



Hilliard City School District

Athletic Manual

**For
Parents-Athletes-Coaches**

2011-2012 School Year

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Message from the Administration

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

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

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

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

Yours in scholarship, sportsmanship and success,

Chip Ebert, CAA
Athletic Director
Hilliard Bradley High School

Chad Schulte
Athletic Director
Hilliard Darby High School

Mark Princehorn, CAA
Athletic Director
Hilliard Davidson High School

Billy Martin
Athletic Coordinator
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Athletic Coordinator
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Statement of Hilliard City School District Athletic Philosophy

The Hilliard City School District Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The purpose of athletics in the Hilliard City School District is to provide for the pursuit of competitive excellence in all sports, with the understanding that the pursuit of that excellence is educational in purpose. The prime concern is to develop the student-athlete physically, mentally, socially and emotionally in a positive environment among all coaches, faculty advisors and participants. This means that the physical well-being and overall development of the student-athlete is the first consideration rather than the maximum use which the school or any team can get from his/her abilities.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost!" The Board discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity. Infractions are all inclusive for disciplinary purposes no matter the nature of the offense.

Athletic Goals and Objectives

Goal – The student athlete shall become a more effective citizen in a democratic society.

Specific Objectives

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

Responsibilities of a Hilliard Athlete

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

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

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

Responsibilities to Yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.

Responsibilities to Your School

Another responsibility you assume as a squad member is to your school. Hilliard City School District cannot maintain its position as having outstanding programs unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

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

Responsibilities to Others

As a squad member, you also bear a heavy responsibility to your home. You must measure up to all of the training rules. You should practice to the best of your ability every day. If you have played the game "all out," you can keep your self-respect and your family can be justly proud of you.

The younger students in the Hilliard City School District are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

Sportsmanship Philosophy and Guidelines

The Hilliard City School District Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be

governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

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

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

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

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

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

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

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

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

Coaches should avoid the following inappropriate behaviors:

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

Suggested disciplinary actions:

1. Conference/hearing with school official.
2. Growth plan for improvement.
3. Possible suspension/termination.

Ejection of Coaches from Athletic Contests

By adoption of the Ohio High School Athletic Association, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

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

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the O.H.S.A.A. headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with O.H.S.A.A. Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the O.H.S.A.A. Tournament Regulations. In accordance with O.H.S.A.A. Bylaw 8-3-1, the decisions of contest officials are final.

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

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

Ejection of Student/Athletes from Athletic Contests

By adoption of the Ohio High School Athletic Association, any student/athlete ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student/athlete shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student/athlete under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

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

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the O.H.S.A.A. Tournament Regulations. In accordance with O.H.S.A.A. Bylaw 8-3-1, the decisions of contest officials are final.

Cheerleaders: Cheerleaders are representatives of the student body. By setting a good example, the cheerleaders can influence and control the actions of the student spectators. They should:

1. Establish standards of desirable behavior in keeping with the fundamentals of good sportsmanship for the cheerleaders and pep club.
2. Use positive cheers, which encourage their own team without demeaning their opponents.
3. Use discretion in deciding when to cheer and which cheers to use.
4. Give encouragement to injured players on both sides.
5. Never attempt to distract opposing players or in any way interfere with their performance.
6. Serve as hosts for visiting cheerleaders.

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

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

Suggested disciplinary actions:

1. Benching of participant.
2. Removal from contest.
3. Suspension of a portion of the season.
4. Restitution.
5. Conference/hearing with school official.

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

1. Know and demonstrate the fundamentals of sportsmanship.

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

Spectator inappropriate behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators through: chants, signs, cheers, and profanity.

Unacceptable interruptions of a contest:

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

Suggested disciplinary actions:

1. Removal from contest.
2. Conference/hearing with school officials.

We believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. We also recognize the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise. The quality of our athletic program depends upon this natural respect. We also believe that being proactive is vital to the education of our students and spectators and therefore offer the following suggested related activities:

- P.A. announcements at contests
- Letter to community
- Insert in game programs
- Team night promotion of sportsmanship
- Beginning year assemblies
- Sportsmanship award given at each sports banquet

Fan Code of Conduct

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

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

First Offense – Removal from the next two home athletic contests and/or one calendar week (7 days) of the same sport. A letter will be sent by the athletic director of the respective school to the spectator in question notifying them of the ejection and the dates that they must be absent from the contests.

