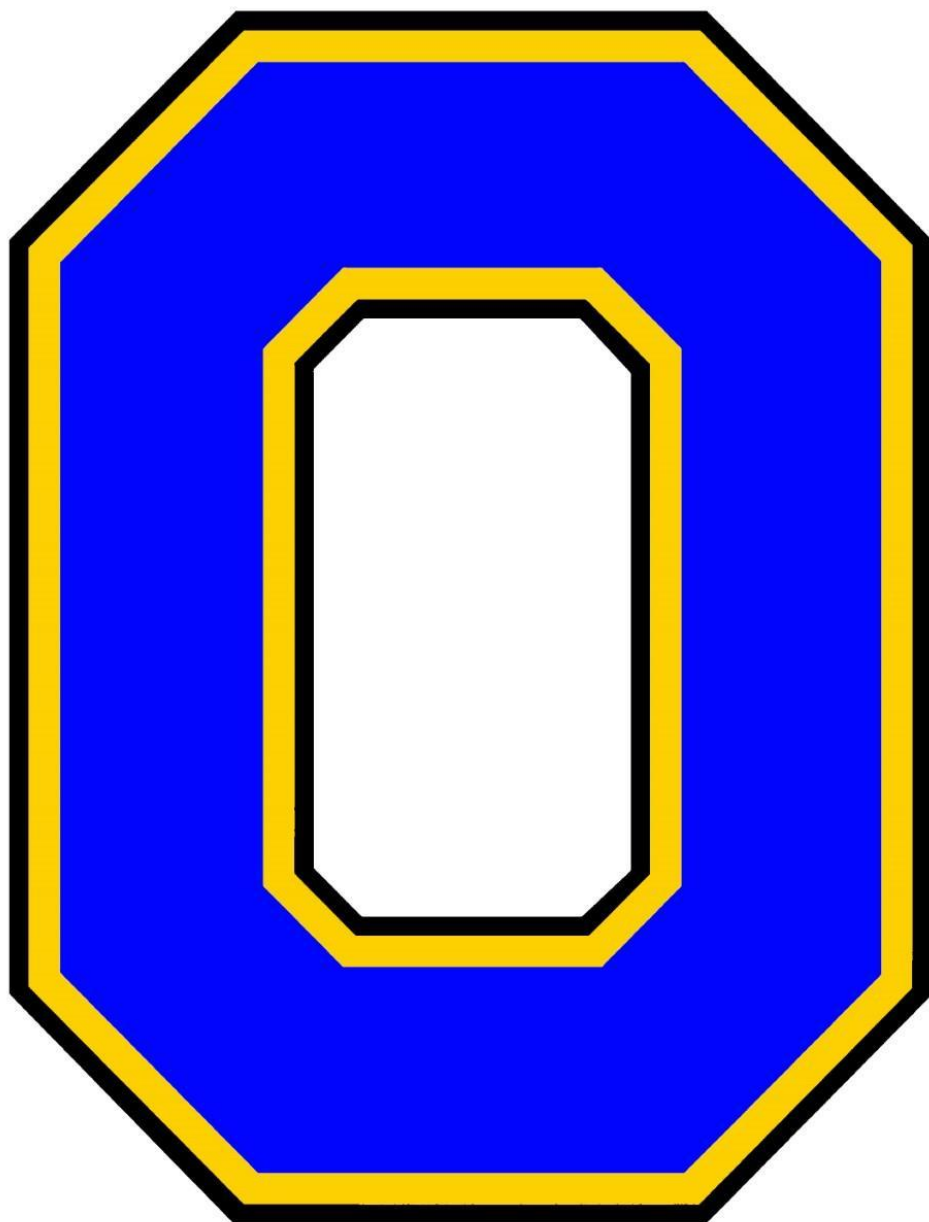


**ONTARIO WARRIORS  
ATHLETIC HANDBOOK  
2021-2022**



**TABLE OF CONTENTS**

2020-21 General Coaching Guidelines.....5

The Coach’s Relationship with Athletes of the Opposite Sex.....6

Coach’s Responsibility for Preventive Procedures.....6

Beginning of Season Requirements.....7

End of Season Requirements.....8

Off-Season.....8

Budget / Purchasing.....9

Transportation Guidelines.....9

Athletic Activities on Snow Days.....10

Meal Money Limits.....10

Professional Leave Policy.....10

Athletic Council.....11

Cheerleading.....11

Road Running.....11

Ontario Athletic Policy – Preface.....11

Rules.....11

Self-Referral Policy.....12

In-Season and Out-of-Season: No Self-Referral First Offense.....13

Second Offense.....14

Third Offense.....14

Fourth Offense.....14

Definitions.....16

OHS Athletic Policy Athlete/Parent Confirmation Form.....17

Policy for Random Urine Drug Testing of Ontario Local Schools Student Athletics.....18

Procedures for Random Urine Drug Testing of Ontario Local School Student Athletics.....21

Informed Consent Agreement.....24

Consent to Perform Urinalysis for Drug Testing.....25

Confidentiality Statement for Random Urine Drug Testing Program.....	25
Ontario Coaches and Advisors Code of Professional Conduct.....	26
Professional Behavior.....	26
Professional Relationship with Students.....	26
Criminal Acts.....	27
Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco.....	28
OHS Sport Uniform Rotation Schedule.....	29
OHS Awards System.....	30
OHS Varsity Awards.....	31
OHS Outstanding Athletic Awards.....	33
OHS Hall of Fame Pictures.....	34
OHS Coaches Hall of Fame Criteria.....	34
Middle School Activities Coordinator Performance Responsibilities.....	35
Summer/Fall Strength Coach Performance Responsibilities.....	36
Winter/Spring Strength Coach Performance Responsibilities.....	37
Ontario Schools – Position Description – Athletic Trainer.....	38
Training Room Hours.....	39
OHS Bus Loading Zones.....	40
OHS Weight Room Rules.....	40
Ontario Schools Athletic Council Constitution.....	41
Ontario Athletics Locker Room Assignments.....	42
Ontario Schools Fund Raiser Request Packet.....	43
Ontario Athletic Department Inventory form.....	54
OHS Athletic Department Head Coach “End of Season” Procedure.....	55
OHS Department of Athletics Head Coach “Beginning of Season” Procedure.....	56
Ontario Athletic Department Season Report.....	57
OHS Athletic Department Budget Request.....	58
OHS Awards.....	59

Ontario Local Board of Education Employee Travel Voucher.....60

Notice of Suspension from Athletics.....61

Summer Camp Pre-Approval Form.....62

Stipend Payment Form.....63

Senior Athlete-of-the-Year Nomination Form.....64

Ohio Department of Health Concussion Information Sheet.....65

Board Policies.....72

Bullying and Other Forms of Aggressive Behavior.....73

Interscholastic Athletics.....77

Prohibition from Extra-Curricular Activities.....79

Transportation for Field and Other District-Sponsored Trips.....80

## 2020-21 GENERAL COACHING GUIDELINES:

The strength of any athletic program lies with its coaches. A good coach will never allow himself to be in a position of repeated criticism because of dress, behavior, hair, or language. He/She will strive to be, in the eyes of his/her athletes, fair and consistent. The good coach will stress discipline in all phases of their sport and emphasize fundamentals at all times. He/She will give equal amounts of praise and constructive criticism, will have an open mind and a short memory, and, in many cases, serve as a **parent** away from home.

1. Promote good public relations whenever possible; The Golden Rule applies when dealing with other schools; Whatever we do, we do it with class; It is counter-productive to become bulletin board material with an opponent; Be cooperative but cautious with the media; On road trips:
  - A. Leave the locker room better than you found it.
  - B. State Law - Do not eat on the bus.
  - C. Use seating chart.
  - D. Pick up and deposit all trash before unloading the bus.
2. Responsibility for a group of team members remains with the coach until all members have left school grounds.
3. Compliance with all OHSAA, League, and Ontario Board of Education policies is vital.
4. Assume responsibility for the conduct of all players at all times. Misconduct, such as rough-housing, improper language, initiations or hazing, cannot and will not be tolerated.
5. Be present at all times during practices and contests.
6. Assume responsibility for securing the building and/or facilities including the weight room. Your locker room and office should be locked whenever you are not there. If you are the last to leave the building, lock all doors and turn off all lights. The weight room should be left in better condition than you found it. Put all weights back to their proper place and pick up all trash. The next group scheduled should be able to begin their workout without having to restore order.
7. Accompany the team to and from all away contests.
8. Attend to all injuries; file a medical report on any injury (keep on file through graduation); DO **NOT** diagnose, recommend a specific doctor, nor recommend a specific medical institution due to liability and insurance complications.
9. Work closely with the athletic director with schedules, assignments of officials, and transportation needs.
10. Assistant coaches should follow all instructions and plans of the head coach; cooperate in the implementation of the program as it pertains to your level of coaching; scout all games according to the scouting schedule as outlined by the head coach; submit complete and accurate reports and attend all scouting meetings pertaining to the teams that you scouted.
11. Summer camp forms and summer schedule involving use of school facilities should be submitted to the athletic director by May 1 each year.
12. Transportation needs in regards to your schedule should be submitted to the athletic director by June 1 each year. Special transportation needs should be submitted to the A.D. at least one month in advance.
13. Coaches must be aware that they have a tremendous influence, good or bad, in the education of the student-athlete and, thus, should never place the value of winning above the value of instilling the highest desirable ideals of character.
14. Coaches must constantly uphold the honor and dignity of the profession. In all personal contacts with athletes, officials, administrators, OHSAA, media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

15. Coaches shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances shall authorize their use.
16. The coach shall promote the entire interscholastic athletic program and direct his/her program in harmony with the total school program. Coaches **shall not** promote their sport to any athlete while that athlete is in-season with another sport. Furthermore, athletes shall not be involved in other sports without the knowledge and consent of the coach of the sport in which they are currently participating. Any athlete in the Ontario Local Schools may participate in only one school sport per sports season. Students will have varied interests and should have the opportunity to participate in as many activities as possible. Coaches are expected to cooperate with other activities, i.e., band, drama, etc. and not place young people in a position of choice. There are values to be gained from those activities just as well as athletics, and as coaches, we should be supportive of young people in that regard.
17. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
18. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, booster clubs, and administrators.
19. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or fans against the officials. Public criticism of officials or players is unethical.
20. Before and after contests, opposing coaches should meet and exchange friendly greetings to set the tone for the event.
21. A coach shall not exert pressure on faculty members to give student-athletes special consideration.
22. It is unethical for coaches to scout opponents by any means other than those adopted by the League and/or the O.H.S.A.A.
23. Keys are the responsibility of each coach and under **NO** circumstances should they be given to students.
24. All requests of the athletic boosters should be directed through the athletic director.
25. Notify the media of game results within a reasonable time following the contest.
26. No one is permitted in the training room without the trainer present. Students are not permitted in equipment storage areas at any time.
27. Assigned uniforms should be worn at contests or at school on days of contests. They are not to be worn in public or other occasions.

#### **THE COACH'S RELATIONSHIP WITH ATHLETES OF THE OPPOSITE SEX:**

The coach must use great caution with athletes of the opposite sex: 1) Always have a third party with you when accompanying the athlete (transportation, etc.); 2) When dealing with the athlete in a class room or coaches office, the coach should always keep the door open; 3) Physical contact, obviously, should be limited to handshakes and pats on the back.

#### **COACH'S RESPONSIBILITY FOR PREVENTIVE PROCEDURES:**

It is assumed that the coach will be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing a proper example of sportsmanship attitude towards opposing teams and coaches. Negative

motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the team preparation for a particular game. The coach's conduct at an athletic event should provide proper sportsmanship for and by his/her team as follows:

- A. Athletes should be taught to avoid physical confrontations with members of the opposing team.
- B. Players should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in that physical confrontation, even under the guise/excuse of trying to separate them.
- C. Players should be taught that if a confrontation does occur on the field or court, the coaches and officials will separate the individuals.
- D. The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation and verbally instruct them to remain in the bench area.
- E. Coaches should forewarn all athletes on their teams that involvement in a physical confrontation will result in consideration of not only removing the athletes from the event of the day, but also the possible suspension from subsequent games.
- F. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use obscene/provocative language or engage in any unsportsmanlike actions or tactics. He/she must avoid any actions or remarks which would tend to incite the displeasure of the spectators provoke disorderly behavior.
- G. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.
- H. Coaches must control their emotions when displeased with an official's call.
- I. Coaches should never seek out an official during halftime or at the conclusion of a contest.
- J. Coaches shall never resort to any type of physical intimidation or touching players, coaches, officials, or public.

