

**OLENTANGY | LOCAL SCHOOLS**

**2016-17**  
**ATHLETIC**  
**HANDBOOK**

**FOR STUDENTS, PARENTS AND COACHES**



*Adopted by the Board of Education: April 28, 2016*

## A MESSAGE FROM THE ATHLETIC DIRECTORS

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This handbook is being presented to you because your son or daughter desires to participate in interscholastic athletics at Olentangy Local Schools. You have also expressed your willingness to permit him or her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Olentangy Local School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.

Yours in scholarship, sportsmanship and success,

### **Athletic Directors:**

<i>Jay Wolfe</i>	Olentangy High School
<i>Darin Meeker</i>	Olentangy Liberty High School
<i>John Betz</i>	Olentangy Orange High School

### **Middle School Athletic Managers:**

<i>Brett Diehl</i>	Berkshire Middle School
<i>Keith Conkling</i>	Hyatts Middle School
<i>Cindy Long</i>	Liberty Middle School
<i>Dan Horman</i>	Orange Middle School
<i>Marc Ehrhardt</i>	Shanahan Middle School

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**OLENTANGY LOCAL SCHOOLS**

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## STATEMENT OF ATHLETIC PHILOSOPHY

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The Olentangy Local School District's athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. The board discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. The athletic program must at all times be conducted in such a way as to justify it as an educational activity.

If an unusual or extreme circumstance warrants it, exception to athletic policies may be made at the discretion of the superintendent of schools. The superintendent may only make an exception within the applicable regulations of the Ohio High School Athletic Association (OHSAA) and the statutes of the State of Ohio.

## ATHLETIC GOAL AND OBJECTIVES

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### GOAL

*The student shall become a more effective citizen in a democratic society.*

### SPECIFIC OBJECTIVES

- 1) To learn teamwork – To work with others in a democratic society, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
- 2) To have fun – the main reason people participate in sports and games
- 3) To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- 4) Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- 5) To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- 6) Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
- 7) To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

## RESPONSIBILITIES OF AN OLENTANGY DISTRICT ATHLETE

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Being a member of an Olentangy Local School District athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- **Responsibilities to Yourself** - The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- **Responsibilities to Your School** - Another responsibility you assume as a team member is to your school. Olentangy Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Olentangy proud of you and your community proud of your school by your faithful exemplification of these ideals.

- **Responsibilities to Others** - As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day.

The younger students in the Olentangy district are watching you. They will copy you in many ways. Set good examples for these students.

## SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

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### OVERVIEW

The Olentangy Local Schools Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association (OHSAA) 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 participation is as important as winning. 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, cheerleaders and spectators to know and embrace the following fundamentals of sportsmanship:

- 1) Respect should be demonstrated for athletic opponents and for their school at all times. Olentangy should treat visiting teams and their supporters as guests and accord them the consideration everyone deserves. Visiting schools should respect the property and dignity of their host school and its athletic teams.
- 2) Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
- 3) 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 rules.
- 4) All participants should strive to maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
- 5) All participants should learn to recognize and appreciate skill in performance regardless of school 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.

## PLAYERS / CHEERLEADERS

Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of spectators. It is important that they embrace the following behaviors:

- 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 just that, 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. Congratulate opponents in a sincere manner following either victory or defeat.
- 5) Accept seriously the responsibility and privilege of representing the school and community.
- 6) Athletes must follow team rules established by coaches as well as the ***Code of Conduct***.

Athletes are to refrain from the following inappropriate behaviors:

- Taunting officials, opponents or spectators
- Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, the athlete will 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. **If an athlete leaves the bench area and is involved in an altercation in the stands, the athlete will be suspended from contests for one calendar year.**
- Use of profanity
- Damage/destruction of school property
- Theft of school or personal property

Disciplinary actions include:

- 1) Denial of participation in an event
- 2) Removal from contest
- 3) Suspension for a portion of the season
- 4) Restitution
- 5) Conference/hearing with school official
- 6) Violations of the ***Code of Conduct*** may result in school discipline

## SPECTATORS

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members 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 embrace the following:

- 1) Know and demonstrate the fundamentals of sportsmanship.
- 2) Respect, cooperate and respond enthusiastically to the cheerleaders, coaches and athletes of all teams.