Second Offense – Removal from all home athletic contests for that season. If applicable, relinquishing their season pass to the athletic department. A letter of ejection will be sent from the office of the Assistant Superintendent notifying the spectator of the ejection.

Third Offense – Removal from all home Hilliard City School District athletic contests for the year. If applicable, relinquishing their yearly pass to the athletic department. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection.

Any athletic official, including but not limited to, officials, athletic directors/coordinators, principals, assistant principals, site directors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

Requirements for Participation

Remember that as an athlete, you are not eligible to participate in any sport until the following items have been completed:

- Athletic responsibility acknowledgment and pledge form on file, signed by parents and athlete.
- Physical examination completed and cards on file in athletic office.
- Uniform and any other miscellaneous fees paid.
- Emergency Medical Form returned to coach.
- All academic eligibility requirements have been satisfied.
- Attend a rules meeting accompanied by parent(s)/guardian(s) prior to the start of the school year.
- Written acknowledgment of insurance and transportation responsibilities.

Conduct of Athlete

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

In the classroom – In the academic area, a good athlete becomes a good student. A person must give maximum effort in the classroom at all times. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horse-play and unnecessary boisterousness are not approved habits of behavior.

School discipline referral – Any student referred to the office for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the coach or the Athletic Director.

Truancy – A healthy athlete should have a good attendance record. Never cut classes. Any student who is declared truant will be ineligible for a period of one week after infraction is discovered.

Citizenship/Character - Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law, may cause the participant be declared ineligible by the administrative office.

On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics, and learns fast that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

Code of Conduct of Athlete

Hilliard athletes take pride in their school, in superior conditioning, playing as a team, and giving 100 percent to win the game.

It is a privilege to be a member of the school's athletic team; a right which can only be earned when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. We want to be proud of their efforts.

Any student participating in any school athletic program shall carry either the district's student insurance or provide a written statement signed by the student's parents or guardians that the parents or guardians are providing the insurance.

Rules Concerning Appearance

At the beginning of each sports season, the coach and players shall determine appearance rules. Suggested guidelines are:

1. Uniforms should be clean and neat and in good repair.
2. The school Dress Code will be in effect.

Rules Concerning Eligibility

Ohio High School Athletic Association rules concerning eligibility are to be discussed with the squad.

1. In order to be eligible, a student in grade 9, 10, 11 or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period, and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation.
2. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
3. In order to play in a game, players must be in attendance the day of the game. (Attendance means being in school the full day.) If the activity or sport takes place on the weekend, the student must be in attendance the last school day before the event.
4. It is recommended that a student be a member of no more than one interscholastic team at any one time. When a player is removed or quits a team, organized conditioning or participation on another team is forbidden until the original sport regular season (as defined by the OHSAA) is completed.
5. A student may be declared ineligible by the administrative office for reasons of discipline (which may include, but is not limited to a violation of state, local, or federal criminal or juvenile law).
6. Medical clearance and insurance waivers are required prior to participation. Physicals are valid for a period of time as defined in the OHSAA Handbook (if the pre-participation athletic evaluation is conducted between May 1 and June 1, the pre-participation evaluation, signed by the medical examiner, is valid for one calendar year plus the remainder of the next school year).

Practice Rules

1. Individual coaches will establish written rules and regulations regarding practice, attendance and conduct at games.

Travel Rules

1. Rules for school bus travel shall be essentially the same as for students being transported to and from school. Exceptions may be permitted by agreement between coach and driver, provided safety is not compromised.
2. Athletes must always travel with the team unless the coach/advisor excuses a player to travel with his/her parent.

Behavior Rules

It shall be the responsibility of the principal, athletic director, or coach to discipline an athlete for:

1. Violation of the rules listed above.
2. Violation of Board policies and school rules.
3. Violation of established team rules.
4. Violation of Ohio High School Athletic Association Rules. Copies shall be available in the school office.
5. The Code of Conduct for athletes applies seven days a week, twenty-four hours a day.