## **BEGINNING OF SEASON REQUIREMENTS:**

### **Prior to First Practice:**

1. All eligibility requirements have been established.
2. All athletes and/or prospective athletes must have a current physical on file in the high school office and an emergency medical authorization form on file with their coach prior to any school-related athletic activity. Additionally, coaches should have a signed waiver including emergency medical information for each child attending a sport-related camp or auxiliary program. (Athletic Council approved May, 2005)
3. Establish a file of Emergency Medical Authorization forms and keep them with you at all times.
4. Each player should receive and agree to approve training regulations, team rules, and Athletic Policy and are on file in the school office. Rules should include any dress code, awards criteria, curfew, etc.
5. Each athlete should have proof of insurance, insurance waiver, and proper paperwork on file in the school office.
6. Coaches must have completed and/or have the following on file in the Board of Education office prior to having any contact with student-athletes:
  - 1) Coaching Application
  - 2) CPR License
  - 3) Pupil Activity Certificate
  - 4) BCI Background Check/Fingerprinting
  - 5) NFHS Fundamentals of Coaching Certificate

- 6) Concussion in Sports Certificate
- 7) Ohio Sudden Cardiac Arrest Certificate (Lindsay's Law)
- 8) Payroll Paperwork

**Prior to First Contest:**

1. Assume responsibility for the use, care, and storage of all athletic equipment of your team; use equipment issue form.
2. Maintain an up-to-date profile card on each player including name, address, phone number, parents' names, birth date, strengths, weaknesses, and projection; assistant coaches should submit these with season report to the head coach at the end of the season.
3. Submit an alphabetized roster to the athletic director at least ten (10) days before the first contest.
4. Submit program information to the athletic director by the designated date.
5. Head coach should file with the athletic director a detailed plan of his/her program that states the skills/concepts taught at each level and the various methods of evaluation used to insure that the requirements at each level are being fulfilled.
6. Attend OHSAA required rules interpretation meeting.
7. Conduct a meeting with the parents of your athletes where you will focus on your rules, guidelines, and expectations as well as what parents can expect from you. Coaches should also explain the chain of command to parents with regards to any concerns / questions that may arise throughout the season. Submit transportation by automobile paperwork to the athletic director by the date of the first contest.

**END OF SEASON REQUIREMENTS:**

1. Complete an evaluation in triplicate of each player: one copy to the player and two copies to the head coach with one of these going to that player's coach the next season.
2. Complete an inventory of all supplies and equipment including quantity, size, and condition; use inventory form and submit to athletic director.
3. Submit a report of your season including individual and team statistics, season highlights, school records, present stature and projection of your program, and staffing concerns.
4. Complete head coach and assistant coaches' evaluation forms; submit to athletic director.
5. Submit a list of athletes, awards, and special award winners to the athletic director at least ten (10) days prior to awards program.
6. Submit all emergency authorization forms to the athletic director.
7. Submit a list of prioritized budget needs for next season to the athletic director.
8. Attend All-League and All-District (if applicable) Selection meetings.
9. Collect all equipment - athlete is not eligible for next sport unless all equipment has been collected.

**OFF - SEASON:**

Physical cards and emergency medical authorizations should be on file in the school office prior to allowing an athlete to participate in open gyms, open pool, weight training, conditioning programs, etc.



## **BUDGET / PURCHASING:**

1. Fund Raising and Athletic Boosters are used for those needs not included in the budget.
2. The budget is determined by:
  - a) coach's prioritized budget needs request form,
  - b) projected revenue, and
  - c) overall projected expenses.
3. Athletic Director will monitor spending to insure that needs are not neglected.
4. Athletic Director is responsible for purchase orders.
5. Head Coach will deal with salesmen and verify that all components of the order are in place. Local merchants should have equal opportunity to bid on the order.
6. Head Coach determines how the money is spent.
7. Requisition must be submitted prior to the order
8. REMEMBER: Purchase Order date must be prior to the invoice date.
9. Mileage, clinic fees, tournament tickets, etc. can be purchased if the sport's budget has available money.
10. All camp fees, fundraisers, etc. must be deposited and bills paid as per guidelines of the treasurer's office. Receipts should be written for monies received.
11. Individual checking accounts are prohibited.

## **TRANSPORTATION GUIDELINES:**

The Ontario Local Schools will provide transportation for students to all away events when buses and drivers are available. Students will not be permitted to drive, transport, or ride with other students who drive to or from any school sponsored away events. When school transportation is not available, parents may provide transportation provided they have proper liability and car insurance. Team rosters should be submitted to the attendance office 24 hours in advance when a team is being excused early from school.

Parents will be responsible for providing transportation to and from home school events and facilities where school transportation is not provided.

Athletes are expected to ride to and from away contests by school-provided transportation. There may be occasions when a parent requests permission to transport his child home from an away contest. The coach should receive a written excuse from the parent and it is preferred that the coach see the parent face-to-face. The coach is not required to grant permission in such instances, however, if he does, the family needs to understand that they would be forfeiting any coverage under the Ontario Schools insurance and that of the O.H.S.A.A.

State law specifically states that there shall be no eating and drinking on the bus when traveling. Please assist the driver in enforcing this rule.

Before leaving the bus, please have the athletes help in cleaning the bus and depositing trash. Again, leave it better than you found it!

Many times drivers know how to get to the destination. However, they may need your assistance to find the specific building or location. It is the coach's responsibility to have these directions. It is the driver's responsibility to drive to the location, and that generally means that they have certain routes and roads that they feel are more safe and confident in

traveling. Coaches may provide suggestions for routes to take, but it is the driver's responsibility to establish which routes they actually travel.

The driver is not the chaperone in controlling the athletes. The coach must maintain order! Keep noise at a minimum and there must be complete silence at railroad crossings. Cell phones must be turned off during all bus trips. The driver has his hands full with handling the bus and maintaining safe driving procedures. Please cooperate with the driver's wishes. It is suggested that coaches sit at the rear of the bus to properly supervise students.

**ATHLETIC ACTIVITIES ON SNOW DAYS:**

1. Any practices will not begin before 12:00 p.m. This allows time for the roads and parking lots to be cleared.
2. It is to be understood that athletes may not be able to attend practice due to the weather and/or weather-related circumstances. Athletes will not be penalized for missing practice due to the weather.
3. If Richland County is on a Level Two or Level Three weather alert, all athletic activities are canceled.
4. If there is a Level One weather alert on the day of a scheduled away contest, the transportation supervisor and the athletic director will make a determination to play or cancel the contest based on route, distance, weather forecast, etc.
5. Decisions on playing or canceling home contests will be determined by the administration and the willingness of the opponent to travel.

**MEAL MONEY LIMITS:**

Meal money from General Athletics is limited to the final two qualifying OHSAA tournaments with a maximum of (\$20.00 per day per individual). If an event's duration (time of travel) is less than one full day, then meal money will be allocated at (\$10 per individual). Team meals consumed inside the 30 mile radius of OHS are not eligible unless pre-approved by the Athletic Director. Using the district's pre-paid debit card is the preferred method of payment for team meals and will be issued to the Head Coach before travel commences.

**"FINAL TWO QUALIFYING OHSAA TOURNAMENTS"**

Sport	2nd to Last Qualifying Tournament/Meet	Final Qualifying Tournament/Meet
Football & Cheer	Regionals (3 weeks)	State Final 4 (2 weeks)
Soccer	Regionals	State Final 4
Volleyball	Regionals	State Final 4
Tennis	District	State
Golf	District	State
Cross Country	Regional	State
Basketball & Cheer	Regionals	State Final 4
Wrestling	District	State
Swim & Dive	District	State
Baseball & Softball	Regionals	State Final 4
Track & Field	Regional	State

Other expenses must be approved by the athletic director and must fall within the guidelines of the OFT contract.

### **PROFESSIONAL LEAVE POLICY:**

Submit in triplicate the request to the building principal at least three weeks in advance.

Principal's consideration in approval:

- The degree that the request applies to the responsibilities of the coach;
- Availability of substitutes;
- When more than one coach is involved, the number of coaches;
- Limit of two days per coach;
- Approval will include payment of teacher's salary, substitute's salary, and mileage (if funding is available); and
- Head coaches and one assistant may be permitted to attend one clinic pertaining to their field.

Any additional dates shall be at the total expense of the sport's budget with approval of the athletic director and principal based on the above criteria. Such requests will then be substantiated and sent to the superintendent for final consideration.

The head coach and event coach only of students participating in state qualifying tournaments will be granted professional leave for competitions occurring within the normal school day.

### **ATHLETIC COUNCIL:**

Regular meetings of the Athletic Council are held the second Wednesday in May. Special meetings as needed may be called by the President or by request of three or more members. Membership of Athletic Council consists of all Head Coaches of Varsity Sports, Athletic Director, High School Principal, Middle School Principal, the Superintendent or designee, two school board members as appointed by the Board, the Athletic Trainer, and the Athletic Booster Club President.

### **CHEERLEADING:**

Cheerleading serves as a support group for our athletic teams and is considered a co-curricular activity under the supervision of the building principal. It is not recognized as a sport by the Ohio High School Athletic Association or the Ontario Local Schools Athletic Council. However, students who participate in cheerleading may not participate in a sport during the same season. Cheerleading will follow the policies of the Ontario Board of Education and the Cheerleading Constitution.

### **ROAD RUNNING:**

Permit "Road Running" in the sports of Cross Country & Track with a signed parental consent agreement. Wearing reflective armbands after dusk and before sunrise is required.

## **ONTARIO ATHLETIC POLICY**

### **PREFACE:**

Those responsible for overseeing, planning and working the athletic programs view athletics as a privilege. Participants will abide by the training rules established by the Athletic Council and approved by the Administration and the Ontario Board of Education. Students entering the district from a non-chartered or home schooling program will not be admitted on a part-time basis for a curricular course or extracurricular activity.