- 3) Censure fellow spectators whose behavior is inappropriate.
- 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.

Spectators are to refrain from inappropriate behaviors:

- Verbal/physical abuse of officials and coaches
- Berating players, coaches or other spectators through chants, signs and/or cheers
- Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior

Disciplinary actions include:

- 1) Removal from contest
- 2) Conference/hearing with school officials
- 3) Removal from future athletic contests
- 4) Violations of the ***Code of Conduct*** may result in school discipline.
- 5) **Entering the playing area may result in a suspension from all athletic contests for one calendar year from the event**

#### STUDENT MANAGERS / STATISTICIANS / TRAINERS

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

#### EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) 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 shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student 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 who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student 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 participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible player 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 OHSAA Bylaw 8-3-1, the decisions of contest officials are final.**

Olentangy Local Schools believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. Olentangy Local Schools also recognizes the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise.

## 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) Shall establish team rules beyond the ***Code of Conduct***
- 2) Teach the value of conforming to the rules
- 3) Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
- 4) Instruct their players in the fundamentals of sportsmanship
- 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 before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- Use of profanity
- Ejection from contest
- Berating officials or players
- Inciting spectators/players to inappropriate behavior

## EJECTION OF COACHES FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection 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 in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest, including half-time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the 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 OHSAA Bylaw 12.

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 OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

### **PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS**

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or other administrator, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

#### **A. Step No. 1 - Direct Conversation**

If a parent (complainant) has a disagreement or misunderstanding with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances surrounding the concern. The coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach has been notified of the concern (subject to change by mutual agreement).

#### **B. Step No. 2 - Fact and Possible Resolution**

If the complainant or the coach is not satisfied with the outcome of Step No. 1, or the complainant or coach is unwilling to meet independent of an administrator, a meeting with the coach, middle school athletic manager, or high school athletic director and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the coach involved and the remedy sought.

#### **C. Step No. 3 - Formal Process**

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the principal in writing. At that time another meeting will be arranged at the convenience of the complainant and coach directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement). The coach has the right to be at all meetings with or without a representative as he/she so determines.

#### **D. Dispositions**

Dispositions at Step 3 will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

#### **E. Decision**

The decision of the principal is final.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

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### CITIZENSHIP POLICY

All athletes shall abide by a **Code of Conduct** that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated.

### CONDUCT OF ATHLETES

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

- 1) **In the classroom** - Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies. In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.
- 2) **On the field** - In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

### SCHOOL DISCIPLINE REFERRAL

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal, athletic director or head coach.

When school personnel learn that a student has violated or is suspected to have violated any rule, the athletic director, principal or principal's designee shall be notified immediately. The investigation shall be initiated within 72 hours of notification.

The student may be temporarily removed from an athletic contest and/or practice by the principal or principal's designee, athletic director, coach or faculty manager responsible for supervision of that activity.

Violations shall be determined based on the totality of all reasonable available evidence. The building principal or principal's designee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision.

The building principal or principal's designee will inform the student and attempt to inform parents of the disciplinary action.

### RIGHT TO APPEAL A SUSPENSION

When a student is being considered for a suspension or denial from participation from a team by the principal, athletic director, coach, or other administrator:

- The student will be informed of the potential suspension or denial of participation and the reasons for the proposed action. The student may be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension or denial of participation and to explain his/her actions. An attempt will be made to notify parents or guardians by telephone if a suspension or denial of participation is issued.
- Suspensions may be appealed to the appropriate chain of command: coach, athletic director, and then building principal.
- The student **may practice but may not participate** during an appeal in any official contest pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431- Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

### PROHIBITION AGAINST DISCRIMINATION (TITLE VI)

The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, or national origin. The District prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities.

A student who violates this prohibition will be subject to the potential penalties set forth in the DISCIPLINE section of this Handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin may seek resolution of his/her complaint through the District's complaint procedures.

For more information about the District's prohibition against discrimination and complaint procedures, please see Board Policy #5517.02.

## ATHLETIC ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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### PRINCIPLES AND PHILOSOPHIES

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed.

- Participation in athletics is a privilege, not a right. Students are in a highly visible setting of leadership and/or competition/performance. Therefore, students will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Olentangy Schools.
- The responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, this policy is in effect for all four years of a student's high school career or all years of a student's middle school career and is enforced all twelve months of the year.