Students may be removed from the team for the following offenses:

1. Use or possession of alcoholic beverages, drugs, or other mind-altering substances.
2. The use of tobacco in any form.
3. Destroying or stealing athletic equipment.
4. Violation of athletic manual rules, team rules, Board of Education policies, and/or O.H.S.A.A. rules.
5. Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law.

Student Transportation in Private Vehicles

Students may be permitted to drive or ride in private vehicles for trips under the following conditions:

1. No official school transportation is available.
2. They have pre-approved parental permission in writing to do so.
3. They are legally allowed to drive (i.e., not operating without a valid license).
4. They are not in an obvious physical or mental state that suggests they should not.
5. They voluntarily wish to drive and indicate they are properly insured.

Interscholastic Extracurricular Eligibility (Grades 7-12)

The Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities and further recognizes the incentives which participation in interscholastic extracurricular activities provide to students to achieve success in the classroom.

Interscholastic extracurricular eligibility will be evaluated during each nine-week grading period.

Therefore, in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements.

Grades 7-9

- In the immediately preceding grading period, a student must receive a minimum GPA of 1.5 on a 4.0 scale. This does not apply to students entering the seventh grade for the first time.
- Students whose GPA falls between 1.5 and 1.75 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period.
- Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 7-9.

Grades 10-12

- In the immediately preceding grading period, a student must receive a minimum GPA of 1.75 on a 4.0 scale.
- Students whose GPA falls between 1.75 and 2.0 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period.
- Students whose GPA falls below 1.75 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 10-12.

Additionally

- Students receiving one failing grade for any class or course in the school district's graded course of study for the previous grading period will not be automatically excluded from interscholastic extracurricular participation provided they meet the grade point average requirements listed above.
- Students receiving more than one failing grade for any class or course in the school district's graded course of study for the previous grading period will be excluded from interscholastic extracurricular participation. Students who meet the GPA requirement for the immediately preceding grading period, but whose cumulative GPA falls below 0.75 will not be eligible to participate.
- The definition of interscholastic extracurricular activities is defined as a school-sponsored student activity involving more than one school or school district.
- "Interscholastic extracurricular activity" does not include any activity included in the school district's graded course of study.
- Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
- A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried in the preceding grading period in which the student was enrolled.
- Summer school grades earned may not be used to substitute for grades from the preceding grading period of the regular school year.
- In addressing O.R.C. 3313.535 (D), the Board has adopted these policies and they shall apply to all students enrolled in this District.
- Cumulative GPA in grades 7 & 8 is defined as that year to date computation and in grades 9-12 is defined as the computation cumulative since entering grade 9. Cumulative GPA will be defined as the cumulative GPA from the previous semester.

Weekly Progress Checks for Students on Academic Probation

Students on academic probation will be given a Weekly Progress Card listing all academic subjects including a student conduct section. This card will be blue in color. Cards are distributed on Thursday afternoon and returned to the Athletic Director or designee by 3:00 p.m. on Friday. Any high school student who receives a total of 1 or more unsatisfactory (U) or fails to turn the card in on time will be ineligible for Monday through Sunday of the next week. Any middle school student who receives a total of 2 or more unsatisfactory (U) marks or fails to turn the card in on time will be ineligible for Monday through Sunday of the next week. A student shall receive an unsatisfactory (U) for academics if his/her **grade for the week is below a 70%**. A student shall receive an unsatisfactory (U) for conduct if the teacher deems the student has been a repeated disruption in class or disrespectful to the teacher. The Athletic Director/designee of each secondary building will maintain the Weekly Progress Cards.

This information will be e-mailed to staff prior to the beginning of the grade checks. This will ensure all staff will understand what the expectations are for the student-athlete and how to properly fill out the forms.