## **RULES:**

- I. In-Season curfew rules have been established as follows:
  - A. Athletes, unless escorted by a parent or guardian or with the coach's prior approval, shall be home according to legal curfew and/or sport-specific curfew.
  - B. Exceptions may be made for "special" school related activities with the coach's prior approval.
  - C. Penalties for violation of the above curfew rules are as follows:
    1. A first offense will result in the athlete being disciplined at the coach's discretion.
    2. A second offense will result in the athlete being suspended from the next contest.
    3. Further violations will be cause for consideration of suspension from all athletics for the season in progress.
- II. If an athlete commits acts such as lying, stealing, cheating, in-school or out-of-school misconduct, etc., discretion will be applied relative to the seriousness of the offense. Depending on the seriousness of the offense, the athlete may be suspended from all athletics for the period of one year.
- III. Coaches are responsible for the administration of the sports program to which they are assigned. In this capacity, they have the option to make judgments and decisions on items and procedures not specifically designated in the Athletic Policy which they believe are necessary to insure continued high ideals for the athletic program of the Ontario Schools.
- IV. An athlete quitting a sport after the first two weeks from the beginning date of the sports season as set by the O.H.S.A.A., will not be permitted to participate in any in-season sport for the duration of the season in progress. An athlete dismissed from a sport for disciplinary reasons will not be permitted to participate in any sport for the duration of the season in progress. Athletes that quit a sport after two weeks may be denied athletic participation (off-season programming & weight room) for the next consecutive sport season until the first official practice date as identified by the OHSAA unless excused by the Athletic Director with consent by the Varsity Head Coaches impacted. For spring athletes, the first Monday after Memorial Day shall be considered the re-entry date.
- V. An athlete is not permitted to participate in any sport 2 weeks after the 1<sup>st</sup> practice date set by OHSAA, Administration may make exceptions.
- VI. Athletes Pay to Participate fee will not be reimbursed for athletes quitting a sport after the first contest (scrimmage/game/contest).
- VII. Student-Athletes must meet the academic requirements as established by the OHSAA and the Ontario Local Schools Board of Education, i.e., Students must pass a minimum of five credits or their equivalent with a minimum GPA of 1.00 during the previous grading period. All incoming seventh graders to the middle school are eligible for the first grading period. Grades can be checked on Progress Book which is available online.
- VIII. For participation purposes, athletes must be in attendance for one-half of the school day (Friday for Saturday participation) unless previously excused by the administration.
- IX. The awards program for each sport is considered to be an event similar to a scheduled practice, game, meet, or contest. Consequently, student athletes are required to attend the awards program. Failure to attend the awards program will result in the forfeiture of any material awards that he or she has earned over the course of the season. The lettering status of the athlete will remain intact. Exceptions to this policy would include, but not necessarily be limited to, illness, family emergency, religious activities, or other uncontrolled circumstances prohibiting their attendance. Excuses for absence must be written and endorsed by the athletes= parent(s) or guardian and submitted to the head coach prior to the awards program. The head coach will make the final decision of accepting any excuses not aforementioned. Recognition or mention of any accomplishments of an athlete who is absent will be at the sole discretion of the head coach. Coaches are encouraged to exercise good judgment, especially, if the athlete had not submitted a written excuse prior to the awards program.
- X. Athletes shall be disciplined for the following:
  - A. Unauthorized use or possession of illicit, over the counter or prescription drugs including paraphernalia, any substance used to induce intoxication as defined by the Ohio Revised Code, and

including but not limited to parents giving prescribed medicine that is not prescribed for the athlete.

B. Use or possession of any alcoholic beverage.

C. Use or possession of tobacco, nicotine or nicotine "juice" products in any form. Including, but not limited to, electronic cigarettes and vapor pens.

D. Athletes will not attend gatherings or parties with the presence of alcohol and/or drugs. The athlete must make a conscientious effort to leave the party immediately. Remaining at the gathering or party constitutes violation of this policy. Circumstances regarding this situation will be investigated by school officials.

XI. Participants in both Athletics and Cheerleading are subject to random drug testing.

### **SELF-REFERRAL POLICY:**

If a student or his parent / guardian, without prior knowledge of the offense by an authority figure, seeks assistance dealing with drug, alcohol or tobacco use or possession by self-referral to their coach/advisor, the guidance department, school administrator, or the drug/alcohol program coordinator, there shall be NO prohibition from extra-curricular activities\* and the self-referral will not be considered a violation. The student will follow the self-referral option. Upon refusal or failure to follow through with the self-referral options, a meeting of the drug/alcohol coordinator, guidance department and school administration will be held on the student's behalf. At this time, this committee will decide on whether self-referral is being completed or the violation is changed to First Offense. The self-referral option may be used one time only in the student's athletic career (grades 7-12).

### **IN-SEASON AND OUT-OF-SEASON: SELF-REFERRAL**

1. Education Sessions: Student must attend two hours. Written proof of private counseling is also acceptable. Parent / Guardian must meet with the drug / alcohol coordinator.
2. Student may choose one of the following:
  - a.) 15 hours of community service (see approved list), which must be completed within 60 days from the time of the suspension. Failure to do so will result in suspension until all hours are completed.
  - b.) Participation in positive peer programs.
  - c.) Create 6 total posters and/or public service announcements for the community.
3. Practice attendance required.
4. Assessment: Student will complete a drug / alcohol assessment.
5. \* No game participation until items 1-4 are initiated.
6. Denial of athletic award and participation in future sports restricted until satisfactory completion of items 1-4.
7. Upon completion of all requirements, the student must appear before a sub-committee of the Ontario Athletic Council for a "reinstatement hearing". The student must: 1. State their offense; 2. Explain why they should be reinstated; 3. Answer any questions asked by the sub-committee members.

## **IN-SEASON AND OUT-OF-SEASON: NO SELF-REFERRAL**

### **FIRST OFFENSE:**

#### **CHOICE ONE:**

1. Education Sessions: Student must attend four hours. Written proof of private counseling is also acceptable. Parent / Guardian must meet with the drug / alcohol coordinator.
2. Community Service (see approved list): Student must complete 30 hours, which must be completed within 60 days from the time of the suspension. Failure to do so will result in suspension until all hours are completed.
3. Assessment: Student will complete a drug/alcohol assessment.
4. One of the three required follow-up tests and prepayment for the three required tests.
5. Participation: Denial of the privilege of participation on the team for the next 30% of the total contests in which the team engages for the entire season, immediately following the suspension. Participation will be denied until all requirements are met. The athlete must finish the season in good standing for the suspension to apply.
6. Upon completion of all requirements, the student must appear before a sub-committee of the Ontario Athletic Council for a "reinstatement hearing". The student must: 1. State their offense. 2. Explain why they should be reinstated. 3. Answer any questions asked by the sub-committee members.
7. Practice attendance required.
8. Leadership: Loss of a varsity leadership position.

#### **CHOICE TWO:**

1. Participation: Student will not participate in athletics for one year. During this year, the athlete must abide by the School Athletic Policy. If this does not occur, further participation will be denied.
2. Mandatory drug testing prior to reinstatement

### **SECOND OFFENSE:**

#### **CHOICE ONE:**

1. Education Sessions: Student must attend 8 hours. Written proof of private counseling is also acceptable. Parent / Guardian must meet with the drug / alcohol coordinator and attend at least 1 session.
2. Community Service (see approved list): Student must complete 60 hours, which must be completed within 120 days from the time of the suspension. Failure to do so will result in suspension until all hours are completed.
3. Assessment: Student will complete a drug/alcohol assessment.
4. One of the three required follow-up tests, and prepayment for the three required tests.
5. Participation: Denial of the privilege of participation on the team for the next 60% of the total contests in which the team engages for the entire season, immediately following the suspension. Participation will be denied until all requirements are met. The athlete must finish the season in good standing for the suspension to apply.
6. Upon completion of all requirements, the student must appear before a sub-committee of the Ontario Athletic Council for a "reinstatement hearing". The student must: 1. State their offense. 2. Explain why they should be reinstated. 3. Answer any questions asked by the sub-committee members.
7. Practice attendance required.

8. Leadership: Loss of a varsity leadership position.

**CHOICE TWO:**

1. Participation: Student will not participate in athletics for one year. During this year, the athlete must abide by the School Athletic Policy. If this does not occur, further participation will be denied.
2. Mandatory drug testing prior to reinstatement

**THIRD OFFENSE: Mandatory**

1. Athletic participation denied for one year from date of infraction. During this 1 year suspension, the athlete must abide by the School / Athletic Policy and initiate the following steps. If this does not occur, further participation will be denied.
2. Drug/alcohol assessment, counseling and/or treatment recommendations.
3. Complete three follow-up drug tests and submit payment for the three follow-up tests.
3. Meeting: Parent meeting with school administration, guidance counselor and the drug/alcohol coordinator.
4. Upon completion of all requirements, the student must appear before a sub-committee of the Ontario Athletic Council for a "reinstatement hearing". The student must: 1. State their offense. 2. Explain why they should be reinstated. 3. Answer any questions asked by the sub-committee members.

Failure to comply with the first and second offenses will result in a meeting of the school guidance department, school administration, the drug/alcohol coordinator and parents to determine further disciplinary action.

**FOURTH OFFENSE:**

Denial of participation in athletics for the remainder of school career.

**REFUSING A RANDOM DRUG TEST:**

If a student refuses to take a random drug test, that is considered a *positive result* and the student will follow the guidelines outlined by the Athletic Policy if he/she wants to be reinstated. (see Policy for Random Urine Drug Testing of Ontario Local Schools Student Athletics below)

**EDUCATION SESSIONS**

The Education Sessions will be held for those who break Ontario Local Schools Drug /Alcohol Athletic Policy or may be referred for breaking the School drug/alcohol policy. These sessions will be held at an Ontario School with a comprehensive, classroom setting for written and discussion activities. These lessons may include any subject dealing with drugs, tobacco and alcohol. All students involved must participate or they will not receive credit for attending that session. Sessions will be offered according to time of offenses. The community drug/alcohol coordinator will conduct these sessions with assistance from local agencies, programs and people.

The breakdown for required sessions: Self-Referral - 2 hours. First Offense - 4 hours. Second offense – 8 hours

\* A parent / guardian must meet with the drug / alcohol coordinator prior to these sessions.

## COMMUNITY SERVICE LIST

Community Service may be performed according to this list or any other beneficial project agreed upon by the drug/alcohol program coordinator and the Ontario Athletic Department. Students must not be paid for their services and must have the supervising adult sign-off on all hours, as well as include their phone number. The supervising adult will be contacted to verify the hours were completed.

Assisting with any Ontario School functions: athletic events, concerts, health fairs, dances, lock-ins, tutoring, assisting staff, open houses, fund raisers, school & student awareness projects, etc.

Assisting with Community Activities: Girl Scouts, Boy Scouts, Annual Christmas Show, recreational events or activities, area organizations, businesses and agencies, community awareness activities, church, neighborhood improvement, etc.

## POSITIVE PEER PROGRAM LIST

(See Self-Referral)

Positive Peer Programs promote healthy choices and decisions among the students and their classmates. Any program proposed in addition to this list must be approved by the drug/alcohol program coordinator and the Ontario Athletic Department. Students must participate for a minimum of six weeks. The approved programs include, but are not limited to: "Against Drugs In Ontario Schools", "Alcoholics Anonymous", "Narcotics Anonymous", "AlaTeen", "Alanon", etc.

## **DEFINITIONS:**

**APPEAL:** A student suspended from an athletic team because of a violation of rules may file an appeal with his/her building principal or designee.

**AUTHORITY FIGURE:** Law Enforcement Agencies, referral people, Hospitals, emergency rooms, School Staff, etc.

**BEGINNING DATE:** The Ohio High School Athletic Association sports calendar will determine the date a sports season begins.

**COMMUNITY SERVICE:** The volunteering of service hours to any nonprofit organization or other worthwhile projects to help or benefit others. (See approved list)

**CONTEST:** Any meet/match/game that qualifies for an Ontario athletic award or in the case of Junior High, any regularly scheduled meet/match/game outside of scrimmages constitutes a contest.

**ENDING DATE:** The sports banquet or awards program for a particular sport will conclude the season. Athletes will remain under the "In-season" rules until the banquet or program's conclusion. Athletes are required to attend the banquet to receive their award. Unless prior permission is received, awards will not be given after the banquet date.

**IN-SEASON:** From beginning date to ending date.

**OUT-OF-SEASON:** From ending date to beginning date, including summer vacation.

**THIS ATHLETIC POLICY APPLIES TO ALL ATHLETES OF THE ONTARIO LOCAL SCHOOLS. A STUDENT IS CONSIDERED AN ATHLETE WHEN HE OR SHE ATTENDS THE FIRST PRACTICE OR BECOMES A MEMBER OF AN ATHLETIC TEAM. ALL ATHLETES WILL FOLLOW THESE RULES TWELVE MONTHS OF THE YEAR.**

Revised: March 1981; Oct. 1981; June 1982; May 1988; May 1989; June 1992; Nov. 1994; June 1996; Nov. 1999; June 2002; Oct.26; May 2007, April 2018



**ONTARIO HIGH SCHOOL**

**ATHLETIC POLICY ATHLETE / PARENT CONFIRMATION FORM**

Dear Parent / Guardian:

These training rules have been established by the Ontario High School Athletic Council and approved by the Ontario Board of Education. Each athlete and the athlete's parent / guardian will be asked to sign this document once for athletic participation for the school year.

Please read the rules, along with your son or daughter, and sign below if you understand the rules. If you have any questions, please feel free to contact the athletic department.