The expectations and consequences are in effect and ***will be enforced for twelve (12) months of the year*** and may carry over to the next season of participation. Consequences will be cumulative during middle school years and then high school years. (High school begins the day after completion of the middle school year.)

### DEFINITIONS

- **Assessment & Follow-Up Program** – A program operated by a certified chemical dependency counselor or at agency by the Ohio Department of Alcohol and Drug Addiction Services or a licensed physician trained in chemical dependency
- **Athletic Director** – The individual hired by the school or district to oversee all athletic programs of the school or district
- **Athletic Year** – Beginning July 1<sup>st</sup> of upcoming year and continuing for 365 days thereafter
- **Banned Substance** – A substance defined by school policy as being banned from use by students
- **Code of Conduct** – Anything in this handbook
- **Controlled Substance** – A drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code
- **Counterfeit or Look-Alike Drug** –
  - Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark
  - Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
  - Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical
  - Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale

- **High School Career** – The day after completion of middle school, through graduation or the completion of the athlete’s career representing their high school, whichever is later
- **Illicit Substance** – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use
- **Mood-Altering Chemicals** – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as “Wite Out”, glue, gasoline, etc. used for its mood-altering affect- prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container. This container shall state the student’s name and the directions for proper use.
- **Possession** – Having control over an event (such as a party) or substance. This may not be inferred solely from mere access to the thing or substance
- **Paraphernalia** – Spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance
- **Student Athlete** – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association-this will include cheerleaders as well
- **Tobacco** – All types of tobacco products, including smokeless products which contain nicotine. This includes, but is not limited to, vapor oils or similar products used in vapor pens
- **Trafficking** – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance
- **Transmission** – The action or process of giving a controlled substance to another individual

## POSSESSION / USE OF ALCOHOL, CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS AND TOBACCO

### A. First Offense

- 1) Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
- 2) A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
- 3) The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the total contests (excluding Scrimmages), rounded up to the next whole contest in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended.
- 4) The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee apprised of the student’s progress throughout this entire process.
- 5) For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests (excluding

scrimmages), rounded up to the next whole contest if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The principal's designee will monitor the progress of the assessment program and report to the principal any failure to comply.

- 6) For First Offense infractions involving tobacco, the denial of privilege may be reduced to 10% of the scheduled contests if the athlete participates in a tobacco intervention/education program. The principal/designee may reinstate the athlete upon evidence of participation in a tobacco intervention/education program. Any subsequent tobacco violations will be treated equally as alcohol and other drugs.
- 7) The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.

- B. **Second Offense** will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
- C. **Third Offense** will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

***NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.***

#### SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS

##### A. First Offense

- 1) A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
- 2) Dismissal from all athletics for one calendar year from the date of suspension.
- 3) Information collected related to trafficking may be reported to appropriate law enforcement authorities.

- B. **Any Additional Offense** will result in denial of participation in athletics for the remainder of the student's high school career.

***NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.***



**VOLUNTARY REFERRAL OPPORTUNITY**

Voluntary referral must occur prior to any report of violations or selection for random urine drug testing. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her athletic or academic career at Olentangy Local Schools.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. Voluntary referrals may be made by the student or his/her immediate family. Voluntary referrals will not carry violation consequences on the first offense only.

Any subsequent violations will be enforced accordingly. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five (5) days, an appointment for an assessment with a chemical dependency counselor and notify the principal or designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or designee. The student will also attend an out-of-school education program approved by the school principal or designee. Confirmation of the attendance must be made to the school designee. It is the responsibility of the student and his or her parents to keep the school designee apprised of the student's progress throughout this entire process.

For a tobacco referral, the student must within five (5) days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or designee. Parents must sign a release of information to the school designee so that the student's progress in the program can be followed and written verification of completion given to the designee. The student must complete the program or receive the original discipline.

## RANDOM URINE DRUG TESTING OF OLENTANGY DISTRICT HIGH SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS

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### OVERVIEW

The procedure for initial and random drug testing of athletes is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible student athletes and in turn randomly selects these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designee by the MRO. If the sample is positive, the consequences as defined in this handbook are imposed and the student is offered options of participation in a drug assistance program. Additionally, the student is offered the opportunity to participate in weekly drug testing for up to five weeks before being reinstated to a team or allowed to participate in their next sport season.