Student Drug, Tobacco & Alcohol Policy Interscholastic Athletics

Participating in extracurricular activities with the Hilliard City School District is not a right but a privilege which may be regulated by the Board of Education. It is required that students participating in athletic activities become familiar with and understand the rules and regulations required of students participating in athletic activities within the Hilliard City School District. Students participating in athletic programs are required to abide by the rules and policies as set forth in the policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, on private property or at a private party.

Students participating in athletic activities must become familiar with and understand the rules and regulations for students participating in athletic activities. Students are expected to abide by all rules and regulations as well as any and all other training rules or organization rules associated with the athletic activity. Violation of these rules and regulations and/or the Hilliard City School District Code of conduct are prohibited and will result in disciplinary action. Such disciplinary action could lead to suspension, expulsion or removal from school and/or the athletic activity in accordance with these rules and the Ohio Revised Code. The student code of conduct and all extracurricular organization rules shall be posted either in a team locker room or the team's central location in the school building.

It must be understood by all students and their parents/guardians that a condition to participating in the athletic program at the Hilliard City School District requires a commitment to follow the rules, regulations, policies and procedures established by the District for the implementation of its athletic program. It should also be understood that a student who violates these rules, regulations, policies and procedures shall face disciplinary action. Such disciplinary action may include removal from participation in athletic activities and possible suspension, expulsion, or removal from school pursuant to the student code of conduct and the Ohio Revised Code 3313.66. A student removed from participation in athletics shall be given an informal hearing with the building principal.

The accompanying chart depicts the process utilized for first-time violations.

Offenses and Disciplinary Action

Use, sale or possession of tobacco products, alcohol, drugs, controlled substances, inhalants, look-alikes and/or other illegal substances, including drug paraphernalia, lighters, matches and other flame producing materials, etc., is strictly prohibited throughout the calendar year (365 days). Any extracurricular participant **hosting or attending (as confirmed by a law enforcement agency or school district employee)** a party where alcohol or other drugs are consumed shall also be prohibited.

A student's second infraction builds on the student's first infraction no matter what type of offense. For example, a student with a disciplinary incident of citizenship/character as a freshman and then an alcohol/drug/tobacco offense as a junior will be dealt with on the second offense level and vice versa.

1. Alcohol and Drug Abuse Offenses – Alcohol and drug abuse offenses are defined as the use, sale or possession of alcohol, drugs, controlled substances, inhalants, look-alikes and/or other illegal substances, including drug paraphernalia. Athletes **hosting or attending (as confirmed by a law enforcement agency or school district employee)** a party where alcohol or drugs are consumed are inclusive of the alcohol and drug abuse provision.

A. First offense:

- 1) A violation of the Board's prohibition of alcohol or drugs will result in removal from participation in all athletic activities for at least the remainder of that sport's season.
- 2) Violation of other student code of conduct provisions and/or athletic rules may lead to suspension and/or expulsion from school as well as removal from athletic activity for the remainder of the season.
- 3) Penalties imposed on out-of-season athletes will carry over to the next sports season. End of a season is defined as two weeks or less and will be treated as an out of season violation.
- 4) The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).

B. Second offense:

- 1) A second violation of the Board's prohibition of alcohol or drugs will result in removal from participation in all athletic activities for at least one calendar year (365 days).
- 2) The student forfeits his/her privilege to any leadership positions for the remainder of their school career.
Eligibility for reinstatement requires a written letter of application by the student and parent/guardian to the building principal. An application may be made only after a student participates in an additional assessment by a certified drug and alcohol counselor (preferably by the agency that performed the assessment for the first offense) and carries out the recommendations. Written proof of additional counseling must be sent to the principal regarding the fitness of the particular student to return to athletic activities with Hilliard City Schools. Upon the student's completion of the additional counseling, the principal shall refer the student's case to the Athletic Advisory Council. The Athletic Advisory Council shall meet with the student and his/her parents or guardians. The Athletic Advisory Council shall then make a recommendation to the building principal concerning whether or not the student may be considered to return to participation in athletic activities with the Hilliard City School District.

