 20% of the scheduled contests starting from the date of the student-athlete and parent or guardian notification or the first contest in the next active season for out of season violations.

###### **Subsequent Offenses during the same academic year:**

Denial of participation from 40% of the scheduled contests starting from the date of the student-athlete and parent or guardian notification or the first contest in the next active season for out of season violations and possible dismissal from the team. The student-athlete must meet with the Student Assistance Coordinator and comply with recommendations made by the Student Assistance Coordinator.

## **2. Attendance**

A student-athlete is required to attend all mandatory activities designated by the coach.

### **Consequences for the first unexcused absence:**

Minimum– athletic director and coach’s discretion.

Maximum– sit out one contest.

### **Consequences for the second unexcused absence:**

Minimum– athletic director and coach’s discretion.

Maximum– sit out two contests.

### **Consequences for the third and subsequent unexcused absence:**

Minimum– athletic director and coach’s discretion.

Maximum– removal from team for remainder of the season

## **3. Insubordination**

A student-athlete shall not refuse to comply with a reasonable request, order, or direction of any coach, administrator, or other authorized personnel.

### **Consequences:**

Minimum– athletic director and coach’s discretion.

Maximum– removal from team for remainder of the season

## **4. Profanity or Vulgar Displays**

A student-athlete shall not use profane, obscene, or vulgar language. This includes gestures, either nonverbal or written.

### **Consequences:**

Minimum– athletic director and coach’s discretion.

Maximum– removal from team for remainder of the season

## **5. Behavior Unbecoming of a Stanton Student-Athlete, including unsportsmanlike conduct or ejection from a contest or event**

A student-athlete shall not act in a manner detrimental to the team, Stanton Middle School, or Kent City Schools as a whole.

### **Consequences:**

Minimum– athletic director and coach’s discretion

Maximum– removal from team for remainder of the season

## **6. Hazing**

Hazing shall be defined for the purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

### **Consequences:**

Administrative action and automatic dismissal from the team.

# 2016-17

# Student-Athlete Eligibility Guide

Published by the  
Ohio High School Athletic Association

**\*\*Note: This publication (Pgs. 13-17) was written for High School Athletics, however all policies, procedures and requirements are also applicable to the Middle School Level.**

Participating in your school's interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. Your state association, the Ohio High School Athletic Association, has standards that must be met in order to be eligible to compete.

The essential eligibility requirements in this publication are only a summary of some of the regulations affecting student eligibility. Most requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal and athletic administrator and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)). Your school district also has the authority to establish additional academic standards and codes of student or athletic conduct.

Any questions you have concerning the OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic administrator. **You should also meet with these administrators EVERY TIME before you change your course schedule or drop a course.** Should you transfer schools, you must follow up with your previous school and your new school to ensure that all proper forms have been submitted to the OHSAA.

The eligibility standards of the OHSAA have been adopted by the member schools and were accepted by your school when it became an OHSAA member. You are urged, as a student-athlete, to study these standards carefully since you are responsible for compliance with these standards.

Best wishes as you learn the valuable lessons that come with your participation in interscholastic athletics!

## Scholarship

You may attend any public or non-public high school in which you are accepted when you enter high school (grade 9) from a 7th-8th grade school. In order to maintain eligibility for grades 9-12, you must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview or regular season game).

- You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility.
- Those taking postsecondary school courses must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

**Note:** Check with your principal or athletic administrator to determine the exact date that eligibility will be restored.

Student-athletes and parents have the opportunity to ask school administrators and/or coaches questions on OHSAA and school eligibility requirements, the school's Athletic Code of Conduct policy and other issues during preseason meetings that the OHSAA requires schools to hold within two weeks of the beginning of each sports season. Meetings should include showing a DVD prepared by the OHSAA to review key eligibility issues. In addition, parents and athletes should review a free presentation on concussions that is available on-line at [www.nfhslearn.com](http://www.nfhslearn.com) (available after June 1, 2010).

### **Transfers**

Once you establish your eligibility at a high school, a transfer to a different high school will mean **you will be ineligible for athletics for one year from the date of enrollment in the new school.**

- There are several exceptions to this regulation. To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.
- If your parent or legal guardian lives outside of Ohio, you are ineligible unless one of the exceptions to the regulation is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6.
- If additional questions concerning these regulations remain, school principals or athletic administrators should contact the OHSAA. After establishing ninth-grade eligibility, you are permitted eight (8) semesters of athletic eligibility.
- The semesters are taken in order of attendance once ninth-grade eligibility has been established.
- Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.
- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions. If you are home schooled and enrolled in an OHSAA member school in accordance with the school's board-adopted partial enrollment policy, you may be eligible for interscholastic athletics participation at the school where you are enrolled and attending.
- To be eligible, you must enter the OHSAA member school from the home school at the beginning of the school year after having been home schooled for at least one calendar year.
- Failure to meet the one-year provision will require you to be enrolled for a minimum of one grading period before eligibility can be granted.

### **Age**

High school students (grades 9-12) who turn 19 years of age prior to August 1, 2010, are ineligible for interscholastic athletics. Seventh- and eighth-grade students who turn 15 years of age prior to August 1, 2010, are ineligible for 7th-8th grade athletics but are eligible to participate in high school athletics.

- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

### **Awards**

You may receive awards as a result of athletic participation in interscholastic athletics from any source. However, the value cannot be more than \$200 per award.

### **Amateurism**

You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other monetary compensation. Capitalize on your athletic fame by receiving money, merchandise or services. Receive expenses or compensation from a sponsor unless that sponsor is a recognized amateur governing body or organization, recognized by a member school or is your parent or guardian.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandize or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.
- Enter into an agreement with a sports or marketing agent.

### **False Information**

If you compete under a name other than your own or provide a false address, you immediately become ineligible.

### **Open Gyms**

School officials may designate open gyms or facilities and the sports to be played. You may participate in open gyms or facilities provided:

- No one is limited from participating.
- No one is required to attend.
- No school officials invite selected students or determine the teams.
- No school officials transport students to either school or non-school facilities.
- No timing or written scoring is kept.
- No coaching or instruction is provided.

You may be declared ineligible for a maximum of one (1) year for violating these rules.

### **Instruction/Camps**

You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31.

- Team play means there is more than one player opposing one player.
- There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.

You may receive instruction from a coach from a school team only:

1. During the season of the sport, or
2. For 10 days only from June 1 to July 31.

**Note:** Interscholastic coaches in the individual sports of bowling, golf, gymnastics, swimming & diving and tennis may coach athletes from the school where employed outside the interscholastic season of the sport. You may receive individual skill instruction from a non-school coach at any time during the year in individual or group lessons. Members of a school football team may play in non-contact football contests and attend non-contact team football camps at any time between June 1 and July 31. Remember, however, that the 10-day regulation for instruction from school coaches is in effect.

**Note:** It is a violation if a coach suggests your participation in an instructional program is mandatory.

### **Non-School Teams**

You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport.

- In individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but may not compete in a contest. Those in the team sports of baseball, basketball, field hockey, football, ice hockey, soccer, softball and volleyball may try out, practice and compete on non-school teams before and after the school season provided:

1. The number of students from the same school on the roster of the non-school team is limited to five (5) students in the sports of soccer, field hockey and ice hockey; four (4) students in the sports of baseball and softball; three (3) students in the sport of volleyball, and two (2) students in the sport of basketball. School football team members are prohibited from competing on non-school teams except from June 1 to July 31.

**Note:** Seniors are exempt from these limitations after the conclusion of their sport season. In addition, there is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.

