KEYSTONE LOCAL SCHOOLS
STUDENT-ATHLETE CODE OF CONDUCT AND GUIDELINES
HIGH SCHOOL
2025-2026



Student athletes will be in season 24 hours a day, seven days a week for the duration of the start of the fall season to the end of the school year. The beginning of the fall season is defined by the first date of practice in the fall that is established by the OHSAA Handbook. The end of the school year is defined as

the final day of school or the final formal contest or activity scheduled after the school year ends (this includes tournaments and award banquets.)

Name:_____ Sport (s): _____

Keystone Local Schools Athletic Code of Conduct

The most important goal of the Keystone Local Schools Athletic Program is to provide every participant, middle school through high school, 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 the rules and regulations concerning personal behavior.

Rules promote order and safety and assist participants to reach maximum performance potential. Every participant should adhere to the rules of the school and conduct himself or herself as a “good citizen” of that school and the community at all times. Dedication and personal sacrifice by each participant promotes a sense of group unity and common goals.

Compliance with the rules can help each participant learn values that carry beyond the athletic program and into daily living. In addition, research has shown that uses of tobacco, drugs and alcohol have harmful effects on the social and intellectual development of children and youth, on their mental, physical and emotional health.

Participation in the athletic program is a privilege that may be regulated. The athletic department does not condone the breaking of the rules and regulations, which are outlined in the KHS/KMS Student Code of Conduct or the Student-Athlete Code of Conduct, at any time. Moreover, we support team rules and coaches may issue subsequent consequences, in addition to the ones outlined in the above said handbooks.

Philosophy and Core Values

Student academic achievement is, and will always be, our highest priority at Keystone Local Schools. Moreover, interscholastic athletics provide some unique learning opportunities that aid in the total development of the student participant. These learning experiences are an integral part of the district’s total educational program. Participation in a sound athletic program contributes to the development of the student leadership skills, teaches the value of cooperation and competition, provides opportunities for expanded peer contacts, teaches self-discipline, and emphasizes the importance of complying with rules and regulations.

Having a quality athletic experience is beneficial in helping our students learn the values, roles, and responsibilities that are needed to be trusted, passionate, and

innovative global citizens. The following are core values that we look for in all of our students: *Integrity*: We will be honest, ethical, and do what is right, *Hard-work*: We will exude grit, perseverance, and dedication in all of our actions, *Positivity*: We will be positive and solution oriented, *Compassion*: We will be caring, empathetic, and genuine, *Unity*: We will selflessly work together as a team, *Accountability*: We will take responsibility for our actions and their outcomes, *Passion:* We will be enthusiastic and dedicated to our profession.

Objectives

While winning seasons, earning of participant and/or team awards, and playing in front of a large crowd are all part of the excitement of interscholastic sports, they are not the primary criteria for evaluating the success of our athletic programs and the coaches who supervise these sports. The following statements represent objectives we believe important in guiding the evaluation of our athletic programs.

1. Provide team members with the opportunity to gain knowledge and skills of their respective sport or activity.
2. Carry out the Board of Education's philosophy and objectives in educating students.
3. Comply with OHSAA, League, and School District rules and regulations.
4. Place the educational, physical, and psychological needs of the student athlete above all other interests.
5. Assist participants in developing habits, values and attitudes that will lead to their success in other parts of the school program and in later life.
6. Assist participants in developing important personal characteristics such as self-reliance, tolerance, and initiative.
7. Provide open lines of communication with all parts of the athletic program, including participants, parents, school district staff, and community.
8. Set high standards of sportsmanship and integrity for coaches, athletes, spectators, school and community.
9. Provide proper health and medical supervision of participants.
10. Have participants treat teammates and the opposition with respect.

Athletic Eligibility for Keystone High School

The following section on eligibility for athletics at Keystone Local Schools is based on established policies of the Ohio High School Athletic Association and the Keystone Board of Education. Copies of the OHSAA handbook can be found online and/or in the athletic office. The head coach in each sport is responsible for making sure the athletes in his/her program are fully aware and understand these policies. Questions regarding

the interpretation of the OHSAA by-laws and or Keystone Local School policies should be brought to the Athletic Director for clarification.