Student's Name \_\_\_\_\_  
(Print legibly)

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Policy for Random Urine Drug Testing of Ontario Local Schools Student Athletics**

### **OVERVIEW**

The procedure for initial and random drug testing of students in athletics and those who are entered into the program voluntarily is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated School Official a list of eligible students and in turn randomly selects up to 20% of 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 Designated School Official by the MRO. Specimens are collected as split specimens.

### **1. A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of alcohol and illicit drugs by Ontario Local Schools students is a serious concern, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students;
- (2) to undermine the effects of peer pressure by providing a legitimate reason for Students to refuse to use illegal drugs;
- (3) to encourage Students who use drugs to participate in drug treatment programs; and
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Ontario Local Schools.

The program is non-punitive. It is designed to create a safe, drug free, environment for Students and assist them in getting help when needed.

### **2. SUPPORTING DATA**

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of *Veronia School District 47 J vs. Action 515 US 646 (1995)* and *Independent School District No. 92 vs. Earls 536 US 822 (2002)*.

### **3. DEFINITIONS**

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

**Designated School Official** - The individual assigned by the school or district to oversee the drug testing program 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 Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association.

**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 specific chemicals 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 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, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

#### 4. PROCEDURES FOR STUDENTS

##### a. Informed Consent for Testing

At the beginning of each year or season, students and parent/guardian/custodian will complete and sign the **Ontario Local School District Athletic Policy and Informed Consent Agreement** (Exhibit A). No student may participate in athletics until this form and fee are properly executed and on file with the School.

##### b. Urine Drug Testing Frequency

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics may be subject to urine testing for illicit or banned substances as specified in Paragraph 9 below. Up to 20% of eligible students may be randomly tested on up to a twice weekly basis anytime during the school year. Any student who enters after the beginning of the school year may be subject to a mandatory test prior to participation. Any student who refuses to submit to urine drug testing will not be allowed to participate in Ontario Local Schools Athletics.

##### c. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below. Any eligible student 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. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Designated School Official. Participant will acknowledge that there may be a fee associated with the use of an off-site collection point.

#### 5. 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). The Designated School Official shall release drug test results and related information to other school officials only on a "need to know" basis and subject to the provisions of the Confidentiality Statement

#### 6. VENDOR REQUIREMENTS

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

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

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to twice weekly, the Vendor will arrange with the Designated School Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated School Official, 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 Ontario Local Schools Students**. Chain of Custody forms will be provided by The Vendor that meets the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen. A refusal to provide a specimen will be considered a positive test.

##### 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 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy** (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Designated School Official may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	K2/Spice/Other Synthetics

#### **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 Ontario Local Schools Students** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file 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. Positive findings will be reported by telephone in a confidential manner to the Parent/Guardian/Custodian and then the Designated School Official. Special care shall be taken when communicating by telephone such as the use of password with the Designated School Official and personally identifiable information such as a date of birth when communicating with the parent/guardian/custodian to insure that the information is not disclosed to an unauthorized person.

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

The Vendor, testing laboratory, or MRO will 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 Ontario Local School Board of Education. However, the Vendor will provide the Designated School Official 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.

### **7. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

- a.** Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration or refusal to test, the following will occur after notification of the parent:
  - The Designated School Official will notify the parent/guardian/custodian first, then the student of any positive results. A written notification from the Designated School Official, by form letter, will be sent to the parent/guardian/custodian by certified mail.
  - The student will be notified and be required to submit to three periodical urine tests throughout the next calendar year, to be paid for by the parent/guardian/custodian.
  - If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Designated School Official in writing within five working days from first notification of positive test results.
  - 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: A positive result from the MRO, altered sample, or refusal will constitute a first offense. See first offense page 3.
  - c.** Second Positive Result: A second positive result by MRO ruling, adulteration, or refusal will constitute a second offense. See second offense page 3.

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

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Ontario Local School 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 Ontario Local School Board of Education, to the extent permitted by such subpoena or legal process.

## 9. 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 Ontario Local Schools Students:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	K2/Spice/Other Synthetics

### **END OF POLICY**

## **Procedures for Random Urine Drug Testing of Ontario Local School Student Athletics**

### **1. LIST OF ELIGIBLE STUDENTS**

The Designated School Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

### **2. RANDOM SELECTION OF STUDENTS FOR TESTING**

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

### **3. SCHEDULING OF URINE DRUG TESTING**

Urine drug testing is unannounced. The day and date are selected by the Designated School Official and confirmed with the Vendor. Random testing may be done up to twice weekly, year round.

### **4. TESTING YEAR**

The testing year begins when the student signs & returns the athletic policy with the intent to participate in Ontario Local School Athletics

### **5. FORM COMPLETION**

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of Ontario Local Schools Students** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Designated School Official.

### **6. COLLECTION PROCESS**

Selected Students are escorted to the collection site by a staff member. Once at the collection site, privacy will be assured while providing specimen. Both a female and male staff and/or vendor representative will be available at the collection site. A specimen of urine is collected following this process:

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- b. The collector adds a blueing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- d. The drug testing custody and control form is completed by the Student and collector.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 30ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- f. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the Designated School Official notified.
- h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- i. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- j. The sealed bottles are placed inside the transport bag

**k.** The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated, coded to provide confidentiality.

The student is given the donor copy of the form.

**l.** The Student may wash their hands and is then sent back to class/activity.

**m.** The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.

**n.** The Designated School Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

## **7. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES**

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

**a.** The MRO determines if any discrepancies have occurred in the **Chain of Custody**.

**b.** Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician. The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent/Guardian/Custodian and then the Designated School Official. Special care shall be taken when communicating by telephone such as the use of password with the Designated School Official and personally identifiable information such as a date of birth when communicating with the parent/guardian/custodian to insure that the information is not disclosed to an unauthorized person.

**c.** If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

**d.** The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.

(1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.

(2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.

(3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

**e.** The MRO may use quantitative results to determine if positive results on repeat tests 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 results may be reported.

**f.** Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the Designated School Official.

## **9. PICK-UP PROCESS**

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

## **10. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

**a.** Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

- The Designated School Official, within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. A written notification from the Designated School Official, by form letter, will be sent to the parent/guardian/custodian by certified mail.
- The student will be notified and be required to submit to three periodical urine tests throughout the next calendar year.
- If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian 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.

- 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: A positive result from the MRO, altered sample, or refusal will constitute a first offense. See first offense page 3.
- c.** Second Positive Result: A second positive result by MRO ruling, adulteration, or refusal will result in a second offense. See second offense page 3.

***END OF PROCEDURE***

(Please return this page and DRUG TESTING FEE; retain the Athletic Policy for your use.)

**ATHLETE / PARENT CONFIRMATION FORM**  
ONTARIO LOCAL SCHOOLS CODE OF CONDUCT AND EXPECTATIONS  
**INFORMED CONSENT AGREEMENT**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Graduation year: \_\_\_\_\_  
(Please Print)

Student ID # (lunch code): \_\_\_\_\_ sex: M F

**AS A STUDENT:**

- I understand and agree that participation in athletics is a privilege that may be withdrawn for violations of the **Ontario Local School District Athletic Policy**, hereinafter **Athletic Policy**.
- I have read the **Athletic Policy** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Athletic Policy**.
- I understand and realize that there is risk of injury in participating in activities.
- I understand that when I participate in any athletic program, I will be subjected to random urine drug testing, and if I refuse, I will not be allowed to practice or participate. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student within the Ontario Local Schools.
- **I understand that a nonrefundable annual DRUG TESTING FEE of \$ 25.00 must be included with this consent agreement.**

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_

**AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the **Athletic Policy** and understand the responsibilities of my son/daughter/ward as a participant in athletic privileges in the Ontario Local School District.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in athletics.
- I understand that if my son/daughter/ward has completed their season and has formally indicated in writing his/her intent to no longer participate in other athletics for the remainder of the year, I may remove them from the random program with a signed consent to the Designated School Official. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year.
- I understand that my son/daughter/ward, when participating in athletics, may be subjected to random urine drug testing, and if they refuse, will not be allowed to practice or participate. I have read the consent on the reverse of this form and agree to its terms.
- I understand that a positive test requires three follow-up tests and payment for same prior to reinstatement.
- I understand this is binding while my son/daughter/ward is a student within the Ontario Local School District.
- **I understand that a nonrefundable annual DRUG TESTING FEE of \$ 25.00 must be included with this consent agreement**

\_\_\_\_\_  
Parent/Guardian/Custodian Signature Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian/Custodian Name (print)      Home Phone      Work Phone      Cell Phone



## **Consent to Perform Urinalysis for Drug Testing**

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Ontario Local Schools Students** as approved by the Ontario Local Schools Board of Education.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Ontario Local School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Ontario Local School Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Designated School Official and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Ontario Local School Board of Education, SPORT SAFE Testing Service, Inc. and its employees from any legal responsibility or liability for the release of such information and records.

**READ THE ONTARIO LOCAL SCHOOL DISTRICT ATHLETIC POLICY AND EXPECTATIONS ON REVERSE SIDE AND SIGN!**

## **Confidentiality Statement for Random Urine Drug Testing Program**

The Drug Testing Coordinator acknowledges that he/she will be privileged to hear and see sensitive information related to results of random urine drug testing performed on students of Ontario Local Schools. He/she pledges to keep any such information in strict confidence, and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and parent/guardian/custodian.

## **ONTARIO COACHES AND ADVISORS CODE OF PROFESSIONAL CONDUCT**

Coaches and Advisors are entrusted by the Ontario Board of Education with the responsibility of the care, custody, and control of Ontario students. Through various roles, these coaches and advisors devote themselves to providing a safe environment in which all students can participate. The professional conduct of every coach and advisor affects attitudes toward the school district.

Ontario Schools hold the fundamental beliefs defined in the following four principles:

- 1. Coaches and Advisors behave in a professional manner, realizing that one's actions reflect directly on the status and substance of Ontario Schools.**
- 2. Coaches and Advisors maintain a professional relationship with all students at all times.**
- 3. Coaches and Advisors adhere to federal, state and local laws and statutes regarding criminal activity.**
- 4. Coaches and Advisors serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.**

### **PROFESSIONAL BEHAVIOR**

Educators shall behave as professionals realizing that their actions reflect directly on the status and substance of Ontario Schools. A coach or advisor serves as a positive role model to both students and adults.

**Conduct unbecoming** to Coaches and Advisors includes, but is not limited to, the following:

- Committing any violation of state or federal laws, statutes, or rules, although the conduct may not have resulted in a criminal charge, indictment, prosecution or conviction. (This does not include traffic violations.)
- Disparaging a colleague, peer or other school personnel while working in a professional setting (coaching, supervising) on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.
- Failing to complete a criminal background check as required by state or federal law.
- Being disciplined by another state educational entity or other professional licensing board or entity for unethical conduct.
- Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community.

**Disciplinary Actions** – Coaches and Advisors shall behave as professionals realizing that their actions reflect directly on the status and substance of the school district. If a coach or advisor violates **Professional Behavior**, the presumption for the appropriate range of disciplinary action is the following:

- Termination of supplemental contract
- Suspension (1 day to 1 year) of their contract depending upon the violation;
- Non-participation in the sport or activity until the coach or advisor comes into compliance with the required background checks;
- Letter of admonishment.

### **PROFESSIONAL RELATIONSHIP WITH STUDENTS**

Coaches and Advisors shall maintain a professional relationship with all students at all times. A Coach or Advisor's responsibility includes nurturing the intellectual, physical, emotional, social, and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. A Coach or Advisor creates, supports, and maintains an appropriate environment for all students and fulfills the roles of trusted confidante and mentor.

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.
- b) Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).
- c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.
- d) Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, or athletic performance.
- e) Using inappropriate language, gestures or signs at any school-related activity such as racial slurs, biased, lewd or lascivious expressions.
- f) Provoking an altercation between students, or provoking or engaging in a physical altercation with students, that is not for the purpose of ensuring the health, safety, and welfare of students.
- g) Failing to provide appropriate supervision of students, within the scope of the educator's official capacity, which risks the health, safety, and welfare of students or others in the school community.
- h) Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student. (See Ontario Board Policy Hazing / Bullying – Pages 4 and 5 of this packet)
- i) Using technology to promote inappropriate communications with students.