2. You have no contact with school coaches while on a non-school team other than the 10 days permitted between June 1 and July 31.

- You may be declared ineligible for the remainder of the school season for violating these rules during the school season.
- You may be declared ineligible for the next season for violating these rules outside the school season.
- A senior may be declared ineligible for the remainder of the school year for violating these rules.

### **Recruiting**

You will be declared ineligible if you are recruited by a person or group of persons to change schools. Any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

### **Alcohol, Tobacco, Drugs**

You are prohibited from using any form of alcohol, tobacco or illegal drugs at the playing site of an interscholastic contest. The penalty is disqualification from that contest, and you will likely face additional school and/or legal penalties.

### **Steroids and Performance Enhancing Drugs**

If you use anabolic steroids or other performance-enhancing drugs, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these items.

### **Participation Evaluations and Consent Forms**

Each year you must submit a physical examination form signed by a medical examiner before you begin practice for a school sport. In addition, your parents/guardian and you must sign the OHSAA Authorization and Consent Forms. Procedures will be reviewed by school officials.

- Physical examinations are valid for one year from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year.

### **Sporting Behavior**

You are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. As a student-athlete, you are expected to:

- Treat opponents, coaches and officials with respect.
- Display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin.

Remember that winning isn't everything. Having fun, improving your skills, making friends and doing your best are also important. The OHSAA has established a policy for students ejected or disqualified for unsporting behavior or flagrant fouls. If you are ejected or disqualified, you will:

- Be ineligible for all contests for the remainder of that day.
- Be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football). If you are ejected or disqualified a second time in a season, you are subject to additional, stiffer penalties, including suspension from play for the remainder of the season in that sport.

**Note:** The complete OHSAA ejection/disqualification policy for unsporting behavior can be found in the *OHSAA Handbook* and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)).

## Eligibility Checklist

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes will likely mean you are NOT eligible. For questions, see your principal or athletic administrator.

- I am officially enrolled in an OHSAA member high school.
- I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.
- I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during my last grading period.
- I have at least one parent living in Ohio.
- I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
- If I have changed schools (transferred), I have followed up with my previous school and my new school to ensure that all proper forms have been submitted to the OHSAA.
- I have not been enrolled in high school for more than eight semesters.
- I did not turn 19 before August 1, 2010.
- I have not received an award, equipment or prize valued at greater than \$200 per item.
- I am competing under my true name and have provided my school with my correct home address.
- I have not competed in a **mandatory** open gym/facility, conditioning or instructional program.
- I have not been coached or provided instruction by a school coach in a team sport or cross country, track & field and wrestling other than during my sport season or for no more than 10 days between June 1 and July 31 (applies to team sports only).
- I am not competing on a non-school team during my school team's season.
- I have not been recruited to attend this school.
- I am not using anabolic steroids or other performance-enhancing drugs.
- I have had a physical examination within the past year and it is on file at my school.
- My parents and I attended a preseason meeting at my school which the OHSAA requires to be held within two weeks of the beginning of each sports season.
- We viewed a DVD prepared by the OHSAA to review key eligibility issues and sporting behavior.
- My parents and I reviewed a short presentation on concussions that is available on-line at no cost at [www.nfhslearn.com](http://www.nfhslearn.com) (available after June 1, 2010).
- My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement and they are on file at my school.



## **Sportsmanship Philosophy and Guidelines**

The Stanton Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We, therefore, expect school administrators, coaches, athletes, and spectators to know and embrace the following fundamentals of sportsmanship.

Respect should be demonstrated for an athletic opponent and for their school at all times. Stanton should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules.

All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.

All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

## **Player Expectations**

Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the community in general both at athletic contests and other various events throughout the community. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate.
3. Exercise self-control at all times, accepting the judgment of the officials as the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.
4. Accept both victory and defeat with pride and compassion.
5. Congratulate opponents in a sincere manner following either victory or defeat.
6. Accept seriously the responsibility and privilege of representing the school and community.

## **Player Ejection from a Contest**

Any student-athlete ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for all contests **for the remainder of that day**. In addition, the student-athlete shall be ineligible for all contests at all levels in that sport until two regular season/ tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student-athlete shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student-athlete under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student-athlete who is ejected a second time shall be suspended for the remainder of the season in that sport. A student-athlete who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student-athlete participates.

*All student-athletes participating in the athletic program at Stanton Middle School will be held accountable to the OHSAA player ejection rule.*

## **Unsporting Player Behavior with Fans**

No member of any school-sponsored interscholastic athletics squad shall leave the 'playing area in which a contest is being conducted and enter the spectator area of the facility to engage in any type of conflict—verbal or physical. If a student-athlete leaves the 'playing area' and enters the spectator area of a facility to so engage a person, the minimum penalties shall be:

1. The student-athletes privileges to participate in interscholastic athletics shall be revoked and the student-athlete shall be ineligible for the remainder of the school year.
2. The school shall be immediately placed on probation pending an investigation (and report) into what happened, what caused it to happen, what was done by the school to diffuse what happened and what safeguards have been implemented by the school to prevent further happenings.

**Participants (players and cheerleaders) should avoid the following inappropriate behavior:**

1. Taunting officials, opponents or spectators.
2. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

**Spectator Expectations**

Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded and should keep in mind that athletes are **friendly rivals** as member of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and student-athletes of all teams.
3. Censure fellow spectators whose behavior is unacceptable.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

**Spectator inappropriate behavior:**

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators through: chants, signs, cheers, and profanity.
3. Publically berating school officials within a contest environment.

**Unacceptable interruptions of a contest:**

1. Throwing objects on playing area.
2. Entering playing area.
3. Disruptive behavior.

## **Fan Code of Conduct**

Stanton Middle School, in association with the Ohio High School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator (student or adult) of Stanton Middle School we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

Failure to be an example of these athletic practices and/or ejection from an athletic contest will result in the following procedures to be taken:

**First Offense** – The spectator will schedule a meeting with the athletic director with resulting action that may include removal from the next two home athletic contests of the same sport. A letter will be sent by the athletic director and principal to the spectator in question notifying them of the ejection and the dates of ejection.

**Second Offense** – The spectator will be removed from all home athletic contests and other school events and activities for the remainder of the season of infraction. A letter of ejection will be sent from the office of the Principal notifying the spectator of the remainder of the season ejection.

**Third Offense** – The spectator will be removed from all home Kent City School District athletic contests and other school events and activities for the remainder of the school year. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection.

Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Kent City School's administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Conduct Code.

## Respect the Game

### **The Parents Role in Interscholastic Athletics**

- ◆ Get to know the coaches. Then you can be assured that his or her philosophy, attitudes, ethics and knowledge are such that you are happy to have your student-athlete under his or her leadership.
- ◆ Interscholastic athletics provide learning experiences for students, and unfortunately, sometimes mistakes are made. Just as you would praise a student's effort in the classroom, remember to praise your student-athlete in their attempt to improve academically, athletically, and as a person.
- ◆ Remember, the reason you attend athletic contests is to support and cheer for your student's team as well as to enjoy the display of skill and competition. Your role is not to intimidate the other team and its fans.
- ◆ A ticket to an interscholastic athletic event allows you the privilege to observe the contest, not a license to be obnoxious and/or verbally abusive to others.
- ◆ Show respect for opposing players, coaches, fans and support groups. Treat them as you would treat a guest in your home.
- ◆ Refrain from taunting or making any kind of derogatory remarks to opponents. Use only cheers that support and uplift the teams involved. Recognize and show appreciation for outstanding play by either team.
- ◆ Learn the rules of the game so that you may understand and appreciate why certain situations are happening.
- ◆ Respect the integrity and judgment of the game officials. Understand that they are doing their best to call a fair contest.
- ◆ **Be a positive behavior role model through your own actions and by censuring inappropriate or unbecoming behavior of those around you at events.**

