

Tab 1

South Western City Schools



Athletic Handbook

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Forward

This handbook is written to serve as a guide and resource to facilitate the overall middle and high school athletic programs in the South Western City Schools.

Philosophy

The South Western City Schools believes that athletics should function as an integral part of the total school curriculum. The athletic program should provide a variety of experiences to aid students in the development of favorable habits and attitudes that will prepare them for adult life in a democratic society.

Athletics should provide opportunities for student-athletes to develop and utilize their athletic talents fully in organized competition with students of similar ability.

Student-athletes learn a great deal through their involvement in interscholastic athletics.

Each student-athlete should:

- 1) work toward the wholesome development of their body;
- 2) develop an appreciation of proper health habits;
- 3) develop proper attitudes toward sportsmanship AND teamwork;
- 4) be provided with opportunities for competition beyond the physical education and intramural level;
- 5) by their involvement in athletics help stimulate interest in and support for the entire school program; and
- 6) be provided with carry over values that will extend into leisure time activities.

The interscholastic athletic program shall be conducted in accordance with South Western City Schools Board of Education policies, rules and regulations, the Ohio High School Athletic Association, the Ohio Department of Education, the Ohio Capital Conference, and the Central Buckeye League. While the Board of Education takes pride in winning, it does not condone "winning at any cost" and 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 so as to justify it as an educational activity.

The athletic program should always be in conformity with the general objectives of the school. At no time should the program place the total educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

South Western City Schools, Central Buckeye League, and the Ohio Capital Conference

Sportsmanship Statement

South Western City Schools is committed to competition in an arena where sportsmanship and the sense of fair play take center stage. Whether on the field, within the community or in the classroom, those who make up the OCC and the CBL; its administrators, coaches, game officials, and student-athletes support the highest ideals in sportsmanship.

At the heart of sportsmanship is the commitment of the institutions towards respect for the opposition and those officiating contests. It is with a sense of fair play that a true sporting demeanor in the spirit of interscholastic competition can be created and maintained with a total regard for the welfare of student-athletes, coaches, support personnel and spectators.

Sportsmanship on the field of play is governed by Conference rules and guidelines, as well as those established under the Ohio High School Athletic Association and amateur organizations. It is the responsibility of game officials and administrators to see to the strict adherence to these guidelines. The behavior of spectators is managed by event personnel, who are encouraged to deal with interference or abuse of appropriate sporting behavior in the strictest of methods.

The South Western City Schools, Ohio Capital Conference, Central Buckeye League and its member institutions appreciate the support of the fans who wish to create an atmosphere of competition that allows the participants to showcase the game and their respective skills.

Affiliations

Ohio High School Athletic Association (OHSAA)

Ohio High School Athletic Association is a non-profit organization whose primary purpose is to supervise and administer interscholastic athletic competition among its member schools to the extent that the interscholastic program should become an integral part of the total educational program of a school. To that end, the OHSAA through its Commissioners and the State Athletic Board of Control develops rules and guidelines within which to operate and serve the many youths of the state of Ohio.

As a member school of the OHSAA, the four South Western City Schools high schools agree to abide by and cooperate with all rules and regulations of the OHSAA.

Ohio Capital Conference (OCC)

The Ohio Capital Conference is an affiliated league composed of member schools in the central Ohio area of which three of the South Western City Schools high schools are members. It has as its primary purpose to promote clean, wholesome athletics, good citizenship and good sportsmanship, and foster competitive rivalries through an effective league organization within a workable set of rules and regulations, which work to insure a strong and effective athletic conference.

Central Buckeye League (CBL)

The member schools of the Central Buckeye League, of which one of South Western City Schools high schools is a member, believe that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship. The purpose of this CBL organization shall be to promote pure, wholesome competition in the high schools or member schools; and to foster and perpetuate a high standard of sportsmanship among all participants.

Member schools listed on the next page.

Ohio High School Athletic Association

High School and Middle School Divisions with Member Schools

Ohio Capital Conference

HIGH SCHOOLS - OCC

Current as of: 08/1/2025

Buckeye Division

Canal Winchester
Groveport Madison
Lancaster
Logan
Newark
Pickerington Central
Reynoldsburg
Teays Valley

Cardinal Division

Big Walnut
Delaware Hayes
Dublin Scioto
Westerville North
Westerville South
Westland
Worthington Kilbourne

Central Division

Dublin Jerome
Hilliard Darby
Marysville
Olentangy
Olentangy Berlin
Thomas Worthington

Ohio Division

Dublin Coffman
Hilliard Bradley
Hilliard Davidson
Olentangy Liberty
Olentangy Orange
Upper Arlington

Capital Division

Central Crossing
Gahanna Lincoln
Grove City
New Albany
Pickerington North
Westerville Central

As member schools, the [three](#) South-Western City School District high schools agree to work collectively with the other members of the OCC to enhance athletic competition under competitive but friendly rivalries for the benefit of the student athletes.

MIDDLE SCHOOLS - OCC

Current as of: 08/1/2025

Big Walnut
Canal Winchester
Delaware Dempsey
Dublin Davis
Dublin Eversole Run
Dublin Grizzell
Dublin Karrer
Dublin Sells
Gahanna East
Gahanna South
Gahanna West
Groveport Central
Groveport North
Groveport South
Hilliard Heritage
Hilliard Memorial
Hilliard Weaver
Lancaster Ewing

Lancaster Sherman
Marysville Bunsold
New Albany
Newark Heritage
Newark Liberty
Newark Wilson
Olentangy Berkshire
Olentangy Berlin
Olentangy Hyatts
Olentangy Liberty
Olentangy Orange
Olentangy Shanahan
Pickerington Lakeview
Pickerington Ridgeview Reynoldsburg
Baldwin Reynoldsburg Waggoner
South Western Beulah Park
South Western Jackson
South Western Norton

South Western Pleasant View

Teays Valley East
Teays Valley West
UA Hastings
UA Jones
Westerville Blendon
Westerville Genoa
Westerville Heritage
Westerville Minerva Park
Westerville Walnut Springs
Worthington Kilbourne
Worthington McCord
Worthington Perry
Worthington Worthingway

Central Buckeye League

High Schools - CBL

Bishop Ready
Bexley
Buckeye Valley
Columbus Academy
Columbus School for Girls
Franklin Heights
Grandview Heights
Whitehall
Worthington Christian

Middle School - CBL

Bexley
Buckeye Valley
Columbus Academy
Columbus School for Girls
South Western Finland
Grandview Heights
Whitehall
Worthington Christian

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General Athletic Program Information

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General Athletic Program Information

Sports Programs - Grades 7-8

The South Western City Schools athletic program encompasses five middle schools, grades 7-8. The middle school students participate in the following interscholastic sports.

Fall:

Cheerleading
Football
Volleyball
Cross Country

Winter:

Basketball
Cheerleading*
Wrestling

Spring:

Track

Sports Programs - Grades 9-12

The South Western City Schools athletic program encompasses four high schools, grades 9-12. The high school students participate in the following interscholastic sports.

Fall:

Cheerleading
Cross Country
Football
Golf
Soccer
Girls Tennis
Girls Volleyball

Winter:

Basketball
Bowling
Cheerleading
Competition Cheerleading*
Gymnastics
Swimming
Wrestling

Spring:

Baseball
Lacrosse
Softball
Boys Tennis
Track
Boys Volleyball

***Cheerleading and Competition Cheerleading – Middle and High School**

Cheerleading and Competition Cheerleading are elective activities for middle and high schools. Schools are not required to field a competition squad. Competition cheerleading advisors are not reimbursed as a supplemental position.

Cheerleading and Competition Cheerleading squads are subject to the Ohio High School Athletic Association rules and regulations regarding cheerleading pyramids and acrobatic routines (mini-trampolines and mounts are prohibited.) No cheerleading squads are permitted to perform pyramids or mounts. In OHSAA-sponsored tournaments, individual cheerleaders violating the regulations shall be removed from the floor immediately.

Cheerleaders and Competition Cheerleaders are subject to both the OHSAA and South-Western City School District rules and regulations, which govern athletic eligibility and the South-Western City School District Athletic Alcohol, Drug, Tobacco and Citizenship Policy.

Dismissal from Squad

Any athlete who voluntarily quits sport "A" after competition has begun is not permitted to join the organized conditioning program or go out for sport "B" without the consent of both head coaches and an athletic director involved until sport "A" has concluded its competitive season, to include tournament participation. Final decisions for participation will be made by the principal or his/her designee.

Attendance - Day of Contest

The South Western City Schools and the athletic administration believe that a student athlete should be present the entire school day of a scheduled athletic contest. However, there may be extenuating circumstances that may occur which prevents a student athlete from being in attendance the entire scheduled school day. Examples are: medical, funeral, religious observances, court, etc. Under these circumstances the athlete may be excused from attendance by the principal or his/her designee and still be permitted to participate in a scheduled athletic contest.

The policy under non-extenuating circumstances is that the athlete must be in attendance for at least one-half (1/2) of his/her scheduled classes in order to be able to participate in an athletic contest on that date.

Saturday Contest – The student must be in attendance at least ½ of his/her scheduled classes the last school day immediately preceding the Saturday contest or has been excused by the principal or his/her designee.

If a student is ineligible, they may not participate in games, scrimmage or practice against another school.

Conditioning

A. Voluntary

- Conditioning opportunities are voluntary
- Each session should not exceed 2 hours in length
- Provisions should be made for adequate water breaks
- Adequate supervision will be provided. Parents should be notified as to practice times and days of conditioning.
- No penalties for missing voluntary practices
- No formal evaluation for squad selection
- As always, coaches should take the proper precautions and use common sense to insure the welfare of the student/athlete.

B. Mandatory

- The beginning of formal evaluation for the selection of a squad
- Not to exceed two hours and fifteen minutes from beginning of practice to leaving for home
- Check individual sport guidelines and regulations
- Parents should be notified of the dates and practice times, and the importance of having their son/daughter at mandatory practices.

Practice Schedules

- Athletic Directors/Supervisors and Building Coordinators will coordinate practice schedules with head coaches of the respective seasonal sports.
- Practice schedules should be finalized a minimum of one week in advance and promptly communicated to parents.
- Practices should not exceed two hours and fifteen minutes from beginning of practice to leaving for home.
- Please adhere to your practice time frame. Be on time. Do not go past the time frame sent to parents, student athletes, and coaches.

Head coaches are NOT to leave practice sessions or games until all the athletes have departed for home or suitable adult supervision has been secured.

Athletes should NOT be penalized for missing practices due to religious observances, academic, or musical programs. (See dual participation.)

Middle School Football: 7th & 8th Grade Teams

- Both 7th and 8th grade teams will run a full schedule.
- 7th and 8th grade football players may participate in one scrimmage after 10 days of practice. Two scrimmages are permitted if a maximum of seven regular season games are scheduled (scrimmages are limited to a maximum of two hours with a running clock.)
- 7th and 8th grade football players are limited to a maximum of 4 quarters in one day or 32 quarters per season (in an eight game season).
- 7th grade football players cannot play on the 8th grade team unless a 7th grade team is not fielded.
- 8th grade football players cannot play on the 7th grade team.

Guidelines for High School Practice Time in Recreation Centers

3:00pm - 6:45pm Monday through Friday

Recreation Centers will be open to the public from 6:00am – 10:00am Monday through Friday.

1. Athletic Directors are to submit monthly practice schedules to Community Services on or before the last day of the month for the following month's practices. High school athletic directors (ADs) are responsible for approving middle school activities from 3:00pm-6:45pm. The middle school athletic department assumes responsibility for the centers during middle school practices.
2. No black-soled street shoes on courts, no cleats or muddy shoes to be worn anywhere in the building. No food or drink anywhere except the community room and locker rooms. Correct disposal of trash is expected.
3. Recreation center employees will be stationed in the recreation center during high school practice times monitoring entrance and exit flow. Athletes and coaches are expected to treat the supervisors with respect and follow supervisor directives. Likewise, supervisors are expected to treat athletes and coaches with respect. Recreation center employees will be asked to wear their nametags for identification.
4. Coaches must monitor all athletic activities -- (Students may not be in the gymnasium, weight room, etc., by themselves.) Coaches will not leave the building until all of his or her athletes have left.
5. When there are high school contests from 3:00pm – 6:45pm, the athletic department is responsible for stationing a person at the main entrance to monitor entrance and exit flow. During contests, the main entrance to the recreation center should be used as the entrance and exit.
6. Coaches responsible for after-school practices and contests must be out of the recreation center no later than 6:45pm. If the high school is hosting a freshman contest in the recreation center, the high school A.D. should provide the recreation center team leader a copy of those dates, so the recreation center hours can be adjusted for public hours or closed to the public at that time. This information needs to be given to the recreation center staff at the beginning of the season so signs can be posted to inform the public concerning possible closing dates.
7. Preparation for high school contests — the athletic department is responsible for setting up all equipment necessary to host its activity. At the conclusion of the game, the high school managers are responsible for returning the recreation center to its prior condition (put away bleachers, tables, chairs, equipment, etc.) It may be necessary to have a custodian present at events. If the recreation center staff can't furnish a custodian, the high school will have to provide a custodian. After practice times, the coaches should be responsible for doing the same clean up after completing practice.
8. Each high school's athletic department will be charged repair or replacement costs for damage to buildings or equipment during contests or practices. Team members will be the primary source of information relating to damages. Middle school athletic departments will be charged for damage done by middle school athletic teams.
9. Use of recreation centers during weekdays, after 6:45pm on week nights, or any time on weekends, will require submission of the electronic "Building Use Request" at least (14) days in advance of desired use.
10. Middle School Athletic Coordinators and A.D.'s will decide on employee usage of centers during high school practice times, if any.
11. Rec Center employees must be on duty when the rec center is rented out, however, Rec Center employees don't have to be present for athletic practices. The coaches are responsible while they are using the rec center.
12. During public hours, the Rec Center employees must be on duty at all times.

Open Gym/Open Field

Opening the gymnasium or field to all students for recreational purposes is not a violation. There are no limits for length and time for open gyms or fields. Check with the building principal or A.D. for gym or field use. However, opening the gymnasium or fields to a select group of students to practice a sport is a violation when limited to certain students.

Coaches may not formally evaluate or coach students during open gym, but may correct individual fundamentals. For example, double dribbling.

Scrimmages and Number of Contests

Refer to the OHSAA Handbook or search the OHSAA website (www.ohsaa.org) for specific scrimmage and contest regulations by sport.

SWCS will pay for the transportation to the allowable number of scrimmages as defined in OHSAA regulations.

No contest or scrimmage should be scheduled if the location of the travel exceeds 50 miles each way (unless it is a contest scheduled with an O.C.C. member school that happens to fall outside of the 50-mile range). The district will **not** pick up the cost of the first 50 miles and bill the school for the amount of miles over the 50-mile limit. If a school wants to schedule a scrimmage or contest over the 50-mile limit, it should expect to pay with their athletic funds or pay with their Athletic Booster support.

TRANSPORTATION OF ATHLETES TO AND FROM ATHLETIC CONTESTS

It is the policy of the South Western City Schools, High School Athletic Departments that all athletes ride both to and from all athletic contests in the district provided school transportation. Coaches are not permitted to transport athletes unless approved by the building principal with proper paperwork.

Rationale:

Attendance is taken; strategy and assignments are often reviewed during travel to the contest. It is important for the coach to know who is present in making final preparations for an athletic contest.

Exceptions:

1. Being transported by parent/legal custodian or guardian from another school recognized activity (dual participation in other conflicting school sponsored events.)
2. Emergency (defined as potential bodily harm) does not encompass inconveniences.
 - Must contact the coach prior to the departure from school. Arrival at a contest late and claiming an emergency does not guarantee the student being considered for participation.
3. After the school sponsored event, a school recognized parent/guardian/legal custodian only may request to take the student home via private transportation rather than meeting the bus at the school.

Rationale: The school will not release a student to anyone other than the lawfully designated parent/guardian/ custodian for liability considerations.

Procedures: The parent/guardian/legal custodian of the student shall both verbally inform and personally provide a written note to the person in charge of the team, at the site of the contest and on the day of the contest.

Consequences: If a student misses the bus, they may not be permitted to participate.

Flagrant disregard of the policy and procedures may result in the team member being suspended from future participation in team activities.

OCR Issues New Guidance for Students with Disabilities in Extracurricular Athletics

This information was provided by Bricker & Eckler LLP, Bricker Bullet No. 2013-03 on February 1, 2013.

On Friday, January 25, 2013, the U.S. Department of Education's Office for Civil Rights (OCR) issued a new formal guidance (in the form of a "Dear Colleague" letter) for public elementary and secondary schools and college and universities regarding their obligation to provide athletic opportunities for students with disabilities as Title IX created for female athletes.

The January 25th letter clarifies schools' existing legal obligations under Section 504 of the Rehabilitation Act of 1973 to provide students with disabilities an equal opportunity to participate in extracurricular activities. This means making reasonable modifications to the school's extracurricular programs and activities and providing necessary aids and services, unless the school can show that doing so would result in a fundamental alteration of its programs or put student safety at risk.

Within the letter, OCR provides concrete examples of the types of reasonable modifications that schools may be required to make in order to ensure that students with disabilities have an equal opportunity to participate in extracurricular athletics. For example:

- Using a visual cue along with a starter pistol for a student with hearing impairment who is on the track team, or
- Providing after school nursing assistance (such as glucose testing and monitoring) to enable a student with diabetes to participate in an after school athletic program.

