

GRAHAM

Local Schools



**Extra-Curricular
Code of Conduct
&
Communication Guide**

EXTRA-CURRICULAR CODE OF CONDUCT

Philosophy and Objectives of Extra-Curricular Programs:

Extra-curricular programs are an integral part of the educational process at Graham High School. The goal of the extra-curricular programs is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules promote order and safety, and assist participants in reaching their maximum potential.

Graham Local Schools believes that students participating in extra-curricular activities have a strong influence on members of the student body as well as on the community. These students are highly visible and are seen by many in the general public as indicators of what Graham Schools represent. Their conduct forms both the model and the standard for the conduct of both their peers and younger children in the community.

Therefore, we believe that in exchange for the many benefits and advantages offered, he/she has an obligation to exhibit moral and responsible conduct and to provide wholesome, positive leadership in the school and community. Participation in extra-curricular programs is not a right, but a privilege that will be regulated.

We set the following policy as minimum standards of Graham Local Schools as approved by the Board of Education. We sincerely hope that students participating in extra-curricular activities will feel a sense of responsibility toward maintaining these standards.

Eligibility Requirements:

In order to participate in extra-curricular activities a student must comply with the following:

1. Complete and return to the coach before beginning practice:
 - OHSAA physical examination
 - Last page of Graham Interscholastic Athletic Code that contains:
 - Insurance Statement (you must be covered by school insurance or an equal policy retained by parents)
 - Code of Conduct Agreement statement
 - Emergency Medical Authorization Form
2. Academic eligibility standards:

Middle School

Students enrolling in grade 7 for the first time will be eligible for the first grading period. Thereafter, all students in grade 7 or 8 must have been enrolled in school the immediately preceding grading period, and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

High School

A student enrolled in the first grading period after advancement from grade 8 must have met jr. high requirements the preceding grading period. Students in grades 9-12 must be currently enrolled, must have been enrolled in school the immediately preceding grading period, must have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation, and must have earned a minimum of 1.0 grade point average for the grading period.

***Study Table Program** - In addition, any MS or HS student who meets the minimum grade requirements, but has an "F" or 2 or more "D's" for the grading period, must attend study table sessions to remain eligible during the next grading period. Students must attend at least two sessions per week, while they continue to participate. If a student does not attend at least two study table sessions in a week, they become ineligible for the next week.

**required for athletic participation only*

Academic eligibility standards (continued)

Graham High School uses a 9 week grading period. Eligibility is determined by 9 weeks grades.

Use the following table to calculate credits:

<u>COURSE DESCRIPTION</u>	=	<u>CREDIT VALUE FOR 9 WEEKS</u>
Year-long 1 credit course	=	1
Year-long 2 credit course	=	2
Year-long 1/2 credit course	=	1/2
Semester-long 1/2 credit course	=	1
Semester-long 1/4 credit course	=	1/2
9 week-long 1/4 credit course	=	1/4

Note: Do not include extra physical education classes that do not count toward graduation.

3. Comply with requirements of the Ohio High School Athletic Association and the Graham Local Schools pertaining to age, residency, attendance, and any other relevant matters.

CONDUCT RULES AND CONSEQUENCES:

1. The Code of Conduct is a year-round policy that applies both in-season and out of season. Therefore, consequences will be imposed for conduct that occurs in-season, out of season, and prior to the start of season.
2. *Attendance: Athletes must be in school all day of any athletic event in order to participate. The following will be considered for exception by the Principal: a) a one-time tardy (sign in by 10:40) to school per season excused as it would be for any other student. b) a one-time illness excuse, from parent or guardian, per season. c) Medical excuse from a doctor. d) an emergency or set of circumstances which in the judgment of the Principal constitutes a good and sufficient cause for absence from school.
3. Expected Behavior: Students participating in extra-curricular activities are expected to behave in a manner that reflects positively on Graham Schools and their team. They shall not exhibit behavior which reflects negatively or constitutes poor physical training practice, including (but not limited to):
 - a) Unsportsmanlike attitude, behavior, or conduct at or during activities, practice sessions or school sponsored events.
 - b) Abusive language, gestures, or profanity.
 - c) Repeated tardiness to school, or excessive absence from school.
 - d) Repeated infractions of school rules or chronic incorrigible behavior.
 - e) Repeated truancy from school or class.
 - f) Violation of team rules or curfews.
 - g) Acts of vandalism or abuse of persons or property
 - h) Suspension from school. Any student on suspension from school will not be allowed to participate in practice or contests during the term of the suspension.
 - i) Criminal activity or violations of civil law.