### **Communication with your Student-Athlete**

- ▶ Try your best to be completely objective about your student's athletic ability, competitive attitude, sportsmanship and skill level.
- ▶ Make sure your student-athlete knows that whether they play well or make mistakes, win or lose, you love them, appreciate their efforts and are not in any way disappointed in them.
- ▶ Teach them to enjoy the thrill of competition, to try their hardest and to work to continuously improve their skills and attitudes. Help them develop a healthy and balanced perspective toward competing and having fun.
- ▶ Be helpful, but do not coach your student-athlete. It's tough not to, but it is a lot tougher for your student to be overwhelmed with advice and critical information.
- ▶ Do not compete with the coach. If your student-athlete is receiving mixed messages from two different authority figures, he/she will likely become disenchanting.
- ▶ Try not to relive your athletic career through your student-athlete in such a way that creates pressure for your child.
- ▶ Do not compare the skill, courage or attitude of your student-athlete with other members of the team or siblings.

## Respect the Game

### **Sportsmanlike Behavior**

- Remember that young people play sports for their enjoyment, not to entertain you.
- Respect and show appreciation for the coaches, and understand that they have given their time to provide sport activities for our young people.
- Show respect for our opponents, and realize there would be no game without them.
- Do not have unrealistic expectations, and understand that doing one's best is as important as winning. Know that ridiculing a student-athlete for making a mistake is not acceptable behavior.
- Encourage student-athletes and coaches to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Respect the official's decisions, and encourage all participants to do the same.
- Do not use bad language or harass student-athletes, coaches, officials or other spectators.
- **Always show good sportsmanship since young people learn best by example.**

### **Communicating with the Coach**

#### **Communication Parents Should Expect From the Coach**

- Coach's philosophy pertaining to the team and sport.
- Expectations the coach has for your student-athlete as well as all players on the team.
- Time and location for all practices and contests.
- Requirements such as special equipment needed and voluntary off-season conditioning expectations.
- Procedures for reporting injuries and illnesses.
- Expectations and rule infractions that may result in disciplinary action or denial of participation for your student-athlete.

#### **Communication Coaches Expect From Parents**

- History of injuries or illnesses and/or special concerns for the student-athlete.
- Information pertaining to your student-athlete that would help the coach be more effective in communicating with the him/her.
- Notification well in advance of any schedule conflicts.
- Specific concerns in regard to the coach's philosophy and expectations.

#### **Procedures for Discussing Concerns with Coaches**

- ▶ Contact the coach to schedule an appointment to discuss your concerns. Meetings with parents will not take place before or after a contest or during practice time.
- ▶ Meetings will be attended by the parent, student-athlete, head coach and assistant coach.
- ▶ Parents and student-athletes will express their concerns and raise questions as needed. Other players on the team will not be discussed.
- ▶ Coaches will attempt to answer all questions in an honest and forthright manner. This may include a discussion of a student-athlete's strengths and weaknesses as well as their perceived role on the team.

\*\*\* **If a meeting with the coach** does not provide a satisfactory resolution, consider scheduling an appointment with the athletic director for further discussion.

## **Respect the Game**

### **Appropriate Concerns to Discuss with Coaches**

- ◆ Treatment of your student-athlete.
- ◆ Ways to help your student-athlete improve and develop.
- ◆ Concerns about your student-athlete's behavior and/or academic accomplishments.

### **Issues Not Appropriate to Discuss with Coaches**

- ◆ Your student-athlete's playing time.
- ◆ Specific offense, defense or team strategy.
- ◆ Coach's play calling or game strategy.
- ◆ Player combinations, positioning or other student-athletes.

***Because of the emotion exhibited by all parties, confronting a coach before or after a practice or game does not promote resolution of a problem!***

## **The Student-Athlete and Transferring Sports**

Student-athletes may not transfer from one sport to another after the first scheduled scrimmage or contest. A student-athlete who withdraws from a sport may not join another sport until the season in which he/she withdrew is completed. A student-athlete who withdraws from a sport may not begin conditioning or "open gym or open facilities" for a sport in the up-coming season without permission from the head coach of the sport the student-athlete withdrew from or until the current sport's season ends.

## **Conflicts in Co-curricular Activities**

An individual student who attempts to participate in too many co-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts. Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.



## **Guidelines for Cutting to a Determined Number of Participants**

The athletic department reserves the right to determine, on a per sport basis, whether or not a team will cap or cut rosters to a certain number of student-athletes. In cutting situations, the head coach will hold a pre-season meeting with student-athletes trying out for the sport to explain the criteria used to cut a squad. Evaluation procedures and general tryout information will be explained and questions pertaining to tryouts will be answered.

A conference will be held with a student-athlete cut from the squad. During the conference, the coach will explain the reasons why the student-athlete did not make the team and suggest possible alternatives for improving skills, therefore, enhancing the student-athlete's opportunity for making the team in the future.

The coaching staff will participate in the evaluation of each student-athlete in a given sport in a fair and equitable manner. The head coach will be responsible for making the final decision with respect to the varsity squad of his/her team.

Tryouts will be a minimum of three (3) practices in length before cuts are made to ensure adequate time to evaluate candidates.

Every attempt will be made to give each student-athlete the same amount of time to demonstrate skills.

## **Student-Athlete Vacation Policy**

Vacations by athletic team members during the sport season are discouraged. When an absence due to a vacation is unavoidable, a student-athlete must:

1. Be accompanied by his/her parents/guardians/custodians while on vacation
2. Contact the head coach prior to the vacation
3. Be willing to assume the consequences related to their status on the team as a starter or substitute player, including, but not limited to a reduction in playing time.
4. Student-athletes missing mandatory contests during a scheduled family vacation will sit out a certain number of contests, discernable by the Head Coach and Assistant coaches in a given sport.

## **Away Events and Student-Athlete Transportation**

Student-athletes are expected to travel to and from away practices, scrimmages, and contests on transportation provided by Kent City Schools. In the event of extenuating circumstances, exceptions may be granted by the athletic director or head coach if the student-athlete provides notification through a written request signed by the parent or guardian the day prior to the scheduled away event.

**If the request is honored, a student-athlete will be permitted to travel with his/her parent or guardian only.**

## **Bench, Team Area and Locker Room Restrictions**

The bench or team area and locker room of each sport is restricted to the student-athletes listed on the OHSAA eligibility form for the sport, coaches, volunteer coaches, managers, athletic trainers, paramedics, physicians, team videographers or other personnel approved by the athletic director or coach. Students, parents and fans are expected to remain in designated spectator areas or seated in the bleachers.

## **Financial Obligations and Equipment**

**Uniforms** – In some sports, the athlete will be required to purchase a portion of the game uniform, which will become their property. When a uniform is issued to a student-athlete, it is expected to be returned in the same shape when issued, barring any unforeseen circumstances.

**Equipment** – All athletes are responsible for the proper care and security of equipment issued to them.

1. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
2. Before any item is attached to, added to, removed from, or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.
3. Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. Stanton Middle School is not responsible for lost or stolen equipment. Athletes are required to use a lock on athletic lockers to avoid theft.
4. All athletic equipment is the property of the Board of Education and the Athletic Department, therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the athletic director.
5. All equipment issued to an athlete must be returned at the end of the school season. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week may be denied the right to participate in athletics until the equipment is returned or paid for.