**Disciplinary Actions** – Coaches and Advisors shall maintain a professional relationship with all students at all times. If a coach or advisor violates **Professional Relationship with Students:**

- He/she faces criminal and/or civil charges;
- He/she faces suspension or termination of their supplemental contract.

## **CRIMINAL ACTS**

Coaches and Advisors shall adhere to federal, state and local laws and statutes. A Coach or Advisor shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court-ordered diversion or treatment in lieu of conviction program.

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) A criminal offense that is an offense of violence, theft, drug abuse, or sexually-oriented offense as defined in Ohio Administrative Rule 3301-20-01 (e.g., murder, rape, drug trafficking, kidnapping, robbery, felonious assault).
- b) A criminal offense that requires a coach or advisor to meet the rehabilitation standards as defined in Ohio Administrative Rule 3301-20-01 (e.g., assault, passing bad checks, domestic violence, drug possession).
- c) A criminal offense that is not identified as an absolute bar offense or offense requiring rehabilitation pursuant to Ohio Administrative Rule 3301-20-01, and the offense involves a student, a minor or an offense involving school district or school personnel.
- d) Conveying or possessing a deadly weapon or dangerous ordinance in a school safety zone, on school premises, or at a school-related activity unless authorized by state or federal law.
- e) A criminal offense that is not identified as an absolute bar offense requiring rehabilitation pursuant to Ohio Administrative Rule 3301-20-01, and the offense does not involve a student, a minor, a school district or school personnel. (This does not include traffic violations.)

**Disciplinary Actions** – Coaches and Advisors shall adhere to federal, state and local laws and statutes. If a coach or advisor violates **Criminal Acts:**

- He/she faces criminal and/or civil charges;
- He/she faces suspension or termination of their supplemental contract.

## **USE, POSSESSION, OR UNLAWFUL DISTRIBUTION OF ALCOHOL, DRUGS AND TOBACCO**

Coaches and Advisors shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Coaches and Advisors shall not use alcohol during any school activity involving students, minors or underage persons. Coaches and advisors shall not use tobacco during any school activity. Coaches and Advisors shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs. A Coach or Advisor is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol, illegal or unauthorized drugs causes impairment of professional judgement that may potentially harm others. A Coach or Advisor must serve as a positive role model and refrain from the illegal use of tobacco on any school grounds or at any school activity.

**Conduct unbecoming** includes, but is not limited to, the following actions:

- a) Being under the influence of, possessing, using or consuming illegal or unauthorized drugs.
- b) Being on school premises in an official capacity (coaching, supervising) or at any school activity involving students, minors or underage persons while under the influence, possessing, or consuming alcoholic beverages.
- c) Furnishing or providing tobacco, alcohol or illegal/unauthorized drugs to any student, minor or underage person.
- d) Being on school premises or at any school activity involving students, minors or underage persons while using tobacco.
- e) Promoting the use of steroids, stimulants, or nutritional supplements to accelerate physical growth or contribute to the control of weight loss or weight gain to enhance physical performance.

**Disciplinary Actions** – If a Coach or Advisor violates the above:

- He/she will face criminal and/or civil charges;
- He/she will face suspension or termination of their supplemental contract.

## ONTARIO HIGH SCHOOL SPORT UNIFORM ROTATION SCHEDULE

		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
Baseball	uniforms	X			X							X	
Boys Bk	Uniforms/ warmups		X			X				X			X
Girls Bk	Uniforms/ warmups	X			X				X			X	
Cross Country	Jerseys/ warmups			X					X				X
Football	jerseys pants			X					X				X
Golf	shirts		X		X		X			X		X	
Boys Soccer	uniforms warmups	X		X		X			X		X		X
Girls Soccer	uniforms warmups		X		X		X			X		X	
Softball	uniforms		X			X				X			X
Swimming	warmups				X					X			
Boys Tennis	uniforms			X		X			X		X		X
Girls Tennis	uniforms			X		X			X		X		X
Track	uniforms warmups				X					X			
Volleyball	uniforms warmups		X		X		X			X		X	
Wrestling	singlets warmups		X		X		X			X		X	
Cheer	Uniforms				X					X			

\*Revised by the Ontario Athletic Council (5.3.21)

## ONTARIO HIGH SCHOOL

### AWARDS SYSTEM

#### J.V. / Freshmen Awards

1. 1st sport J.V. / freshmen - Numerals, certificate
2. 2nd sport J.V. / freshmen - J.V. "O", certificate
3. 3rd sport and after - Star, certificate

#### Varsity Team Awards

First year:

1. 1st sport only - 7" letter, Swiss insert, certificate
2. Each additional sport - Swiss insert, certificate

Second year:

1. Medal, certificate

Third year:

1. Plaque

Fourth year:

1. Trophy

#### Academic Award:

Awarded to those athletes who maintained a minimum of a 3.5 GPA during the previous nine weeks.

Varsity Athletes: medal and certificate

J.V. / Freshmen Athletes: certificate

Transfer Student Policy: Athletes who transfer to Ontario from another high school shall be credited with their previous varsity level (sport) experience upon confirmation by the Athletic Director.

## ONTARIO HIGH SCHOOL VARSITY AWARDS

The following criteria will be used to determine varsity award winners in the respective sports:

### BASEBALL:

1. A player must play in at least 25 innings during the regular season.
2. In the case of injury, the award may be given at the coach's discretion.
3. Pitchers and seniors may be given the award without meeting the above requirements at the coach's discretion.

### BASKETBALL (BOYS):

1. Participate in at least 25% of the games and 90% of the practices.
2. Graduating senior at the coach's discretion.

### BASKETBALL (GIRLS):

1. Participate in at least 25% of the games and 90% of the practices.
2. Graduating senior at the coach's discretion.

### CROSS COUNTRY (BOYS & GIRLS):

1. Participate in at least two-thirds of regularly scheduled meets and have met one of the following Criteria:
  - a. Be one of the top seven varsity runners by time or average.
  - b. A graduating senior at the coach's discretion based on attitude, good attendance and service to the team.

### FOOTBALL:

1. Must have played in at least one-half of the total number of quarters.
2. A graduating senior at the coach's discretion.
3. In the case of injury, the award may be given at the coach's discretion.

### GOLF:

1. Must have played in at least one-half of the scheduled varsity matches.
2. Qualify for and participate in the OHSAA tournament.
3. A graduating senior at the coach's discretion.

### SOCCER (BOYS & GIRLS):

1. Must have played in at least one-half of all varsity halves.
2. A graduating senior at the coach's discretion.
3. In the case of injury, the coach will decide if the athlete would have lettered based on the performance up to the time of the injury.

### SOFTBALL:

1. Must participate in at least one-third of the total number of games played.
2. A graduating senior at the coach's discretion.

### SWIMMING (BOYS & GIRLS):

Practices: 90% of all workouts must have been attended except where properly excused.

Meets: An athlete must earn an average of three points per regular season meet. If the boys or girls team roster falls below fifteen athletes, then required points will increase proportionally.

Divers: Must participate for points in 75% of the diving meets.

(The multiplier depends upon the number of students on the team as well as the number of lanes available that season, such as 5 or 6 lane pools.)

Special Consideration: If a participant qualifies in a top five position in Ontario Swimming history, a varsity letter will have been earned. This applies only for individual events. Coaches reserve the right to award a letter under special circumstances not mentioned herein.

TENNIS (BOYS & GIRLS):

1. Must participate in at least one-half of the scheduled varsity matches.
2. Graduating senior at the coach's discretion.

TRACK (BOYS & GIRLS):

1. Must attend 85% of the scheduled practices and meets and have met one of the following criteria:
  - A. score at least 20 points on the season.
  - b. Score in two league, invitational, or state run meets in events where there are more teams / participants than places.
  - C. coach=s discretion based on attitude, good attendance, service to the Team, terminating injury and/or senior participation.

VOLLEYBALL:

1. Must participate in at least ten games.
2. Graduating senior at the coach's discretion.

WRESTLING:

1. Acquire 15 team points. Point values are as follows:
    - a. Pin, default, disqualification of an opponent 6 points
    - b. Superior decision 5 points
    - c. Major decision 4 points
    - d. Decision 3 points
    - e. Tie 2 points
    - f. Lose 1 point
  2. Wrestlers not accumulating 15 points may be awarded a letter if:
    - a. Graduating senior at the coach's discretion.
- b. Two boys sharing the weight class have displayed the potential of earning fifteen (15) points but have not because of inter-squad competition.
- c. An injury to a varsity wrestler terminates his season.



## ONTARIO HIGH SCHOOL OUTSTANDING ATHLETIC AWARDS

SENIOR ATHLETE OF THE YEAR - A senior boy and a senior girl are selected by a vote of the head coaches. A very nice plaque to be awarded at Senior Awards Night.

SENIOR ATHLETE AWARD - A special plaque will be awarded at Senior Awards Night to those athletes who have:

- A. lettered in at least three (3) sports during their senior year, or
- B. lettered in the same two (2) sports during both their junior and senior years.

SPECIAL SPORT AWARD (any awards given that are not on this list will be done at the expense of the coach):

### BASEBALL

MVP  
Outstanding Pitcher  
Outstanding Offensive Player  
Outstanding Defensive Player  
Most Improved

### SOFTBALL

MVP  
Outstanding Pitcher  
Outstanding Offensive Player  
Outstanding Defensive Player  
Most Improved

### BASKETBALL (BOYS & GIRLS)

MVP  
Most Assists  
Best Free Throw %  
Most Rebounds  
Best Defense

### SWIMMING (BOYS & GIRLS)

MVP  
Most Improved  
Coach's Award

### TENNIS (BOYS & GIRLS)

MVP  
Most Improved

### TRACK (BOYS & GIRLS)

MVP  
Most Points Field Events  
Most Point Running Events

### CROSS COUNTRY (BOYS & GIRLS)

MVP  
Most Improved

### VOLLEYBALL

MVP  
Top Spiker  
Top Server  
Most Improved

### FOOTBALL

MVP  
Best Offensive Lineman  
Best Defensive Lineman  
Best Offensive Back  
Best Defensive Back

### WRESTLING

MVP  
Most Take-downs  
Most Pins

### GOLF

MVP  
Most Improved  
Richard Ronk Award

Most Improved

### SOCCER (BOYS & GIRLS)

MVP  
Best Offensive  
Best Defensive  
Most Improved

Totals: 18 MVP 46 Outstanding Achievements

## ONTARIO HIGH SCHOOL HALL OF FAME PICTURES

- INDIVIDUAL** An individual's picture will be put in the "Hall of Fame" for any of The following achievements:
- Being selected to the first, second, or third team "all-state" (where posted) by the approved rating committee for that sport.\*
  - Earning points at state competition for an individual competing for a team.
    - Cross Country
    - Golf
    - Tennis (Boys and Girls)
    - Swimming
    - Wrestling
    - Track

\*Hall of Fame photos of individuals are a privilege and not a right: therefore, the athletic council with a 2/3 vote from active members reserves the right to remove any individual from the "hall of fame" for reasons that may include but may not be limited to: felony convictions, failed drug tests, ineligibility, any act that is unbecoming of an Ontario Athlete and or reflects negatively against Ontario Local Schools.

\*Most recently graduated seniors that do not meet our established All-State criteria may be nominated for Hall of Fame consideration at the Fall Athletic Council meeting (to permit the conclusion of spring sports). At the time of the nomination, an information sheet on the candidate must be presented to all members of the Athletic Council. The nominating member will present their candidate to the members of the Athletic Council followed by group discussion of the individual. Voting for the candidate will take place two weeks after the candidate has been nominated. Each active Athletic Council member will have one vote with a (2/3 vote) needed for a successful nomination.