The letter also cautions schools that they cannot limit athletic opportunities due to generalizations and stereotypes about students with disabilities and encourages them to "work with their communities and athletic associations to develop broad opportunities to include students with disabilities in all extracurricular athletic programs."

Questions concerning the above may be referred to the attorneys of the Education Practice Group at Bricker & Eckler LLP.

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Bricker & Eckler LLP (2013)

Students with Disabilities

It is the policy of the Ohio High School Athletic Association (OHSAA) to support playing rules modifications, where appropriate, in order to accommodate students with disabilities so that they are able to participate in the interscholastic athletics programs sponsored by the member schools. To that end, the OHSAA shall receive requests for modifications to the interscholastic athletics programs in the 28 sports sponsored by the Association for students with disabilities, including those with hearing, visual and physical disabilities.

The OHSAA commends and supports these students who wish to compete in the sports that are sponsored by the OHSAA, and sincerely desires to work with the member schools to enable students with disabilities to enjoy participation opportunities.

The following procedures have been developed by the OHSAA to examine each individual case to ensure that a request for modification does not give the student with the disability an advantage in the competition or put other competitors at a disadvantage or at risk. The OHSAA must consider the needs of all students involved in the competition.

Evaluation Guidelines

The OHSAA will evaluate each modification request using the following guidelines:

1. Does a modification already exist according to that sport's national (NFHS or other) playing rules?
2. Would the modification fundamentally alter the nature of the event?
3. Is the requested modification reasonable under the circumstances?
4. Is the requested modification necessary for the student to participate?
5. Can the student participate at the same time as the other participants?
6. Would the requested modification give the student an advantage over other competitors?
7. Would the requested modification cause the other participants to be at a disadvantage or at risk? 8. Would the requested modification pose a safety risk to the student and/or any other participants in the event? 9. Would additional costs be involved, and if so, how would those costs be met?

Requesting a Modification

A member school administrator shall contact the OHSAA if a student desires to compete in an OHSAA sponsored sport. Please make your request in writing on official school letterhead as far in advance as possible (minimum of two weeks prior to the event). Please identify the exact nature of the requested modification in as much detail as possible. The OHSAA will not accept requests via the telephone, but will accept electronic submissions on school letterhead signed by an administrator.

Address the evaluation guidelines giving sufficient documentation regarding the disability and the need for the requested modification(s). Identify the modification(s) requested for the event and any modification(s) that the school makes for the student daily.

If the OHSAA approves a modification, it is the coach's responsibility to provide a copy of the OHSAA approval notification to all affected schools competing in the event and to the head contest official. Only one response letter from the OHSAA is necessary for the modification to be permitted for all interscholastic contests in that sport or event for the current school year. If the student advances to Regional or State tournament competition, it is the responsibility of the member school to notify the OHSAA immediately.

For the OHSAA's guidelines on service animals for spectators, visit the OHSAA website (OHSAA.org).

Please direct your request to Deborah B. Moore, OHSAA Senior Director of Compliance and Sports Medicine at dmoore@ohsaa.org.

Updated 081622



Weather and Closing of School

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OHSAA Lightning and Inclement Weather Policy

Recognition of Weather

Coaches, athletic trainers, athletes, administrators and contest officials shall be educated regarding the signs indicating thunderstorm development. Since the average distance between successive lightning flashes is approximately two to three miles, ANYTIME that lightning can be seen or heard, the risk is already present. However, at night under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event if no thunder can be heard and the flashes are low on the horizon. Weather can be monitored using the following methods:

- **Monitor Weather Patterns** – Be aware of potential thunderstorms by monitoring local weather forecasts the day before and morning of the competition, and by scanning the sky for signs of potential thunderstorm activity.
- **National Weather Service** – Weather can also be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions. Any thunderstorm poses a risk of injury or death even if it does not meet the criteria for severe weather. Therefore, anytime thunderstorms are in the forecast (even if it is only a 20 percent chance), event organizers shall be at a heightened level of awareness to the potential danger of lightning.

Management

- **Evacuation** – If lightning is imminent or a thunderstorm is approaching, unless under the night atmospheric conditions previously explained, all personnel, athletes and spectators shall evacuate to available safe structures or shelters. A list of the closest safe structures should be announced and displayed on placards at all athletic venues.
- **Thirty-Minute Rule** – Competition or practice shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or competition. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and another count shall begin.

NFHS Policy Change - 2018

At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

Lightning and Inclement Weather

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas, and determine the amount of time needed to get everyone to the designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.

Proactive Planning - continued

- c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
 5. Inform student-athletes and their parents of the lightning policy at the start of the season.

School Closing Due to Inclement Weather

High Schools

Will There Be Practice or Games for the High Schools?

School closed prior to opening:

- | | |
|-----------|---|
| Practice: | The decision as to whether to hold practice or not will be a building level decision to be made by the building principal, assistant principal/athletic director and head coach. |
| Game: | The decision as to whether to play a game or not will be a building level decision made by the building principal, assistant principal/athletic director, and director of transportation. |

School closed after opening:

- | | |
|-----------|----------------------------|
| Practice: | There will be no practice. |
| Game: | There will be no games. |

Resuming athletic contests after any school cancellation will be made on a daily basis for high schools.

Playing “Away” Games When Schools Are Closed

By mutual agreement of all parties, the director of transportation will designate an individual to be on-call if school is closed and athletic teams decide to play at an away site. The cost is to be borne by the participating school(s).

Middle Schools

Will There Be Practice or Games for the Middle Schools?

If schools are closed due to inclement weather, the following guidelines shall apply:

- **No contest** shall be played when schools are closed (home or away).
- **No practice** will be permitted on days the schools are closed (the building is to remain closed).
- If school is dismissed early due to inclement weather; there will be **no games and no practice**, scheduled or voluntary, for middle school athletics.

OHSAA Cold and Hot Weather Policy

COLD WEATHER

Postponement - Cold Weather

1. Actual temperature must be 40 by 1:00 p.m. for all spring sports except lacrosse (see #4). On the weekends, the temperature must be at least 40°two hours before the event starts.
2. Building Coordinator confers with middle school administrators of postponement.
3. Building Coordinator notifies the district athletic supervisor, student athletes, parents of athletes, and outside district school.
4. Lacrosse games will be permitted unless the temperature falls below 30.

HOT WEATHER

OHSAA Heat Illness Policy

This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity.

1. Thirty minutes prior to the start of activity, temperature and humidity readings should be taken at the site.
2. The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. If schools are utilizing a digital sling psychrometer that calculates the Heat Index, that number may be used to apply to the table.
3. If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings would be required every thirty minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.
4. Using the following table, activity should be altered and/or eliminated based on this Heat Index as determined:

Under 95 degrees Heat Index -

- Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group.
- Have towels with ice for cooling of athletes as needed.
- Watch/monitor athletes carefully for necessary action.
- Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.

95 degrees to 99 degrees Heat Index -

- Water shall always be available and athletes shall be able to take in as much water as they desire.
- Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group.
- Have towels and ice for cooling of athletes as needed.
- Watch/monitor athletes carefully for necessary action.
- Helmets and other equipment should be removed when athletes are not directly involved with competition, drill or practice and it is not otherwise required by rule.

Note: Reduce time of outside activity. Consider postponing practice to later in the day. Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

100 degrees (above 99 degrees) to 104 degrees Heat Index -

- Water shall always be available and athletes shall be able to take in as much water as they desire.
- Mandatory water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group.
- Have towels with ice for cooling of athletes as needed.
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible and permissible by rules.
- Allow athletes to change to dry shirts and shorts at defined intervals.
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- Postpone practice to later in the day.
- If helmets or other protective requirements are required to be worn by rule or normal practice, suspend practice or competition immediately.

Note: Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.

Above 104 degrees Heat Index -

- STOP all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

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Pay-to-Participate and SBC Scholarships

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South Western City Schools

Pay-to-Participate Information

Parents and Students



School Year - 20_____

FEE DUE DATES

Band: July _____

Fall: August _____

Winter: November _____

Spring: March _____

The Board of Education approved the following fees for participation in athletic programs, cheerleading, marching band, and clubs as noted below.

Board Approved Pay-to-Participate Fees Per Individual. This is a reduced fee schedule for this school year.

- | | |
|------------------------------|--|
| • \$37.50 (per sport) | Middle School Athletics and Cheerleading |
| • \$50.00 (per school year) | High School Marching Band |
| • \$75.00 (per sport) | High School Athletics and Cheerleading |
| • \$5.00 (per club) | In the Know, Student Council, Key Club, Mock Trial, and Dance Team |
| • \$250.00 (per school year) | Family Cap |

- Club and marching band fees shall be paid prior to participation and band camp.
- Athletic fees are due on the established due date listed above prior to the first contest.
- All fees must be paid to the activity clerk or secretary in charge of accepting student fee payments; fee payments must NEVER be given to a coach, band director or teacher.
- Payments for athletics, marching band, or club activities should be made payable to the student's respective school. A receipt will be provided by the activity clerk to the student upon receipt of payment; this is your only proof of payment if you pay in cash.
- **Refunds will not be made if a student quits, is injured, removed from the team, moves out of attendance area or district, or is ineligible during the season or club term.**
- Refunds will only be made if there are not enough participants to field a team, band, or organize a club.
- Families with multiple students involved in athletics, band, or clubs, who reach the \$250 family cap for the school year, should complete the attached Annual Cap Form and submit it to their student's building principal.
- Students who participate in fall and winter cheerleading only pay to participate once a school year (not each season).
- SBC Scholarships are limited and awarded based on need. **Applications for the SBC Scholarship are available from the website at www.swcsd.us, or from the coach, athletic office, or band director. *Every question and/or blank must be answered on the SBC form to be considered.*** The scholarship application must be turned in before the SBC deadline.

My signature indicates I have read and understand the pay-to-participate guidelines for the South Western City Schools. I am also aware the SBC scholarship application is due two (2) weeks prior to this fee, if I'm interested.

Student's Name (Print) _____ School and Grade _____

Parent Name (Print) _____ Parent Signature _____

Sport/Year _____ Date _____

Rev.08/05/25



South Western City Schools

Family Pay-To-Participate \$250* Annual Cap Form

Parents who have children involved in multiple athletics, band, and clubs are eligible for a \$250 Annual Cap for each school year. If your family has reached the \$250* Annual Cap, please complete the following information and provide a canceled check or receipt for each of the athletics, band, and clubs in which your child(ren) participated this school year. Submit this information to the building principal at your child's school. If you have more than one child listed, this information only needs to be provided to *one* of the children's building principals.

CHILD'S NAME	ATHLETICS, BAND, CLUB (Indicate which sport)	**SCHOOL AND GRADE	AMOUNT PAID
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Forward this completed form to each of your children's schools, to the attention of the building principal. If you have multiple children listed, it is not necessary to send a form for each student. Each school will enter the annual cap in Infinite Campus for their students.

*The \$250 Annual Cap is a reduced amount for the current school year.

Success Beyond the Classroom

(SBC) Scholarship Application

School Year - 20_____

Application Deadline
Marching Band - June TBD
Fall - July TBD by DSC
Winter - November TBD by DSC
Spring - March TBD by DSC
Add the current due dates above.

IMPORTANT INFORMATION

Completed SBC applications must be **delivered** to the athletic director (HS), the (MS) assistant principal, or district office **by 3:30 p.m. on or before the deadline date**. The deadline date for each season is listed above. SBC applications received **AFTER** the deadline will **NOT** be considered for a scholarship for the current season.

Complete both sides. Do not leave any information blank.

SECTION ONE: PARENT/GUARDIAN ONLY

Student Name _____

School _____ Which Sport or Marching Band? _____

Name(s) of Parent(s)/Guardian(s) _____

Street Address _____

City, State, Zip _____

Home Phone # _____ Cell Phone # _____

1. **Father/guardian's employment status?** (Circle One): Full Time Part Time Not Currently Employed

Name of employer: _____

Mother/guardian's employment status? (Circle One): Full Time Part Time Not Currently Employed

Name of employer: _____

2. **Which one does your student qualify for?** (Circle One): Free Lunch Reduced Lunch No Assistance

3. **Family/household size including parents and guardians:** _____

4. **During the last school year, how many students in your family/household participated in SWCSD middle school and/or high school extra-curricular activities?** _____

5. **Please explain any special circumstances or additional information that SBC should consider when reviewing your scholarship application, including circumstances such as family illness, extraordinary medical expense, job loss, disability, etc. (Do not leave this one blank.)**

Turn the page to continue the application on back

SECTION TWO: STUDENT ONLY

6. Please list all school-related activities in which you participated during the past twelve months.

7. How does your participation in sports and/or marching band help you to grow as a student?
(Attach an additional sheet, if necessary)

8. Why do you feel you deserve a scholarship from Success Beyond the Classroom (SBC)?
(Attach an additional sheet, if necessary.)

IMPORTANT

Before submitting this application, please review it carefully to verify all questions and information have been completed. **Don't forget to sign below.** SBC Scholarships are awarded based on the information you provide on this application. **If any information is left blank, the application will NOT be considered for a scholarship.** Results are determined by SBC then released to the schools approximately one week after the application deadline.

SBC, please accept the information provided above for consideration of a SBC scholarship.

StudentSignature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Attention athletic directors (HS) and assistant principals (MS) All SBC applications turned in to you must be delivered to the DSC by 4:30 pm on the deadline date. Applications should be placed in an envelope marked "SBC" and given to the receptionist at DSC.

SBC is a 501(c)(3) organization dedicated to assisting students of SWCS with scholarships to cover a portion of the pay-to-participate fee. SBC holds a fundraiser each year to raise money for these scholarships. If you would like to volunteer at any of the upcoming SBC fundraisers, please contact SBC or notify the athletic director (HS) or the assistant principal (MS) at your school.



**Accounting,
Admission,
and
Staffing Numbers**

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RECORD OF TICKET AND CASH ACCOUNTABILITY FOR SPECIAL EVENTS

INSTRUCTIONS FOR FORM - ADM 210

Rev. 07/22/22

Ticket prices updated: 08/2025

This form must be completed by the activity account clerk/secretary and the ticket seller. Instructions and Form for ADM210 – Record of Ticket and Cash Accountability for Special Events can be found in the Forms Section of this handbook.

BEFORE THE EVENT - Activity Account Clerk/Secretary

Header: Activity Account Clerk/Secretary completes header information with school name, date of the event, event title, and opponent name if applicable. **Attach the first unused ticket from each roll** to the form as required by the Auditor of State.

Section I: Activity Account Clerk/Secretary completes Section IA with the color of tickets to be used, the beginning sequence number and sales price of each color. Use separate color tickets for different prices (prices for each color: \$8, \$7, \$5, \$3).

Section II: Activity Account Clerk/Secretary completes Line B with the amount of the change fund to be issued for this event.

DURING THE EVENT - Ticket Seller

The Ticket Seller receives a partially completed form with tickets ready to be used for the event and confirms the beginning sequence number written for each color ticket and the change fund amount. At the end of the event, the Ticket Seller will complete the ending sequence number and total tickets sold of each color (last ticket number sold minus first ticket number sold **plus one** equals the total number of tickets sold.) The Ticket Taker will record any discrepancies or unusual circumstances that occurred during the sale in the Notes and Explanation area of Section I-F. The Ticket Seller will then print their name and sign the form confirming the number of tickets sold and any special notes.

The form, unused tickets, and all money collected will be picked up by the AD, Principal, or event coordinator and locked in the school safe for the Activity Account Clerk/Secretary to verify and complete on the next business day.

FOLLOWING BUSINESS DAY AFTER THE EVENT - Activity Account Clerk/Secretary

Section I:

Activity Account Clerk/Secretary confirms the ending sequence number of each ticket color and the total tickets sold. Then the total dollar amount of each ticket color is calculated and recorded in the Total column of Section I. **Attach the ending ticket from each roll** to the form as required by the Auditor of State.

Section II:

Activity Account Clerk/Secretary completes Section II as follows:

Line A: Add Section I lines A1, A2, A3, A4, and A5 and record total.

Line C: Add Section II lines A and B and record total.

Line D: Count the money collected and record by denomination, and then, record total money to be deposited.

Line E: Subtract Section II-line C from line D and record difference.

Line F: Explain any discrepancies here.

After the steps above have been completed:

1. Sign the ADM 210 form
2. Record pay-in number and deposit date
3. Make a copy of the completed ADM 210 form
4. Send the copy of the ADM 210 with the pay-in form to the Treasurer's Office, Accounts Receivable
5. Keep the original ADM 210 form on file in school building office

Can a District Run All 300 Fundraisers through Booster Groups?

The Board of Education should clearly identify groups they recognize as non-school organizations. The most common of these groups include booster clubs, alumni groups, and parent/teacher organizations.

The board should adopt a policy and establish parameters within which these groups should operate. The policy should specify the following:

1. Activities of these groups do not involve public funds
2. The groups clearly distinguish themselves from the school district in all activities
3. The guidelines and procedures to be followed in the use of school grounds, school district personnel, and students in fundraising activities of the groups
4. Purchases by the group(s) are not represented as school district expenditures and do not use the identification numbers of the school district (Tax ID numbers, sales tax exemption forms, school district purchase orders, etc.)
5. Donations to the school district, in the form of cash or merchandise by such groups, can only be accepted by board resolution, and
6. Checks made payable to the school district or a school district building should **not** be accepted by such groups

According to Ohio Revised Code Section 3313.811, the State Board of Education has established the following guidelines to be used by the Board of Education in determining the appropriateness of the sale of school supplies by organizations other than a school district.