### A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Olentangy Local School District students can occur, a program of deterrence will be instituted as a pro-active approach to support a drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is (1) to provide for the health and safety of all student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs; and, (4) to prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed.

### SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton* and *Pottawatomie v. Earls*.

### DEFINITIONS

- **Vendor** - The medical office or company selected by the Board of Education to carry out the policy and procedure
- **Athletic Director** - The individual hired by the school or district to oversee all athletic programs of the school or district
- **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results
- **Illicit Substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use
- **Banned Substance** - A substance defined by school policy as being banned from use by students
- **Student Athlete** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association. This may include cheerleaders as well.

- **SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs
- **GC/MS** - Gas Chromatography/Mass Spectroscopy. A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy
- **Quantitative Levels** - The measurement levels of a specific chemical in the urine, reported usually in nanograms per milliliter (ng/ml)
- **Chain-of-Custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification
- **Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample or otherwise interfere with the detection of illicit or banned substances in the urine
- **False Sample** – a sample of urine that is not from the athlete being tested or not from the athlete on the date of the test
- **Athletic Year** – Beginning July 1<sup>st</sup> of upcoming year and continuing for 365 days thereafter

## PROCEDURES

### 1) Procedures for Students

#### A. Informed Consent for Testing

At the beginning of each school year or prior to an athlete's first sports season of participation in a school year, students and parent or guardian will complete and sign the Olentangy Local Schools ***Athletic Code of Conduct and Expectations Informed Consent Agreement***. No student may participate in practice or competition until this form is properly executed and on file with the athletic director.

#### B. Urine Drug Testing Frequency

At the beginning of each sport season, as determined by the OHSAA or sanctioning organization or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances as specified in this handbook. Student athletes will be randomly tested up to a bi-weekly basis anytime during the athletic year. Following completion of that season, all students will remain in the testing program. Any student who refuses to submit to urine drug testing will be considered to be in violation of this policy. Refusal to submit a sample will be considered a positive test result and the appropriate consequences will be enforced. Students will not be allowed to practice or participate in athletics until they submit a urine sample.

#### C. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6, below. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of water and waiting up to 60 minutes, will be suspected of not cooperating with the testing

program and will not be allowed to practice or compete in any scheduled competitions until the required testing is completed. Attempts to collect a sample must be completed by 5:00 p.m. on the day the student was randomly selected. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

## 2) **Confidentiality of Results**

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

## 3) **Vendor Requirements**

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

### A. **Random Selection of Student Athletes**

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. The vendor will arrange with the building principal or designee a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Names of the selected students will be given to the athletic director, who will arrange for these students to report to the collection area.

### B. **Collection of Urine Specimens**

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports. *Chain of Custody* forms that meet the criteria of this policy and that of the testing laboratory will be provided by the vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

### C. **Testing of Urine Specimens**

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than ten years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy). The building principal may specify specific classes or substances to be tested.

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

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to

interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the *Procedure for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports* as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

**E. Reporting of Random Urine Test Results by Vendor**

The MRO will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the building principal or designee. The building principal will notify the athletic director that a drug test has returned positive, giving only the dates of the collection and reporting.

**F. Statistical Reporting and Confidentiality of Urine Drug Test Results**

The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Olentangy Local School District Board of Education. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests and what substances were found in the positive urine specimens.

**4) Procedures in the Event of a Positive Result**

A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the athlete submits or attempts to submit a false sample, or the MRO rules the specimen adulterated, the following will occur:

1. Within 24 hours of school notification, the building principal or designee will notify the parent or guardian first, then the student, athletic director and/or designee, of any positive results. The building principal may keep all test results for a period up to one year.
2. The student will be notified and be required to submit weekly urine specimens, via the Vendor, for five weeks.
3. If the parent, guardian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education and/or designee for testing. This is done at parent or guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

**B. First Positive Result**

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.