Consequences:

Recognizing the varying degrees of severity of violations, consequences may vary from minor reprimand to denial of participation for a calendar year, depending upon the nature of the offense. The penalties for violations will be determined by the coach/advisor and/or athletic director, assistant principal, or principal. Any serious violation and penalty will require consultation between the coach/advisor and the administration.

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CONDUCT RULES AND CONSEQUENCES (continued)

4. Tobacco Policy: Do not use and/or possess tobacco in any form.
Alcohol / Drug Policy: Do not use, consume, or possess alcohol, illicit drugs, hallucinogenic, intoxicants, counterfeit drugs, controlled substances, or related toxic materials.

Consequences:

1st Violation – the student will be denied the privilege of participating in the next 10% of contests/activities of that season, or the next participating, season. If the violation occurs out of season, the student will miss the first regular season contests of the next season of participation. Coaches/advisors are encouraged to require full practice participation.

Self-Referral Policy: If a student seeks assistance for dealing with a tobacco/drug problem by self-referral (seeking help before a violation is detected) to his/her coach/advisor and/or school administrator, and he/she agrees to participate in a tobacco education program approved by the school administration, there will be no denial of participation. However, this will be recorded as a first violation, and if the student fails to complete the required program, he/she will be assessed a first violation penalty. The tobacco/drug education program must be a recognized treatment program with a history of tangible results. Costs for assessment / treatment shall be the responsibility of the student and his/her family.

2nd Violation – If the student violates the rule a second time, he/she will be denied the privilege of participating in the next 50% of contests of that, or the next season of participation.

Rehabilitation Program: A student who commits a second violation of the Alcohol / Drug Policy must agree to complete an additional alcohol/drug assessment/rehabilitation program approved by the school administration, and to follow the program recommendations. Refusal to participate in a rehabilitation program and to follow said recommendations will result in denial of participation for one calendar year.

If the student in violation agrees to participate in a tobacco/drug education program approved by the school administration, the 50% denial of participation will be lifted upon completion of the program. Even with enrollment in a tobacco/drug education program, this will be considered a 2nd violation.

(A minimum of 25% of the games/activities, points or matches on the schedule for the season will be denied. These are the next consecutive contests played. The student may return to practice upon enrollment in a program and at the coach's/advisor's discretion.) ** All percentages will be based on the season in which the infraction occurred if it occurs during the season or during the next upcoming season if the violation occurs outside of an athletic season.

Additional Violations – Any additional violation will cause the student to be denied the privilege of participating in all extra-curricular activities for 1 calendar year.

5. Conditioning Programs/Students Denied Participation: If a student participating in "Activity A" has lost the privilege of participating, he/she is not eligible to join the organized conditioning program or go out for "Activity B" until the other members of "Activity A" are eligible to come out or at "Activity A" coach's/advisor's discretion.
6. *Delayed tryouts: Once a team has had its first contest, no one will be permitted to come out for the team unless the student transfers from another school, has been released for a medical reason, becomes scholastically eligible, or has a set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for delayed try-out. If a student desires to switch sports, it must be agreed upon by both coaches involved, athletic director and principal, and should be before the first contest of either sport.
7. *Coach's Training Rules: The student-athlete shall abide by any additional training rules set by the coach and approved by the athletic director and principal.
8. *Athletic Awards Ceremony Attendance: In order to receive an athletic award, the student must complete the season and attend the awards ceremony, or be excused by the coach.