1. The organization has a purpose which will benefit the school district and its students
2. The organization's planned activities are clearly in the best interest of the school district and its students
3. The organization has submitted the following information and assurances:
 - a. A statement noting the purpose of the organization, including but not limited to:
 - I. Organization name
 - II. Stated purpose
 - III. Provisions for student involvement, and
 - IV. Names and terms of officers
 - b. Financial accountability assurances that the organization:
 - I. Utilizes a proper bookkeeping procedure
 - II. Has identified persons who have financial responsibilities
 - III. Will not commingle funds with student activities accounts
 - IV. Will use funds within the framework of the purpose of the organization whereby funds will not be considered public monies, and
 - V. Will guarantee that at least seventy percent of funds collected will be spent on student activities
 - c. Use of facility assurances that the organization:
 - I. Will obtain permission to use school property
 - II. Will have a faculty member or principal on the advisory board
 - III. Will use teacher volunteers, students, or members to conduct activities only if approved by the superintendent or his or her designee, and
 - IV. Will be willing to pay for any or all additional expenses incurred by the activity
4. Any funds generated by the above activities will be accounted for by the fiscal officer of the non- school organization rather than the school district treasurer.

Additional Booster Financial Reminders:

- Fund balances currently maintained by the district should not be turned over to the booster group.
- For all booster funded tournaments, arrangements must be made for monies collected and removed to be done by booster members only, not district personnel.
- Booster monies should never be stored in any district facility or on any district property. Booster funds are not insured
- No booster-charged fees may be added to a student fee in Infinite Campus. Boosters must use their own methods to collect fees they charge our students and families.
- The only fees allowed to be added to a student's Infinite Campus account include Board-approved school fees and debts incurred via district-approved fundraisers/activities.

Athletic Budgets

Middle School

The building administrator is responsible for coordinating the preparation of their annual athletic budgets.

The middle school administrator will determine which supplies, equipment, and services will be purchased in bulk. Bulk purchase orders will be prepared by the Director of Business Services and/or Treasurer/Designee who will work with each building administrator to determine need and cost allocated to each building. Typical bulk purchases in the past have included football helmets, wrestling mat reconditioning, and basic supplies for each sport. All other purchases will be processed at the individual building level.

High School

It is the responsibility of the athletic director/assistant principal, working with the building principal, to prepare an annual budget for each high school.

Funding requests are based on several factors, including end of season inventories (which are required to be completed after each season ends).

Athletic Camps

There are two kinds of athletic camps:

1. District-sponsored camps
2. Non-district sponsored camps

Documentation of physicals is encouraged, but **not** required for participation in district-sponsored camps.

District-sponsored camps

- The coach may use the district/school name in promotion and publicity.
- The electronic Facilities Use Request should be submitted by whoever is running the camp (no charge for district sponsored camps).
- Receipts must be processed through the treasurer's office.
- Payment of workers is made by the treasurer's office.
- Liability coverage is provided by the school district.
- The camp must pay for custodial service.
- All expenses will be paid for through the purchase order/check process.
- A sales project potential form must be completed which includes fund/spcc where expenditures will be posted (see note at bottom of memo).
- Upon completion of the camp, a camp roster must be submitted with the second part of the Sales Project Potential Form.

Non-district sponsored camps

- The coach may **not** use the district/school name for promotion and publicity.
- Whoever is running the camp is who must enter and submit the Facilities Use Request form. Charges will be assessed.
- Payment to workers is made by the coach.
- The coach provides liability coverage. Evidence of coverage must be submitted with the electronic Facilities Use Request.
- The camp must pay for custodial service.
- The coach will pay for all expenses.

Please Note:

For all camps, an electronic *Facilities Use Request* must be submitted. This must be done whether the camp is a district/school sponsored activity or a non-district sponsored activity. The form must stipulate all areas/rooms/grounds/facilities to be used during the camp.

Athletic Camps - continued

Timeline

It is recommended that prior to May 1st each year all coaches give notice to the athletic director in their building, whether or not they will be conducting a sports camp and utilizing district facilities/grounds. This information will be submitted to the assistant treasurer by the athletic director. For each district-sponsored camp conducted, the sales project potential form must be completed and on file in the treasurer's office at least two weeks prior to the camp. At the end of the camp, sales project potential forms must be turned in to the treasurer's office within 30 days.

Finances

Each middle school will maintain a student activity athletic fund. Each fund will receive two transfers from the general fund each fiscal year in an amount determined by the Board of Education. The current formula for calculating the transfer includes allocations and benefits as approved by the Board of Education, as well as money to help the students and purchase basic uniforms, supplies, and equipment.

These funds shall be handled by the building's activity clerk as directed by the building principal or designee. All admission monies must be deposited in the school's athletic fund (See Section VI for sample forms and explanation).

All purchase orders for items, other than bulk purchases, which are initiated by the school principal or designee, should be reviewed for appropriateness. No one will be reimbursed for items purchased without an approved purchase order. An approved purchase order is one that contains both the business manager's signature and the treasurer's signature.

Purchasing Equipment

Purchasing equipment is the responsibility of the building principal or designee. Coaches may submit needs in writing to the principal after the end-of-season inventory has been taken.

Workers at Athletic Events

Middle School Rates:

Individuals that work at middle school athletic events as scorekeepers, admission ticket sales/ticket takers, etc. can be paid \$20-\$30 per event, determined per building. These rates are considered reasonable from the assistant treasurer's office and the rates must not be exceeded. These payments are not an hourly wage, but a token of appreciation for the help.

High School Rates:

Individuals that work at athletic events at the high school level will be paid according to the following chart (dated 10/21/21). These rates must not be exceeded and are considered reasonable from the assistant treasurer's office. These rates are not intended to pay staff to "set up" games or perform other jobs not listed here. The payment is for one event/game as a token of appreciation for the help, not an hourly wage.

Pay Rates for Working Events High Schools (HS) and Middle Schools (MS)

Fall Sports (HS)	VAR	JV	FR
Ticket Seller - VFB	\$60	\$0	\$0
Ticket Seller -SOC, VB, JV/FR FB	\$35	\$35	\$35
Ticket Taker / Scanner VFB	\$50	\$0	\$0
Pass Gate	\$50	\$0	\$0
Reserved Seating	\$50	\$0	\$0
Team Host	\$40	\$0	\$0
Parking Lot	\$40	\$0	\$0
SOC Announcer	\$30	\$0	\$0
SOC Clock Operator/Videoboard/Score	\$40	\$35	\$0
Football Videoboard (Friday)	\$50	\$0	\$0
FB Scoreboard/Clock	\$50	\$35	\$35
Football Announcer	\$50	\$0	\$0
Scanners (SOC, VB)	\$35	\$0	\$0
Winter Sports (HS)	VAR	JV	FR
Ticket Seller	\$35	\$30	\$30
Announcer	\$35	\$25	\$25
Clock	\$35	\$30	\$30
Scorebook	\$25	\$20	\$20
Adult Worker	\$15	\$15	\$15
Wrestling -- Dual \$25; Tri or Quad \$50	\$35	\$30	\$30
Wrestling -- Tri or Quad	\$60	--	--
Spring Sports (HS)	VAR	JV	FR
Ticket Seller (LAX/VB)	\$35	\$35	\$35
Announcer	\$35	\$25	\$25
Clock	\$35	\$30	\$30
Scorebook	\$25	\$20	\$20
Track Ticket Seller/Scanner	\$50	--	--
Middle School (MS) *			
Stand Alone Event*	--	\$30	
Multiple Events for Single Sport*	--	\$25	
		per event	

*The amount paid at the middle schools will be \$20-\$30 per game or event as determined by the MS building's administrator.

Staffing for Interscholastic Sports*

Beginning 2025-2026

High School (HS)		Middle School (MS) ***	
Baseball-Head Coach	1	7th Basketball (Boys)-Head Coach	1
Baseball-Assistant Coach	3	8th Basketball (Boys)-Head Coach	1
Basketball (Boys)-Head Coach	1	7th Basketball (Girls)-Head Coach	1
Basketball (Boys)-Assistant Coach	3	8th Basketball (Girls)-Head Coach	1
Basketball (Girls)-Head Coach	1	Building Coordinator	1
Basketball (Girls)-Assistant Coach	3	Cheer-Head Coach	1
Bowling (Boys)-Head Coach	1	Cheer-Assistant Coach	1
Bowling (Girls)-Head Coach	1	7th Football-Head Coach	1
Cheer-Head Coach	1	7th Football-Assistant Coach	1
Cheer-Assistant Coach	2	8th Football-Head Coach	1
Cross Country-Head Coach	1	8th Football-Assistant Coach	1
Cross Country-Assistant Coach	1	Track (Boys)-Head Coach	1
Football-Head Coach	1	Track (Boys)-Assistant Coach	1
Football-Assistant Coach	7	Track (Girls)-Head Coach	1
Golf (Boys)-Head Coach	1	Track (Girls)-Assistant Coach	1
Golf (Boys)-Assistant Coach**	1	7th Volleyball-Head Coach	1
Golf (Girls)-Head Coach	1	8th Volleyball-Head Coach	1
Golf (Boys)-Assistant Coach**	1	Wrestling-Head Coach	1
Gymnastics	1	Wrestling-Assistant Coach	1
Soccer (Boys)-Head Coach	1		
Soccer (Boys)-Assistant Coach	2		
Soccer (Girls)-Head Coach	1		
Soccer (Girls)-Assistant Coach	2		
Softball-Head Coach	1		
Softball-Assistant Coach	3		
Swimming-Head Coach	1		
Swimming-Assistant Coach	1		
Tennis (Boys)-Head Coach	1		
Tennis (Girls)-Head Coach	1		
Track (Boys)-Head Coach	1		
Track (Girls)-Head Coach	1		
Track (Shared)-Assistant Coach	3		
Trainer	1		
Volleyball (Boys)-Head Coach	1		
Volleyball (Boys)-Assistant Coach	3		
Volleyball (Girls)-Head Coach	1		
Volleyball (Girls)-Assistant Coach	3		
Wrestling-Head Coach	1		
Wrestling-Assistant Coach	2		

*The number of assistant coach contracts reflects the number of teams fielded. Rosters will be requested for verification of contract needs.

**Golf must have a JV team to get an assistant coach contract

***Middle School football may be approved for 1 additional assistant coach contract if there are more than 50 players combined in either grade.



Admission and Sports Packages

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South Western City Schools

High School Athletic Events

Admission Policy for

FHHS Only

GENERAL ADMISSION
\$7.00 Adults / \$5.00 Students (K-12)*

Gates will remain open to purchase tickets until the END of the 3rd Quarter. Gates will close **AFTER** 3rd quarter.

	<u>with ID</u>	<u>without ID</u>
All Military (active & inactive) (Military ID required)	Free	\$7.00
Top55 Club Card (Top55 card must be presented at the gate.)	Free	\$7.00
Stand-Alone JV or Freshman Game ***	\$7.00 Adult/ \$5.00 Student*	\$7.00 Adult/ \$5.00 Student*
College Students	\$7.00	\$7.00
Golden Buckeye Card	\$7.00	\$7.00
Senior Citizens (60+ years)	\$7.00	\$7.00

Notice: The above-mentioned admission types and prices are **NOT** valid during any tournament game intra-district or outside SWCS, nor are they valid at events sponsored by outside groups or organizations being held in-district, including OHSAA tournament games. OHSAA or the event sponsor determines admission for their events.

*The \$5.00 student (and \$5 student rate for JV games) rate applies to all children kindergarten through grade 12.

****Immediate family** are those permanently living in the same household, not extended family.

*****Stand-Alone games** are mostly played on Saturday, JV/Freshman football games and freshman volleyball when played at the rec center at the same time as JV.

Last Revised: 09/11/2025

South Western City Schools

Athletic Admission Policy for District Staff Only

Proper SWCS identification, as listed below, is required for free admission for:

SWCS Board & Cabinet Members + 1 Free
(The Board Member or Cabinet Member must present SWCS ID card at the gate . Pass includes member plus one guest.)

SWCS Staff Members + Family building employed) Free**
(Staff must present current SWCS ID badge . Admits employee, plus immediate family only, at in-district events, at the building employed.)

SWCS Staff Members + 1 (building NOT employed) Free
(The staff member must present a current SWCS ID badge . Admits employee, plus one guest.)

Coaches and Immediate Family Free**
(Coach must present valid ID. Coach and each family member must be on the "Pass List" at the gate. If they are not on the list, charge the general admission fee.)

Gates will remain open to purchase tickets until the END of the 3rd quarter. Gates will close AFTER 3rd quarter.

Notice: The above-mentioned admission types and prices are **NOT** valid during any tournament game intra-district or outside SWCS, nor are they valid at events sponsored by outside groups or organizations being held in-district, including OHSAA tournament games. OHSAA or the event sponsor determines admission for their events.

****Immediate family** are those permanently living in the same household, not extended family.

Last Revised: 09/11/2025

South Western City Schools

CCHS, GCHS, and WHS

Athletic Admission Policy for High School Athletic Events

General Admission

\$8.00 Adults / \$7.00 Students (K-12)*

Gates will remain open to purchase tickets until the END of the 3rd quarter. Gates will close AFTER 3rd quarter.

	<u>with ID</u>	<u>without ID</u>
All Military (active & inactive) (Military ID required)	Free	\$8.00
Top55 Club Card (Top55 card must be presented at the gate.)	Free	\$8.00
Stand-Alone JV or Freshman Game ***	\$5.00 Adult/ \$4.00 Student*	\$5.00 Adult/ \$4.00 Student*
College Students	\$8.00	\$8.00
Golden Buckeye Card	\$8.00	\$8.00
Senior Citizens (60+ years)	\$8.00	\$8.00

Notice: The above-mentioned admission types and prices are **NOT** valid during any tournament game intra-district or outside SWCS, nor are they valid at events sponsored by outside groups or organizations being held in-district, including OHSAA tournament games. OHSAA or the event sponsor determines admission for their events.

*The \$7.00 student (and \$4 student rate for JV games) rate applies to all children kindergarten through grade 12.

****Immediate family** are those permanently living in the same household, not extended family.

*** **Stand-Alone games** are mostly played on Saturday, JV/Freshman football games and freshman volleyball when played at the rec center at the same time as JV.

Last Revised: 09/11/2025

South Western City Schools

Middle School Athletic Events Admission Policy

GENERAL ADMISSION

\$5.00 Adults / \$3.00 Students (K-12)*

Gates will remain open to purchase tickets until the END of the 3rd quarter. Gates will close AFTER 3rd quarter.

	<u>With ID</u>	<u>Without ID</u>
All Military (Active & Inactive) (Military ID required)	Free	\$5.00
Senior Citizens (60+ years) (Must present ID with birthdate)	Free	\$5.00
Golden Buckeye Card (Golden Buckeye must be presented at the gate.)	Free	\$5.00
Top 55 Club Card (Top 55 Club Card must be presented at the gate.)	Free	\$5.00
College Students	\$5.00	\$5.00

Notice: The above-mentioned admission types and prices are **NOT** valid during any tournament game intra-district or outside SWCS, nor are they valid at events sponsored by outside groups or organizations being held in-district, including OHSAA tournament games. OHSAA or the event sponsor determines admission for their events.

*The \$3.00 student rate applies to all children kindergarten through grade 12.

Last Revised: 09/11/2025

2025-2026 South-Western City Schools All-Sport Season Passes

Student, Adult, and Family Passes admit you to all HOME regular season games (freshman, JV, and Varsity) at _ high school during the 2025-2026 school year.

High School Season Passes

Season	Pass Types	Price
Winter Only	Student Ticket	\$38
Winter Only	Adult Ticket	\$68
Fall Only	Student Ticket	\$38
Fall Only	Adult Ticket	\$68
All Season	Student Ticket	\$53
All Season	Adult Ticket	\$103
All Season	Family of 4	\$248
All Season	Family of 5	\$298
All Season	Family of 6	\$348
All Season	Family of 7	\$398

Middle School Pass Packages

Season	Package Type	Price
All Sports*	10-Credit Package:	\$38
	15-Credit Package:	\$53
	20-Credit Package:	\$68

*All Sports packages include middle school sporting events only.

Admission Policy for Home Athletic and School-Sponsored Events

Persons working the admission gate at all in-district athletic events, should be collecting money through the end of the third quarter or equivalent depending on the sport. Gates will close AFTER 3rd quarter.