2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
  3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the regular season in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend all contests for which he or she is suspended. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.
  4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process.
  5. For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The substance abuse designee will monitor the progress of the assessment program and report to the principal any failure to comply.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse guidelines has been determined.
- C. **Second Offense** will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
- D. **Third Offense** will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

5) **Non-Punitive Nature of Policy**

No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to these guidelines will not be documented in any of the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other

legal process, which the Olentangy Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian or custodian will be notified at least 72 hours before response is made by the Olentangy Local School Board of Education, to the extent permitted by such subpoena or legal process.

**6) Illicit or Banned Substances**

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Olentangy Local School District student athletes: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy).

**DUE PROCESS**

Each student who is in violation of the Alcohol, Tobacco and Drug Prevention Guidelines or a student who tests positive on a random drug test will be afforded due process. The student will have the right of appeal of consequences to the building principal. This must be done in writing within 24 hours of the determination of consequences.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## ACADEMIC REQUIREMENTS

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In order that local eligibility standards reflect a greater emphasis on classroom achievements and with participation in athletics viewed as a privilege, the following are the Olentangy Local School District policies for athletic eligibility for grades 7-12.

### STUDENTS ENROLLED IN GRADES 9-12

- 1) A student's eligibility will be determined according to his/her GPA (grade point average) for the immediately preceding nine week grading period. Semester and final exams are not to be calculated in the nine week GPA assessment because of the comprehensive nature of exams. A student's eligibility will be determined by examining each student's nine week grade independent of prior grading periods. Students must maintain a quarterly GPA of at least 1.5 (based on a 4.0 scale).
- 2) In the grading period immediately preceding, a student must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation.
- 3) Incoming freshmen must be passing a minimum of five courses taken during the final grading period of their eighth grade year to be eligible and have a GPA of 1.5 for the fourth quarter. A student may apply for a one-time GPA waiver to be used during his or her freshman year. The passage of five (5) one-credit courses must be met, per OHSAA regulations, in order to make application. Application to the athletic director may occur after the 4th quarter of the 8th grade through the 3rd quarter of the freshman year.
- 4) A grade of "incomplete" will be considered a failing grade until work is completed per O.H.S.A.A By-law 4-4-1, exception 3.
- 5) Summer School and other educational options may NOT be used to substitute for failure to meet the academic standards during the last grading period of the school year.
- 6) A student enrolled in credit flex courses must, at the conclusion of the high school's grading period, provide proof of "passing" their credit flex course in order for this course to be counted toward the five-one credit (or equivalent) courses used to establish athletic eligibility.
- 7) Students who are being home-schooled and who desire to participate in athletics and extracurricular activities must fulfill the requirements as established by the Olentangy School District related to eligibility, attendance, enrollment, and participation guidelines (please refer to policy 2431.03).
- 8) Year-long on-line courses may not be used to compensate for a lack of courses taken in the preceding grading period.

### STUDENTS ENROLLED IN GRADES 7-8

- 1) In order to participate in an interscholastic sport or to cheerlead, a student must be passing five courses and have a minimum 1.5 GPA in the preceding nine week grading period.
- 2) A student enrolled in the first grading period after advancement from the seventh to eighth grade must have passed a minimum of five of classes during the preceding grading period in which the student was enrolled.



- 3) A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently 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.
- 4) Students who do not meet the minimum eligibility requirements at the end of a quarter will be ineligible to participate for the entire following quarter.
- 5) Individuals declared academically ineligible may not attend practices, games or travel with the team during the period of ineligibility unless approved by the administration.

#### ADDITIONAL ACADEMIC STANDARDS FOR GRADES 7-12

- 1) The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Exception: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.**
- 2) The following conditions will be established for a student who is ineligible for a grading period:
  - a. A student will be permitted to try out for any sport or activity in which the number of participants is restricted by team selection.
  - b. With approval from the athletic director/coach and parent/guardian/custodian, a student can practice with a team or group.
  - c. The student cannot participate in any athletic contest or scrimmage situations during the period of ineligibility, nor will activity fees be refunded.
- 3) A student who would become ineligible for two consecutive grading periods would lose all practice condition privileges and would be released from any athletic squad.

## OTHER O.H.S.A.A. ELIGIBILITY REQUIREMENTS

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### AGE LIMITATION – OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULE

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics. There is an exception to this regulation, so please arrange a meeting with your principal or athletic administrator to review this exception.

### RESIDENCE AND TRANSFER REQUIREMENTS

If the parent' district of residence is a multiple high school public school district (like Olentangy Local Schools), the student shall be eligible only at the public high school which is located in the attendance zone within which the parents' residence is located.