# Acknowledgement of Receipt

\*\*\* Please carefully read all policies and procedures outlined in the preceding pages.  
If you have any questions, please contact Athletic Director, Nick Mayer, at 330-676-8640.

I, \_\_\_\_\_ hereby attest that I have read and understand the information provided to me regarding Kent City Schools and Stanton Middle School Athletics for competing for and participating in interscholastic sport at the middle school level.

Student Athlete Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Student Athlete Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

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



# **Policies and Guidelines for Coaches**

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## **Interscholastic Athletics**

The Board of Education recognizes the value to the students of the District and to the community of a program of the interscholastic athletics for students as an integral part of the total school experience.

The Superintendent shall approve annually a program of interscholastic athletics and shall strive to ensure that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and be kept free of hazardous conditions.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletics Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board. In addition, the Superintendent shall be responsible for developing administrative guidelines for Scholastic Requirements for Athletic Eligibility. The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate.

### **Guidelines for Interscholastic Athletics**

In order to maintain an effective program of interscholastic athletics, the Kent City School District employs an athletic director and coaches who, in cooperation with the middle school principal, are to fulfill the responsibilities described below.

#### **Middle School Principal**

1. The middle school principal shall be held ultimately responsible in all matters pertaining to interscholastic athletic activities involving his school. (OHSAA Constitution, Bylaws and Sports Regulations).
2. The principal shall be guided in his duties by the rules of the Ohio High School Athletic Association and by the policies of the Kent City School's Board of Education.

#### **Athletic Director**

##### Responsibility

1. In the performance of duties, the athletic director is responsible to the building principal.

##### General Duties

1. Direct and coordinate all activities of the interscholastic athletic program for Stanton Middle School.

##### Specific Duties

1. Approve all athletic contests and prepare all game contracts specifying date, time and location; and keep all signed contracts on file and current for all sports.
2. Arrange for ordering all athletic equipment which would include ordering and presenting awards.
3. Arrange and coordinate all awards assemblies, banquets and appreciation evenings directly related and involving athletic teams.
4. Strive to promote good public relations with public, news media, opponents' schools, civic organizations and booster clubs, including the Rough Rider All Sports Boosters.
5. Prepare the total athletic budget for the Department of Athletics.

## **Athletic Director, continued**

6. Coordinate the printing of programs for high school activities as well as schedules for all sports.
7. Conduct the sale of game tickets for all contests where admission may be charged; maintain control of issuance of passes, complimentary tickets and keep record of same.
8. Make requests for transportation through the transportation supervisor.
9. Coordinate concession service and operation where practical and feasible at the various school sites.
10. Communicate with athletic trainer to arrange for a physician to be present at all high school contests of varsity football.
11. Be present or designate administrator to be present for all home contests and any other contests where large crowds are anticipated.
12. The athletic director will assign administrators or a game site supervisor to all other home contests as needed.
13. Duties to be performed at a game site:
  - a) Check all facilities; scoreboard, team and officials locker rooms, public address system and public restrooms.
  - b) Meet the visiting team and coaches, escort them to their locker rooms and provide them with familiarization information.
  - c) Meet the game officials (when appropriate) and escort them to their locker room.
  - d) Complete pay vouchers for officials and police (when appropriate).
  - e) Regulate the use of the public address system to essentials and emergency announcements.
  - f) Set up flag ceremonies (when appropriate).
  - g) Set up ticket booths; provide tickets and change to seller.
  - h) Stay on site until officials and visiting team have left. In some locations it will be necessary for the athletic director, assistant athletic director, faculty manager or game site supervisor to stay and lock up.
15. Secure all workers needed to conduct home contests - police, medics, ticket sellers, ticket takers, ushers, parking supervisors, pass gate attendants, announcer, scorers, timers, etc.
16. Ensure that gate receipts are deposited with the district treasurer or night deposit.
17. Keep all coaches informed of current guidelines, district, OHSAA and league rules.
18. Supervisor control of all equipment belonging to the Department of Athletics.
19. Represent the school at all league, state and national professional functions, when appropriate.
20. Assist with pep assemblies.
21. Communicate with the fitness center coordinator for team use of the fitness center.
22. Insure all personnel working for the department are Board approved and paid at the end of the season.
23. Check and verify athletic eligibility for all athletes.
24. Evaluate head coaches holding supplemental contracts at end of season.
25. Issue contracts for all officials.
26. Other duties related to athletics as assigned by the principal.

## **Head Coach**

### Responsibility

1. In performance of duties, the head coach is responsible to the director of athletics.

### Specific Duties

1. Provide written rules and expectations to all team members and their parents and hold a team meeting prior to the start of competition (ie.: practices, attendance, appearance, conduct, eligibility, travel, etc.).
2. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under their direction and shall enforce all rules of the Ohio High School Athletic Association as they pertain to the respective sports.
3. Assign duties to all assistant coaches
4. **Plan** and conduct all practice sessions.
5. Follow the rules and regulations regarding the use of school facilities.
6. Be responsible for preparing public information releases regarding their particular sport.
7. Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the director of athletics.
8. See that all participants have physical exam, Emergency Medical Authorization form and parent permission before issuing equipment or being allowed to practice.
9. Assign at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all windows and exit doors are locked in any area that has been used by their athletic teams during the course of that particular practice session.
10. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records and direct activities of student managers.
11. Recommend to the athletic director teams that may be scheduled and officials to be employed.
12. Keep locker rooms clear of all persons except players, managers, coaches and doctor for at least 10 minutes following the close of a contest.
13. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of players.
14. Be interested and loyal to the school's program. The head coach is expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of the schools.
15. After decisions and policies have been established, support and conform to them both in fact and in spirit.
16. Present the athletic director with a list of needs of the sport and do not commit the department to an order until the budget request and requisition have been approved.
17. Communicate expectations to all assistant coaches, grades 7th and 8th, prior to the start of official practice for the upcoming season.
18. Assist the athletic director in planning and implementing all awards and recognition ceremonies for their program.
19. Duties as assigned by athletic director.



## **Assistant Coach**

### Responsibility

1. All assistant coaches will be responsible to the head coach in the performance of their duties.

### Specific Duties

1. Support the head coach in conduct of the athletic program, of that particular sport and the total athletic program of Kent City Schools.
2. Be loyal to the head coach and to the team.
3. Attend coaching staff meetings when called by the head coach.
4. Assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport. Practice drill, handling of equipment, eligibility, working with managers, public relations, scouting, statistics, etc.
5. In the absence of the head coach, assume all responsibilities designated as those of the head coaches.
6. To teach the basic skills necessary for each student athlete to reach their own potential.
7. Other duties as assigned by athletic director.

## **Volunteer Assistant Coach**

### Responsibility

1. All volunteer assistant coaches are responsible to the head coach in the performance of their duties.

### Specific Duties

1. Support the head coach in conduct of the athletic program, of that particular sport and the total athletic program of Kent City Schools.
2. Be loyal to the head coach and to the team.
3. Attend coaching staff meetings when called by the head coach.
4. Assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport. Practice drill, handling of equipment, eligibility, working with managers, public relations, scouting, statistics, etc.
5. In the absence of the head coach, assume all responsibilities designated as those of the head coaches.
6. To teach the basic skills necessary for each student athlete to reach their own potential.
7. Other duties, as assigned by athletic director.