Admission Type	Admission Description	High School Events Adult / Student	Middle School Events Adult / Student
General Public* (The student rate = child rate)	General admission - CCHS, GCHS, WHS Admission for home HS & MS athletic events are determined by the OCC, not the district.	\$8.00 Adult \$7.00 Student**	\$5.00 Adult \$3.00 Student**
General Public* (The student rate = child rate)	General admission - FHHS Only Admission for home HS & MS athletic events are determined by the CBL, not the district.	\$7.00 Adult \$5.00 Student**	\$5.00 Adult \$3.00 Student**
College Students*	General adult admission	\$8.00	\$5.00
All Military*	Must present military ID Admits: Cardholder only	Free w/Military ID \$8.00 w/o Military ID	Free w/Military ID \$5.00 w/o Military ID
Senior Citizens* - no ID	No ID, no Golden Buckeye Card, & no Top 55	\$8.00	\$5.00
60+ yrs old*	With ID - Must present current ID with birth date	\$8.00	Free with ID
Golden Buckeye Card*	Must present Golden Buckeye card	\$8.00	Free with ID
Top 55 Club Card*	Must present Top 55 Club card issued by SWCS	Free w/Top 55 ID \$8.00 w/o Top 55 ID	Free w/Top 55 ID \$5.00 w/o Top 55 ID
Coaches and Immediate Family***	Must be on "Pass List" or have a pass	Free (must be on pass list)	Free (must be on pass list)
SWCS* Board Members & Cabinet Members	Present current SWCS ID or Board Pass Admits: Board member, plus one guest	Free	Free
SWCS Staff Members: Attending events in-district at the <u>building employed</u> . (Home)	Staff must present their current SWCS ID badge. Admits: Employee, plus immediate family	Free	Free
SWCS Staff Members: Attending events in-district, but <u>not</u> where employed. (Away)	Staff must present their current SWCS ID badge. Admits: Employee, plus one guest	Free	Free
OHSAA Tournament Games Hosted by SWCS or other school district	The above-mentioned admission types are not valid during any tournament games intra-district or outside SWCS.	Admission determined by OHSAA	Admission determined by OHSAA
Out-of-District: Other Events held outside SWCS	The above-mentioned admission types are not valid for contests and other events outside SWCS.	Admission determined by the event host.	Admission determined by the event host.
In-District: Other Events sponsored by outside groups or organizations	The above-mentioned admission types are not valid for events sponsored by outside groups and organizations, but held in SWCS.	Admission determined by the event host.	Admission determined by the event host.

* Admission type is **not** valid during tournament games, any contest or event held outside SWCS, or events held in SWCS but sponsored by outside groups and organizations.

**The student rate is for anyone from kindergarten age through grade 12, plus college students who present a current college ID.

***Immediate family is those permanently living in the same household, not extended family.

Admission current as of 08/08/2025
Page revised: 08/08/2025



South Western City Schools has partnered with FinalForms in order to make the athletic forms process more efficient for athletes, families, administrators, and coaches.

All coaches are required to maintain a FinalForms account and upload all current certifications to the platform so the district Human Resource Department can verify them. FinalForms will send automated reminders to the coaches as certification expiration dates approach.

Once a coach is selected for a sport, the athletic staff at the school will add him/her to FinalForms using the email the coach provides to them. An invitation will be sent to new coaches for them to set up access to this account. The athletic department will set the school permissions and the sports the coach will be able to manage.

All athletes are required to create an account in FinalForms, complete the necessary preseason forms, and upload their current athletic physical for approval. Coaches are responsible for verifying that all students have completed the necessary forms and submitted a valid physical prior to allowing them to practice. Completed forms are notated by appearing in "All Green" on FinalForms.

We are requiring that all student-athletes use FinalForms.

Please register at <https://southwesterncity-oh.finalforms.com> now and electronically complete all the forms!

Once on the site, Click "New Account" (if you have not previously created one) under the parent icon. After you have confirmed your registration you are ready to add your student-athletes. You will need the following information for the children you are registering:

- Basic Medical History & Health Information
- Insurance Company & Policy Number
- Doctor & Dentist Contact Information
- Hospital Preference
- Email Address for **BOTH** you **and** your student

After your initial set up, you will not have to complete this information again. You will only need to update the information if you have a change in the above information.

Thank you for your assistance in streamlining our paperwork process.

Questions can be directed to your school's Athletic Director.

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SWCS/OHSAA



Eligibility Bylaws



Policies and Administrative Guidelines

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2340 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS (Board Policy)

For the purpose of this policy a school trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a staff member and is approved as part of the District's total educational/extra-curricular program.

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/Designee and fall within collective bargaining agreement parameters.

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

All District-sponsored trips must be supervised by members of the staff. Any time students are in the vehicle, at least one (1) chaperon 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 in writing and approved by the staff member in charge prior to the trip.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that would provide transportation to, a field or other District-sponsored trip.

The Board shall approve all overnight and out-of-state District-sponsored trips.

The Superintendent/Designee shall approve all other such trips.

The Superintendent/Designee has the authority to cancel any educational or extra-curricular trip at any time to preserve the health and safety of individuals participating in school-sponsored trips.

The Board shall assume the cost of specific field trips as outlined in the administrative guidelines.

Students may be charged fees for District-sponsored educational trips.

Students, on all District-sponsored trips, remain under the supervision of the Board of Education and are subject to the District Student Code of Conduct and District transportation regulations.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, parent or student of the District who takes students on trips not approved by the Board or the Superintendent.

No staff member may solicit students of this District for trips within the facilities or on school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including extra-curricular trips, which shall address:

- A. the safety and well-being of students
- B. that parental permission is sought and obtained before any student leaves the District on a trip
- C. that each educational trip is planned and integrated with the curriculum
- D. that each trip is properly monitored
- E. that student behavior complies with the Student Code of Conduct and Transportation regulations
- F. that a copy of each student's Emergency Medical Authorization form is in the possession of the staff member in charge
- G. that the planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have affected the purpose of the trip
- H. in any instance in which the itinerary of the trip is altered, the staff member in charge shall notify the administrative superior

School vehicles are **not** to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 1000 miles.

2340-TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS - continued

CONTRACT REF.: Teachers' Negotiated Agreement

CROSS REFS: 5830, Student Fund-Raising Activities

8651, Special Use of School Buses

8640, Transportation for Field and other

District-sponsored Trips

R.C. 3327.15

A.C. 3301-83-12, 3301-83-16(A)(B)(E) Auditor of State

Bulletin 3000-2000-006

Revised 11/7/05

Revised 2/11/13

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2340- FIELD AND OTHER DISTRICT-SPONSORED TRIPS (Administrative Guideline)

The South-Western City Schools Board of Education recognizes that a variety of learning resources are available in the community for improving the quality and depth of educational and athletic experiences. To best accommodate field trip and athletic trip requests, and keeping within the parameters of Board Policy, schools are required to follow these guidelines.

Educational, Athletic, and Music Trips

- a. All athletic and educational trip requests must be submitted to the Director of Business and Administrative Services for approval at least **three (3) weeks** in advance of the trip either by completing a Field Trip Request ([Form 2340 F1](#)) or by entering the trip online through Trip Tracker.
- b. Food stops must be indicated on the trip request form for both educational and athletic trips.
- c. Trip request changes must be made at least two (2) weeks prior to the trip (re-scheduled athletic events may be an exception).
- d. Non-participating students or other children are not permitted to ride school buses for educational or athletic trips due to liability issues.
- e. Sunday and holiday trips are not permitted unless approved by the Superintendent or designee.
- f. Fund lines must be completed for all trips. The Board funds a select number of trips out of the general fund (see Board of Education Funded Trips). Other trips must be paid for out of building, departmental, boosters, grant, or PTA funds.
- g. The number of adults chaperoning the trip must be adequate enough to provide proper supervision of students. The number of adults will vary according to the age and needs of the students. Principals, teachers, and coaches should work together to assure proper supervision. At least one (1) chaperone or staff member must ride in each vehicle to supervise students on the trip and upon return to the District.
- h. Parent permission slips must be on file at the school for students to participate in educational and athletic trips.
- i. Student cell phone use is prohibited on school buses unless authorized by a staff member or bus driver.
- j. Students are permitted to use other electronic devices (Walkman, electronic games, etc.) unless otherwise directed by staff members or bus drivers.

Educational Day Trips

- a. All day educational trips must be scheduled between 9:30 a.m. and 2:00 p.m. Departure times must be no earlier than 9:30 a.m. and the bus must be returned at the school no later than 2:00 p.m. **Teachers must plan to leave the field trip site by 1:30 p.m. to return to the school by 2:00 p.m.**
- b. Educational trips must demonstrate a relationship to the curriculum which must be indicated on the Field Trip Request ([Form 2340F1](#)).
- c. All educational trips must be approved by the building principal prior to submitting the request to the Director of Business and Administrative Services.
- d. Food stops must be indicated on the Field Trip Request (Form 2340 F1).
- e. No educational trips will be scheduled for late start/early dismissal days.
- f. **The last day for educational field trips is May 22, 2026.** (Verify date with administrator) Typically, the last Friday, before the last week of school is the last date.

2340- FIELD AND OTHER DISTRICT-SPONSORED TRIPS (Administrative Guideline) - Continued

Athletic and Music Trips

- a. Departures before 4:15 p.m. – buses will be provided if sub drivers and spare buses are available.
- b. Travel distance for non-league competitions is limited to fifty (50) miles unless approved by the Superintendent or designee
- c. Food stops must be indicated on the Field Trip Request ([Form 2340 F1](#)) or the Trip Tracker online form.
- d. Both players and cheerleaders will travel on the same bus for away athletic trips.

Overnight and Out-of-State Trips

- a. All overnight and out-of-state trips must be approved by the building principal and submitted to the Director of Business and Administrative Services using a Trip Request Form for Out-of-State and/or Overnight Trips ([Form 2340 F2](#)).
- b. Overnight and out-of-state trips must be submitted to the Board for approval at least two (2) months prior to the date of the trip.
- c. Parents and students must complete and sign a Parent Consent Form Out-of-State and Out-of-the-Country Educational and Athletic Trips ([Form 2340 F3](#)) prior to the student participating in an out-of-state or out-of-the-country educational/athletic trip.
- d. Overnight and out-of-state field trips must have an itinerary or agenda attached to the request.

Superintendent's Authority to Cancel Athletic or Educational Trips

- a. The Superintendent or designee has the authority to cancel any educational or athletic trip at any time to preserve the health and safety of individuals participating in school-sponsored trips.
- b. Out-of-state and out-of-the-country trips for specific destinations will be canceled if the United States Department of State Bureau of Consular Affairs issues travel warnings to those respective destinations.
- c. Before a student is permitted to participate in any out-of-state or out-of-the-country trips parents/guardians must sign a release, Parent Consent Form Out-of-State and Out-of-the-Country Educational and Athletic Trips ([Form 2340 F3](#)) indicating an understanding that trips could be canceled, even at the last minute, if the Superintendent or designee determines there is a threat to the health and safety of individuals participating in such trips, and that such trips will be canceled if the United States Department of State Bureau of Consular Affairs issues travel warnings for specific destinations. Parents are encouraged to become familiar with the United States Department of State's travel warning system in order to make an informed decision as to whether they wish their children to participate in any out-of-state or out-of-the-country trip. By signing this release parents/guardians understand cancellation of a trip pursuant to this policy could result in their loss of deposits or costs of the educational or athletic trip. The South-Western City School District shall be harmless for loss of trip deposits or costs due to cancellation of trips pursuant to this policy.
- d. If the United States Department of State Bureau of Consular Affairs should issue a travel warning to a specific destination while students are on an educational or athletic trip to that destination, the Superintendent or designee, with input from appropriate authorities, will determine steps to maintain students' health and safety at that given time.

BOARD OF EDUCATION FUNDED TRIPS

A. Athletic

1. All regularly scheduled league contests
2. Sectional/state contests related to league contests
3. Bands that accompany teams to regularly scheduled league contests
4. Trips such as power-lifting, elective scrimmages, competition cheerleading, flags, etc. will not be paid out of the general fund

These competitions must be financed out of Booster, PTA, or building funds.

B. Educational

1. Only trips required as part of the curriculum are considered board-paid trips. BPA, DECA, etc., fall in this category.
2. Other elective trips to the Columbus Zoo, Statehouse, Columbus Museum of Art, CCAD, German Village, etc., must be financed out of Booster, PTA, or building funds.

C. Music

1. Marching band – three (3) contests (two (2) and the OMEA District and State)
2. Orchestra – OMEA District and State
3. Choir – OMEA District and State
4. Concert band – OMEA District and State
5. Show choir – three (3) contests
6. Anywhere when the groups would represent the District (e.g. Fourth of July Parade at the request of the Governor, Mayor, etc.) these trips still must be approved by the principal and submitted to the Director of Business and Administrative Services.

Trip Costs

Trip costs are paid per hour, plus permile. Contact the transportation supervisor to confirm the confirm rate per hour and per mile.

Other Information

- a. Permission slips – must be secured and on file at the student's home school prior to the trip per building procedure.
- b. Medication – secure student's medication and check with school nurses concerning medication administration one (1) week prior to the trip.
- c. Lunch – principals should notify the head cook when students will not be at school for a field trip at least one (1) week ahead of the trip date.

Questions/Information

- a. Questions concerning approved trips should be directed to the Transportation Department Office by email or phone at 614-801-8592.
- b. For overnight and/or out-of-state trip approval or general policy questions concerning trips, contact the Director of Business and Administrative Services, by email or phone at 614-801-3062.

2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Board Policy)

Co-curricular and extra-curricular activities are an essential part of the required and general curriculum and the elective or special curriculum.

Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270.

A student enrolled in a community school established under R.C. Chapter 3314 or in a STEM (science, technology, engineering and mathematics) school established under Chapter 3326, shall be provided with the opportunity to participate in any extra-curricular activities offered by the District.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, nonacademic, and financial requirements.

The South Western City Schools Board of Education has established the criteria for co-curricular and extra-curricular activities consistent with its philosophy of and goals for education. All activity programs must meet these criteria:

- a. Student activities must have educational value for students;
- b. Student activities must be supportive of and never in competition with the academic program;
- c. Student activities must be managed in a professional manner.

The following guidelines will govern the student activity programs:

- a. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and may carry credit toward promotion or graduation.
- b. Each school under the direction of the Principal may have a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
- c. Written guidelines and procedures will regulate the creation, organization, administration and dissolution of student activity programs. The Superintendent will report annually to the Board the general purposes, plans and financial status of the co-curricular and extra-curricular program of the District.
- d. Activities must be open to all eligible students, regardless of race, religion, sex or national origin. E. Activities should be held on non-school time or at an appropriate designated school time.
- e. Students suspended from school are banned from extra-curricular activities. Students absent from school for the full day are not permitted to participate in extra-curricular activities that day.

Eligibility Requirements

In order to participate in any extra-curricular activity, an eligible home schooled, community, or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible home schooled, community, or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extra-curricular activity.

2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Administrative Guidelines)

Since the policy of the Board of Education is to maintain a co-curricular activities program sufficiently varied to meet the wide range of vocational, recreational, social, and cultural needs and interests of the students, all students should be urged to join at least one (1) club or activity.

A. Existing Clubs or Activities

At the start of the school year, all students should be provided with information on existing clubs, and all co-curricular and extra curricular activities and encouraged to participate.

B. New Activities

All new activities shall be approved in the following manner:

1. Requests for new activities should be submitted to the principal and contain the following:
 - a. purpose and rationale
 - b. intended outcomes for students
 - c. participation
 - d. plan of operation
 - e. costs
 - f. persons in charge
2. The Superintendent or his/her designee will review each request and either reject or submit each for Board approval.
3. Upon approval, an activity will be listed as a part of the co-curricular or extra-curricular program, and its fiscal account established by the Treasurer.

C. Fiscal Compliance

Both co-curricular and extra-curricular activities need to comply with financial and bookkeeping controls established by the Treasurer.

Each activity advisor is accountable to provide the building principal with a periodic update on the fiscal status of the activity.

D. Operating Guidelines

The principal shall prepare and publish operating procedures for all co-curricular/extracurricular activities which ensure that:

1. Students participate in ways that do not interfere with their academic programs;
2. The safety and welfare of the students is adequately safeguarded;
3. All activities have proper faculty planning, direction, and supervision;
4. Faculty members work cooperatively so that some activities do not interfere with the operations of others;
5. Each activity is assessed continuously relative to its stated purpose and goals;
6. Building facilities and equipment are being used safely and as intended, and being maintained in proper condition.

Eligibility Requirements

All students who participate in interscholastic athletics shall meet the eligibility requirements described in the Athletic Handbook. Eligibility requirements for participation in other activities shall be specified in the student handbooks.

No student who has been absent for a school day may participate in an extra-curricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

Schedule Conflicts

Many students have multiple talents and interests they wish to develop or pursue through participation in District-sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

- a. At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extra-curricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation. This information is to be sent to the school office and the guidance department when completed.
- b. If such conflicts exist, the staff-members-in-charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in both activities.
- c. If conflicts cannot be resolved, the principal becomes the arbiter.

2430.02 - EXTRA-CURRICULAR ACTIVITIES/ACADEMIC ELIGIBILITY (BOARD POLICY)

The Board of Education of the South Western City School District permits students in grades 7 through 12 to participate in interscholastic extracurricular activities and cheerleading if they receive a failing grade in class(es) or course(s) in the School District's graded course of study for the previous grading period.

Interscholastic extra-curricular activity" means a student activity program that a school or School District sponsors or participates in and that includes participants from more than one (1) school or School District.

Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. A student enrolled in a community school established under R.C. Chapter 3314 or in a STEM (science, technology, engineering and mathematics) school established under Chapter 3326, shall be provided with the opportunity to participate in any extra-curricular activities offered by the District.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extracurricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

Eligibility Requirements

In order to participate in any extra-curricular activity, an eligible home schooled, community, or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible home schooled, community, or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extra-curricular activity.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Further, the Board establishes the following grade point average requirements for eligibility as outlined in the administrative regulations section of this policy.