There are many complicated rules governing residence. Generally an athlete's parents or legal guardian must live in the Olentangy local school district for the student to be eligible. If you have a residency or transfer question, discuss it with the principal/athletic director. All school district and O.H.S.A.A. by-laws apply.

O.H.S.A.A. transfer bylaws (section 7) have been developed which permits a student to become eligible to participate in interscholastic athletics when moving from one school district to another, from a private school to a public school or vice versa, and from different high schools in the same district insofar as the transfer bylaw is concerned.

- 1) When moving from one school district to another, a bona fide legal change of residence form must be on file with the new district and the O.H.S.A.A. to participate in athletics. Please note, merely signing a lease for an apartment/house in the new district does not constitute a *bona fide legal change of residence*. The form required for legal change of residence may be obtained from the OLSD New Student Welcome Center (NSWC), school athletic offices, or on-line at [www.ohsaa.org](http://www.ohsaa.org)
- 2) When moving from a private to public school, an O.H.S.A.A. Exception Form Six must be on file with the new district and O.H.S.A.A. in order to participate in athletics. This form may be obtained from the NSWC, school athletic offices, or on-line at [www.ohsaa.org](http://www.ohsaa.org).
- 3) When moving from different schools in the same district, an Intra-District Transfer Request Application must be submitted by the district's required date of submission. Be advised that student's approved for an intra-district transfer may be denied participation in athletics for one calendar year.
- 4) In the event that a student's family moves from one attendance area to another within the Olentangy Local School District after the start of the school year, an Intra-District must be submitted as soon as possible. Be advised that students approved for an intra-district transfer may be denied participation in athletics for one calendar year.

## ATHLETIC DEPARTMENT POLICIES

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### ATHLETIC PARTICIPATION/CONCUSSIONS

If a concussion is suspected by a physical education teacher or coach, the student will be removed from the class, practice, or game. The student will not be permitted to return to full participation on the same day as the removal and not until s/he is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional. Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention. Please refer to board policies 2431, 2431.01, and 5340 for more information.

### ATTENDANCE POLICY

#### 1) **Absence from Practice:**

##### A. **Excused**

1. Advance notice from athlete in writing to the appropriate coach
2. Reason considered unavoidable and excusable by the coaches

##### **Consequence:**

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest.

##### B. **Unexcused** - All absences not falling into the excused category above

##### **Consequences:**

- |                |  |
|----------------|--|
| First offense  | Suspension for the next contest            |
| Second offense | Suspended for the next two contests        |
| Third offense  | Suspension for the remainder of the season |

#### 2) **Absence from Contest (including Saturday):**

##### A. **Excused**

1. Advance notice to coaches
2. Emergency situation

**Consequences** are the discretion of the head coach and athletic director

##### B. **Unexcused**- All other types of absences not falling into the Excused category above

##### **Consequences:**

- |                 |  |
|-----------------|--|
| First offense-  | Suspension from next two contests          |
| Second offense- | Suspension for the remainder of the season |

#### 3) **Holidays/Vacations**

- A. **Excused** - If an athlete is going on a family vacation with parent or guardian\_or is attending a school-related activity during a school recess, **advance notice must be given to the coach by the first day of official team practice and the coach will then inform the athletic director.**

### Consequences

If a contest is missed, the consequences are:

- Suspended one subsequent contest for each contest missed
- If practice is missed: See 1A

B. **Unexcused** - Not going with parent or guardian or with a school-related group is an unexcused absence. See 1B/2B respectively.

### AWARDS

- **Earning an Athletic Letter** – It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. It is also desired that the coach of each sport have a large amount of leeway in determining who receives the letter. Middle school athletes are not eligible to earn school letters.
- **Wearing of Awards** – It is the firm belief of the district Athletic Department that awards should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them; the athlete represents the team and the school when wearing the award – actions that detract from a positive image will not be accepted.
- **Booster Scholar Athlete Awards** – All sophomore, junior and senior students are eligible for this award. Students qualify for the award if their cumulative GPA is at least 3.250 on a 4.0 scale. Because high school students do not earn credits until the end of their freshman year, they are not eligible for this award.
- **Managers/Statisticians/Student Trainers** – Any student who manages or trains satisfactorily for the entire sports season is entitled to the appropriate awards for that sport.