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DISCIPLINARY PROCEDURES:

1. Reporting of Violations: A school employee or legal authority may report infractions at any time.
Self-admission – In the case of parents/guardians reporting their son/daughter, or a student admitting and reporting his/her own violation, consideration will be given for reduced consequences because of honesty. Consultation between the coach/advisor and administration will determine any reduction in consequences.
Parent / Student / Other Reports – People with such information are encouraged to report it to the parent/guardian of the student suspected of a violation and also to a legal authority, if appropriate. School authorities are usually limited in their authority to act on the basis of such information. If information is reported to school personnel, a **SIGNED** account of the report is required by the reporting individual(s).
2. Procedures: In the event of violation of the extra-curricular code and/or training rules established by the coach/advisor, the following procedure will be followed:
 - a) If the violation involves training rules set by the coach/advisor or minor infractions covered in the "Conduct Rules and Consequences" section of the extra-curricular code, the coach/advisor and student will meet. The student will be informed of the infraction. The student will be allowed an opportunity to explain his/her actions. The coach/advisor will inform the student and the administration of the discipline to be used.
 - b) If the violation involves more serious infractions covered in the "Conduct Rules and Consequences" section or other sections of the extra-curricular code, the meeting with the coach/advisor and student will include the assistant principal (the principal in the case of MS).
 - c) If the student is denied the privilege of participating, the assistant principal (or MS principal) shall inform the student and his/her parents in writing.
 - d) The student and/or parents may request a hearing with the coach/advisor, and assistant principal (or MS principal). The student and/or parents then have the right to appeal the decision to the principal. The decision of the principal will be final.
 - e) If the student is dismissed, removed, or quits a team/organization; he/she forfeits his/her pay-to-participate fee. No refund will be made for such circumstances.
3. Period of Enforcement:
 - a) These rules and penalties apply beginning the first day of school the student's 7th grade year.
 - b) The above penalties will accumulate throughout grade 7-8 and 9-12, respectively. (For example, if the 2nd offense occurs in a different school year, the athlete will be at the 2nd violation).
 - c) Denial of participation will carry from MS to HS if the student does not participate in another extra-curricular activity prior to entering 9th grade.
 - d) If less than the assigned percentage of penalized games remains, the remaining percentage will be carried into the athlete's next sport season and served to conclusion.
 - e) During any denial of participation, practice will be at the discretion of the head coach.
 - f) A student's denial of participation may be recalculated to bring the consequences in line with a shortened schedule do to cancellations. This calculation will only take place if canceled contests will not be made up and the reduced schedule does impact on the number of games a student athlete would have to sit out.

ATHLETICS WARNING, ASSUMPTION OF RISK:

1. Playing or practicing to play/participate in any extra-curricular can be a dangerous activity involving *MANY RISKS OF INJURY*. The dangers and risks of participating in sports include, but are not limited to: death, serious neck and spinal injuries which result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health, and well being. The dangers and risks of participating in sports may result not only in serious injury, but also in a serious impairment of future ability to earn a living, to engage in other business, social, and recreational activities, and generally to enjoy life.
2. Because of the dangers of participating in sports, student-athletes must recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc. and must obey such instructions.
3. In consideration of the Graham School District permitting a student to try out for the team and to engage in all activity related to the team, including but not limited to: trying out, practicing or playing/participating in that sport, the student assumes all the risks associated with participation and agrees to hold the Graham School District, its employees, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with participation in any activities related to the teams.

GRAHAM LOCAL SCHOOLS

Communication Guide - Athletics

Introduction

We are extremely pleased that your son/daughter has chosen to participate in the interscholastic athletic programs of Graham Local Schools.

A goal of the athletic department is to create an environment in which our athletes' extracurricular experiences will be as rewarding as possible. Maintaining open lines of communication is essential in creating this type of environment.

It is inevitable in any organization that concerns or questions will arise. What is most important is not that they arise, but that they are appropriately addressed.