<u>Grade Level</u>	<u>GPA</u>
7 and 8	1.8
9	1.6
10	1.8
11 and 12	2.0

Legal:

R.C. 2305.23, 2305.231, 3313.5314, 3313.535, 3313.537
R.C. 3313.66, 3313.661, 3315.062
A.C. 3301-27, 3301-35-03(I)
R.C. Chapter 3314 & 3326, 3319.01

CROSS REF

Policy 2430, Co-Curricular and Extra-Curricular Activities Policy 2431,
Interscholastic Athletics
Policy 5500 and Policy 5500.01, Student Conduct

Adopted: June 15, 1998
Revised 3/9/15
Last Revised: July 10, 2017

2431 - INTERSCHOLASTIC ATHLETICS (Board Policy)

Participation in athletic competition will be in accordance with the OHSA rules, the league affiliation, and the South Western City Board of Education policies and regulations. Participation in athletics is a privilege not a right. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any pressures that might tend to submerge good sportsmanship and good mental health beneath the desire to win.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy [9270](#).

The Superintendent and administrative staff will schedule frequent conferences with all coaches and athletic directors to develop a constructive approach to athletics throughout the School District and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal will consult with the athletic directors and coaches on various aspects of the interscholastic athletic program. Furthermore, it is the responsibility of the principal to ensure the proper management of public attendance at all athletic programs and the safety of students and the public.

Coaches will be required to complete an approved course in sports-related first aid training including but not limited to concussion training, and a course in cardiopulmonary resuscitation to serve as a coach.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSA) that are consistent with State and Federal law, must be followed. It will be the responsibility of the District's voting delegates to OHSA to advise the Superintendent of all pending changes in OHSA's regulations.

Eligibility requirements for participating in athletic programs must conform with the regulations of the OHSA. They will include the requirements that a student have the written permission of his/her parent or guardian and shall have been determined as physically fit for the sport by a licensed physician.

In order to participate in any extra-curricular activity, an eligible home schooled, community, or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible home schooled, community, or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra- curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extra-curricular activity.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Additionally, all students participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must sign a waiver to the effect that such coverage is already provided.

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](#).

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).

Any student who has been removed from practice or competition by a coach or referee because s/he 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:

2431 - INTERSCHOLASTIC ATHLETICS - continued

- a. 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.
- b. 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 such a clearance.

Any student may be excluded from participation in practice and competitions by the principal/assistant principal after consulting with the coach and athletic director, for infraction of school rules and regulations or any other unacceptable conduct in or out of school. A parent signature acknowledging consequences for infractions of the South-Western City School District's Athletic Alcohol/Drug/Tobacco/Citizenship Policy is required annually prior to their child's participation in middle school and high school athletics.

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 or recommend any drug or medication 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."

CROSS REFS: Policy 5610.05, Student Suspension
 Policy 5610.06, Student Expulsion Student Handbook

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539, 3313.5311, 3313.5312
R.C. 3313.5314, 3313.752, 3315.062
Ohio High School Athletic Association

Adopted 10/8/90
Revised 6/11/01
Revised 12/10/07
Revised 7/8/13
Revised 1/13/14
Revised 3/9/15
Revised 7/10/17

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2431 - INTERSCHOLASTIC ATHLETICS (Administrative Guidelines)

In order to maintain an effective program of interscholastic athletics, the District employs an athletic director and coaches who, in cooperation with the high school principal, are to fulfill the responsibilities described below.

RESPONSIBILITIES

The Senior High School Principal shall:

- a. Be ultimately responsible in all matters pertaining to interscholastic athletic activities;
- b. Fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the High School Athletic Association that are consistent with State and Federal law and the Board of Education;
- c. Oversee all ticket sales and the handling of ticket revenue;
- d. Prepare financial reports of all revenues and expenditures for all athletic contests;
- e. Keep a record available at all times regarding the latest up-to-date information on the eligibility of the current season sports' squads including cheerleaders and team managers;
- f. Recommend a member of his/her faculty to act as sponsor for high school cheerleaders;
- g. Handles matters pertaining to insurance and processing of medical claims at the high school.

The Director of Athletics shall:

- a. Direct and coordinate all activities of the Department of Athletics and be directly responsible to the principal;
- b. Together with the principal, approve all athletic contests before they are contracted;
- c. Prepare the total athletic budget for the District and present it to the principal for formal adoption;
- d. Ascertain that all rules and regulations of the High School Athletic Association to the extent they are consistent with State and Federal law are upheld and enforced;
- e. Strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs;
- f. Secure a team physician for attendance at football and basketball games and arrange for ambulance service at football games;
- g. Arrange for the transportation and meals of all District athletic teams;
- h. Check the readiness of all facilities for teams and spectators prior to game time;
- i. Coordinate the planning of such events as athletic assemblies, Parents Night, Homecoming, Banquets, Booster Club Activities, etc. and clear them with the principal;
- j. Prepare all game contracts, specifying the date, time, and location;
- k. Co-sign with the principal all contracts and keep them on file;
- l. Make arrangements for physical examinations for candidates for athletic squads, after checking with the head coach;
- m. Employ and pay all contest officials and personnel involved in operating the contest;
- n. Issue all passes and complimentary tickets;
- o. Regulate the use of the press box and the public address system;
- p. Set up the flag raising ceremony and the playing of the National Anthem;
- q. Reconfirm the athletic contest, one week prior to the game date, with the visiting school and game officials

The Head Coach shall:

- a. Be responsible for all matters relating to the organization and administration of the team under his/her direction;
- b. Enforce all rules of the High School Athletic Association related to his/her sport that are consistent with State and Federal law;
- c. Assign duties to equipment managers and assistant coaches and evaluate their performance;
- d. Plan all practice sessions;
- e. Prepare public information releases regarding his/her sport;
- f. Assist in planning special events such as Assemblies, Parents Night, Homecoming, Banquets, etc.;
- g. Maintain an accurate and current squad roster and submit copies to Athletic Director;
- h. Cooperate with the athletic director in setting up physical examination schedules and verify that no candidate is issued equipment or allowed to practice until his/her examination card has been completed and his/her insurance coverage is in effect;
- i. Assign at least one (1) coach to be with the squad at all times;

This includes locker room supervision until all squad members have left the building. A spot check should then be made to see that all windows, doors, and gates are locked in any area that has been used.

- j. Prepare a detailed equipment and supply request and submit it to the Athletic Director;
- k. Arrange for the presentation of team awards through the Athletic Director;
- l. Recommend teams that may be scheduled and officials to be employed;
- m. Enforce rules and regulations concerning conditioning of players and their health and safety;
- n. Report injuries to the Athletic Director. Coaches should exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

The Assistant Coach shall:

- a. Support the head coach in the conduct of his/her particular sport and the total athletic program;
- b. Fulfill all responsibilities assigned by the head coach;
- c. Be prepared to assume the responsibility of the head coach, if and when necessary.

Guidelines for Student Athletic Eligibility

Produced by The Ohio High School Athletic
Association for School Counselors

Revised May 2025



Many student scholarship appeals that come to the OHSAA office place sole responsibility on you, the school counselor, for their failure to meet the requirements of the applicable scholarship bylaws found in 4-4. The OHSAA recognizes that this notion is fundamentally flawed and incorrect and emphasizes that our rules make reference to the fact that scholastic success is a shared responsibility with parents and students expected to shoulder most of the load. The Executive Director's Office has prepared this resource to help inform you of the crucial information that you need to know in order to best advise students appropriately.

ITEMS TO KNOW

HIGH SCHOOL

1. Incoming 9th graders **MUST** earn passing grades in a minimum of four courses in their final grading period of grade 8 in order to be eligible, with regard to scholarship, during their first grading period of 9th grade.
2. Thereafter, all high school students **MUST** earn passing grades in a minimum of five one-credit courses (or the equivalent) during the immediately preceding grading period to have continuing eligibility.
3. Participate in every effort to ensure that all students are fully scheduled in a minimum of five one-credit courses each grading period.
4. If a student comes to you and asks to drop a course, ask the following questions:
 - a. Are you a student athlete?
 - b. What sports do you play?
 - c. Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
5. Advise the student not to drop a course which reduces his/her course load below five credits unless you receive a form from a senior administrator, a template of which can be accessed here: <http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>
6. Physical Education Courses do count towards athletic eligibility but will **NEVER** count as a full credit course. It usually counts as only $\frac{1}{4}$ or $\frac{1}{2}$ credit. Do not count this course as one of the five full credit courses.
7. Always contact your principal or athletic administrator if you have any questions.
8. The OHSAA has no minimum grade point (GPA) requirement, thus issues regarding eligibility when only the GPA is of concern are strictly a local school district matter and not an OHSAA matter

GRADES 7-8

1. All 7-8th grade students **MUST** be enrolled in and earn passing grades in a minimum of four courses during the immediately preceding grading period to have continuing eligibility.
2. Participate in every effort to ensure that all students are fully scheduled in a minimum of four courses each grading period.
3. If a student comes to you and asks to drop a course, ask the following questions:
 - a. Are you a student athlete?
 - b. What sports do you play?
 - c. Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
4. Advise the student not to drop a course which reduces his/her course load below four courses unless you receive a form from a senior administrator, a template of which can be accessed here: <http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>
5. Always contact your principal or athletic administrator if you have any questions.

NOTE: "Grading period" is defined as your school's board-adopted calendar. In most school districts, this is a nine-week period, while some districts use six- or 12-week periods or semesters. It should also be noted, however, that interim, biweekly or weekly evaluations are not considered "grading periods," and restoration of eligibility is **NOT** permitted after such evaluations.

Passing grades must be received in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

FORMULA: CREDIT VALUE x FACTOR = EQUIVANCY

Examples of Determining Student Eligibility – Grades 9-12

Example 1: 1st Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English 10	C	1 - all year	1	$1 \times 1 = 1$
Spanish I	D	1 - all year	1	$1 \times 1 = 1$
Health	B	1/2 - semester	2	$1/2 \times 2 = 1$
Algebra	F	1 - all year	1	0
Computers	C	1/2 - semester	2	$1/2 \times 2 = 1$
Social Studies	C	1/2 - semester	2	$1/2 \times 2 = 1$
			Total Credits:	5 = eligible for 2nd grading period

Example 2: 4th Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (Must Equal 5 Units or Equivalent)
English	C	1 - all year	1	$1 \times 1 = 1$
O.W.E.	F	2 - all year	1	0
O.W.E.	D	1 - all year	1	$1 \times 1 = 1$
History	B	1 - all year	1	$1 \times 1 = 1$
P.E.	B	1/4 - semester	2	$1/4 \times 2 = 1/2$
Keyboarding	C	1/4 - 4th 9 weeks	4	$1/4 \times 4 = 1$
			Total Credits	4 1/2 = ineligible for 1st grading period of next school year

Post-Secondary Option – College Credit Plus

In order for a CCP class to be used for determining eligibility for Bylaw 4-4-1, the class must count toward HS graduation. In addition, students electing to enroll in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately. This means that courses which are four, five, six or even seven hours of credit receive just one Carnegie unit.

For the 2023-24 school year, the OHSA membership made changes to how "sprint" and/or "A/B" courses can be counted. A student enrolled in a College Credit Plus (CCP) course or courses which credit hours would have counted towards the satisfaction of this Bylaw BUT FOR the fact that the actual course work did not commence in the grading period in question (but within the same semester), can nonetheless have the course credit/credits count towards satisfaction of this requirement PROVIDED the student was enrolled in the CCP course at the beginning of the semester in question. Likewise, if the CCP course work is successfully completed within the semester of the high school's calendar but before the high school's calendar's next grading period within the same semester starts, the CCP credits can count towards satisfaction of this requirement. A student who is engaged in a CCP course has an added responsibility to immediately notify the school for which they participate when any changes with their enrollment status within the CCP course occurs, and it is the school's obligation to confirm the schedule change upon receipt of notification.

EXAMPLES OF CCP OPTIONS

Example 1: 1st Nine-Week Grading Period (College on SEMESTERS)

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
History	High	1 (year course)	$1 \times 1 = 1$
Literature	CCP	3 semester hours	$1 \times 2 = 2$
Calculus	CCP	5 semester hours	$1 \times 2 = 2$
Biology	CCP	3 semester hours	$1 \times 2 = 2$
Total Credits			7 = eligible for 2nd grading period provided all courses passed

The **factor of 2** is used for post-secondary institutions that are on the semester system.

The **factor of 4** is used for post-secondary institutions that are using quarters.

Example 2: 4th Nine-Week Grading Period (College on QUARTERS)

Subject	School	Credit & Duration	Credit Equivalency (Must Equal 5 Units or Equivalent)
French	CCP	5 semester hours	$1 \times 4 = 4$
Sociology	CCP	3 semester hours	$1 \times 4 = 4$
Computers	CCP	2 semester hours	$.67 \times 4 = 2.68$
Total Credits			10.68 = eligible for 1st grading period of next school year provided all courses passed

The **factor of 4** is used for post-secondary institutions that are using quarters, as long as the class is completed during one quarter.

Note that this student is taking **all courses** at the **post-secondary institution**, which is **acceptable**.

BLOCK SCHEDULING

Block scheduling or double blocking of courses does not change the calculation of credit equivalencies as required in OHSA bylaws. Courses taken over one semester or one quarter (9-week period) carry a factor of 2 and 4, respectively. Therefore, if a student takes an English course during the first semester only and receives one credit for passing that course, that class carries an equivalency of 2 (1 credit x the factor for a semester course (2) = 2).

EXAMPLES OF BLOCK SCHEDULING:

Example 1: 1st Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (must equal 5 units or equivalent)
English10	C	1 - semester	2	$1 \times 2 = 2$
Spanish 2	C	1 - semester	2	$1 \times 2 = 2$
Health	B	1/4 - 1st 9weeks	4	$1/4 \times 4 = 1$
Total Credits				5 = eligible for 2nd grading period

Example 2: 3rd Nine-Week Grading Period

Subject	Grade	Credit & Duration	Factor	Credit Equivalency (must equal 5 units or equivalent)
Calculus	B	1 - semester	2	$1 \times 2 = 2$
French	C	1 - semester	2	$1 \times 2 = 2$
Phys. Ed	A	1/4 - semester	2	$1/4 \times 2 = 1/2$
Total Credits				4 1/2 = ineligible for 4th grading period

EXAMPLES OF DETERMINING STUDENT ELIGIBILITY – GRADES 7-8

Passing grades are required in a minimum of **four** subjects in which enrolled in the immediately preceding grading period. All courses, regardless of how many times per week the course meets, in which a student receives a grade count toward this eligibility requirement.

Example 1: 1st Nine-Week Grading Period

<u>Subject</u>	<u>Grade</u>
English	F
Math	B
Home Economics	B
Computers	F
Music	C
Health	F
Subjects Passed	3 of 6 classes = NOT eligible for 2nd grading period

Example 2: 3rd Nine-Week Grading Period

<u>Subject</u>	<u>Grade</u>
English	F
Math	D
Social Studies	C
Science	B
Physical Education	B
Subjects Passed	4 of 5 classes = Eligible for 4th grading period

2431.01-INTERSCHOLASTIC SPORTS AND CHEERLEADING ACADEMIC ELIGIBILITY (Board Policy)

<https://ohsaaweb.blob.core.windows.net/files/Eligibility/forms/EligibilityGuidelinesGuidanceCounselors.pdf>

High School Policies

- a. In addition to OHSAA academic eligibility standards, to be eligible for the first grading period of each academic year, the student must have attained the minimum marking period average of the preceding grade level during the last marking period of the preceding year. Starting with the second grading period of each year, they must attain the minimum marking period average for their grade level to retain eligibility. Students in grade 9 must have a minimum marking period average of 1.6, students in grade 10 must have a minimum marking period average of 1.8, and students in grades 11 and 12 must have a minimum marking period average of 2.0.
- b. There is a one time probationary period for freshmen and sophomores, and a one time probationary period for juniors and seniors to use to maintain their athletic eligibility should they fall below the minimum marking period average for their grade level. These probationary periods are not cumulative in nature. Students must still be eligible for participation according to OHSAA guidelines. The probationary period corresponds to the period of ineligibility for the OHSAA. To be eligible for the next grading period, the student must attain the minimum marking period average for his/her grade level.
- c. All high school students participating in sports and cheerleading are subject to these rules and regulations. There are no exemptions for students in special classes.

Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- a. The failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- b. The "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- c. The previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- d. There is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above (Items 1-4) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.

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) courses(s), given the student's individualized disability.

Middle School Policies

- a. In addition to OHSAA academic eligibility standards, to be eligible for the first grading period of each academic year, the student must have attained the minimum marking period average for the grade level for which they are currently enrolled during the last marking period of the preceding year. (Exception: 1st grading period of 7th grade are eligible under OHSAA guidelines.) Thereafter, they must attain the minimum marking period average for their grade level they are currently enrolled in to retain eligibility. Students in grades seven and eight must have attained a minimum marking period average of 1.8.
- b. To be eligible to participate in interscholastic athletics the first grading period of the ninth grade year, an eighth grade student must have been enrolled in school the immediately preceding grading period and received at least a 1.6 cumulative grade point average. Per OHSAA guidelines, a student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five (5) of all subjects carried the preceding grading period in which the student was enrolled.
- c. There is no probationary period for middle school athletes to use to maintain their athletic eligibility should they fall below the minimum marking period average for their grade level. To be eligible for the next grading period, the student must attain the minimum marking period average for his/her grade level.
- d. All middle school students participating in sports and cheerleading are subject to these rules and regulations. There are no exemptions for students in special classes.