1. A student in grades 9-12 must be currently enrolled in and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in subjects that earn a minimum of 5 credits, or the equivalent, per year towards graduation (OHSAA Bylaw 4, Section 4-4-1), or be home-educated and living within the district. Athletes should schedule 6 classes per semester.
2. Once a high school athlete turns twenty, (s)he is ineligible for interscholastic athletics.
3. The eligibility or ineligibility of a student continues until the morning of the 5th school day of the next grading period, at which time the immediately preceding grading period grades become effective (OHSAA Bylaw 4, Section 4-4-2). EXCEPTION 1: At the beginning of the fall sports season, the first grading period is considered to have started as far as the Bylaw is concerned. Any student who is academically ineligible is eligible to participate in practice, but is ineligible to participate in any way with the team in a contest. EXCEPTION 2: A student coming off the "ineligible status" may become eligible 24 hours after the mandatory grade reporting date (a date established by Board policy which cannot be the same day as the end of the grading period) established by the Board of Education provided said grade reporting date is applicable to all students in that district.
4. A student in grades 9-12 must maintain a 1.5 cumulative GPA to be checked at the end of each nine-week grading period. If a student athlete has less than a 1.5 GPA he/she will be placed on academic probation until interim reports. At this time the student must have a 1.5 or better. If not, he/she will be academically ineligible for the remainder of the 9 weeks. 2) Due to constant changes in the OHSAA definitions and judgments on athletic eligibility, all athletes and parents should refer to www.ohsaa.org and read Bylaw 4 under the "Student Eligibility" link. All Keystone High School Student/Athletes are subject to all of the regulations of the Ohio Athletic Association concerning eligibility as established by the OHSAA Bylaws.

Athletic Eligibility for Keystone Middle School

1. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled or home-educated and living within the district and must have been enrolled in

school the immediately preceding grading period and received passing grades during that grading period in a minimum of four of those subjects in which the student received grades (Per OHSAA By-Law 4-4-5).

2. Seven and eighth grade students who turn fifteen years of age prior to August 1 of the current school year are ineligible for middle school athletics, but are eligible to participate in high school athletics.

Athletic Code of Conduct

The following policies apply to all interscholastic student/athletes enrolled in Keystone Local Schools. These and all training rules, policies and procedures are in effect throughout the calendar year, beginning from the time the student participates in open facilities (June 1) until the time the student's senior season is completed. These rules apply even when school is not in session. For the purposes of the drug testing policy, the season is defined as: the OHSAA's defined first day of the season and continues until the completion of the awards program for that sport. Student-athletes participating in postseason contests will remain in season until the postseason is complete.

Questions regarding interpretation of these rules, policies, and procedures should be brought to the Athletic Director for clarification

Expectations for student-athletes

Participation in athletics is a privilege, not a right. Since student athletes are in a highly visible position, they are expected to conduct themselves in an exemplary manner at all times which will positively reflect on them, their family, the team, the school, and the community.

Student athletes who participate in the Interscholastic Athletic Program in the Keystone Local Schools are expected to adhere to the KHS/KMS Student Code of Conduct and the Athletic Code of Conduct. Moreover, a student athlete can be denied participation in contests or removed from a team for any violation of, including but not limited to, the KHS/KMS Student Code of Conduct, Athletic Code of Conduct, the OHSAA rules and/or specific team rules established by the coaching staffs of individual sports.

School and Athletic Department personnel expect you to treat opponents with respect; accept the judgment of contest officials; abide by contest rules; 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; cooperate with officials, your

coaches and other participants to ensure a fair contest; live up to the high standard of sportsmanship that has been established by the Keystone Local School District.

A Student Athlete, who is disciplined in school for a breach of the Student Discipline Code, must understand that it may directly affect their ability to participate in athletics.