It is our belief that concerns or questions are best addressed as close to their origins as possible. Common courtesy dictates that the staff members directly involved in an issue should be given the opportunity to address it first. Most conflicts can be addressed appropriately in this manner.

If a complaint cannot be resolved in this manner, then administrative involvement may become necessary. The appropriate chain of command to follow in such cases is listed later in this guide.

The staff and administration will make a concerted effort to address questions, concerns, and complaints appropriately. Issues that reach the administrative level will be investigated fully and fairly. However, in fairness to staff members, anonymous complaints will not be addressed.

Parent / Guardian / Coach Relationship

Both parenting and coaching are extremely difficult vocations, but maintaining open lines of communication can make both jobs easier. Communication is a two-way street. By trying to understand the reasons for each other's actions, we can create a more positive environment for our athletes. As a parent of an athlete, you have the right to understand the expectations being placed on your child. This all starts with clear communication from the coach.

Communication Parent(s) / Guardian(s) Should Expect From the Coach

- Expectations the coach has for members of the team, including your child
- Locations, dates, and times of practices and contests
- Team requirements – fees, special equipment, eligibility, attendance, off-season strength and conditioning
- Procedures to follow if your child is injured
- Athletic policy and any additional rules and regulations of the team
- Requirements to earn a varsity letter
- Discipline that results in the denial of your child's participation

It is our hope that all our athletes will experience some of the most rewarding times of their lives through their participation in our programs. It is important to understand that things may not always go as you or your child wish. At these times, discussion with the coach may be desirable to clarify questions and avoid any misunderstanding.

Communication the Coach Expects From the Parent(s) / Guardian(s)

- Express concerns directly to the coach first and at the appropriate time
- Notify the coach of any schedule conflicts well in advance
- Notify the coach of any special needs of the athlete
- Express specific concerns in regard to a coach's expectations

Appropriate concerns to Discuss with a Coach

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Inappropriate Areas to Discuss with a Coach

- Playing time
- Play calling
- Positions assignment
- Team strategy
- Any matter concerning other athletes

Procedure to Follow if a Parent Has a Concern With a Coach

- Contact the coach to set up an appointment
- If the coach cannot be reached after a reasonable number of attempts, contact the Athletic Director
- DO NOT ATTEMPT TO CONFRONT A COACH BEFORE, DURING, OR AFTER A CONTEST OR PRACTICE SESSION. These can be emotional times for all parties involved and do not promote resolution.

The Next Step

What can a parent/guardian do if the meeting with the coach does not provide a satisfactory result? Although total agreement may never be reached, the parent may contact the Athletic Director to discuss the situation. Then the appropriate next step will be determined. However, both parties may agree to disagree and there may not be a next step.

Chain of Command

Graham Local Schools and the Athletic Department follow the chain of command listed below:

- 1. Assistant Coach (if applicable)**
- 2. Head Coach**
- 3. Athletic Director**
- 4. Building Principal**
- 5. Superintendent**

Communicating With Your Children

- As the parent of an athlete, let them know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest concerning your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
- Be helpful, but do not coach them. It is tough not to; however, it is much tougher for the athlete to be flooded with advice and critical instruction from multiple sources, particularly when those sources are in conflict with one another.
- Teach them to enjoy the thrill of competition, of giving their best effort, and of working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard and for having fun.
- Try not to relive your athletic career through your child in a way that creates pressure. You were frightened, backed off at times, and were not always heroic. Do not pressure your child because of your pride. Athletes need the support of their parent(s)/guardian(s), so please do not withdraw. Remember, there is a thinking, feeling, sensitive, free-spirit in that uniform; one who needs a lot of understanding, especially when things do not always go the right way. If they are comfortable with you win or lose, they are on their way to maximum achievement and enjoyment.
- Do not compete with the coach. If your child is receiving mixed messages from two different authority figures, he/she will likely become disenchanted. Criticism of the coach to your child puts the student/athlete in a terrible "no win" situation.
- Do not compare the skill, courage, or attitude of your child with other members of the team.
- Always remember that children have a tendency to exaggerate both when praised and when criticized. Temper your reaction and investigate before over-reacting. Many times athletes will define all coach criticism as being "yelled at".
- Make a point of understanding courage and the fact that it is relative. Some people will climb mountains and are afraid to fly. Most people are frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear and discomfort.