- TEAM** A team's picture will be put in the "Hall of Fame" for any of the following achievements:
- Winning a district Championship
  - Winning a league Championship
  - Placing in the top eight in state tournament competition.
  - Achieving a rating in the top eight teams in the state by the approved rating committee for that sport.\*

\* The approved rating committee shall be the Associated Press or United Press International whenever possible.  
(Approved May 1984, October 1997, October 2004, May 2006, May 2015)

## ONTARIO HIGH SCHOOL COACHES HALL OF FAME CRITERIA

### SECTION 1. CLASSIFICATION OF MEMBERS

Membership into the coaches' Hall of Fame will be limited to all head coaches and assistant coaches who have been under contract by the Ontario Board of Education.

### SECTION 2. ELIGIBILITY FOR ELECTION INTO THE COACHES' HALL OF FAME

- A. Any head coach or assistant coach who had distinguished themselves as a leader in his or her sport or sports.
- B. Made an outstanding contribution to the young people of Ontario Schools under his or her direction.
- C. Taken his or her sport to a level recognized in the community as an outstanding program for the development of young athletes both on and off the playing fields.
- D. Supported the rules established by the Athletic Council of Ontario High School in governing his teams and players.
- E. As a coach, he or she set themselves up as an example to be followed by the young people under his direction and has been a positive influence in the community of Ontario.
- F. Has served in a head coaching position for ten or more years, or fifteen years of coaching as a head and/or assistant coach at Ontario Schools.

### SECTION 3. ESTABLISHMENT OF THE SELECTION BOARD

- A. The selection board shall consist of the Ontario High School Athletic Council.
- B. Each member of Athletic Council shall have one vote.

### SECTION 4. NOMINATION OF CANDIDATES

- A. Nomination of a candidate must be made by a member of the Ontario Athletic Council.
- B. At the time of nomination, an information sheet on the candidate must be presented to all members of the Athletic Council.
- C. The nominating member will present his candidate to the members of the Athletic Council followed by group discussion of the individual.
- D. Voting for the candidate will take place two weeks after the candidate has been nominated.

**TITLE:** Middle School Activities Coordinator

**REPORTS TO:** Building Principal, Athletic Director

**PERFORMANCE RESPONSIBILITIES:**

1. Cooperates with the principals and coaches in enforcing the Ohio High School Athletic Association rules and by-laws and the regulations of the Northwest District Board.
2. Prepare athletic deposits, vouchers, and write checks for needed expenses.
3. Maintains permanent file of players, medical examinations, insurance forms, injury reports, records, parent consent forms, payments, etc.
4. Maintains inventories of all athletic equipment with the cooperation of the athletic coaches. Assumes responsibility, with cooperation of the coaches, for the storage, issue, proper care and disposal of all athletic equipment.
5. Coordinates the availability and readiness of athletic facilities for athletic contests.
6. Attends or designates representative to attend athletic contests.
7. Cooperates with the administration, coaches, and students to promote the best interest of the athletic program in terms of good conduct and sportsmanship.
8. Supervises all personnel working with the athletic program in the middle school. This includes supervision of scoreboards, P.A., arrangements for officials and visiting teams - rooms, etc., and personnel for all games - tickets, etc.
9. Purchases all athletic awards and supervises their distribution. Maintain records of awards received by each athlete.
10. Check each athlete's eligibility, GPA, etc.
11. Oversee fund raising projects to help finance athletic programs.
12. Performs other job-related duties as assigned by the superintendent, building principal, or athletic director.

**TITLE:** Summer / Fall Strength Coach  
**REPORTS TO:** Building Principal, Athletic Director

**PERFORMANCE RESPONSIBILITIES:**

1. The summer / fall conditioning program at Ontario High School shall consist of a four day a week summer program and a five day a week fall program coinciding with the summer and fall sports schedules.
2. Provide instruction to all participants in the proper techniques of exercising, weight lifting, and care and use of the equipment.
3. Be responsible for developing a well-rounded conditioning program which will provide for the total physical development of the participant. A copy of this program shall be on file in the weight room.
4. Be responsible for seeing that each participant not training with a team has the following forms on file:
  1. physical form
  2. proof of insurance
  3. emergency medical form
5. Be responsible for supervising the program under the guidelines set forth by the Ohio High School Athletic Association and the Ontario Local Schools Board of Education.
6. Be responsible for involving all participants in the conditioning program.
7. Have sports medicine and CPR certifications up-to-date and current.
8. Be responsible for submitting work orders for repairs necessary in the weight room.
9. Be responsible for scheduling and organizing the supervision of sessions.
10. Be responsible for handling in the proper manner all physical injuries. File accident reports for any serious or potentially serious injury.
11. Perform other duties and responsibilities as assigned.

**TITLE:** Winter / Spring Strength Coach

**REPORTS TO:** Building Principal, Athletic Director

**PERFORMANCE RESPONSIBILITIES:**

1. The winter / spring conditioning program at Ontario High School shall consist of a five day a week program coinciding with the winter and spring sports schedules.
2. Provide instruction to all participants in the proper techniques of exercising, weight lifting, and care and use of the equipment.
3. Be responsible for developing a well-rounded conditioning program which will provide for the total physical development of the participant. A copy of this program shall be on file in the weight room.
4. Be responsible for seeing that each participant not training with a team has the following forms on file:
  1. Physical form
  2. Proof of insurance
  3. Emergency medical form
5. Be responsible for supervising the program under the guidelines set forth by the Ohio High School Athletic Association and the Ontario Local Schools Board of Education.
6. Be responsible for involving all participants in the conditioning program.
7. Have sports medicine and CPR certifications up-to-date and current.
8. Be responsible for submitting work orders for repairs necessary in the weight room.
9. Be responsible for scheduling and organizing the supervision of sessions.
10. Be responsible for handling in the proper manner all physical injuries. File accident reports for any serious or potentially serious injury.
11. Perform other duties and responsibilities as assigned.

## **ONTARIO SCHOOLS - POSITION DESCRIPTION**

### **ATHLETIC TRAINER**

#### Qualifications:

1. Bachelor Degree from an accredited college or university
2. Valid Ohio Licensure under ORC chapter 4731 through the Ohio Occupational, Physical Therapy, and Athletic Training Board
3. Demonstrates good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitations to the satisfaction of the Board of Education
4. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

#### Experience:

1. Previous Athletic Training experience preferred

#### Accountability:

In the performance of duties, the athletic trainer shall be responsible to the athletic director and building principal. The athletic trainer will be evaluated on a regular approved schedule. The athletic trainer will adhere to all Board and administrative policies.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Essential Duties:

1. Provide coaching staff with Sports Medicine, CPR, Conditioning, and Weight Training information.
2. Schedule and organize the athletic physicals for grade 7 – 12.
3. Maintain a file of: Athletic Physicals, athletic injuries, treatments, athletic policy, and accident report forms in cooperation with coaches.
4. Through purchase order process: Order, organize, distribute and inventory all medical and sports medicine supplies to all athletic teams.
5. Inform the athletic director and administration of potential liabilities resulting from injuries and all potentially serious injuries.
6. Maintain the training room and make yearly recommendations for improving the facility
7. Maintain regular training room hours that will provide availability to athletes requiring sports medicine therapy.
8. Follow the protocol established by the team physician that will allow proper first aid and physical therapy according to state law.
9. Be responsible for the distribution and collection of all equipment issued from the training room.
10. Keep up with current licensure requirements according to the Ohio Occupational, Physical Therapy, and Athletic Training Board.
11. Where serious injuries are concerned, locked up all equipment until release by the administration.
12. Supervise the fitting of helmets and shoulder pads for football grades 7 – 12.
13. Secure a team physician and ambulance for attending all home Varsity Football games.
14. Teach sports medicine, athletic training classes when the school curriculum allows.
15. Supervise, train a staff of student trainers – assign student trainers to help in coverage of athletic events.
16. Perform other duties and responsibilities as assigned by the administration.
17. Maintain coverage of home events as outlined. When unavailable for major events to be covered secure proper medical coverage for that event

## **Athletic Training Coverage**

### **Fall**

Varsity Football	Home/Away Games
JV Football	Refer to availability
9 <sup>th</sup> Football	Refer to availability
Varsity Boys Soccer	Home Games
JV Boys Soccer	Refer to availability
Varsity Girls Soccer	Home Games
JV Girls Soccer	Refer to availability
Varsity/JV Volleyball	Refer to availability
Cross Country	Invitational/League Meet/refer to availability
Girls Tennis	Refer to availability
Golf	Refer to availability

### **Winter**

Boys Varsity Basketball	Home Games
JV Boys Basketball	Refer to availability
9 <sup>th</sup> Boys Basketball	Refer to availability
Girls Varsity Basketball	Home Games
JV Girls Basketball	Refer to availability
9 <sup>th</sup> Girls Basketball	Refer to availability
Swimming	Invitational/League Meet/refer to availability
Varsity/JV Wrestling	Tournament/All Home Meets
Jr. High Wrestling	Tournament

### **Spring**

Boys/Girls Track	Invitational/League Meet/all others when available
Varsity/JV Baseball	Refer to availability
Varsity/JV Softball	Refer to availability
Boys Tennis	Refer to availability

## **Training Room Hours**

The training room will be available after school for student evaluation, rehabilitation and consultation. These hours will be established in accordance to the seasons and to meet the needs of all student athletes. All coaches will be notified when specific training room hours will be set. There will also be set training room hours during the 2-a-day period in the fall.

Availability is defined as being on school grounds or on call for all athletes. Due to multi events taking place it is impossible for the athletic trainer to be at each specific site at the same time.

*All coaches are the primary responder for all the athletes they are coaching. The athletic trainer will only respond if present or available. The athletic trainer will be on call for all coaches to notify of an injury so that the athletic trainer will be able to follow-up with the injury rehabilitation.*

### **Coaches Responsibility**

- Immediate First Aid
- Sideline Organization/Practice & Games
- Taping – unless prior arrangements have been made
- Medical Kits/ Emergency Medical Card

## ONTARIO HIGH SCHOOL - BUS LOADING ZONES

### Middle School Front Doors

- MIDDLE SCHOOL BASKETBALL
- ALL SWIMMING
- MIDDLE SCHOOL VOLLEYBALL

### Behind the Middle School

- ALL FOOTBALL
- ALL TRACK
- MIDDLE SCHOOL WRESTLING

### North Lot by the High School Gym (Pass Gate)

- ALL BASEBALL
- HIGH SCHOOL BASKETBALL
- ALL CROSS COUNTRY
- GOLF
- ALL SOCCER
- SOFTBALL
- ALL TENNIS
- HIGH SCHOOL VOLLEYBALL
- ALL WRESTLING

## ONTARIO HIGH SCHOOL - WEIGHT ROOM RULES

- Athletes are not permitted in the facility without proper supervision.
- Athletes will follow a training plan established by the coach.
- No food or drink is permitted in the facility.
- All athletes are to be instructed and supervised with lifting techniques.
- Athletes will lift free weights with a spotting partner and belt.
- Athletes will wear appropriate shirt, shorts, and shoes.
- Athletes will attempt to personal records in the presence of the coach or coordinator.
- REMINDER – Too much weight could cause a serious injury.
- Use spring collars on all bars.
- All weights are to be put away on plate racks.
- Athletes will not drop weights, nor place dumbbells on padded seating.
- Any damaged equipment should be reported immediately.
- Coaches are to ensure that athletes return equipment to its place and clean the lifting area before they leave each session. The room should be left in such condition that the next group can begin **their workout immediately**.
- Weight room training services extended to middle school student-athletes must be under the pre-approved programming and scheduling of the Weight Room Coordinator and a Varsity sport Head Coach. Supervision will be limited to the Weight Room Coordinator and/or the coaching staff of the respective individual sport's varsity head coach. Comprehensive gender-based training should use the chain of command listed above.

MISCONDUCT SHALL RESULT IN A DENIAL OF PARTICIPATION.  
DENIAL OF PARTICIPATION SHALL SERVE AS YOUR ONLY WARNING.  
SECOND OFFENSE- SUSPENSION FROM THE NEXT CONTEST.



## **ONTARIO SCHOOLS ATHLETIC COUNCIL CONSTITUTION**

### Article 1 Name

This organization shall be known as the Ontario Schools Athletic Council.