Required Paperwork

1. Athletes and parents must complete, sign and turn in all applicable paperwork in the student athlete packet prior to the start of practice.
2. No athletes will be permitted to begin official team practices without a current physical on file in the athletic director's office.
3. In order to begin participating on an athletic team (practice or contest); a student must have an updated Athletic Code of Conduct and Guidelines on file with the Athletic Director and have paid the pay-to-participate fee. All forms must be signed by the student/athlete and his/her parents/guardian, showing that they have read and understood all information.
    a. No student may participate until ALL Final Forms requirements are complete.
        i. Fall Season: July 25, 2025
        ii. Winter Season: October 31, 2025
        iii. Spring Season: February 20, 2026
4. All participants must sign and return a copy of the Athletic Code of Conduct prior to the first official practice. Not signing this does not eliminate the student-athlete's responsibility to follow the code of conduct.

Student Code of Conduct

All rules prescribed by the Student Code of Conduct and Attendance Policy listed in the Student Handbook currently in effect shall apply to participants at all times.

Athletic Attendance Policy

1. Athletes are expected to attend all practices and games unless excused by the coach of the team. Coaches will determine individual team policies for sanctioning absences. Attendance at athletic banquets/awards ceremonies is considered mandatory and a part of the student/athlete's responsibilities. Athletes failing to attend awards ceremonies may forfeit their awards.

Vacation Policy

Vacations during an athlete's season are discouraged. However, if a vacation is unavoidable:

1. Contact head coach prior to the vacation. Students, parents and coaches should discuss the impact of absences prior to the planned absence being taken.
2. An athlete must practice one day for each practice or contest day missed prior to resuming competition (contest day will count as a practice day); and
3. Be willing to assume the consequences related to your status as a starter, 2nd string, 3rd string, etc.

Quitting or Removal from Team

1. A student/athlete, who quits or is removed from a team after five days from the official start of practice will not be permitted to try out for another sport during the same season or prepare for another sport, until the sport the athlete quit or was removed from has concluded unless extenuating circumstances exist as determined by the athletic department and administration.
2. A student who is dismissed from a team or quits a team in that sport will forfeit all awards for a particular sport.
3. A student, cut from one sport, may join another sport during the same season.
4. Coaches will make cuts in a timely manner.

Team Rules

1. Coaches/advisors are responsible for managing individual sport specific team rules and regulations (curfews, dress, tardiness, game and practice conduct etc.).
2. Team rules must comply with school district policies and procedures and be submitted for approval to the athletic director prior to the start of the season.
3. Coaches may refer students to the Athletic Director and/or the building Principal for violations of the KHS/KMS Student Code of Conduct or Board of Education policies.

Athletic Equipment

1. Any athlete issued uniforms/equipment shall be held responsible for their care. Failure to turn in assigned equipment will result in a charge for the items lost. Payment shall be based on the cost of replacing the equipment.
2. An athlete who owes for the lost equipment will not receive his/her awards and will not be permitted to participate in another sport until all obligations are met.

Hazing

1. Students shall not threaten, act or participate in any act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or school employee. Nor shall a student harass any other person. (See KHS/KMS Student Code of Conduct for further information).
2. The Keystone School District forbids hazing and all other activities that interfere with the personal liberty of an individual. The KLSD defines hazing as any action taken or situation created, whether on or off KLSD premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Any instance of hazing should be reported to the Director of Athletics at your school.
3. Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.
4. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

Transportation

1. It is the responsibility of the Keystone School District to provide transportation to and from all away athletic contests.
2. Under no circumstances will student athletes be permitted to drive to away contests.
3. In special cases, it may be necessary for a student to travel to or from away contests with his/her parent/guardian. This may be done if a request has been made by a parent to the supervising coach of the sport, prior to the away contest.

Dual Participation

1. A student may participate in two sports at the middle and high school level (i.e., cross country and golf) during the same season if both coaches (i.e., cross country and golf) agree, and the administration approves, based on whether or not dual participation will result in conflict in the requirements of the two sports.
2. The student-athlete must declare one sport as their primary sport and attend all functions of this sport. The student-athlete may participate in their second sport as long as it does not conflict with their primary sport.

3. With a few exceptions, one student playing two sports in one season does not usually end positively and hinders a student from excelling as a teammate or competitively for both teams.