## **Requirements for Coaching**

Coaching student-athletes in the Kent City Schools interscholastic athletics program requires the following:

- BCI/FBI background check
- CPR/AED Certification
- NFHS *Fundamentals of Coaching* Course
- ODE Pupil Activity Supervisor Permit
- Hiring and supplemental contract from Board of Education

### **Ohio Department of Education Background Check**

- New background check requirements have been enacted for licensed educators in Ohio. Initial applicants will continue to need to complete both a BCI and FBI criminal background checks. These checks need to be less than 365 days old to be considered valid for licensing purposes.
- Educators who are renewing a license or permit will only need to complete an FBI background check once every five years if they have continuously lived in the State of Ohio for the previous five years and have a BCI background check on file with ODE.
- BCI and FBI background checks are accomplished by electronic fingerprinting at Kent City Schools Board of Education's Assistant Superintendent's office.
- Valid drivers license required at time of fingerprinting
- Cost is \$46—payable in form of check

### **CPR and AED Certification**

- CPR/AED courses commonly offered by the American Red Cross and the American Heart Association.
- Adult Certification is valid for one or two years, depending on the course provider.
- Costs vary depending on the provider.
- ARC Adult CPR/AED is offered at Roosevelt High School for Kent City School's coaches by our athletic trainers. Courses are offered before each sports season for the cost of the certification cards.
- Provide a photo copy of the course card to the Athletics office for proof of completion.

## **NFHS *Fundamentals of Coaching* Course**

Across the country, there is a significant movement to certify athletic coaches much like we certify our classroom teachers. With all of the various options that parents and student-athletes have to choose from for their athletic pursuits, the OHSAA along with many of Ohio's educational organizations (the Ohio Association of Secondary School Administrators, the Ohio Interscholastic Athletic Administrators Association, the Ohio School Boards Association, the Buckeye Association of School Administrators) and the National Association of Secondary School Administrators, has endorsed the NFHS *Fundamentals of Coaching* course as the most cost-effective, easily deliverable course in addressing the common focus of interscholastic coaches.

### **The *Fundamentals of Coaching* Course:**

- Provides a unique, student centered curriculum for interscholastic coaches.
- Provides training opportunities for our coaches to improve themselves and to teach their student-athletes the purpose of educational athletics.
- Assists coaches in creating a healthy and age appropriate sport experience.
- Supports the mission of the 18,500 schools from NFHS member associations.
- Addresses the needs of the NFHS member associations as an affordable, accessible and relevant educational experience.
- Is designed to prepare interscholastic coaches for their roles in an educational setting.
- Includes the following units: educational athletics and the role of the coach; the coach as manager; the coach and interpersonal skills; the coach and physical conditioning, and the coach as teacher.
- Includes an OHSAA state component that encompasses key OHSAA bylaws and other appropriate, timely issues.
- Is a one time course that will take 4-to-6 hours to complete on-line and 6-to-8 hours to complete in a blended delivery option.
- Is currently supported by 42 member associations of the NFHS.

### **Requirements:**

- All coaches, paid or volunteer, in grades 7 through 12 in Ohio are required to take the NFHS *Fundamentals of Coaching* course as a one time requirement.
- All coaches, paid or volunteer, who complete the Pupil Activity Supervisor course **for the first time or as a renewal after January 1, 2010**, are required to complete the *Fundamentals of Coaching* course in order to meet qualifications for the Pupil Activity Supervisor permit. The ODE will issue the permit after verifying the applicant has completed the *Fundamentals of Coaching* course through the signature of the district superintendent on the Pupil Activity Permit application.
- Provide a copy of the *Fundamentals of Coaching* completion certificate to the Athletics Office for proof of completion of the course. The certificate is printable at the conclusion of the course.

### **Cost:**

- \$55 for the blended version in which the course is delivered in a combined classroom setting and on-line.
- \$65 for the on-line version.

## **NFHS *Fundamentals of Coaching* Course, continued**

### **On line version vs blended version:**

The content between the completely on-line and the “blended” option of the course is identical. The primary difference between the two formats is that when taking the “blended” version, the coach has the opportunity to interact with other participants which provides for a more meaningful course experience. In the “blended” version, the first two chapters of the course are presented by the class facilitator in a clinic-like setting. Then, the remainder of the course is completed by the participant totally on-line.

### **How to purchase and register for the on-line version**

- Go to **www.ohsaa.org**
- Click on the “Coach Education” box on the right
- Select “On-line ” or “Blended”
- Follow instructions provided.

## **Ohio Department of Education Pupil Activity Supervisor Permit**

- A Pupil Activity Supervisor Permit is required to coach middle school or high school athletics in the State of Ohio.
- The course is offered by the Portage Trail Conference member schools at different locations several times a year at **no cost** to coaches.
- Courses are also offered at various Sports Medicine Centers and hospitals in Northeast Ohio where registration **costs start at \$20**.
- National Federation of High Schools offers an on-line first-aid course which can be used to satisfy the ODE requirement. Go to **www.nfhslearn.com** and click the “First-aid for Coaches” link. Course is completed totally on-line and the **cost is \$45**.
- The Pupil Activity Supervisor Permit course meets **two hours** to satisfy ODE requirements.
- The course instructor provides ODE registration form to be completed and sent to the Ohio Department of Education with check for **\$45** for cost of the permit.
- ODE issues Pupil Activity Supervisor Permit to coach about 4-6 weeks after receiving application and necessary background check information.
- The Pupil Activity Supervisor Permit is **valid for three years**—check certificate for the date of expiration.
- Provide the employer’s copy of Pupil Activity Supervisors Permit to Athletics Office for proof of completion.

### **Pupil Activity Supervisor Permit Course Offerings**

- The Portage Trail Conference offers several Pupil Activity Permit courses at member schools during the school year. Courses are **free** for Kent City Schools coaches. Below is the list of available course dates and times for 2010.
- Information for other Pupil Activity Permit courses is available in the Athletics office.

Monday, July 25, 2011	6:30-8:30	Roosevelt High School
Monday, August 8, 2011	6:30-8:30	Waterloo High School
Monday, October 10, 2011	6:30-8:30	Norton High School
Monday, November 14, 2011	6:30-8:30	Garfield High School, Garrettsville
Monday, February 27, 2012	6:30-8:30	Woodridge High School

### **CPR/AED Course Offerings**

- American Red Cross CPR/AED courses are offered on scheduled dates at RHS by Head Athletic Trainer Terry Slattery. Check in Athletic Health Care for Available dates and times.
- If no appointments work for either party, area facilities offer a CPR class at an increased rate. Information for these classes are available, by request, from the athletic director.

## **Volunteer Coach Requirements**

An individual coaching student-athletes in the Stanton Middle School interscholastic athletics program as a **non-paid, volunteer coach** must complete the following prior to coaching:

- ❑ On-line application for employment available at kentschools.net, click on "job opportunities"
- ❑ BCI/FBI background check
- ❑ NFHS *Fundamentals of Coaching* Course
- ❑ ODE Pupil Activity Supervisor Permit
- ❑ CPR/AED Certification
- ❑ **KCS Board of Education approval**

## **Volunteer Coaches**

Kent City Schools provides many opportunities for young people through various organized co-curricular activities programs. In each case, at least one staff member is hired to coach, supervise, or direct the activity. In some instances, it may be desirable to utilize the services of voluntary assistants in order to provide optimum supervision or to aid the professional staff member in a variety of ways. In all situations where volunteers are to be used as aids in co-curricular activities programs, these guidelines will apply.