### Article 2 Purpose

The purpose of this organization is to advise and provide direction for the interscholastic athletic program of the Ontario Schools under the supervision of the administration.

### Article 3 Membership

The membership of this organization shall consist of all Head Coaches of varsity sports at Ontario High School, High School Athletic Director, High School Principal, Middle School Principal, Middle School Athletic Director, Local Superintendent, two school board members as appointed by the Board, Substance Abuse Coordinator, Athletic Trainer, High School Activities Coordinator, Ontario Youth Sports Representative, and Strength Coach.

### Article 4 Officers

There will be no elected officers in the organization. The High School Athletic Director will chair all meetings and serve as Secretary-Treasurer. If the Athletic Director cannot attend, the High School Principal or his designee will chair the meeting.

### Article 5 Order of Business

The order of business shall be as follows unless changed by a vote of those present:

- 1) Call to order, 2) Roll call of members, 3) Reading of minutes, 4) Old Business,
- 5) New Business, 6) Adjournment.

### Article 6 Quorum

A quorum for all meetings shall consist of a majority of the voting membership.

### Article 7 Amendments

An amendment to this Constitution must be proposed in writing by any member of the Council and submitted to the membership at least two weeks in advance of the next regularly scheduled meeting. A two-thirds majority of those present will be sufficient for passage.

Article 8 Each member of the Council or his/her designee shall have one vote. Majority vote required for passage of a motion.

### Article 9 Rules of Order

Robert's Rules of Order, Revised, shall govern on all questions of procedure not specifically covered in the Constitution.

### Article 10 Meetings

The Council will have regular Fall and Spring meetings each school year. Special meetings may be called by the Athletic Director or by request of three or more members of the Council.

## ONTARIO ATHLETICS LOCKER ROOM ASSIGNMENTS

Locker Room	FALL	WINTER	SPRING
1	M.S. Football	M.S. Boys Basketball	M.S. Boys Track
2	Boys Swimming	Boys Swimming	Boys Swimming
3	MS Boys PE / Conditioning	MS Boys PE / Conditioning	MS Boys PE / Conditioning
4	Girls Swimming	Girls Swimming	MS Girls Track
5	MS Girls PE / Conditioning	MS Girl PE / Conditioning	MS Girls PE / Conditioning
6	M.S. Girls Volleyball	M.S. Girls Basketball	Girls Swimming
7	M.S. Guests	M.S. Guests	BB/SB Indoor Prac. Storage
8	Boys Cross Country	H.S. Wrestling	Freshmen Baseball
9	Boys Soccer	H.S. Boys Basketball	Varsity / JV Baseball
10	HS Boys PE / Guests	HS Boys PE / Guests	H.S. Boys PE / Conditioning
11	H.S. Girls Volleyball	Officials	H.S. Girls Track
12	Girls Cross Country / Soccer	H.S. Girls Basketball	Softball
13	HS Girls PE / Guests	HS Girls PE / Guests	H.S. Girls P.E.
<b>Fld.House East</b>	H.S. Football	Middle School Wrestling	H.S. Boys Track
<b>Fld.House West</b>	Guests	Track / Conditioning	Track

## **ONTARIO SCHOOLS FUND RAISER REQUEST PACKET**

**(If you have any questions, please talk to the Treasurer before beginning.)**

### **FUND RAISING PROCEDURES TO BE AUDITED BY THE STATE AUDITOR:**

1. Have request form approved and the fundraiser placed on the master schedule.
2. Check your Activity Budget to make sure that fundraisers were budgeted - if not, then revise your budget.  
**GET A PURCHASE ORDER BEFORE THE FUND RAISER BEGINS.** If you do not know the exact amount, then estimate. When the correct invoice is received we will pay that amount. If the payments are to be in several installments, you should make the purchase order for the full amount and state the amounts and dates of the installments in the body of the purchase order. If you are not collecting money until the goods are delivered, the purchase order can be done once all the orders are received, but it must be done before the orders are sent to the company.
3. You need to keep the following records of the fund raising activity:
  - ORDER FORMS of the students to verify the money to be received from each student.
  - PLEDGE SHEETS - same as above
  - STUDENT RESPONSIBILITY CONTRACTS verifies and keeps record of products in the possession of the students. They must either return product or money in the amount on the form. (This is for fundraisers in which orders are not taken.)
  - TICKET SALES RECONCILIATION - if tickets are sold to an event, keep the ticket following the last ticket sold for each type of ticket sold (e.g., adult or student) and complete the form.
  - RECEIPTS OR RECEIPTS LOG - a record by name and amount of money received from students. (Individual receipts are best but at least keep a log of all money received.)
  - MARKDOWNS – if you markdown prices due to defect or overages, keep a record of the quantity and adjusted price of the markdowns.
  - DEFECTIVE PRODUCT - keep a record of items and quantities of any product thrown away, credit received, and/or if the items are different prices.
4. **DEPOSIT ALL MONEY DAILY!** If money is received late in the day, put it in the school safe and deposit it the next day. Use deposit breakdown form.
5. **NEVER PAY ANYTHING IN CASH OR DISTRIBUTE CASH PRIZES.** All money should be deposited and a purchase order completed for the expenditure.
6. If you need a change fund for an extended period of time, request the amount needed from the Treasurer and the Board will advance the money to your organization under your responsibility. It should be kept in the safe when not used. The change fund should be redeposited on a separate deposit ticket by itself at the completion of the fund raiser.
7. At the completion of the fund raiser and when all money has been deposited, a Fund Raiser Profit and Loss form needs to be completed within thirty (30) days of the scheduled completion date. (If the above records are kept you will have what you need to complete this form. If you need assistance, call the Treasurer.)

## FUND RAISER AUDIT TRAIL:

1. Purchase Order
2. Keep a copy / records of:
  - Individual Order Forms or Pledges (names of students and total amounts)
  - Amount of product given to each student (names of students and quantities)
  - Credit received for defective products
  - Individual Receipts or keep a receipt ledger
  - Inventory of unsold product, product given or thrown away
3. Compare the above to determine if any students still owe you money and/or product. **If a student owes money, a letter must be sent home and a copy of same attached to the Fund Raiser Profit and Loss form. A sample letter is attached or you will find one in your school's main office.**
4. Keep all records for four years.

File: NEOLA

## STUDENT FUND RAISING ACTIVITIES

1. Each student activity organization shall submit during the final month of each school year, a statement to include goals, budget, and sources of funding for the coming school year.
2. Community off-school grounds solicitations shall be Board approved and scheduled on an annual calendar:
  - A. Parent and student groups who wish to conduct these solicitations shall submit formal requests by April 1 of the preceding year.
  - B. No community off-school grounds solicitation which involves Ontario students as a group, may take place unless first approved by the school administrators.
  - C. Available Board funds may be allocated according to need. Community off-school grounds requests may be considered only where need exceeds available funds.
  - D. The District will attempt to schedule only one community off-school grounds solicitation at any time. All community off-school grounds solicitations must be approved by the assistant high school principal.
  - E. Priority in scheduling these solicitations shall be given to those organizations which have been previously Board approved.
  - F. Where possible, the dates of these traditional solicitations shall be placed on the annual band calendar.
3. Car washes, working at Mid-Ohio Sports Car Course, 50/50 or services provided to receive donations will not be considered as community off-school grounds solicitations.
4. Anytime revenue is generated by an organization, the procedures found in the fund raiser request form must be followed.
5. Failure to follow the proper fund raising procedures may result in finding for recovery or loss of certification/licensure and loss of further fund raiser privileges.
6. All fund raisers who want to solicit at athletic contests must receive prior approval from the athletic director.
7. No fund raising activity will occur without permission of the building principal.

(Approval Date: October 1986)

(Re-approval Date: April 2003)

APPROVED BY ONTARIO BOARD OF EDUCATION  
Ontario Local School District, Mansfield, Ohio

# Ontario Local School District

## Fundraiser Request Form

Date:	Requestor:	
Organization Name:	Start Date:	Stop Date:
Purpose of Fund Raiser:		
Vendor Name:		
Address:	City:	State:
Zip:	Phone:	Fax:
Type of product / service to be sold:		
Estimated Cost of product / service: \$		
Estimated Net Profit of product / service: \$		
Vendor contact name:		

### Approval

(All requests must be approved prior to selling merchandise / services)

Principal:	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Non-approval reason:
AD – if athletic:	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Non-approval reason:
Date:	*****	*****

- ❖ Submit to building principal / AD / building secretary for requisition with ordering instructions.
- ❖ Purchase order will be processed by the Treasurer’s office.
- ❖ When merchandise /services are received – forward completed purchase order (green copy – signed / dated) to the Treasurer’s office.
- ❖ Invoices – forward to Treasurer’s office.

# Fundraising Procedures

- ❖ A request form must be approved and the fund raiser placed on the master schedule.
- ❖ Check your activity budget to make sure that fund raisers were budgeted – if not then revise your budget.
- ❖ Must have a purchase order before the fund raiser begins. Estimate the cost of the fund raiser on the purchase order. Treasurer’s office will pay the correct amount from the invoice received from vendor.
- ❖ Records needed to be kept by employee:
  - Order forms – from each student to verify monies received from student
  - Pledge sheets – same as above
  - Student responsibility contracts – verifies and keeps record of products in the possession of the students. Student must return product or monies in the amount on the form. (This is for fund raisers in which orders are not taken.)
  - Ticket sales reconciliation – if tickets are sold at an event, keep the ticket following the last ticket sold for each type of ticket sold (ex. adult / student) and complete the form.
  - Receipts or receipts log – a record by name and amount of money received from students. Individual receipts are best – but at least keep a log of all monies received.
  - Markdowns – merchandise / services due to defects or overages, keep a record of the quantity and adjusted price.
  - Defective product – keep a record of items and quantities of any product thrown away, credit received, and/or if the items / services are different prices.
- ❖ Deposit money daily – all monies should be turned into the building office for deposit.
- ❖ Distribution of prizes / cash – prizes and cash earned by students must be on a separate purchase order for payment.
- ❖ Change funds – if you need a temporary change fund, contact the Treasurer’s office. When the change fund is no longer needed – return change fund to the Treasurer’s office. It is the responsibility of the employee to return change fund to the Treasurer’s office.
- ❖ Fund raiser Profit / Loss statement – at the completion of the fund raiser and when all monies have been deposited, a profit / loss statement will need to be completed within 30 days of the scheduled completion date.
- ❖ Treasurer – please call the Treasurer’s office for assistance.

## **Fund Raiser Audit Trail:**

- ❖ Purchase order
- ❖ Keep a copy / records of:
  - Individual order forms or pledges (names / total amount)
  - Amount of product given to each student (names / quantities)
  - Credit received for defective merchandise
  - Individual receipts / receipt ledger
  - Inventory of unsold merchandise / defects / returns
- ❖ Compare the above to determine if any students still owe monies / product. Students with monies / product due – a letter must be sent home and a copy of letter attached to the Profit / Loss Statement.
- ❖ Records should be kept for four (4) years.

## STUDENT FUND RAISING ACTIVITIES

1. Each student activity organization shall submit during the final month of each school year, a statement to include goals, budget, and sources of funding for the coming school year.
2. Community off-school grounds solicitations shall be Board approved and scheduled on an annual calendar.
  - A. Parent and student groups who wish to conduct these solicitations shall submit formal requests by April 1 of the preceding year.
  - B. No community off-school grounds solicitation which involves Ontario students as a group, may take place unless first approved by the school administrators.
  - C. Available Board funds may be allocated according to need. Community off-school grounds requests may be considered only where need exceeds available funds.
  - D. The District will attempt to schedule only one community off-school grounds solicitation at any time unless approved by the assistant high school principal.
  - E. Priority in scheduling these solicitations shall be given to those solicitations which are traditional to the District.
  - F. Where possible, the dates of these traditional solicitations shall be placed on the annual band calendar.
3. Car washes, working at Mid-Ohio Sports Car Course, 50/50 or services provided to receive donations will not be considered as community off-school solicitations.
4. Anytime revenue is generated by an organization, the procedures found in the fund raiser request form must be followed.
5. Failure to follow the proper fund raising procedures may result in finding for recovery or loss of certification / licensure and loss of further fund raiser privileges.
6. All fund raisers who want to solicit at athletic contests must receive prior approval from the athletic director.
7. No fund raising activity will occur without permission of the building principal.