Controlled Substances

Use, sale, or possession of tobacco products, alcohol, drugs, controlled substances, inhalants, electronic cigarettes, personal vaporizer (e.g. JUUL), electronic nicotine delivery system, look-alikes and/or other illegal substances, including drug paraphernalia is strictly prohibited throughout the calendar year.

Students will be subject to penalties for possession, use, consumption, distribution, or transportation of any "controlled substance" as described under the Keystone Local Schools Alcohol Use by Students/Student Drug Abuse Policy, even if the violation occurs off school premises and/or at a non-school sponsored activity, at any time while enrolled at Keystone Local Schools.

School Discipline Obligations

A student who serves a detention after school may be late for a practice or contest which may result in further disciplinary actions from the coach. Students serving a major detention (e.g. Saturday School) are not allowed to participate during the length of his or her detention. Students cannot expect and should not request disciplinary action be postponed or canceled for any athletic reason.

A student who is suspended would not be allowed to participate in practices or contests during the length of his or her suspension. If a suspension carries over a weekend the student athlete will be ineligible for weekend competition or practice. This may also result in further disciplinary actions from the coach.

Ejection

Students who are ejected from an athletic contest are 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. Note that this is one contest in Football.

If ejected a second time in a season, you are subject to additional, stiffer, penalties including removal from play for the remainder of the season in that sport.

Denial of Participation and Due Process

1. The athlete must have been given previous notice of the expectations of the Athletic Code of Conduct and rules and regulations specific to the sport/activity.
2. When an athlete is in suspected violation of the Athletic Code of Conduct, a hearing will be held to investigate the alleged misconduct.
3. The Athletic Director or Designee will coordinate the hearing and investigation. At the hearing, the athlete will have the opportunity to discuss the circumstances concerning the incident. Results of related investigations by school administration may be used to determine if there has also been a violation of the Student Code of Conduct.
4. The Athletic Director will determine if there has been a violation of the Code of Conduct and will give the student-athlete and parent/guardian written or verbal notification of the decision and penalty assessment.
5. The athlete or parent has the right to appeal the decision of the Athletic Director to the building principal. Any appeal must be requested in writing within five calendar days of the decision notification. The appeal should state the exact reason the decision is being appealed.
6. The penalty assessment will begin immediately upon notification and will continue throughout the appeal process, unless specified by the building principal.

Note: Violations are cumulative throughout the athlete's four years of high school participation or two years of middle school participation and disciplinary actions may carry over from one season to another or from one year to the next.

The Athletic Director will maintain records of violations, penalty assessments, and other pertinent information for the athletes two years of middle school and/or four years of high school participation.

Collection of Pay to Participate Fees

Students participating in Keystone Athletics are charged a pay to participate fee per sport per season. These fees are used to defray a small portion of the coaching salary and fringe benefit expenses. Pay to participate fees are to be collected by the coach **prior to the first official contest**. The coach assumes the following responsibilities with pay to participate fees:

1. Inform students of the pay to participate fee at the first official practice.
2. Remind participants of the first official contest deadline for payment.
3. Refer any participant with payment hardships to the athletic director.
4. Deny participation of athletes in games until payment is remitted.

Participation fee does not guarantee participation in all contests. Quitting the activity or being removed for discipline or academic reasons will not constitute grounds for a refund.

Middle School Fee Schedule:

- 1st sport: $150
- 2nd sport: $125
- 3rd sport: $75
- Cheerleading: $75
- Cheerleading, second season: $62.50

High School Fee Schedule:

- 1st sport: $250
- 2nd sport: $200
- 3rd sport: $100

Pay to Participate fees are non-refundable after the first contest if:

A. An athlete quits the team
B. An athlete moves out of the district
C. An athlete becomes academically ineligible
D. An athlete is dismissed from the team for disciplinary reasons
E. An athlete or parent/guardian is not satisfied with participation time

Pay to Participate fees are refundable prior to the first contest if:

A. A team is canceled due to insufficient members
B. An athlete is cut from a team
C. An athlete moves out of the district
D. An athlete suffers a season-ending injury
E. An athlete is academically ineligible

*If a family thinks they will exceed the $750 family plateau, the plateau form must be filed with the AD. The form lists all of the parents' names and the children's names in grades 7-12 who will incur pay-to-participate fees. This only needs to be filled out if the family believes they will exceed the $750 Plateau.