### BANQUET

At the conclusion of the season, if any student athlete is not a team member in good standing, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

### CANCELLATIONS DUE TO WEATHER

In the event of a school closing or early dismissal, all middle school and freshman athletic events and practices will be canceled unless it is associated with a varsity event (example: a triple header basketball event).

However, in accordance with the practice of the majority of Ohio Capital Conference schools, varsity and junior varsity level athletic activities may still take place later that evening, weather permitting. The decision to cancel varsity and junior varsity contests and practices will be made by the athletic directors, building principals, the superintendent or designee in cooperation with representatives from the competing district(s).

A decision will be made no later than 2:00 p.m. If the superintendent or designee determines that it is unsafe to transport students by district buses or van(s), the athletic director, building principals, and the superintendent or designee, may elect to have parents transport our athletes to the contest. Notification of any such closings will be available on the district's Web site, at the link, Cancellation and Delay Notices.

## CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

An individual student who attempts to participate in too many extra-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 extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts. **If, however, there is a conflict with a graded class activity, the class takes priority.**

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 those involved immediately when a conflict does arise.

## EQUIPMENT

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

- 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).
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Olentangy Local School District is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.
- All athletic equipment is the property of the Board of Education and the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other organization or for personal use. Any exception must be approved by the coach or athletic director.
- All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.
- Under certain circumstances, equipment (i.e. uniforms) may be sold to team members at the end of the season. This sale will be controlled by the head coach and athletic director. The price will be set by the athletic director and will be the current replacement cost of the item. The money will be collected by the head coach prior to equipment being given to the athlete.

## FAILING TO COMPLETE A SEASON

An athlete may find it necessary to withdraw from a sport prior to the completion of the season. If this is the case, the following procedures must be followed:

- 1) Talk with your immediate school coach and then the head coach.
- 2) Return all equipment issued.

Depending on the reason for failing to complete the season, the athlete may be denied participation for the next spring season until the first official practice date. Athletes will not be eligible for post-season awards or participation in end of the year banquets as a result of separating from the team. Athletic fees will not be prorated or refunded.

Athletes who fail to successfully complete a season will not be eligible to utilize the PE Waiver for that respective sport season.

### **GAME DAY PARTICIPATION**

In order to participate in a school-day practice or contest, a high school or middle school student athlete must be in attendance four periods of the school day. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

### **HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT**

Hazing, harassment, intimidation, bullying, and/or sexual harassment toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior 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). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or

other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, or bullying. If hazing, harassment, intimidation, or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, or bully activities immediately. All hazing, harassment, intimidation, or bullying incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, and/ or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

If, during said investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents sometimes ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior, bullying, and/or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to **board policy 5517, 5517.01. The District's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.** The student athlete may be denied participation in athletics for violation of this policy and may be subject to **Code of Conduct** violation.

### **HOME-EDUCATED STUDENT PARTICIPATION (ELIGIBILITY FOR CHARTERED OR NONCHARTERED NONPUBLIC SCHOOLS)**

All students enrolled in chartered or non-chartered nonpublic schools are permitted to participate in a particular extracurricular activity if the student is of appropriate age and grade level and: (1) the student is entitled by law to attend the schools of this District; and (2) the chartered or non-chartered nonpublic school in which the student is enrolled does not offer the particular extracurricular activity. Students who meet these criteria are permitted to participate in the particular extracurricular activity at the district school to which the student otherwise would be assigned during that school year provided that the student meets the eligibility requirements stated in the student and/or athletic handbooks.

It shall be the parent/guardian's responsibility to obtain appropriate documentation for the Superintendent, or designee, to verify the student's eligibility prior to the start of the first practice or other activity of the extracurricular activity in which the student chooses to participate. Thereafter, the parent/guardian of a student participating in an extracurricular activity under this policy shall obtain additional verification of eligibility every nine (9) weeks on or before 5:00 p.m. of the fifth school day of the beginning of the nine (9) week period until the conclusion of the extracurricular activity in which the student is participating. All documentation related to a student's eligibility shall be verified by the school in which the student is currently enrolled. A student will be deemed ineligible to participate in extracurricular activities until all eligibility requirements are met and verified. For purposes of this policy, "parent/guardian" also means a student that is eighteen years of age.