- C. Third offense:
- 1) A third offense of the Board's prohibition of alcohol or drugs will result in removal from participation in all athletic activities for the remainder of their school career.
2. Tobacco Related Offenses – Tobacco-related offenses are defined as the use, sale or possession of tobacco products, including lighters, matches and other flame-producing materials.
- A. First offense:
- 1) A student found in violation of the Board's prohibition of tobacco shall lose eligibility for the next two consecutive interscholastic contests or two weeks of the season in which the student is a participant, whichever is greater. If the student agrees to participate in a tobacco education program approved by the school administration, the penalty shall be reduced by a minimum of one-week denial of participation during the season.
 - 2) An out-of-season violation will result in the denial of participation being served after cuts are made into the student's next sports season.
 - 3) The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- B. Second offense:
- 1) A second violation will result in the removal from participation in all athletic activities for at least the remainder of that sport's season.
 - 2) The student forfeits his/her privilege to any leadership positions for the remainder of their school career.
 - 3) Eligibility for reinstatement requires a written letter of application by the student and parent/guardian to the building principal. Such an application may be made only after the student attends additional education in a tobacco program approved by the school administration. Written proof of additional education must be sent to the principal.
- C. Third offense:
- 1) A third violation of the Board's prohibition on tobacco will result in the removal from participation in all athletic activities for at least one calendar year (365 days).
 - 2) Eligibility for reinstatement requires a written letter of application by the student and parent/guardian to the building principal. Such an application may be made only after the student attends additional education in a tobacco program approved by the school administration. Written proof of additional education must be sent to the principal.
- D. Fourth offense:
- 1) A fourth violation of the Board's prohibition on tobacco will result in the removal from participation in all athletic activities for the remainder of their school career.

Disciplinary Diversion Program (DDP)

An extracurricular participant who has a first-time infraction may be reinstated by the following process. A first-time violation of the Board's prohibition of alcohol and drugs may be a candidate for a Disciplinary Diversion Program (DDP). Eligibility for the DDP requires a written letter of application by the student and parent/guardian to the building principal. Such an application may be made only after a student receives an assessment and a minimum of 3 hours education by a certified drug and alcohol counselor. An appointment must

be made within a fourteen (14) day period. All parties agree to carry out the recommendations and fees, when assessed, are the responsibility of the student's family. A parent/guardian is expected to attend at least one session with the student. A written copy of the assessment must be sent to the principal regarding the fitness of the particular student to return to athletic activities with Hilliard City Schools.

Upon the student's completion of the assessment, the principal shall refer the student's case to the Athletic Advisory Council. The Athletic Advisory Council shall consist of:

1. assistant principal
2. athletic director
3. head coach
4. student's guidance counselor.

A principal may assign other individuals as members of this committee at the principal's discretion.

The Athletic Advisory Council shall meet with the student and his/her parents or guardians. The Athletic Advisory Council shall then make a recommendation to the building principal concerning whether or not the student may be considered to return to participation in athletic activities with the Hilliard City School District. A student shall be denied participation in athletic activities with the District for the duration of any hearing with the principal or DDP. A student reinstated after an in-season violation will be denied participation for two (2) weeks from the point of reinstatement and for ten percent (10%) of the regular season contests after returning to practice. A student reinstated after an out-of-season violation will serve their denial of participation during the next sports season in which they participate. The student will be denied participation for the first two (2) weeks of practice and for ten percent (10%) of the regular season contests after returning to practice.

Self-Referral Policy

The self-referral option is available to students only on the first infraction (no prior violations on record). If a student seeks assistance in dealing with an alcohol or other drug problem by self-referral to their coach, advisor, school administrator or Athletic Director and agrees to participate in an assessment and carry out the recommendations. The assessment must be scheduled and completed within fourteen (14) days of the self-referral. Refusal or failure to complete the assessment will result in the full first violation penalty as provided in this policy. Self-referrals which result in no prohibition from participation are still considered first violations in the event of a subsequent second violation.

A self-referral cannot be used by a participant as a method to avoid consequences once the policy has been violated and a student has been identified as having violated such policy.

All self-referrals under this policy will be reported to the guidance counselors.

Follow-Up Services

Upon return from residential or outpatient treatment, the following support services will be provided:

1. Student, parent(s), counselor and administrator (when available) will have a re-admission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meetings, e.g., AL-ANON, Tough Love.