Revised 4/14/03
Revised 6/9/08
Revised 2/9/09
Revised 10/20/10
Revised 7/10/17

2431.01-INTERSCHOLASTIC SPORTS AND CHEERLEADING ACADEMIC ELIGIBILITY - Board Policy

OHSAA Policies

- 4-4-1 In order to be eligible in grade 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period.
- At the conclusion of the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. For the purpose of this bylaw, the term "immediately preceding grading period" refers to the grading period of the school which immediately precedes the grading period in question.
- 4-4-3 The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. "For the purposes of this bylaw, "school day" includes faculty in-service days, **calamity days**, and regular school attendance days but not holidays or school breaks.
- Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- A student coming off the "ineligible status" may become eligible after the fifth calendar day immediately following the end of the grading period provided those grades can be obtained and verified by a school administrator.
- 4-4-4 A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of four of all subjects carried the immediately preceding grading period in which the student was enrolled.
- 4-4-5 A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades at the conclusion of that grading period in a minimum of four of those subjects in which the student received grades.
- 4-4-6 The primary responsibility for verifying eligibility rests with the receiving school. Eligibility shall be verified by reviewing school records or written verification from the sending school.
- 4-4-7 Summer school and other educational options may not be used to bring a student into compliance with Bylaws 4-4-1, 4-4-4, or 4-4-5.

2431.02 - ATHLETIC ALCOHOL/DRUG/TOBACCO/CITIZENSHIP POLICY - Board Policy

Participation in athletics with the South-Western City School District is a privilege not a right. Therefore any student using, possessing, selling, or buying alcohol, or using, possessing, selling, or buying controlled substances, including tobacco (or tobacco substitutes, including electronic, "vapor", or other substitute forms of cigarettes, or using, possessing, selling, or buying drug paraphernalia, shall be excluded from participation in interscholastic athletics by the principal/assistant principal after consulting with the coach and Athletic Director. Student athletes shall also conduct themselves in a manner that reflects good citizenship. This rule is to be in effect and enforced for twelve (12) months of the year.

The definitions of substances to be covered by this policy shall be the same as those found in Policy 5500.01 Student Conduct.

Violations of this policy are to be viewed as cumulative in nature, covering two (2) years of the middle school experience, or covering all four (4) years of the high school athletic experience. Athletic violations and/or resulting exclusions will not overlap from the middle school athletic experience to the high school athletic experience.

Parents/Guardians and student athletes are required to sign an acknowledgment form prior to practice and competition each school year to determine that they understand and will abide by this policy.

VIOLATION - ALCOHOL AND DRUGS

A. Definition

Violation refers to being caught breaking the alcohol and drug policy, on or off school grounds, twelve (12) months of the year, by a member of the coaching staff, administrator, teacher, staff members or law enforcement agent. School violations will also be dealt with by the school administration.

B. Procedure

1. First Violation

When an athlete is found to be in violation by a member of the school staff and/or a law enforcement agent, s/he will be excluded from participation in athletics for one (1) calendar year.

The one (1) calendar year exclusion will be reduced to twenty percent (20%) of the current regular season, including tournaments, if the athlete participates in an alcohol/drug assessment program and follows its recommendations based on the assessment. If the exclusion is not completed in the current season, or if the athlete is out of season, any remaining percentage of the exclusion shall be recalculated and applied to the next sport in which the athlete participates.

If the athlete refuses assessment and/or fails to complete the alcohol/drug assessment program s/he will be excluded from athletics for one (1) calendar year.

A student disciplined for the first violation with a twenty percent (20%) exclusion must practice with the team, travel with the team, and sit on the bench (but not dress), unless the assessment and treatment recommendations warrant otherwise.

Regardless of the length of the exclusion, the athlete will lose any athletic leadership positions for one (1) calendar year.

2. Second Violation

When an athlete is found to be in violation by a member of the school staff and/or a law enforcement agent a second time, s/he will be excluded from participation in athletics for one (1) calendar year.

The one (1) calendar year exclusion will be reduced to fifty percent (50%) of the current regular season, including tournaments, if the athlete participates in an alcohol/drug assessment program and follows its recommendations based on the assessment. If the exclusion is not completed in the current season, or if the athlete is out of season any remaining percentage of the exclusion shall be recalculated and applied to the next sport in which the athlete participates.

If the athlete refuses assessment and/or fails to complete the alcohol/drug assessment program s/he will be excluded from athletics for one (1) calendar year.

A student disciplined for the second violation with a fifty percent (50%) exclusion must practice with the team, travel with the team, and sit on the bench (but not dress), unless the assessment and treatment recommendations warrant otherwise.

Regardless of the length of the exclusion, the athlete will lose any athletic leadership positions for the remainder of his/her school career.

3. Third Violation

When an athlete is found to be in violation by a member of the school staff and/or a law enforcement agent for the third time, s/he will be permanently excluded from athletic participation for the duration of the athlete's middle school or high school experience.

However, after one (1) calendar year, the athlete and parent may petition the building athletic council, which consists of principal/assistant principal, athletic director, coach(es) and guidance counselor, for possible reinstatement.

Adopted: June 11, 2001

Last Revised: March 11, 2019

REFERRAL—ALCOHOL AND DRUGS

A. Definition

A referral is information from any source that leads the athletic department to believe that the athlete is not in compliance with the athletic alcohol and drug policy

B. Procedure

1. First Referral

After intervention, the athlete must admit to the breaking of the code for the intervention to be successful. Upon successful intervention, the athlete is excluded from participation in athletics for the next seven (7) calendar days and until the assessment occurs. If after an unsuccessful intervention the athlete does not get the assessment or follow the recommendations, it will be treated as a first violation (up to one (1) calendar year exclusion).

If the athlete denies breaking the alcohol/drug parts of this policy, and the investigation does not support evidence of the referral, there will be no exclusion; however, the Athletic Director will notify the parent/guardian about the referral.

Referrals based on law enforcement or school officials' investigations into school violations will be treated as violations of the athletic alcohol and drug policy. Referrals of greater than thirty (30) calendar days will not be considered.

2. Second Referral

If a student is referred, and the referral results in a second successful intervention, the athlete will be excluded from participation in athletics for the next seven (7) calendar days and until the assessment occurs. Refusal to be assessed and follow-through with recommendations will result in the second successful intervention being treated as a second violation.

3. Third Referral

If a student is referred and the referral results in a third successful intervention, the athlete will be excluded from participation in athletics for the next seven (7) calendar days and until the assessment occurs.

Refusal to be assessed and follow-through with recommendation will result in the third successful intervention being treated as a third violation.

VOLUNTARY REFERRAL—ALCOHOL AND DRUGS

A. Definition

Voluntary Referral is when a student recognizes that s/he has a drug/alcohol problem and reports the situation to a school official who then reports the self-referral to the athletic department.

B. Procedure

1. With a first voluntary referral, the athlete will be excluded from participation in athletics for the next seven (7) calendar days and until an assessment has occurred.

Refusal to be assessed and follow through with recommendations will result in the voluntary referral being treated as a first violation (up to one (1) calendar year exclusion).

Investigation and involvement by law enforcement officials and/or school personnel into a violation of the drug or alcohol policy negates the option of voluntary referral.

2. If a student refers himself/herself a second time the athlete will be excluded from participation in athletics for the next seven (7) calendar days and until the assessment has occurred. Refusal to be assessed and follow through with recommendations will result in the second voluntary referral being treated as a second violation.

If a student voluntarily refers him/herself or there's a successful intervention based on a referral, and there's already a violation on record, then the voluntary or successful intervention is treated as a first violation.

3. If a student refers him/herself a third time the athlete will be excluded for the next seven (7) calendar days and until the assessment has occurred. Refusal to be assessed and follow through with recommendations will result in the third voluntary referral being treated as a third violation.

2431.03 - DEFINITIONS AND PROCEDURES - ALCOHOL AND DRUGS VIOLATION - ALCOHOL AND DRUGS - Board Policy

DEALING, DISTRIBUTING, AND SELLING ALCOHOL AND/OR DRUGS

Dealing, distributing, or selling alcohol and/or drugs will be considered a third violation.

TOBACCO

A. Definition

Tobacco -- use, sale, or possession of tobacco products including lighters, matches, and other flame producing materials.

B. Procedure

1. First Violation

If an athlete is found to be in violation by a member of the school staff or law enforcement agent, s/he will be excluded from participation in athletics for one (1) calendar year.

The one (1) calendar year exclusion will be reduced to twenty percent (20%) of the current regular season, including tournaments, if the athlete participates in a tobacco education program and follows its recommendations based on the program. If the exclusion is not completed in the current season, or if the athlete is out of season, any remaining percentage of the exclusion shall be recalculated and applied to the next sport in which the athlete participates.

Regardless of the length of the exclusion, the athlete will lose any athletic leadership positions for one (1) calendar year.

2. Second Offense

If an athlete is found to be in violation by a member of the school staff or law enforcement agent, s/he will be excluded from participation in athletics for one (1) calendar year.

The one (1) calendar year expulsion will be reduced to fifty percent (50%) of the current regular season, including tournaments, if the athlete participates in a tobacco education program and follows its recommendations based on the program. If the exclusion is not completed in the current season or if the athlete is out of season, any remaining percentage of the exclusion shall be recalculated and applied to the next sport in which the athlete participates.

Regardless of the length of the exclusion, the athlete will lose any athletic leadership positions for one (1) calendar year.

3. Third Offense

When an athlete is found to be in violation by a member of the school staff and/or a law enforcement agent for the third time, s/he will be permanently excluded from athletic participation for the duration of the athlete's middle or high school experience. However, after one (1) calendar year, the athlete and parent may petition the principal/assistant principal, Athletic Director, coach(es) and guidance counselor for possible reinstatement.

4. Subsequent Offenses

Any subsequent offenses will be treated as a third offense.

CITIZENSHIP

A. Definition

Citizenship -- Student athletes shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, her/his team or her/his school will not be tolerated. Acts of unacceptable conduct, both on and off school premises, include but are not limited to theft, vandalism, disrespect, involvement in violence, hazing, violation of the law or violations of the South-Western City Schools Student Code of Conduct.

Students violating the citizenship portion of the South-Western City Schools Athletic Code and Policies will be subject to expulsion from athletic competition.

The principal/assistant principal, after consulting with the coach and Athletic Director, reserves the right to review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken. The principal/assistant principal, after consulting with the coach and Athletic Director, reserves the right to modify or waive steps depending on the severity of the citizenship violation.

B. Procedure

1. First Offense

The athlete could be excluded from participation in athletics for up to twenty percent (20%) of the current regular season, including tournaments. If the exclusion is not completed in the current season or if the athlete is out of season, any remaining percentage of the exclusion shall be recalculated and applied to the next sport in which the athlete participates. A student under exclusion may or may not be required to practice with the team, travel with the team, and sit on the bench (but not dress). A first offense could result in the loss of athletic leadership positions for up to one (1) calendar year.

2. Second Offense

The athlete could be excluded from participation in athletics for up to fifty percent (50%) of the current regular season, including tournaments. If the exclusion is not completed in the current season or if the athlete is out of season, any remaining percentage of the exclusion shall be recalculated and applied to the next sport in which the athlete participates. A student under suspension may or may not be required to practice with the team, travel with the team, and sit on the bench. (but not dress). A second offense could result in the loss of athletic leadership positions permanently.

3. Third Offense

The athlete could be excluded from athletic participation for the duration of the athlete's career.

BANQUET ATTENDANCE—All Offenses

- A.** If an athlete at the conclusion of the season is not a team member in good standing as a result of refusing assessment and/or treatment for alcohol and/or drugs, the athlete forfeits all letters/awards and the right to attend the banquet.
- B.** If an athlete is still on exclusion at the conclusion of the season as a result of violating the South-Western City Schools Athletic Code and Policy, the athlete may attend the banquet and be recognized but will not receive his/her letters/awards until the exclusion is completed. If the principal/assistant principal after consulting with the coach and Athletic Director determines that an athlete cannot complete the exclusion, the award will be given by the Athletic Director at a time other than the banquet, as determined by the principal/assistant principal after consulting with the coach and Athletic Director.

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR and EXTRA-CURRICULAR ACTIVITIES (Board Policy)

When the South-Western City Board of Education and administration determine the need, certain professional staff assignments will be provided a supplemental contract, where applicable, and/or supplemental compensation in accordance with the negotiated agreement.

The South-Western City Board attempts to employ existing certificated staff to direct, supervise, or coach the student-activity programs, and the Human Resources Manager has offered all open positions to current certificated employees who have a certificate, the type described in R.C. 3319.22, and when no such employee qualified to fill the position has accepted the position, the Human Resources Manager has advertised the position as being available to any individual with a certificate who is not currently employed by the Board, and no such person has applied for and accepted the position, therefore the Board shall employ non-certificated individuals to fill open student activity program positions, and that employed non-teaching individuals shall not be used in any student-activity program that is required for credit toward a student's promotion to the next grade or for graduation, and such employed individuals shall perform only the duties of the director, supervisor, or coach of the student-activity program for which s/he is employed.

The Board may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified staff, support staff, or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303, have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent before the Board will pay any compensation.

In accordance with Policy 3120, no staff member, coach, or activity sponsor employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

Personnel must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties or as a supplement to his/her compensation from the Board.

No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Revised 2/12/07
Revised 2/9/09
Revised 7/8/13
Revised 7/10/17
Last Revised 01/04/21

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5310 - STUDENT HEALTH SERVICES AND REQUIREMENTS (Board Policy)

The South-Western City Board of Education realizes the responsibility of the schools to help protect and improve the health of students. The services of a nurse will be available to the District. The principal will be responsible for the administration of the health program in his/her particular school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physician or community health agencies and emergency care.

Each school will have on file for each student an emergency medical authorization form providing information from the parent/guardian on how s/he wishes the school to proceed in event of a health emergency involving the student and a release for the school in case emergency action must be taken.

Any student who has been removed from a physical education class, or athletic practice or competition, by a teacher, coach, or referee because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, or athletic practice or competition, for which the teacher, coach, or referee is responsible until both of the following occur:

- A. The student's condition is assessed by a physician or other healthcare provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to physical education class, or athletic practice or competition, from a physician or other healthcare provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2) to grant such a clearance.

CROSS REFS.: Policy 5320, Inoculations of Students
Policy 5330, Use of Medications

R.C. 2305.231, 3313.50, 3313.68 et seq. A.C. 3301-35-03(D)
20 U.S.C. 1232(h)

Adopted 10/8/90 Revised 1/13/14

5310.01 - PHYSICAL EXAMINATIONS OF STUDENTS/HEALTH SCREENINGS (Board Policy)

The South-Western City School District requires health records of students on the following basis:

- A. Kindergarten and first grade students entering school for the first time must have a completed health record before being admitted to school. Such health records must include screening for disorders in hearing, vision, speech and communications, for general health or medical problems, and for development disorders. Pursuant to Ohio law such health screenings may be provided directly by the Board, by a contract with another person or governmental agency or the Board may request parents to obtain screenings from providers selected by parents.
- B. Health records are requested of all students transferring into the District schools. If the previous school does not forward a record or if it is incomplete, it will be the parents' responsibility to comply with health requirements for students.
- C. Students must have a physical examination prior to their participation in interscholastic athletic programs.

5340 - STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent shall develop administrative guidelines to include the reporting of accidents, when appropriate.

On an annual basis, physical education teachers and coaches of intramural athletics shall review the Ohio Department of Health's concussion information sheet.

Physical education teachers and coaches of intramural athletics shall remove from P. E. class participation or the intramural athletic activity of any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal shall notify parents or guardians about the possible concussion or head injury. See also Policy 2431 Interscholastic Athletics.

Any student who has been removed from a P.E. class, or intramural athletic practice or competition, by a teacher, 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 P.E. class, or intramural athletic practice or competition, for which the teacher, coach, or referee is responsible on the same day as the removal and not until both of the following occur:

- A. 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.
- B. The student receives written clearance that it is safe to return to the P.E. class, or intramural athletic 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 such clearance.

5516 – STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees shall not intentionally remain ignorant of hazing or potential hazing activities.

5517 - ANTI-HARASSMENT

General Policy Statement

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment, including sexual harassment. This policy applies to unlawful conduct occurring during District operations, programs, and activities on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Any conduct prohibited by this Policy constitutes "Prohibited Conduct" for purposes of Policy 1662.01 - Compliance Officer Investigations. A single act of Prohibited Conduct may be sufficiently severe, pervasive or persistent to create an intimidating, hostile, or offensive working and/or learning environment. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

DEFINITIONS

"**Harassment**" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "**sexual harassment**" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

5517 - ANTI-HARASSMENT

Sexual Harassment - continued

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- a. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- b. Unwanted physical and/or sexual contact.
- c. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- d. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- e. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- f. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- i. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- j. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth in Policy 1662.01 Compliance Officer Investigations. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Anti-Harassment Compliance Officer who shall investigate the allegation in accordance with Policy 1662.01 Compliance Officer Investigations. For purposes of this Policy, a single act may be sufficiently severe, persistent or pervasive to create an intimidating, hostile, or offensive learning environment, even if it would not constitute a violation under Policy 5517.01. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individual to serve as "Anti-Harassment Compliance Officer" ("Compliance Officer") for the District:

Coordinator of Student Services
614-801-3000
3805 Marlane Drive
Grove City, OH 43123

The name, title, and contact information of this individual will be published annually on the School District's web site. Complaints of Prohibited Conduct and investigations thereof will be conducted under the requirements of Policy Compliance Officer Investigations.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent/Designee shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

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T.C. 1/22/16
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8390 - ANIMALS ON DISTRICT PROPERTY (Board Policy)

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

Definitions

- a. **"Animal"**: includes any living creature that is not a human being.
- b. **"Service animal"**: pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."
- c. The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- a. The staff member seeking approval to have a non-service animal in his/her classroom shall:
 1. Provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 2. Take precautions deemed necessary to protect the health and safety of students and other staff;
 3. Provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 4. Keep the surrounding areas in a clean and sanitary condition at all times;
- b. Other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

8390 - ANIMALS ON DISTRICT PROPERTY – continued

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, healthcare, or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definition set forth in the ADA and this policy shall be under the control of the student with a disability or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as animal handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

Required Documentation

The following documentation is required prior to a service animal being allowed at school or other Board property:

- a. Current IEP or Section 504 Plan that includes a provision regarding the use of a service animal;
- b. Current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property; and
- c. Criminal background checks for the handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board by Policy 8142 - Criminal History Record Check for Contracted School Services.