Insurance

Student/Athlete Insurance: Parents/Guardians of any athlete participating in any phase of the school athletic program will be asked to purchase the school accident insurance.

Parents/Guardians have the option to sign an insurance waiver form stating that the student athlete is covered fully and completely by the personal insurance of the parent/guardian for any accident caused by or related to participation in any part of the school athletic program. No student/athlete can participate in any phase of the athletic program without health insurance coverage.

Expectations for Parents/Guardians

1. Once a team meeting has been scheduled, both parent and athlete will attend. Playing time, playing position and other parents or players will not be discussed at this meeting.
2. Evaluate the commitments of your son/daughter in time, cost and transportation before granting permission for his/her participation. Note that work and vacations are not acceptable reasons for your child to miss practice or games.
3. Understand the training rules and procedures to be followed by the athlete. After their inspection of the rules; sign the Athletic Responsibility Acknowledgement Card prior to their son/daughter's participation.
4. Fill out all required paperwork in Final Forms (e.g. Medical Insurance Waiver, Physical Exam, Emergency Medical Form, OHSAA Bulletin and a Residency Report Card) prior to your son/daughter's participation.
5. When possible, schedule doctor, dental and all other outside appointments so that they do not conflict with practice or game times.
6. Take an honest interest in your son/daughter's participation in athletics. Make an effort not to put unreasonable pressure on them to be a starter.
7. Help support and enforce all training rules.
8. Try to resolve any problems or complaints with the coach before approaching the Athletic Director, Principal, Superintendent, or Board of Education. Make phone calls of a non- emergency nature during school hours and/or reasonable hours.
9. Be supportive of all athletic programs. We encourage parents to join our Athletic Booster Club & athletic volunteer staff. Your help is needed for our programs to succeed.
10. Demonstrate good sportsmanship toward all who are involved in attending, participating, and working at all school athletic events.

As a Parent, I agree to abide by the following:

1. Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at games, practices and sporting events.
2. Place the well-being of my child before a personal desire to win.

3. Encourage my child to play by the rules and respect the rights of other players, coaches, fans and officials.
4. When a concern arises I will contact my child's coach twenty-four hours after a contest by phone or email for the sole purpose of making an appointment. No other issues will be discussed or mentioned in this communication.

Parent/Coach Communication

Communication You Should Expect from Your Child's Coach

1. Philosophy of the coach.
2. Expectations the coach has of your child including your child's role on the team
3. Locations and times of all practices and contests
4. Team requirements and team rules
5. Explanation for making or not making a team

Communication Coaches Should Expect from Parents and Athletes

1. Concerns should be expressed directly to the coach first
2. Notification of any schedule conflicts should be made well in advance
3. Specific concerns that are directly related to the program
4. The treatment of athlete mentally and physically
5. Ways to help the athlete improve
6. Concerns about athlete's behavior

Areas Not Appropriate to Discuss with The Coach

1. Playing Time/Position Assignment
2. Team Strategy/Play Calling
3. Matters concerning other student athletes

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions made by coaches, administration, officials, athletes, parents, and fans. Our coaches are professionals. They make judgment decisions based on what they believe to be best for all student athletes under the circumstances present.

Procedure to Follow If You Have a Concern to Discuss with The Coach

There are situations that may require a conference between the coach and parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear

understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution of the issue.

- Contact the coach to set up an appointment.
- If the coach cannot be reached after a reasonable period of time, call the Athletic Director and an appointment with the coach will be arranged for you.
- Important: Please do not confront a coach before or after a contest or practice session. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and in fact often escalate the issue.

Chain of Command

The Keystone School District, in conjunction with its Athletic Department, follows the chain of command listed below. We ask that you observe the order of this line if you elect to pursue any concern you may have with regard to the Athletic Program.