Notification Procedures

The student participant and his/her parent or guardian will be provided with a copy of the Extracurricular Drug, Tobacco and Alcohol Policy in the Athletic Manual at the beginning of each season, activity or time of entry into a program. This policy is to be explained to the student by the coach, advisor, director or teacher.

Relationship of These Policies and Regulations to the District's Code of Student Conduct

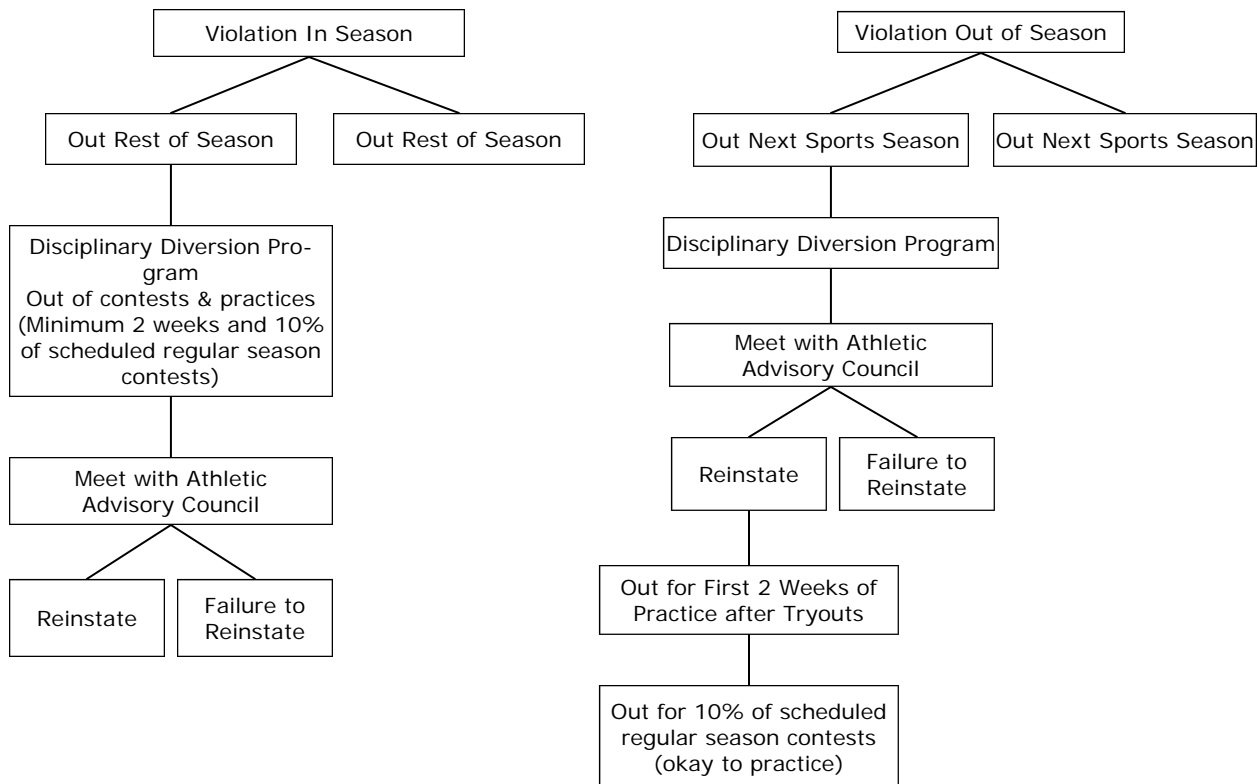
These policies and regulations supplement the District's code of student conduct and are administered independently of that code. A violation of these regulations may also independently violate the code of student conduct and result in suspension or expulsion from school or removal from curricular or extracurricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

Costs

All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

Violation of Athletic Policy in Regards to Prohibition of Drugs and Alcohol

First Violation Only



Exclusion From Participation In Extracurricular Activities

The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with an administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion, and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or 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.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Sexting, Texting and Emailing

In accordance with HB 1, HB 132 and Ohio Revised Code 2907.323, the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

Individual Sport Rule

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

Financial Obligations and Equipment

Uniforms – In several sports, the athlete will be required to purchase a portion of the game uniform, which will become their property.