The Principal is responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the student with a disability anywhere on the school campus where students are permitted to be.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrates that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity/Access are not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Principal, Transportation Supervisor or designee to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness. At the discretion of the Principal, Transportation Supervisor or designee, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet. Situations that would cause cessation of transportation privileges for the service animal include:

- a. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- b. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Transportation Supervisor, Principal, or designee.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

28 C.F.R. 35.104
Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)
The Americans with Disabilities Act, as amended (ADA)
The Individuals with Disabilities Education Improvement Act (IDEIA)
R.C. 955.43 R.C. 1717.01

Adopted 1/13/14 Revised 7/13/15

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8640--TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS (Board Policy)

For the purpose of this policy a school trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member and is approved as part of the District's total educational/extra-curricular program.

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/Designee and fall within collective bargaining agreement parameters.

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

All District-sponsored trips must be supervised by members of the staff. Any time students are in the vehicle, at least one (1) 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 in writing and approved by the staff member in charge prior to the trip.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that would provide transportation to, a field or other District-sponsored trip.

The Board shall approve all overnight and out-of-state District-sponsored trips.

The Superintendent/Designee shall approve all other such trips.

The Superintendent/Designee has the authority to cancel any educational or extra-curricular trip at any time to preserve the health and safety of individuals participating in school-sponsored trips.

The Board shall assume the cost of specific field trips as outlined in the administrative guidelines.

Students may be charged fees for District-sponsored educational trips.

Students, on all District-sponsored trips, remain under the supervision of the Board of Education and are subject to the District Student Code of Conduct and District transportation regulations.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, parent or student of the District who takes students on trips not approved by the Board or the Superintendent.

No staff member may solicit students of this District for trips within the facilities or on school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including extra-curricular trips, which shall address:

- a. the safety and well-being of students
- b. that parental permission is sought and obtained before any student leaves the District on a trip
- c. that each educational trip is planned and integrated with the curriculum
- d. that each trip is properly monitored
- e. that student behavior complies with the Student Code of Conduct and Transportation regulations
- f. that a copy of each student's Emergency Medical Authorization form is in the possession of the staff member in charge
- g. that the planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have affected the purpose of the trip
- h. in any instance in which the itinerary of the trip is altered, the staff member in charge shall notify the administrative superior

CONTRACT REF.: Teachers' Negotiated Agreement
CROSS REFS.: 2340, Transportation for Field and Other District-Sponsored Trips

5830, Student Fund Raising Activities
8651, Special Use of School Buses
Auditor of State Bulletin 2000-2006
R.C. 3327.08, 3327.13, 3327.14, 3327.013 A.C.
3301-83-16

Adopted 11/7/05

9160 - PUBLIC CONDUCT ON SCHOOL PROPERTY (Board Policy)

The South Western City Schools Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested.

No person on school property will assault, strike, threaten, menace or use improper, indecent or obscene language toward anyone.

No person will disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Any group using the grounds for recreation or other activities must be responsible for:

- a. keeping all vehicles off the campus and playground areas by providing personnel to direct vehicles to a properly designated parking area;
- b. supervising groups so that each activity begins and ends as agreed in the approved contract; and
- c. cleaning premises after each activity

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function occurring on Board property.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9700 - Public Solicitations in the Schools.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See Policy 8390)

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of non-district audio/visual recording equipment at any District sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event, must obtain prior permission from the Superintendent/designee.

Communications about school events shall contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the principal or Athletic Director if they require reasonable accommodation."

9160 - PUBLIC CONDUCT ON SCHOOL PROPERTY (Board Policy) – Continued

CROSS REF.: 7510, Community Use of School Facilities (Equal Access)

7510.01, Community Use of School Facilities (Equal Access)

R.C. 955.43, 1716.02, 1716.03

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 10/08/90

Revised 3/14/11

Revised 7/11/11

Revised 3/12/12

Revised 1/13/14

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9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS (Board Policy)

The following regulations are to be observed with respect to the conduct of school events:

- a. All laws regarding public assemblies must be strictly complied with. Use of tobacco in any place of public assembly in any school building is absolutely prohibited. The sale, possession, or consumption of any form of alcoholic beverages or prohibited drugs in or on any part of the school buildings or grounds is absolutely prohibited.
- b. Wagering on any aspect of an athletic event will not be tolerated but participation in raffles and other such forms of fund raising for school-related events is permissible, if the event is authorized by the principal.
- c. Senior citizens, residents of the District, and persons fifty-five (55) years of age or older, shall be admitted without charge to certain school events if they possess a Top Fifty-Five Club card.
- d. Passes to school events will be available to each Board member and a guest.
- e. The Board will honor conference athletic passes for all districts which are members of conferences in which teams of this District compete and which honor the passes of this District.

Use of Audio/Video Recording Devices

Anyone attending a school event who wishes to make an audio and/or video recording of the activity must abide by the following rules:

- a. The individual must operate the recording device within the area designated by the principal or director of the activity.
- b. The recording device must not block the view of any other attendees or interfere with others who seek to record the activity.
- c. Individuals who are recording or assisting persons who are recording must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- d. If sound is also being recorded, the individual may not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound recording.
- e. The individual must agree to abide by all District safety rules, a copy of which shall be provided by the principal or director of the activity.
- f. If the District is recording the event/activity, the principal may arrange for persons to obtain a copy of the recording, providing the persons requesting copies supply their own medium upon which the recording can be duplicated/copied and/or pay a nominal fee established by the principal which covers the costs of making the copy.

When the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible, prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

9160.01 - PUBLIC CONDUCT AT ATHLETIC EVENTS

The South-Western City Board of Education wishes to ensure that athletic activities sponsored by the School District will be free from disruption and that School District employees who coach or assist in the coaching of such activities will, to the fullest extent possible, be free from verbal or physical abuse, threats or intimidation in the performance of their assigned duties. All persons on school grounds will be expected to abide by applicable laws, local ordinances, South-Western City School District Board of Education policies and building regulations.

A. Definitions

For purposes of this policy, the following terms shall have the meanings set forth below:

1. "Incident" means an event or circumstance (including but not limited to verbal or physical harassment, assault, abuse, threats, or the use of indecent or obscene language or gestures) which presents, in the opinion of the responsible athletic authority, a threat to the safety of any person or which causes the disruption of any athletic event, practice or other activity sponsored by the South Western City Schools.
2. "Responsible athletic authority" means the highest ranking coach, assistant coach or other School District employee (principal, assistant principal or athletic director) having responsibility for or present at any athletic event, practice or other activity sponsored by the South-Western City Schools and who is present at the occurrence of an incident.
3. "Person" means any individual causing or participating in an incident. Students subject to the Student Discipline Code of the South-Western City Schools who cause or participate in an incident will be subject to discipline in accordance with the Student Discipline Code.

B. Rule Regarding Prohibited Conduct

No person shall cause, participate or otherwise take part in an incident as defined herein. A violation of this rule will result in the imposition of one or more of the response actions set forth in paragraph 3 below.

C. Response Actions

1. Upon the occurrence of an incident, the responsible athletic authority should:
If the incident takes place on the property of the South-Western City Schools, request the person(s) causing and/or participating in the incident to immediately cease the conduct giving rise to the incident and leave the premises. If such person(s) do not immediately leave the premises, local law enforcement authorities having jurisdiction over the facility should be called and requested to remove such person(s) from the premises. Under no circumstances should the responsible athletic authority attempt to forcibly remove such person(s) from the premises. If such person(s) causing or participating in an incident are under the age of eighteen (18), reasonable efforts should be made to contact the person's parents.

Notwithstanding the foregoing, nothing in this policy shall be interpreted to limit the responsible athletic authorities or any other person's right to act in self-defense.
2. Submit a written report describing the incident to the Superintendent or designee. Such report should be filed as soon as possible after the occurrence of the incident and should include, but need not be limited to:
 - a. The name(s) of the person(s) causing or participating in the incident;
 - b. The nature and location of the incident;
 - c. Any action taken as a result of the incident;
 - d. The names of any witnesses to the incident; and
 - e. If the incident included personal threats against any school employee, Board member, and/or their families, that fact should be included in the report together with any suggestions offered by such school employee or Board member.

A copy of the incident report shall be provided to the building principal, the athletic director, the Assistant Superintendent Personnel and the responsible athletic authority's immediate supervisor.

9160.01 - PUBLIC CONDUCT AT ATHLETIC EVENTS – Continued

3. Upon receipt of a copy of the report describing the incident, or upon prior notification, the building principal should:
 - a. Investigate the incident and assimilate additional relevant facts, if any, to supplement the incident report; such additional relevant facts should then be provided to the Superintendent with a reasonable time.
 - b. Notify the Assistant Superintendent-Personnel of any additional relevant facts supplementing the incident report.
4. Upon receipt of the incident report and any additional relevant facts from the building principal, the Assistant Superintendent-Personnel should:
 - a. Notify the School District's attorney of the incident and provide copies of any documents concerning the incident;
 - b. Contact the person(s) to which the incident was directed (i.e., the threatened or assaulted individual(s)) in order to verify the facts surrounding the incident and to inform such person(s) of the steps which are being taken by the School District;
 - c. Notify the person(s) involved in the incident of the action being taken by the School District as a result of the incident. Such notification should be in the form of a letter, sent via registered mail. The notification should designate the Assistant Superintendent-Personnel as the "contact person" with respect to the investigation of the incident and should advise such person(s) that other school representatives have been advised not to comment on the incident.
- D. Upon receipt of the incident report and following a conference regarding the incident with the building principal and Assistant Superintendent-Personnel, the Superintendent or his/her designee may take one or more of the following actions:
 1. Notify the law enforcement authorities of the incident and/or oversee the filing of a complaint or criminal charges;
This policy shall not be construed to limit the right of a school employee to initiate a civil complaint for damages or to file criminal charges where appropriate.
 2. Provide additional security measures for the future as may be appropriate;
Any expense resulting from the provision of such additional security shall not be paid out of the budget for the Athletic Department.
 3. After consultation with legal counsel, initiate legal action to obtain a court order barring the person(s) from future attendance at athletic events or from taking any other actions which might jeopardize the safety of any school employee;
 4. Refer the matter to the City or County Prosecuting Attorney, City Law Director, or as otherwise may be appropriate, for investigation for possible prosecution under State law or local ordinances;
 5. Take other additional action deemed to be appropriate and reasonable in the opinion of the Superintendent or designee.

R.C. 955.43, 1716.02, 1716.03

Adopted 10/8/90

9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN EXTRA-CURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT

The Board of Education encourages the enrollment of all school age children resident in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved school or is offered an equivalent education elsewhere and designates the Superintendent to act on its behalf.

A parent electing to home educate a child shall provide the Superintendent with annual written notification. The notification must include certain specific information and assurances concerning the home education program as set forth in State law, the State Department of Education Regulations, and AG 9270.

The Superintendent will excuse the child from attendance for home education purposes upon satisfactory showing that the child is being home educated by a person qualified to teach the branches in which instruction is required as referenced in AG 9270.

The Superintendent shall develop and implement administrative guidelines that verify, prior to a child being excused from attendance for home education purposes, all requirements specified in the State Department of Education regulations and the conditions established in Policy 5463 - Credits from State-Chartered, Special, and Nonchartered Schools have been met.

A student who is educated at home is permitted to participate in any extra-curricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extra-curricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extra-curricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- A. If the student received home schooling in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home schooling.
- B. If the student did not receive home schooling in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- C. Eligibility for a student who leaves a school district mid-year for home schooling shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the District.
- D. Any student who commences home schooling after the beginning of a school year and who is, at the time home schooling commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home schooling as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student was determined ineligible.

No eligible home schooled or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

9270 - PROCEDURE FOR EDUCATING A CHILD AT HOME

Home-schooled students in grades nine (9) through twelve (12), who qualify for home-schooling annually as approved by the Superintendent, may be permitted to participate in co-curricular and extra-curricular activities under certain conditions. To qualify:

- A. Students must meet residency and custody requirements as outlined in District policy;
- B. Students and their parents must apply for annual home-schooling approval from the Superintendent and meet all home-schooling requirements as outlined in Ohio law;
- C. Students must enroll in the South-Western City School District and take the equivalent of two (2) credits at any given time; and,
- D. Students must abide by the South-Western City Schools Student Code of Conduct and other applicable District policies.

Students enrolled in another public, private, charter, or online charter school do not qualify under this policy.

In addition to the above requirements, students who participate in athletics sanctioned by the Ohio High School Athletic Association must abide by the rules and by-laws for those sports. To qualify:

- A. Students must be enrolled in and passing at least five (5) credits at any given time, two of which must be within the South-Western City School District;
- B. Students who are home-schooled will be simultaneously "cross-enrolled" in the South-Western City Schools student database as home-schooled and enrolled in the South-Western City School District to meet the OHSAA requirement;
- C. Students must be currently enrolled and taking and passing five (5) credits, a minimum of two (2) or more credits in the South-Western City School District and the remainder as home-schooled classes the preceding grading period for which they are eligible for athletics;
- D. Parents must complete **Form 9270 F1 - Home-Schooling Application Form** indicating the home-school courses students will take to meet these requirements prior to a student's athletic participation;
- E. Parents must provide proof of the student taking and passing at least three (3) or more home-schooled courses (equivalent to three (3) credits) in addition to the SWCS two-credit minimum requirement;
- F. Parents and students must complete Form 9270 F2 as proof of passing home-schooling courses at the stipulated dates prior to the end of each grading period;

Principal/Athletic Directors/Coaches have the option to request grading updates more frequently.

- G. Students must also abide by the South-Western City Schools Athletic/Alcohol/Tobacco/Citizenship policy as required by all student athletes in addition to other applicable South-Western City Schools policies;
- H. Home-schooled students who participate in athletics must maintain South-Western City Schools GPA for the appropriate grade level for athletic participation (freshman 1.6; sophomore 1.8; junior and senior 2.0);
- I. ***OHSAA By-Law 4-3-1 Exception 6 states that: A student who is home schooled and is enrolled in a member school in accordance with the partial enrollment policy of a Board of Education or similar governing board may be eligible at the school where the student is enrolled and attending. Note: A student entering a member school from a home school must do so at the beginning of the school year after having been home schooled for at least one year. Failure to meet this one-year provision requires the student to be enrolled for a minimum of one grading period before the student can be declared eligible;***
- J. ***OHSAA By-Law 4-4-1 states that in order to be eligible in grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation.***

9270 - PROCEDURE FOR EDUCATING A CHILD AT HOME - continued

High School Credit and Grading

- A. All home-schooled grades will be deemed "pass/fail".
- B. Home-schooled classes will not be considered as part of a student's GPA.
- C. Students must meet the credit and other applicable requirements for graduating from the South-Western City School District.
- D. In order to receive a South-Western City Schools diploma, a home-schooled student must be enrolled full-time the preceding two (2) semesters prior to the graduation date and declare their intent to receive a South-Western City Schools diploma by the tenth day of the first semester.
- E. Home-schooled students will not be considered for class ranking purposes.

Approved 3/8/10

9700 - PUBLIC SOLICITATIONS IN THE SCHOOLS

No person will sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the South-Western City Board of Education. This policy does not prohibit any school fund-raising activity authorized by the school administration.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must be scheduled outside the teacher's regular working day.

The school directory or lists of students and staff will not be made available to any outside person or agency for a profit-making purpose.

Staff Solicitations

The Superintendent or designee will annually approve all solicitations that are to be permitted in the schools. Non-school related organizations may not solicit funds of staff members in the schools nor may anyone distribute fliers or other materials related to fund drives through the schools, without the approval of the Superintendent.

Advertisements

The sole purpose of the Board of Education in adopting this policy is to generate revenue for the South-Western City School District in a manner consistent with the mission of the District, and the Board does not hereby create a public forum for the expression of ideas. Accordingly, the advertisements accepted for display by the Board of Education shall be limited to those categories, and subject to those exclusions and conditions, described in the Regulations for this policy. Additionally, the Superintendent/designee retains the power to edit and/or refuse any advertisement for any reason.

Pursuant to this policy, the Board of Education may enter into agreements with individuals or organizations wishing to display advertisements. Advertisements may be accepted for display on any property deemed appropriate for such display by the Board of Education or its designee, including but not limited to athletic scoreboards, other structures, athletic equipment and clothing, and programs or other written materials. Agreements may provide for the display of advertisements in exchange for a fee, and/or in exchange for the provision of goods and/or services.