1. Assistant Coach (if applicable)
2. Head Coach
3. High School Athletic Director
4. Building Principal
5. Superintendent
6. Board of Education

NCAA ClearingHouse

The Clearing House is an arm of the NCAA. The NCAA established it to unify and certify all student athletes for Division I and II institutions. To be eligible to compete at that level, an athlete must be registered with the Clearing House and must have sent an ACT and/or SAT test score to the Clearing House. These forms are available with the guidance counselors. There is a cost to register with the Clearing House.

Random Drug Testing

The Keystone Local School District Board of Education ("Board of Education" or "Board") desires to implement a Random Drug Testing policy to promote the health, safety and welfare of students within the District. This policy reflects the commitment of the Board and the community to establishing a truly drug and alcohol-free school environment. This policy applies to all of the following students in grades 9-12:

1. student athletes (defined as any student in grades 9-12 participating in a District athletic program and/or contests under the control and jurisdiction of the Board

and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and other club sports that are approved by the Board); and
2. students participating in one or more extracurricular/co-curricular activities (defined as any student in grades 9-12 participating in a club, group, student organization and/or activity that is Board-approved that does not involve a grade)

The program does not affect the current policies, practices, or rights of the Board regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug and/or alcohol testing through this policy. Although students risk the loss of the above-named privileges, no student will be suspended or expelled from school as a result of a certified positive test conducted by the District under this policy. The results of random drug tests will not be documented in any student's academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

Purposes of this Policy Shall Be:

1. To provide a healthy and safe environment to all students to which this policy applies.
2. To discourage all students from using drugs and alcohol.
3. To provide students with the opportunity to become leaders in the student body for a drug and alcohol-free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To encourage students to remain drug and alcohol free.

All students and parents/guardians/custodians must sign an "Informed Consent Agreement" for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District.

The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

Drug Testing Effectivity Periods

Student Athletes

In-season start dates will begin as published by the OHSAA or sanctioning organization

and continue until the completion of the awards program for that sport for the District. There are three athletic seasons: fall, winter, spring. A participant whose activity is not in-season at the time of the participant's violation of this code shall be considered an off-season participant. Students may be tested during the off-season. A student is not considered an "off-season" athlete until they have been a member of an interscholastic sport.

Extracurricular/Co-curricular Activities

In-season extracurricular/co-curricular activities for an elected or appointed position begins with election/appointment through the expiration of the term of the office/season/activity. In-season extracurricular/co-curricular activities for all other clubs, groups, student organizations and/or activities begins with the first meeting through the end of the school year, including all activities scheduled during summer.

Random Selection

A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

Illegal/Illicit Drugs

Nicotine (tobacco), alternative nicotine products, marijuana, LSD, amphetamines, methamphetamine, methadone, anabolic steroids, methaqualone, barbiturates, benzodiazepines (Valium), opiates, cocaine, propoxyphene (Darvon), MD/MA (ecstasy), phencyclidine, tricyclic, buprenorphine, oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

Alcohol

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a

medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

Type of Testing

Random testing shall be done throughout the drug testing effective periods. Each group of eligible students may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per drug testing effectivity period. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified medical review officer will determine the results.

A. Random selection of eligible students:

The principal/designee will use a system to ensure that students are selected in a random fashion. This system may include computer-generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

B. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the building administrators. Random testing may be done weekly.

"Opt In" Student Drug Testing Program

Parents/Guardians/Custodians that have students who are not involved in extracurricular/co-curricular activities or athletics may have their students participate in the drug testing program at the expense of the Board. Interested parents/guardians/custodians should contact the principal/designee for additional information.

Reasonable Suspicion Testing

School officials will have the right to have a student tested for use of drugs and/or alcohol when there is "reasonable suspicion." This applies to all student-athletes, all students participating in extracurricular/co-curricular activities and all student drivers and/or those with parking privileges.

Refusal to Test

Refusal to submit to a random or reasonable suspicion test will constitute a violation

of this policy and will be treated as a positive test result.