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

1. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e.-jerseys).
2. Before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.
Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Hilliard City School District is not responsible for lost or stolen equipment. Athletes are required to use a lock on athletic lockers to avoid theft.
4. All athletic equipment is the property of the Board of Education and the Athletic Department, therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the Athletic Director.
5. All equipment issued to an athlete must be returned at the end of the school season. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for.
6. Under certain circumstances equipment (i.e. helmets) can be sold to team members at the end of the season. This sale will be controlled by the head coach and the Athletic Director. The price will be set by the Athletic Director. The money will be collected by the head coach prior to equipment being given to the athlete.

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

Missing Practices

An athlete should consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be good reason for missing practice or game.

Vacations Policy

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

- Be accompanied by his/her parents/guardians/custodians while on the vacation.
- Contact the head coach prior to the vacation.
- Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, 3rd string, etc.

College Recruitment Policy

In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information is available in the Athletic Office.

Conflicts in Extracurricular Activities

An individual student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise the sponsors will meet and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the principal will have to make the decision based on the following:

- The relative importance of each event.
- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parent(s) or guardian(s).

Risk of Participation

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

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

Parental Acknowledgment of Athletic Policies

Upon entering the Hilliard City School District or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics.

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

Insurance

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

The O.H.S.A.A. has purchased a lifetime catastrophic insurance plan that will cover any athlete who is injured to the extent of, or more than \$25,000 in medical expenses. This is above what accident and health insurance carried by the family pays above \$25,000.

Transfers

The transfer bylaws of the OHSAA apply to all students enrolled in grades 9-12.

Middle School & High School Intra-District Athletic Eligibility Guidelines

Student athletic eligibility is determined by the Ohio High School Athletic Association (OHSAA). Information regarding eligibility is located in Bylaw 4 – Student Eligibility, Section 7 – Transfers. A copy of the OHSAA Bylaws can be obtained through the athletic office by contacting OHSAA at 614-267-2502 or on-line at www.ohsaa.org.

In addition to OHSAA's eligibility bylaws, the following shall also apply to intradistrict transfer requests:

1. Students may only participate in the building where academically registered/enrolled.
2. A student is ruled eligible and eligibility can only be changed by the OHSAA Commissioner's office.
3. Failure to request a transfer to maintain continuity in an academic program will result in a student being declared ineligible for one calendar year from the effective date of the academic transfer.
4. The student's custodial parent/guardian has moved to the other high school or middle school's attendance area and the student has requested a consequent change in eligibility. Such request will be automatically submitted to OHSAA for approval.
5. In cases of joint-custody by parents, eligibility remains at the school where the student initially participated in an interscholastic contest or enrolled.
6. In case of a change of custody, which results in a change of school, the court approval must be submitted to the OHSAA for approval prior to participation.

7. All eligibility guidelines apply to all transfers granted in grades 7-12, including from grade 8 to grade 9.
8. At the middle school level, transfers are for the two years of middle school education. Transfers at the 7th grade level will be for a two-year period for athletic eligibility purposes. Transfers at the 8th grade level will result in loss of eligibility. **Changing middle schools without checking address and home high school assignment may result in eligibility issues.

Trainers, Managers and Statisticians

Managers, statisticians, and student trainers will earn post-season awards under the following guidelines:

- 1st year: Freshman certificate
- 2nd year: Junior Varsity certificate
- 3rd year: Varsity Letter plus numerals
- 4th year: Second year varsity award

If a student participates after their freshman year, they will still be considered a first year award winner and receive a first year certificate or participation certificate.

Additional Concerns

Banquet

If any student athlete is not a team member in good standing as a result of violating an existing Board of Education policy or not proving substantial effort to complete the required educational assistance program or assessment and follow-up program, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

Failure to Follow Through

If at any time a student athlete fails to follow through with a recommended educational assistance or assessment and follow-up program, the applicable first or second violation penalties will result until the educational assistance program is resumed.