- A. A volunteer coach is an individual who assists in coaching, supervision, or direction of students in a specific program and is not under contract with the Kent City Board of Education for the expressed purpose of working with the specific program in which the individual is assisting
- B. Any individual expressing a willingness to provide services as a volunteer must, prior to utilization, interview with the athletic director. During the course of this interview, all guidelines governing the use of volunteers are to be reviewed and the consent of the principal for the utilization of services must be obtained.
- C. Guidelines
  - 1. All activities in which the volunteer becomes involved with students, be it meetings, performances, practices, or other activities which meet specific purposes of the organization, must be under the direct supervision of a staff member who is providing assistance. This staff member must be physically present during the time the volunteer is assisting in activities involving students.
  - 2. Volunteers may not, implied or by assignment, represent the school in any official capacity.
  - 3. All volunteers must agree to conduct themselves in such a manner as to present a positive adult image to the students with whom they are assisting.
  - 4. In the case of athletics, volunteers may not be on the playing field during contests without prior approval of the athletic director. This includes that part of the playing field or adjacent areas normally designed for coaches. Volunteers may be in the bench areas.
  - 5. Volunteers may not, under any circumstances, communicate with officials or coaches or players of the opposing team or activity in any official capacity.
  - 6. Volunteers may not provide statements to the press or any other news media on behalf of the school.
  - 7. All volunteers must observe all rules of conduct, dress codes, and behavior codes as are required of the professional staff members with whom they are associated with, and to uphold a standard of behavior on the part of the students with whom they work.
- D. The coach, director or supervisor for whom the volunteer is providing assistance is responsible for utilizing the volunteer within these guidelines.

## **Coaches Sportsmanship Responsibilities**

**Coaches:** The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Instruct their players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit as well as the letter of the rules.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unacceptable behavior.
4. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous.
5. Respect the officials' judgment and interpretation of the rules.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials and opposing coaches before and after contests.

Coaches should avoid the following inappropriate behaviors:

1. Use of profanity.
2. Ejection from contest.
3. Berating officials or players.
4. Inciting spectators/players to inappropriate behavior.

## **OHSAA Coach Ejection from a Contest**

Any coach ejected for unsporting conduct or flagrant foul shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification. If the ejection or disqualification occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season next school year. A coach who has been suspended from coaching may attend the contest but sit in the spectator area and may not give instructions to the players or the individual who has been assigned to coach the team any time prior to or during the contest including halftime or any intermission. A suspended coach shall not travel with the squad to an away contest.

**The ejected coach must pay a \$100 fine to the Ohio High School Athletic Association and complete the NFHS Sportsmanship course within 30 days of the ejection.**

A coach who is ejected a second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 12. subject to the discretion of the Commissioner.

All coaches working with student-athletes in the athletic program at Roosevelt High School will be held accountable to the OHSAA coach ejection rule.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament regulations. In accordance with Bylaw 8-3-1, the decisions of the contest officials are final.

## **Coaches Responsibilities in Determining Academic Eligibility**

The responsibility of checking a student-athletes academic eligibility rests with the head coach. A student-athlete should not participate in practices or games until the head coach has checked the student-athlete's report card for passing grades in five courses and a minimum of a 2.0 grade point average for the previous grading period.

A student-athlete who is academically ineligible may be permitted to practice with a team with the approval of the head coach and the approval of the student-athlete's parent or guardian. A student-athlete who is ineligible can not dress and/or play in scrimmages or contests.

With fall sports that cut to determine a roster, ineligible student-athletes should not be part of the tryout process due to the entire season being played in the first grading period. In winter and spring sports that cut to determine a roster, any student who has a valid physical examination and emergency medical authorization may try out during the tryout period, but academic eligibility is a factor in determining whether to keep a student-athlete on the roster.

## **Sunday Activities and Length of Activities**

Stanton Middle School believes that strong co-curricular activities and athletics are essential if a well-rounded education is to be made available to students. However, these programs must be kept in perspective. Academics must continue to be the top priority of the school. Also, time needs to be set aside for family activities. With these thoughts in the mind, a general guideline is that Stanton will not sanction Sunday activities and/or team practices. Sunday is a day of rest and family relationships.

Should an emergency situation arise which requires a Sunday activity, prior permission to hold the athletic activity must be obtained from the athletic director. Also, because of the necessity to provide a reasonable amount of time for the homework assignments and study, a general guideline is that practice sessions should not exceed two and one half-hours.

## **Outdoor Sports and Lightning**

When lightning is spotted anywhere in the sky, it is the coaches responsibility to remove student-athletes to a building or other safe area. Activity should not resume until 30 minutes after the last lightning bolt is spotted. Student-athletes should not be released to leave a building or other safe area until the lightning ends.



## **Transportation and Coaches Responsibilities**

Head coaches are responsible for knowing the exact location of away contest and providing directions to the Athletic Director and to director of transportation.

Bus drivers may sometimes “drop off and pick up” when necessary. Do not request the driver stay with your team when a drop off-pick up is scheduled. Coaches are to sign and time the Transportation Request Form upon arrival back at Stanton.

Coaches are to supervise student-athletes on Kent City Schools busses. Consumption of food and drink on busses is prohibited by state mandates, due to safety issues. Coaches should inspect the bus upon arrival at Stanton for trash and forgotten equipment.

## **Supervision of Student-Athletes**

Coaches are expected to be the first to arrive and the last to leave practices or contests. **Student-athletes should not be left in the locker room, the Rough Rider Fitness Center, or other facilities without supervision of a coach.** This applies to the times before and after a practice or open gym is scheduled. Coaches are to turn off lights, secure windows and doors, and lock gates when leaving facilities. Upon arriving back at Roosevelt after away contests, the coach is to remain until all student-athletes are picked up or leave school grounds.

## **Safety of Student-Athletes While Conditioning**

Organized preseason and in-season conditioning programs need direct supervision of a coach. Student-athletes are not to run in the halls at Stanton. Running on streets or heavily traveled areas such as parking lots poses a safety concern for our student-athletes and is prohibited.

## **Rough Rider Fitness Center**

The fitness center is open to individuals or teams with strength and conditioning coach or individual sport coach supervision only. Coaches are to assist in keeping the facility neat and replace weights and fitness equipment after team use. Student-athletes are to be directly supervised at all times and must leave the fitness center when the coach closes the facility.

## **Providing for Continuity in the Athletic Program**

Each respective athletic director assumes responsibility for the athletic programs within their buildings under the supervision of the building principal.

In the event that a varsity coach would want to coordinate aspects of their respective sport down through the middle school, the varsity coach may contact the middle school coach once that varsity coach addresses this with the high school athletic director. From that point, the two parties can begin to coordinate and facilitate this effort.

The primary responsibility to ensure continuity within the program must be assumed by each respective varsity coach at Roosevelt High School. He/she must provide our middle school coaches with appropriate expectations of desired outcomes, as well as necessary in-service training. The varsity coach will maintain regular contact with the middle school in ensuring they become "a part" of the program.

## **Budget and Purchasing Procedures**

Inventory forms for the individual sport can be completed and discussed with the athletic director at the conclusion of the sport's season. After reviewing current equipment and uniform inventory, requests from the head coach will be discussed and priority needs will be determined. The athletic director will then seek price quotations for the necessary equipment and complete purchase requisitions for approval of the principal.

## **Fundraising Procedures**

Head coaches are responsible for any fundraising activities accomplished by their team. Specific information is found in the *Fundraising Guidelines* booklet.

## **Calendar Date Building Request Use Form**

The scheduling of events including dates, times, and locations must be entered on the Master Calendar through the Activities office. Use of any room or portion of the Stanton complex requires prior approval from the Coordinator of Student Activities, Patty Finley. To reserve a room or area of Stanton, the Head Coach must complete a Building Use Request Form, and return to the Activities coordinator. After the request is considered by the Coordinator of Student Activities, a copy of the request form will be returned with approval or disapproval marked. Do not publicize events until approval of building use is obtained.