### **INDIVIDUAL COACH'S RULES**

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents and the athletic director at the beginning of each season.

### **INSURANCE**

Students participating in an athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school waiver (found on the physical form) signed by the parent or guardian stating that they have adequate insurance coverage.

### **LOCKERS**

Section 3313.20 of the Ohio Revised Code authorizes a board of education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of Olentangy Local School District while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.



## PARENTAL ACKNOWLEDGMENT OF ATHLETIC POLICIES

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Olentangy Local School District. This signed document will be filed in the athletic director's office.

## PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an **\$80 fee per sport** for participation in interscholastic athletics. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year. Each building is responsible for collecting these fees.

Payments should be made in full by credit card online or by cash/check/money order. Make checks payable to "Olentangy Local Schools" and include students name and the activity for which the fee is being paid in the "memo" area of the check. Return all forms and checks to the individual buildings. To pay online, please go to your PowerSchool parent account and select *Lunch and Fee Payments*. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first game/scheduled scrimmage. The athlete will not be allowed to participate until the fee or all previously owned school fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

## REQUIRED FORMS

The following forms must be completed and on file in the Athletic Office or submitted online via *Final Forms* prior to the first day of practice or try-outs (in cut sports):

Please note: Item number one will be completed in paper form and turned in to the Athletic Office and items 2-9 will be submitted via *Final Forms*.

- 1) OHSAA Pre-Participation Physical Form-this form must be printed and completed by a certified physician and kept on file with the Athletic Office.
- 2) Athletic **Code of Conduct** Agreement
- 3) Emergency Medical Form
- 4) Insurance or an Insurance Waiver
- 5) Permission to Treat Form
- 6) Concussion Form
- 7) Informed Consent Agreement
- 8) Alternate Transportation Form

Most forms are distributed to students but are also available on the district Web site or athletic offices.

## RISK OF PARTICIPATION

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation.

## SALARY OF COACHES

The Olentangy Local School District will maintain sole authority of O.H.S.A.A. Bylaw 6-2-1. The Board of Education or other similar governing body shall have exclusive jurisdiction on matters of salary, stipend or compensation of its coaches.

## SOCIAL MEDIA POLICY

The use of e-mail messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion gender or sexual orientation. **Any violation of our social media policy may result disciplinary consequences up to and including suspension and/or dismissal from the team.**

## TRANSPORTATION

All athletes are expected to travel to and from contests in a district bus or van when the district provides transportation. In special situations a parent or guardian may provide transportation with advance written permission approved by the Athletic Director.

## TWO-SPORT PARTICIPATION

Athletes may participate in more than one sport at Olentangy Local Schools in any one sport season (fall, winter or spring) **if both coaches concur and cooperatively** work out the details of practices, games, etc. with the athlete. The athlete who is attempting to "double up" must declare one of the sports as a "sport of first priority". This means the athlete will attend all "events" (contests, practices, meetings, etc.) connected with that squad. The athlete can participate with the other squad during the time there are no obligations to the sport of first priority. Student athletes have a responsibility to avoid continuous conflicts.

Notes:

- 1) Cheerleading is considered to be a sport at both middle and high school levels.
- 2) Middle school athletes will only be allowed to participate in one sport per season.

### Middle School Cheerleaders –

- 1) Cheer for football or basketball. Eighth grade cheerleaders cheer for both seasons.
- 2) Cheerleaders may not participate in another sport during the season they are cheering.
- 3) Football cheerleaders will cheer for all games, home and away.
- 4) Basketball cheerleaders will cheer for all home games, both boys and girls.

## UNIFORMS

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property.

## COLLEGE INFORMATION

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### PROSPECTIVE STUDENT ATHLETES – NCAA CLEARINGHOUSE RULES

As a prospective student athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found in *The Guide for College-Bound Student Athletes*, located on the NCAA Clearinghouse Web site. This link can be accessed at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Click on “Prospective Student-Athletes” link. Athletes should be ready to report their SAT or ACT scores before establishing eligibility. This is a requirement for athletes who are planning on becoming student athletes in college. If there are any questions concerning this important part of becoming a student athlete in college, you should make arrangements to see the athletic director.