Collection Process (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

1. All students must have a picture ID or be identified by the principal/designee. No exceptions will be allowed.
2. Drug testing area must be secured during the testing.
3. Only lab technicians, designated District administrators and students will be present in the drug testing area.
4. Privacy must be kept for all students.
5. The principal/designee is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
6. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice.
7. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
8. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they will not be allowed to test and this will be considered a “refusal to test.”
9. Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
10. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
11. The lab checks every sample for adulterations, such as additives that the student drinks or adds to his/her urine to change the sample. Any and all adulterations of the specimen will be detected and subject to second violation consequences. A retest will be required within 24 hours.
12. Any suspicion of tampering with the sample will be brought to the tester’s attention. The sample will be screened or sent to the lab for immediate confirmation of tampering. If tampering is confirmed, the student will be subject to second violation consequences. A retest will be required within 24 hours.

13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet, he/she will be required to give a new sample immediately or the sample will be invalid.
15. With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A certified medical review officer will verify the positive test.

Testing will be done by Great Lakes Biomedical only so long as this is the company the Board selects.

Results of a Positive Test

Any positive urine alcohol and/or drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

If a Positive Test Occurs or a violation within the Student Code of Conduct in relationship to illegal/illicit drugs or alcohol:

1. The First Violation

   For the first positive result or refusal to test, or for a violation within the Student Code of Conduct in relation to illegal/illicit drugs or alcohol, the student will be required to submit to drug testing during each testing cycle for twelve months.. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. During and after this period, the student will also be subject to random drug testing/reasonable suspicion testing in accordance with this policy. Should the student complete the twelve month period without an additional positive test or refusal to test, no sanction will be imposed against that student. Should the student have another positive test or a

refusal to test at any point during his/her secondary school career (Grades 9-12), said positive test or refusal to test will be treated as a second violation and subject to the sanctions below.

For middle school athletes, the student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/ custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.

2. The Second Violation

For the second positive test result or refusal to test, or for a violation within the Student Code of Conduct in relation to illegal/illicit drugs or alcohol, the student will be given the option of either (A) or (B) below:

A. Option A
    a. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/ custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.
    b. The student will be denied participation for a minimum of 20% of the season.
    c. A student athlete who tests positive shall meet with the athletic director, head coach and a District administrator to determine reinstatement. A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student will be required to submit to drug testing

during each drug testing cycle for twelve months. The student shall forfeit all leadership roles.

i. **For Example:**

1. Student Athletes: The student athlete will be denied participation in 20% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. Note: The student may continue to practice with the team and sit with the team during home and away contests.
2. Extracurricular/Co-curricular Activities: The student will be denied participation in 20% or 36 school days of all extracurricular/co-curricular activities, with any remaining percentage/days of denial of participation applied to the next season of participation if needed. Note: The student may not attend club meetings and/or participate in off-campus trips or special events.
3. Driving and Parking: The student will be required to submit to drug testing during each testing cycle for twelve months.
4. In order for participation and privileges to be reinstated after the 20% penalty, the student will be required to submit to drug testing during each drug testing cycle for twelve months. The drug testing dates will be determined by the principal/designee.

B. Option B

a. Denial of all privileged activities for that school year.

3. The Third Violation

The student is denied participation for 50% of the season. A student athlete who tests positive or violated the Student Code of Conduct in relation to illegal/illicit drugs or alcohol, shall meet with the athletic director, head coach and a District administrator to determine reinstatement. A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student will be required to submit to drug testing during each drug

testing cycle for twelve months. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.

Failure to complete these requirements may result in permanent denial of participation in privileged activities during the student's career at Keystone Local Schools.

4. The Fourth Violation

The student may be permanently denied participation in athletics, extracurricular activities and District driving and/or parking privileges immediately. Violations are cumulative throughout the student's middle school or secondary school career.

Self-Referrals

A student may give a self-referral, which may be done only once in four years. Self-referrals can only happen before a test is done.

A self-referral occurs when a student asks a coach, adviser, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral will not be subject to any disciplinary action provided that:

1. The student completes a drug assessment and counseling program and verification is provided to the principal/designee. The counselor and/or agency must be certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services. The student and/or parents/guardians/custodians must pay for this expense.