## **Uniform Design Standards**

Logo and name usage standards were adopted to provide continuity with the identity of Roosevelt High School athletic teams. The following information will assist when ordering athletic apparel through athletic purchasing or individual sport fundraising. A disc with logos and information is available and should be used for imprint items, as well as publications, letters, or advertising.

- **Rough Rider logo:** The "new" Rough Rider logo was copied from the aluminum Rough Rider that is found at the entrance of Roosevelt High School. The Rough Rider will face to the left and have the base as part of the logo. The logo may be reversed for helmet decals.
- **"S" with Rough Rider logo:** This logo may be used alone or with "ROUGH RIDERS", "ATHLETICS" or a sport name below the logo.
- **Uniform colors:** red, white and black. When black is used in uniforms, red and white will be used as part of the uniform or as lettering or number colors. Uniform colors will not be black and white.
- **One color imprinted items:** One color imprinted items such as t-shirts may use only two of the approved colors. Examples include red/white, black/red, white/black.
- **Uniform Lettering:** Lettering on uniforms will be "KENT", or "Stanton", or "ROUGH RIDERS". "ROUGH RIDERS" is two words. The name "RIDERS" will not be used alone.
- **Hat and helmet lettering:** The Rough Rider Logo, the "S" Rough Rider Logo, a "K" or an "S" may be used on hats and helmets. "KS" will not be used.

# Kent City School District

## Bylaws & Policies

### **5516 - STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events, which may include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661

Revised 4/17/01  
Revised 2/21/06

# Kent City School District

## Bylaws & Policies

### **5517 - ANTI-HARASSMENT**

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Submission to such conduct is madeRetaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, which are the sources of harassment descriptions in AG **5517**, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Descriptions of Sexual Harassment are documented in AG **5517**.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

## **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

## **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

## **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the student/parent and staff handbooks.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).



Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

R.C. 4112.02  
42 U.S.C. 2000d et seq.  
42 U.S.C. 2000e et seq.  
29 U.S.C. 621 et seq.  
29 U.S.C. 794  
42 U.S.C. 12101 et seq.  
20 U.S.C. 1681 et seq.  
42 U.S.C. 1983

Revised 4/13/99  
Revised 12/19/00  
Revised 9/17/02  
Revised 2/21/06

## Kent City School District

### Bylaws & Policies

#### **5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

Revised 7/15/03  
Revised 2/21/06  
Revised 12/18/07

# Kent City School District

## Bylaws & Policies

### **8462 - STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In addition, the Superintendent shall provide a program of in-service education on prevention of child abuse, violence, and substance abuse and promotion of positive youth development for all elementary school staff members. All newly-employed professional staff shall complete at least four (4) hours of in-service training within two (2) years of the date of employment. Additional training must occur every five (5) years thereafter.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy **5540**.

R.C. 2151.421, 3313.60, 3319.073

Revised 2/13/07  
Revised 6/15/09

# Kent City School District

## Bylaws & Policies

### 8400 - SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

#### **School Safety Plan**

To that end, the Superintendent shall develop a *School Safety Plan* with input from representatives of the local law enforcement agency; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; parent; and/or staff.

The School Safety Plan shall be comprehensive and consider each school building under the Board's control. Thereafter, the Superintendent shall convene a meeting at least every three (3) years for the purpose of reviewing the *School Safety Plan*, and making modifications as deemed necessary and proper; identifying additional training that might be needed; and discussing any other such related matters as may be deemed to be necessary by the participants. The Superintendent shall also convene a meeting whenever a major modification to a school building requires changes in the procedures outlined in the School Safety Plan. Participants in this meeting shall include the Superintendent; representatives of the local law enforcement agency; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; and building administrators.

Upon approval and adoption of the School Safety Plan by the Board, the Superintendent shall file a copy of such Plan and a blueprint of each building with the following:

- A. each law enforcement agency that has jurisdiction over the school building
- B. upon request, the local fire department serving the area in which the school district is located

Additionally, the Superintendent shall file a copy of the School Safety Plan and a copy of each building floor plan with the Attorney General, who will post the information on the Ohio Law Enforcement Gateway. If the Board revises the School Safety Plan, building blueprint or building

floor plan, it shall file a copy of such revised document with the above-referenced entities within ninety-one (91) days of the Board's adoption of the revision.

Copies of the School Safety Plan and blueprints shall not be considered public records, however, building floor plans are subject to public disclosure.

Copies of the School Safety Plan and blueprints shall not be considered public records.

The Board shall grant access to each school building to law enforcement personnel in order to enable such personnel to conduct training sessions for responding to threats and emergency events affecting the School District and/or a school building. Such access shall be provided outside of student instructional hours and an employee of the Board shall be present in the building during the training sessions.

### **Safe and Drug Free Schools**

As a part of the School Safety Plan, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  - 1. allows a teacher to communicate effectively to all students in the class;
  - 2. allows all students in the class the opportunity to learn;
  - 3. has consequences that are fair, and developmentally appropriate;
  - 4. considers the student and the circumstances of the situation; and
  - 5. is enforced accordingly.



## **Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at a meeting for the purpose of reviewing the *School Safety Plan* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall discuss the school's designation as a persistently dangerous school at a meeting for the purpose of reviewing the *School Safety Plan* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

## **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536  
Title IX, Section 9532 of the No Child Left Behind Act of 2001  
20 U.S.C. 6301 et seq.  
Public Law 107-110

Adopted 2/21/06  
Revised 2/13/07  
Revised 7/17/07

## **Athletic Training and Injury Procedures**

### **OHSAA Forms and Physical Examination Form**

- A. Each athlete is required to have a completed and valid OHSAA physical examination form on file in the guidance office.
- B. Physical examination forms are valid for one year from the date of the physicians' signature.
- C. Only physicals completed on the official OHSAA Physical Form will be accepted.
- D. OHSAA Authorization Form—*new form must be complete each academic year.*
- E. OHSAA Eligibility and Authorization Statement—*new form must be completed each academic year.*
- F. It is the coaches' responsibility to:
  - 1. Not allow an athlete to participate in an official practice/scrimmage/game before a physical examination form is completed by the athlete, the athlete's parent or guardian, and athlete's physician and returned to Cathy Wirick in the guidance office. The completed physical exam form remains on file in the guidance office. It is not necessary for an athlete to complete another physical examination for the remainder of the valid year, even if participating in more than one sport.

### **Emergency Medical Authorization Form**

- A. Each athlete is required to have a completed emergency medical authorization form on file with the head coach of the respective sport and a copy on file in the guidance office.
- B. Emergency medical authorization forms are valid for one academic year only.
- C. Original completed emergency medical authorization forms are provided to the coach, however, a form photocopied with parent or guardian signatures is acceptable.
- D. It is the coaches' responsibility to:
  - 1. Not allow an athlete to practice or compete in athletics until a completed EMA form signed by the parent or guardian is received in the guidance office.
  - 2. Have EMAs at all team functions including practices and games, both home and away. This is necessary in case of serious injury where the athlete is unable to supply information or in cases where parents or guardian are not in attendance and cannot be reached by phone.
  - 3. Return all EMAs to the athletic director upon completion of the sport's season. Athletes participating in another sport during the same academic year will have the EMA to present to the future coach.