(Approval date: October 1986)

(Re-approval date: 2003)

Ontario Local School District, Ontario Ohio



**ONTARIO LOCAL SCHOOLS**

**FUND RAISING PROJECT PROFIT AND LOSS STATEMENT**

Project:	Purpose:
Fund raising dates:	Signature:

**REVENUE**

If the fund raiser involves pledges, attach copies of the pledge sheet.				
QTY to sell	X	Unit Selling Price	Collectable Revenue	Actual Revenue Deposited
	X		\$	
	X		\$	
	X		\$	
	X		\$	
	X		\$	
	X		\$	
Total:			\$	
<b>Explanation of Collectable Revenue not matching Actual Revenue Deposited</b>				
Money due from students	\$	(complete page 5)		
Unsold product	\$	(complete page 5)		
Defective Mdse. /returns	\$	(complete page 5)		
Other:	\$	submit explanation page		
Total:	\$			

**EXPENDITURES**

QTY Purchased	X	Unit Purchase Price	Cost of Goods	
	X	\$	\$	
	X	\$	\$	
	X	\$	\$	
	X	\$	\$	
	X	\$	\$	
	X	\$	\$	
Total:			\$	
Cost value of returns (detail on back)			\$ (            )	
Total cost of goods available for sale:			\$	
Supplies			\$	
Purchase services			\$	
Awards and prizes			\$	
Other:			\$	
			Total Expenditures:	\$ (2)
			<b>Net Income:</b> (1) Minus (2)	\$
Principal signature:				Superintendent signature:

**MONEY DUE FROM STUDENTS**

Student Name:	Amount due:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Total: \$

**UNSOLD PRODUCT**

Quantity	X	Unit Price	=	Amount
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
				TOTAL: \$
Plans for disposition of the above product:				

**Defective merchandise and returns**

Quantity Returned	X	Unit Selling Price	=	Sales value of return
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
				TOTAL: \$
Quantity Returned	X	Unit Purchase Price	=	Cost value of return
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
				TOTAL: \$





# Ontario Local School District

Dear Parent:

Our records show that \_\_\_\_\_ has signed for and possesses products from our fund raiser in the amount of \$ \_\_\_\_\_. Your child is responsible for returning this dollar amount in the form of cash, check, credit card (VISA/MC), product, or any combination thereof. We ask that you do so at your earliest convenience. You may contact us at the phone number below if you have further questions or payment options.

Sincerely,

---

(Coach or Advisor)

(Date)

---

(phone numb

# ONTARIO ATHLETIC DEPARTMENT INVENTORY

<b>COACH/SPORT:</b>	<b>DATE:</b>
---------------------	--------------

EQUIPMENT DESCRIPTION	QUANTITY	# ON ITEM	SIZE	CONDITION	WHERE

**ONTARIO HIGH SCHOOL ATHLETIC DEPARTMENT  
HEAD COACH "END OF SEASON" PROCEDURE**

**DUE**

**COACH**

\_\_\_\_\_

**HEAD COACH EVALUATION**

\_\_\_\_\_

**ASSISTANT COACH EVALUATION**

\_\_\_\_\_

**INVENTORY (athlete is ineligible for other sports until their equipment is collected)**

\_\_\_\_\_

**BUDGET NEEDS FOR NEXT SEASON**

**Two (2) Weeks  
Before Banquet**

**AWARDS LIST (please allow us time to order, prepare cert., etc.)**

\_\_\_\_\_

**SEASON'S REPORT - includes individual and team stats, season highlight, school records, present stature and projection of program, staffing concerns**

**After Last Contest    RETURN MEDICAL KIT**

**YOU SHOULD ALSO HAVE:**

**Profile Cards on each player including name, address, phone number, parents' names, birth date, progress, strengths, weaknesses, and projection; collect same from assistant coaches.**

**Player Evaluations for every player in the program (provide a copy for the player, a copy will go to that player's coach for the next season, and a copy should be kept on file).**

**ONTARIO HIGH SCHOOL DEPARTMENT OF ATHLETICS  
HEAD COACH "BEGINNING OF SEASON" PROCEDURE**

SCHOOL YEAR \_\_\_\_\_ COACH \_\_\_\_\_

**DONE \_\_\_\_\_ DUE TO A.D. PRIOR TO FIRST PRACTICE**

**REMINDER:** A student can NOT be allowed to participate until we have on file their physical, emergency medical, and signed athletic policy, and they have paid the \$25 activity and pay-to-participate fees.

**All coaches have completed:** 1) application, 2) sport medicine cert., 3) CPR, 4) BCI background check, 5) payroll paperwork.

\_\_\_\_\_ **Submit a list of your athletes to accomplish the following:**

- A) Meet academic requirements
- B) Determine that a physical card/waiver is on file
- C) Signed athletic policy is on file
- D) To receive an emergency medical form for each athlete
- E) Fees have been paid

\_\_\_\_\_ **Each player receives and sign training rules, team rules, Athletic Policy, etc.**

\_\_\_\_\_ **Submit parents' email via Google Docs**

**PROIR TO FIRST CONTEST**

\_\_\_\_\_ **Equipment Issue Form for each athlete**

\_\_\_\_\_ **Athletes' Profile Card File**

\_\_\_\_\_ **Submit alphabetized athlete information form to A.D. via Google Docs**

\_\_\_\_\_ **Submit Program Information (roster) form to A.D. via Google Docs**

\_\_\_\_\_ **Attend OHSAA Rules Interpretation Meeting**

\_\_\_\_\_ **Preseason Parents Meeting**

\_\_\_\_\_ **Submit Automobile Transportation Paperwork**





# ONTARIO HIGH SCHOOL ATHLETIC DEPARTMENT BUDGET REQUEST

\* Please prioritize the needs for your program for next season. \*

**SPORT**

**SCHOOL YEAR**

--	--

	EXPENDITURES	PROPOSED COST	BUDGET
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			





**ONTARIO HIGH SCHOOL  
ATHLETIC DEPARTMENT**

**Jeff Fisher, Athletic Director**

**PHONE (419) 529 – 3969**

**FAX (419) 529 - 5649**

**Fisher.Jeff@olsohio.org**

**NOTICE OF SUSPENSION FROM ATHLETICS**

**Please be advised that \_\_\_\_\_, an athlete at**

**Ontario High School has been suspended from athletics for: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**You have a right to appeal this decision to the building principal or designee. You may be represented in the appeal by a representative of your choosing. If you intend to appeal the decision, please notify us within five work days so that a conference can be scheduled. Thank you for your cooperation in this matter. If you have any questions, feel free to contact us at Ontario High School (529-3969).**

**Administrator**

**(student signature)**

**ONTARIO HIGH SCHOOL  
ATHLETIC DEPARTMENT**  
**Jeff Fisher, Athletic Director**  
**(419) 529 – 3969**  
**Fisher.Jeff@olsohio.org**

**SUMMER CAMP PRE-APPROVAL FORM**  
**THIS FORM MUST BE SUBMITTED TO THE ATHLETIC DIRECTOR BY APRIL 30**

COACH: \_\_\_\_\_ NAME OF CAMP: \_\_\_\_\_

DATES OF CAMP: (start) \_\_\_\_\_ (finish) \_\_\_\_\_

FACILITIES NEEDED: \_\_\_\_\_

AMOUNT OF FEE: \_\_\_\_\_ NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_

NAMES OF WORKERS AND MAXIMUM STIPEND TO BE PAID TO EACH: **(any person receiving a stipend must be listed and cannot receive more than the listed amount)**  
**Head Coach: \$ 1000 maximum per camp; Assistant Coach: \$ 500 maximum per camp**

WORKER	MAXIMUM STIPEND	WORKER	MAXIMUM STIPEND

**ALL OF THE ABOVE MUST BE APPROVED AT THE MAY BOARD OF ED. MEETING.**  
**ALL RECEIPTS AND EXPENSES MUST BE DONE THROUGH THE ATHLETIC OFFICE.**

**Ontario Local School District  
Stipend Payment Form**

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**Name:** \_\_\_\_\_ **SS #:** \_\_\_\_\_

**Description of stipend:** \_\_\_\_\_

---

**Amount of stipend: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Athletic Director's Signature**

**Please forward to the Treasurer's Office.**

**Ontario Local School District  
Stipend Payment Form**

---

**Name:** \_\_\_\_\_ **SS #:** \_\_\_\_\_

**Description of stipend:** \_\_\_\_\_

---

**Amount of stipend: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Athletic Director's Signature**

**Please forward to the Treasurer's Office.**

# SENIOR ATHLETE-OF-THE-YEAR NOMINATION FORM

(make copies of this form as you need them)

Athlete \_\_\_\_\_ Head Coach \_\_\_\_\_

Sport \_\_\_\_\_ # Letters Earned \_\_\_\_\_ GPA \_\_\_\_\_

ONTARIO TEAM HONORS (MVP, etc.)	NEWS JOURNAL HONORS

LEAGUE HONORS	COACHES ASSOCIATION HONORS

DISTRICT HONORS (NW Ohio, etc.)	ALL-OHIO HONORS

**PLEASE RETURN TO THE ATHLETIC DIRECTOR BY APRIL 26**  
(other honors may be listed on back of this page)



## **BOARD POLICIES**

- Interscholastic Athletics
- Prohibition from Extra-Curricular
- Appointment of Personnel
- Bullying
- Student Hazing
- Drug Testing of Students
- Transportation Policies

## **GENERAL COACHING REGULATIONS**

- Coaches Evaluations
- Ontario Athletic Policy
- Drug Testing Policy
- Fundraising Packet

## **GENERAL FORMS AND PROCEDURES**

- Uniform Rotation Schedule
- Awards System
- Hall of Fames Protocol
- Bus Loading Zones
- Weight Room Rules
- Locker Room Assignments
- Beginning and End of Season Forms
- Concussion Policy & Forms
- Physical Forms

## ONTARIO LOCAL SCHOOL DISTRICT BYLAWS & POLICIES

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

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

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

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

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

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

or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying 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, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) – Anti-Harassment.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

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

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

## **Complaints**

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

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

## **Privacy/Confidentiality**

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

## **Reporting Requirement**

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

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

## **Immunity**

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

## Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## Education and Training

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy [8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

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

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

Revised 8/14/12  
Revised 11/13/13

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## **2431 - INTERSCHOLASTIC ATHLETICS**

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

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See [Form 2431 F1](#) and [Form 2431 F2](#).

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.0 grade-point average and passing five (5) credit classes for the grading period prior to the grading period in which s/he wishes to participate.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District. (See Policy [2430](#))

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration, a program of interscholastic athletics which shall include a complete schedule of events.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport,
  - 1. each participant shall submit to a thorough physical examination by a District-approved physician;
  - 2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).
- E. Any student who has been removed from practice or competition by a coach or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:
  - 1. The student's condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
  - 2. The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. criteria for judging these important qualities;
- B. procedures by which these values will be communicated to students, parents, and supporters;
- C. means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

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 Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539, 3313.752, 3315.062  
Ohio High School Athletic Association

Revised 8/13/13

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## **5610.05 - PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.



This policy shall be posted in a central location in each school building and will be available to students upon request.

R.C. 3313.664

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## **8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Board may assume transportation costs for approved field trips.

The Board will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

The Board may the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid by the sponsoring organization and/or from the designated fund.

The Board will provide the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization and/or from a designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student's parent(s) provides written authorization and release from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form and does not transport any other student without the parent(s) of the student to be transported in such vehicle providing written authorization and release from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form. In addition, the parent(s) of the approved student driver must provide written authorization for the student to transport others and release from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form.

The Superintendent shall prepare administrative guidelines consistent with this policy.  
R.C. 3327.08, 3327.13, 3327.14, 3327.013  
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