- Remember that while it is difficult to watch your child struggle, the fact is that we all learn more from trials and tribulations than from absolute success. Athletics can be invaluable in teaching this lesson in life. Be careful not to “rescue” your child from all disappointments. Provide support through tough time and give guidance on how to deal with frustrations, but allow him/her to work through his/her own solutions.

Athletes Fair Play Code

- I will participate because I want to, not just because my parents or coaches want me to.
- I will play by the rules and in the spirit of the game.
- I will control my temper, since fighting and disrespect can spoil the activity for everyone.
- I will respect my opponents.
- I will do my best to try to be a true team player.
- I will remember that winning is not everything. Having fun, improving my skills, making friends, and doing my best are also important.
- I will acknowledge all good plays or performances by both my teammates and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions, show them respect and understand they have given their time to be with me.

Coaches Fair Play Code

- I will be reasonable when scheduling games and practices, remembering that young people have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, and opponents.
- I will ensure that all athletes receive instruction, support, and opportunities.
- I will not ridicule my athletes for making mistakes or performing poorly. I will remember that young people play to have fun and must be encouraged to have confidence in themselves.
- I will remember that young people need a coach they can respect. I will praise my athletes for a job well done and set a good example.
- I will make sure that equipment and facilities are safe and match the athlete’s ages and abilities.
- I will obtain proper training and continue to upgrade my coaching skills.

Fan Fair Play Code

- I will remember that young people play sports for their enjoyment, not to entertain me.
- I will not have unrealistic expectations and will understand that doing one’s best is as important as winning. I understand that ridiculing an athlete for making a mistake is not acceptable behavior.
- I will respect the official’s decisions and will encourage all participants to do the same.
- I will respect and show appreciation for the coaches and understand that they have given their time to provide sport activities for our young people.
- I will encourage athletes and coaches to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will show respect for my team’s opponents, because I realize there would be no game without them.
- I will not use bad language and will not harass athletes, coaches, officials, or other spectators.
- I will always show good sportsmanship since young people learn best by example.

We hope that the information provided in this guide has been helpful. Thank you for your support of Graham Athletics.

GRAHAM LOCAL SCHOOLS

Extra-Curricular Code of Conduct & Communication Guide

After both student and parents have studied these policies, please return this page with all required information and signatures. This page will be kept on file in the Athletic Department Office (athletics) or by the extra-curricular advisor to cover any activity in which the student participates during the school year. Retain the copy of the Extra-Curricular Code of Conduct for your reference.

Extra-Curricular Code & Communication Agreement Statement

We have read and understand the Graham Local Schools Extra-Curricular Code of Conduct including the section "**WARNING, ASSUMPTION OF RISK.**" We have also read the Communication Guide and will follow the procedures outlined within if a concern arises. In addition, we understand that we are responsible for obtaining a copy of any additional training rules set by the coaches/advisors of sports/activities in which the student participates. Furthermore, we recognize that participation in the extra-curricular programs is not a right, but a privilege that will be regulated. Our signatures below indicate that we will abide by these policies and guidelines of the Graham Local Schools.

Student signature

date

Parent or guardian signature

date

****Needed for athletics only**
INSURANCE STATEMENT:

(Name of student)

Do you have the school insurance policy? yes no

If "no", sign below and provide name of your insurance carrier.

Parent or guardian signature

Insurance Company Name

My signature above indicates that our policy is equal to or better than the school policy, that I relieve the Graham School District of all responsibility in this area, and that I assume the responsibility for insurance coverage.

*Athletic code revised and approved by Board of Education June 2011.
Addendum 5/25/12.*