**\*\* If a roster is supplied prior to the start of your first official practice, Cathy Wirick will cross check your tentative list for student-athletes who have a complete Physical and EMA on record. If the Physical and EMA are on record, the student-athlete does not have to report to AHC prior to the first practice.**

### **Medical Referrals**

- A. Coaches should make every effort to have an injured athlete evaluated by a Roosevelt athletic trainer before referring an athlete to a physician, except in emergency cases.
- B. An athlete who has been referred to a physician must return a completed Medical Referral form to Athletic Health Care/ sport specific head coach before that athlete may return to practice or competition.
- C. Recommendations listed by the athlete's physician will not be altered and will be closely followed.
  - 1. If questions arise, the athletic trainer will contact the athlete's physician for clarification of recommendations
- D. In the event an athlete goes to a physician or urgent care facility for medical attention for an injury without the prior knowledge of a Roosevelt athletic trainer, a note or referral slip giving the physicians recommendations, return to athletics date and signature is necessary before the athlete may return to activity.

### **Athlete's Limitation Form**

A. The Athlete Limitation form is used to communicate the following to the head coach from the athletic trainers:

1. The athlete's injury.
2. Treatment the athlete is receiving or will do at home.
3. The need for taping, wrapping, bracing or padding before practice or competition.
4. The athlete's limitations or restrictions.

B. An athlete referred to a Roosevelt athletic trainer from the head coach or an athlete that is evaluated in Athletic Health Care will present this form to the coach unless:

1. An athletic trainer makes direct contact with the head coach.
2. An Athletic Health Care student aide relays information to the coach from one of the athletic trainers.

### **Athlete Injury Records**

A. All injury records are maintained by the athletic trainers and are filed in Athletic Health Care.

1. Coaches are to forward injury reports from serious injuries in which an athletic trainer is neither in attendance, nor may be reached.
2. Coaches are to forward any medical information or medical referral forms to Athletic Health Care and the appropriate athletic trainer.

### **Emergency Procedures**

A. In the event an athlete sustains a serious injury and an athletic trainer is neither in attendance, nor available, the following procedures should be followed:

1. **DO NOT MOVE THE INJURED ATHLETE**, even if a game will be delayed.
2. The head coach or school official must stay with the injured athlete while another adult phones for assistance from EMS. The coach or school official who phones for EMS will open necessary gates and meet EMS to direct them to the location of the injured athlete.
3. The head coach or school official will provide necessary first aid or CPR until EMS personnel take over the care of the injured athlete.
4. If the parent(s) or guardian is not in attendance, a coach or school official should secure the emergency medical authorization form and attempt to contact listed person(s). Arrangements should be made for a contact point, such as a specific hospital.
5. A coach or school official must accompany the injured athlete to the medical facility in the ambulance, or follow the ambulance to the medical facility if directed by EMS, if the parent or guardian is not in attendance at the injury site.
6. The head coach must contact the head athletic trainer to inform him of the athlete's injury, first aid, procedures followed, and the medical facility the injured athlete was transported to.
7. **Under no circumstances should a coach transport, or allow another person, other than the injured athlete's parent(s) or legal guardian to transport an injured athlete to a medical facility or other destination in a personal vehicle.**

### **Athletic Health Care Supplies**

A. Medical kits will be stocked and checked by appropriate staff.

1. Coaches must check kits and request needed supplies to replenish supplies used for Injuries.
  2. Coaches are to be familiar with the medical kit supplies and their proper uses.
- B. Medical kits and supplies are to be returned to the athletic director at the conclusion of the sport's season.
- C. Athletes are to return re-useable equipment to the athletic director at the conclusion of the sport's season or upon request.

## **Procedures for Program Improvement with Assistant Coaches**

Whenever a head coach feels that a personnel change is necessary with an assistant coach, the following procedures are to be followed:

- Individual head coaches may suggest changes to the athletic director. The athletic director will present the recommendation to the principal.
- The athletic director may recommend changes to the principal.
- The principal may recommend a change, and notify the athletic director of his intention.

Recommendations for change, if approved by the principal, will be forwarded to the superintendent for study. The superintendent will notify the principal and the athletic director as to the approval or disapproval.

## **Coaches Post-Season Conferences and Evaluations**

The athletic program is an integral part of the overall instructional program of Kent City Schools. The emphasis of the athletic program is to provide opportunities for students to participate and enhance their knowledge, skills, and attitudes in their areas of interest. The effectiveness of a coach's performance should be monitored to provide feedback to those performing successfully, to assist those whose performance can improve, and to insure a positive and fair assessment of each coach's performance.

The following forms are appraisal instruments for coaching evaluations. The basic purpose of these forms is the improvement of instruction that athletes receive. Other purposes of an appraisal evaluation system are as follows:

- To afford an opportunity to identify, recognize and praise quality coaching and instruction.
- To provide the opportunity to identify potential leadership.
- To create a climate to achieve individual improvement through the development of job targets.
- To provide information necessary to enhance an objective assessment of a coach.
- To identify factors that interfere with a coach's overall contribution to the growth of athletes.
- To assure that quality coaching is a responsibility shared by the entire coaching staff and the athletic administration.
- To make recommendations for supplemental contracts.

## **COACHES CHECKLIST**

### **PRE-SEASON**

- \_\_\_\_\_ Meet all coaches ODE PAS permit and CPR/AED requirements, and turn certification to the athletic director.
- \_\_\_\_\_ Inventory equipment, materials, etc. and turn new order requests into the athletic director.
- \_\_\_\_\_ Check your game schedule for any problems.
- \_\_\_\_\_ Give a list of participants to the guidance secretary so she can check physical exam records (No student – athlete can practice without a physical).
- \_\_\_\_\_ Pass out and review the Athletic Information brochure and go over the Athletic Conduct Code as well as team rules with participants.
- \_\_\_\_\_ Collect the emergency medical forms from participants (these must be carried at all times).
- \_\_\_\_\_ Conduct a preseason parent meeting to discuss both the parents' and athletes' responsibilities.
- \_\_\_\_\_ Check and verify OHSAA eligibility list as prepared by the athletic secretary prior to first contest. Update throughout the entire season as needed.
- \_\_\_\_\_ Submit to the athletic director a list of all assistant coaches, team managers, etc.
- \_\_\_\_\_ Submit a pre-season conditioning schedule and pre-season practice schedule.
- \_\_\_\_\_ Complete a building request form for any special events or unusual practice times.
- \_\_\_\_\_ Complete a sports information sheet and return to the athletic director.

### **DURING THE SEASON**

- \_\_\_\_\_ Notify the athletic director of changes in the schedule (games, practices, busses, etc) as soon as possible.
- \_\_\_\_\_ Notify the athletic director immediately of any injuries, disciplinary actions, or problems.
- \_\_\_\_\_ Present a positive image to the student-athletes, the school and the community.
- \_\_\_\_\_ Write morning athletic announcements and turn into the appropriate staff member to inform the student body of the outcomes of all contests.
- \_\_\_\_\_ Discuss the sport awards ceremonies with athletic director.

### **POST-SEASON**

- \_\_\_\_\_ Collect all equipment within two weeks. It is the coaches' responsibility to collect uniforms from participants.
- \_\_\_\_\_ Meet with the athletic director for an post season conference and conduct inventory and inspection of equipment.
- \_\_\_\_\_ Return first aid kits, emergency medical forms, and water coolers to Athletic director.
- \_\_\_\_\_ Collect keys from the non-teaching staff and return to the athletic director.

# Acknowledgement of Receipt

\*\*\* Please carefully read all policies and procedures outlined in the preceding pages.  
If you have any questions, please contact Athletic Director, Nick Mayer, at 330-676-8640.

I, \_\_\_\_\_ hereby attest that I have read and understand the information provided to me regarding Kent City Schools and Stanton Middle School Athletics for coaching in interscholastic sport at the middle school level.

Coach Name: \_\_\_\_\_ Sport/Position \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_