2. The student agrees to submit to drug testing during each drug testing cycle for twelve months. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. If the student tests positive during the follow-up drug tests, or has a refusal to test, the student will be subject to second violation consequences.

Athletics Ticket Policy

Ticket prices for middle and high school athletic events:

Middle School Sports
Students: free
Adults: $5
Senior Citizen: free

High School Sports
Students: free
Adults: $7
Senior Citizen: free

*Students must attend Keystone Local Schools

Passes: Passes are good for all Keystone home athletic events (high school and middle school) for the entire 2025-2026 school year. Names will be added to a pass list that will be at every home event. Everyone who has purchased a pass will sign in by their name at every home event.

Prices for the passes are as follows:
Student Pass: $50
Adult Pass: $100
Family Pass: $250

High School Awards

1. All awards must conform to the standards established by the OHSAA.
2. Awards will be determined by the coaches and the athletic department and communicated before the start of the season within the team rules.
3. Criteria for earning an athletic letter are to be determined by the head coach and approved by the Athletic Director.
4. A list of award winners must be submitted by the head coach to the Athletic Director.
5. All student athletes must have conformed to state and local eligibility rules, conducted themselves in a sportsmanlike manner, returned all uniforms and equipment issued to them, and conformed to the Keystone Local Schools Athletic Code of Conduct in order to be eligible for an award.

6. In the event a student athlete is injured during the season and can no longer participate, he or she would be eligible for an award based on the recommendation of the head coach.
7. Presentation of awards is to take place at the conclusion of each sport season at a sports banquet.
8. Awards will be presented as follows:
    a. Non letters numerals/certificate
    b. 1st year varsity letter/pin
    c. 2nd year varsity certificate
    d. 3rd year varsity certificate
    e. 4th year varsity plaque
    f. 3.5 GPA during season LC8 scholar athlete award
9. No individual may receive more than one block "K" letter and no more than one set of numbers. If they have received a letter in another sport, they will only receive a pin for the new sport.

Student Engagement Seal

While in high school a student must meet one of the following:

- Participate in at least 3 athletic seasons of any combination of sports.
- Participate in any combination of clubs for at least 3 years. Participation will be verified by the coach or advisor.



Frequently Asked Questions

Q: How do I earn a PE credit for playing a sport?

A: Students **are** able to satisfy the PE requirement by completing two full seasons of athletics. It does **not** have to be in the same sport. Students do not earn PE credit for this, but rather they have to make up the 1/2 credit from other classes.

Q: It's raining/snowing… is today's game canceled?

A: Every attempt will be made to play contes when they are scheduled. Often decisions are made at the last moment regarding snow or rainouts. Check with your coach, the website for the latest updates, and sign up to receive district texts. Please don't call the school.

Q: School has been canceled due to inclement weather. Are we still playing tonight?

A: See the above answer. Every situation results in its own decision.

Q: Can I ride home from tonight's game with my friend?
A: No. Only a parent/guardian may sign an athlete out following a contest.

Q: I was suspended from school today. Can I still play tonight? Can I sit the bench?
A: No. You are ineligible for participation in any contest while you are suspended. While suspended, you are to remain at home during school hours or be under the direct supervision of your parent or guardian. You may not attend any extracurricular activities or participate in school-related activities. This includes dressing and sitting the bench.

Q: I was sick this morning and came to school at 10:00 am. Can I still play tonight?
A: That depends. Athletes are allowed three tardies in one semester. If your absence this morning is one of your first three tardies, you can participate. If it is your fourth +, you are ineligible for any practice, scrimmage, or contest.

Q: Am I eligible for the next season?
A: High school eligibility is based on GPA and credits earned. Middle school is based on credits earned.

Q: Will summer school/credit recovery help me become eligible?
A: No.

Q: I have a doctor's appointment at 10:00 am. Can I still play tonight?
A: Yes. This would be considered an excused absence from school. Make sure to bring a medical note to your coach and the main office.

Q: Can I turn my uniform/equipment into the office?
A: No. Uniforms/equipment must be turned in directly to the Head Coach or designee.