Fund-Raising in the Schools

No person or curricular, co-curricular, extra-curricular, booster or other group shall conduct fund-raising activities on the property of or using the name of the South-Western City School District unless such fund-raising activities have been approved by the Superintendent or designee.

The Superintendent or designee retains the discretion to prohibit any fund-raising activity for any legitimate pedagogical reason. Examples of certain fund-raising activities which may be prohibited include but are not limited to:

- A. activities involving abuse of animals;
- B. games of chance (gambling);
- C. fundraising activities where the proceeds go to non-charitable or non-educational purposes;
- D. any activity that would be in violation of local, State or Federal law or otherwise would violate the Student= Code of Conduct;
- E. any activity that involves or is supported by tobacco or alcohol products;
- F. any activities that are defamatory, misleading, indecent, obscene or vulgar.

CONTRACT REF.: Management Team Agreement
CROSS REFS.: 3214, Staff Gifts 4214, Staff Gifts and Solicitations

7510, Community Use of School Facilities (Equal Access)
7510.01, Community Use of School Facilities (Equal Access)
9150, Visitors to the Schools
9160, Public Conduct on School Property
9700.01, Public Solicitations in the Schools
R.C. 3313.75-.78
U.S. SC, *Lehman v. Shaker Heights*, 418 U.S. 298 (1974)
Adopted 10/8/90
Adopted 9/9/96
Adopted 2/12/01
Revised 11/7/05



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

OHSAA TRANSGENDER STUDENT POLICY

Consistent with the OHSAA philosophies with respect to participation in interscholastic sports and its mission statement and stated purpose as found in Article 2 of the OHSAA Constitution, the Board of Directors hereby adopts the following policy considerations and policy relating to the Executive Director's Office handling of transgender student athlete participation at an OHSAA member school.

Policy Considerations:

The Board of Directors of the OHSAA and the Executive Director's Office do hereby reaffirm the following policy considerations respecting participation in interscholastic sports in Ohio:

1. Participation in interscholastic and intercollegiate athletics is a valuable part of the education experience for all students.
2. Transgender student athletes should have equal opportunity to participate in sports.
3. The integrity of women's sports should be preserved.
4. Policies governing sports should be based on sound medical knowledge and scientific validity.
5. Policies governing sports should be objective, workable, and practicable; they should also be written, available and equitably enforced.
6. Policies governing the participation of transgender students in sports should be fair in light of the tremendous variation among individuals in strength, size, musculature, and ability.
7. The legitimate privacy interests of all student athletes should be protected.
8. The medical privacy of transgender students should be preserved.
9. Athletic administrators, staff, parents of athletes, and student athletes should have access to sound and effective educational resources and training related to the participation of transgender and gender-variant students in athletics.

Additional transgender information included on the next few pages:

- Glossary of Common Terms
- Guidelines for Participation
- Requesting a Ruling
- Appeal of Executive Director's Office Decision



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

GLOSSARY OF COMMON TERMS

For purposes of this policy, the following terms shall have the meanings as set forth herein:

“Sex” - Sex is assigned at birth as male or female, usually based on the appearance of the external genitalia. When the external genitalia are ambiguous, other components of sex (internal genitalia, chromosomal and hormonal sex) are considered in order to assign sex.

“Transgender Person” describes an individual whose gender identity (one’s internal psychological identification as a boy/man or girl/woman) does not match his or her assigned sex at birth.

“Transgender” - An adjective to describe a diverse group of individuals who cross or transcend culturally-defined categories of gender. The gender identity of transgender people differs to varying degrees from the sex they were assigned at birth.

“Gender Transition” - A period of time when individuals change from the gender role associated with their sex assigned at birth to a different gender role. For many people, this involves learning how to live socially in “the other” gender role; for others this means finding a gender role and expression that is most comfortable for them. Transition may or may not include feminization or masculinization of the body through hormones or other medical procedures. The nature and duration of transition is variable and individualized.

“Gender Identity” - A person’s own understanding of themselves in gendered categories such as woman, man, boy, girl, transgender, genderqueer, etc. How an individual feels inside and believes themselves to be.

“Transgender Female” is a person whose sex at birth is male but who self identifies and lives as a female (male-to-female or MTF). The pronouns “she” and “her” are the proper pronouns in referring to a transgender female.

“Male-to-Female (MTF)” - Adjective to describe individuals assigned male at birth who are changing or who have changed their body and /or gender from birth-assigned male to a more feminine body or role.

“Transgender Male” is a person whose sex at birth is female but who self identifies and lives as a male (female-to-male or FTM). The pronouns “he” or “his” are the proper pronouns in referring to a transgender male.

“Female-to-Male (FTM)” - Adjective to describe individuals assigned female at birth who are changing or who have changed their body and/or gender role from birth-assigned female to a more masculine body or role.



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

INSTRUCTIONS FOR COMPLETING OHSA TRANSGENDER STUDENT PARTICIPATION REQUEST – 2025-26

SCHOOL ADMINISTRATORS: Please complete this form and return it, **along with the required medical documentation (See Step 2)**, to the OHSA office via an email attachment, Attn: Kristin Ronai (kronai@ohsaa.org). If a ruling is required (See page 3), please note the student is ineligible for interscholastic athletics until a favorable ruling is issued by the Executive Director's Office.

Note on Confidentiality: All communications among involved parties and required supporting documentation shall be kept confidential and all records of proceedings sealed unless the student and family make a specific request otherwise. All medical information provided pursuant to this policy shall be kept strictly confidential as consistent with medical privacy law.

STEP 1- Notice to the School: The transgender student and/or the parent of a transgender student shall contact the school administrator or athletic administrator indicating that the student has a gender identity different than the sex assigned at birth and that the student desires to participate in activities in a manner consistent with the gender identity.

STEP 2- Notice to the Executive Director's Office of the OHSA: Upon receipt of notice from a transgender student and/or parent of a transgender student wishing to participate in interscholastic sports in a manner consistent with their gender identity, the school administrator shall notify the OHSA Office of the student's interest in participating in interscholastic athletics via this form. **Please see page 3 of this policy for situations that require a ruling.** If a ruling is required, please complete the following information:

1. Student's Name: _____
 2. Grade Level: _____
 3. Name of School: _____
 4. Sport(s) in which student desires to participate (i.e. boys soccer, girls tennis, boys T&F, etc.) _____
 5. Sex Assigned at Birth: ☐ Male ☐ Female
 6. Student currently identifies as: _____
 7. Has student started hormone treatment: ☐ No ☐ Yes
 - If not, please have the family provide written verification from a medical doctor addressing the student's physical (bone structure, muscle mass, testosterone, hormonal, etc.) and physiological traits compared to natal females/males of the same age group.
 - If yes, please have the family provide written verification from a medical doctor detailing the hormone treatment, including the date on which treatment began and whether it has continued on uninterrupted since that date AND written verification from a medical doctor addressing the student's physical (bone structure, muscle mass, testosterone, hormonal, etc.) and physiological traits compared to natal females/males of the same age group.
 - In keeping with confidentiality, the family may email this documentation directly to the Executive Director's Office as opposed to providing it to the school for transmission.
 8. Any uniform modifications requested? ☐ No ☐ Yes*
- *If yes, please describe: _____

I hereby acknowledge that the responses on the above are accurate and correct, to the best of my knowledge.

Administrator Signature: _____ Title: _____

Print Name: _____ Email Address: _____

FOR OHSA OFFICE USE ONLY: Date of Decision - _____

☐ **APPROVED**

For School Year/Sport Season: _____

☐ **DENIED**

See attached letter ruling

Reviewed By: _____



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

OHSA GUIDELINES FOR TRANSGENDER STUDENT PARTICIPATION

Transgender Females (MTF)

- A transgender female who has not yet begun medically prescribed hormone treatment for purposes of gender transition may participate on a **boys' team** at any time and **no ruling is needed from the Executive Director's Office.**
- A transgender female who is taking medically prescribed hormone treatment related to gender transition may participate on a **boys' team** and **no ruling is needed from the Executive Director's Office.**
- A transgender female may not participate on girls' teams in accordance with ORC 3313.5320. (As of 4/24/24)

In any case where a transgender student athlete is taking hormone treatment related to gender transition and an approval is needed from the E.D. Office that treatment must be monitored by a physician and the Executive Director's Office may request reports on this treatment depending on the situation.

Transgender Males (FTM)

- A transgender male who has not yet begun medically prescribed testosterone treatment for purposes of gender transition may participate on a **girls' team** at any time and **no ruling is needed from the Executive Director's Office.**
- A transgender male who has begun medically prescribed testosterone treatment for purposes of gender transition may NOT participate on a **girls' team.**
- A transgender male who has not yet begun medically prescribed testosterone treatment for purposes of gender transition may participate on a **boys' team** at any time and **no ruling is needed from the Executive Director's Office.**
- Before a transgender male who has begun medically prescribed testosterone treatment for purposes of gender transition can participate in **boy's sport or on a boys' team** he must:
 - Demonstrate to the Executive Director's Office by way of sound medical evidence that the muscle mass developed as a result of this testosterone treatment does not exceed the muscle mass that is typical of an adolescent genetic boy. Should this occur, the student's hormone levels must be monitored by a licensed physician every three to six months and approvals will only be rendered on a season-by-season basis.

In any case where a transgender student athlete is taking hormone treatment related to gender transition and an approval is needed from the E.D. Office that treatment must be monitored by a physician and the Executive Director's Office may request reports on this treatment depending on the situation.



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

APPEALS OF OHSAA DECISION

Should any questions arise about whether a student's request to participate in a sports activity consistent with his or her gender identity is legitimate, the student for whom the ruling was rendered may seek review of his or her eligibility for participation through the procedure set forth below:

A. First Level of Appeal:

- I. The student will be scheduled for an appeal hearing before the Gender Identity Eligibility Committee. The OHSAA shall schedule a hearing as expeditiously as possible, but in no case later than five (5) school business days prior to the first full interscholastic contest that is the subject of the petition, or within a reasonable time thereafter in cases of emergency, including, but not limited to, any unforeseeable late student enrollment. The Gender Identity Eligibility Committee will be comprised of a minimum of three of the following persons, at least one of whom must be from the physician or mental health professional categories:
 - Physician with experience in transgender health care and the World Professional Association for Transgender Health (WPATH) Standards of Care
 - Psychiatrist, psychologist, or licensed mental health professional familiar with the WPATH Standards of Care
 - School administrator from a non-appealing school
 - OHSAA staff member
 - Advocate familiar with issues of gender identity and expression
- II. **Documentation:** The appealing student shall provide the Eligibility Committee with the following documentation and information:
 - Current transcript and school registration information
 - Documentation of the student's consistent gender identification (e.g., written statements from the student and/or parent/guardian; written statements from the student's treating physician/psychologist or other health care provider)
 - Any other pertinent documentation or information
- III. **Committee Decision Process:** The Eligibility Committee shall apply the same standard of review as utilized in all other student eligibility appeals. The student/student's family and the school on whose sports team the student would be participating will be notified of the Eligibility Committee's decision in writing within 48 hours once that decision has been reached.
- IV. When there is confirmation of a student's consistent gender identity, the Eligibility Committee/OHSAA Executive Director, of his/her designee, will affirm the student's eligibility to participate in OHSAA activities consistent with the student's gender identification.

B. Appeal of Eligibility Committee's Decision

Upon completion of the appeal to and through the Eligibility Committee, the student will have exhausted all administrative remedies available to him/her. No further appeals with or through the OHSAA exist at that point. However, due to the nature of these issues, the same student may have her/his case revisited by the Executive Director's Office (and subsequently, the Eligibility Committee) as the facts and circumstances of the student evolve or change.

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COACHES
and
OFFICIALS

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PUPIL-ACTIVITY PERMITS FOR COACHES

Pupil-activity (coaching) permits are required for individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. School districts determine which staff members need to have a permit. Those who wish to apply for a pupil-activity permit must complete the requirements outlined here. Applicants, schools and districts may download and print the [Pupil-Activity Permit Application Checklist](#) for guidance through the application process.

Please note that individuals who hold a valid standard or alternative teacher or principal license are not required to hold a pupil-activity permit to direct, supervise or coach a pupil-activity program **that does not involve athletics or routine or regular physical activity or health and safety considerations**.

Districts are to verify **all** training for pupil-activity permits. School district e-signers will confirm that all applicants for pupil-activity permits (new and renewals) have current training or certification in **all** required areas, as outlined in the **Training Requirements** section below.

PERMIT TERMS

Applicants will select their pupil-activity permit in the online application process based on the following criteria.

- A. 3-Year Pupil-Activity Permit, if you hold:
 - No other educator credential; or
 - An educator credential other than one of those listed under the 4-Year or 5-Year Pupil-Activity Permit sections below.
- B. 4-Year Pupil-Activity Permit, if you hold:
 - a 4-Year Resident Educator license; or
 - a 4-Year Alternative Resident Educator license.

Ohio educator license must be active to be considered for the 4-Year Pupil-Activity permit.
- C. 5-Year Pupil-Activity Permit, if you hold:
 - a 5-Year Professional license; or
 - a 5-Year Senior Professional license; or
 - a 5-Year Lead Professional license; or
 - a Permanent teaching certificate (NOTE: Permanent Non-Tax certificates do not meet this requirement).

Ohio educator licenses must be active to be considered for a 5-Year Pupil-Activity permit.

STEPS FOR REQUESTING A PERMIT (NEW OR RENEWAL)

Contact the School District

Applicants must first complete the process for serving as a coach or activity director at the school or district where they wish to coach or direct. Applicants must notify the school or district that they will be submitting the online application for the pupil-activity permit. The superintendent or designee will need to electronically sign the application.

Complete Background Checks

All applicants must have [current background checks](#) on file with the State Board of Education. Those renewing their permit can check the date of their last background check from their [CORE Dashboard](#). Applicants should contact their school or district to determine where its staff members complete background checks.

Fulfill Training Requirements

There are six categories of training. Applicants are to check with their school districts about preferences and procedures related to each category and provide documentation to their districts that they met requirements. Pupil-activity permit holders should keep record of any expiration dates for their training sessions so that they can re-take them before they expire (dates vary). All certification documents are to be submitted to the school or district requiring the pupil-activity permit for verification. Applicants should submit only the Mental Health Training certification with the online application for verification by the Office of Educator Licensure and Effectiveness

TRAINING REQUIREMENTS

1. Fundamentals of Coaching

Fulfill this one-time training requirement through one of the following training options:

- [The National Federation of State High School Associations \(NFHS\)](#)
- [Coaches' Tool Chest](#)
- [LiFEsports and the U.S. Council for Athletes' Health](#)

2. Cardiopulmonary Resuscitation (CPR) Training

Fulfill this requirement through a course approved by the school or district.

3. First Aid for Coaches

Fulfill this requirement through one of the options listed below:

1. State Board of Education-approved pupil-activity first aid training program. Search for a program during a given time span by [entering a beginning and ending date here](#).
2. Nationally approved programs. Select one of the following:
 - Human Kinetics Coach Education Center ([Sport First Aid](#))
 - National Federation of State High School Associations & American Red Cross ([First Aid, Health and Safety](#))
 - [American Heart Association](#) (First Aid)
3. College or university courses. Courses must be completed within the past three years and be related to first aid or athletic training.
4. Professional licenses or certifications. The following licenses and certifications fulfill the first aid training requirement: MD, DO, DC, PA, RN, EMR, EMT, AEMT, Paramedic, ATC and SCS. The professional board license must be active.
5. [Coaches' Tool Chest](#)

4. Concussion Training

Complete this requirement through an [Ohio Department of Health](#) approved provider.

5. Sudden Cardiac Arrest Training

Fulfill this requirement through one of the following training options:

- [Learning Management System \(LMS\)](#). Applicants must have an active pupil-activity permit (or other credential issued by the State Board of Education) OR have submitted an application for a permit with the State Board of Education to access the Lindsay's Law course through the LMS. Applicants may access the LMS through their [OHID account](#) once they have [fully set-up](#) their OHID account and submitted their application for the pupil-activity permit (please allow at least 24 hours after completing the OHID account set-up for the LMS application to appear in the OHID Portal). Click the Course Catalog link on the LMS homepage at top right corner. Then search for Sudden Cardiac Arrest to find the course. After applicants view the materials and pass a short test, they may download and print their certificate of completion.
- [Coaches' Tool Chest](#)

Visit the [Ohio Department of Health website](#) for more information regarding this required training.

6. Mental Health Training

Effective October 3, 2023, Ohio law requires all athletic coaches to complete a student mental health training course approved by the Ohio Department of Mental Health and Addiction Services. The new training requirement supports [Future Forward Ohio](#), highlighting student wellness as one of Ohio's strategic priorities for education. The training will help coaches recognize risk factors, signs of suicidal ideation, symptoms of common mental health disorders and learn strategies to support youth experiencing common mental health concerns.

Applicants who previously held a pupil-activity permit must complete a student mental health training from the approved list and submit their certificate of completion to the Office of Educator Licensure and Effectiveness with their application **each time they renew**. This includes applicants who previously held a pupil-activity permit and are applying for a different multi-year pupil-activity permit.

Please access the approved training through the [Ohio Department of Mental Health and Addiction Services webpage](#). Contact the Ohio Department of Mental Health and Addiction Services for questions regarding approved training programs.

APPLICATION INSTRUCTIONS

- Access your [OHID account](#).
- Click Educator Licensure and Records (CORE).
- Complete the online application from your CORE Dashboard: **Coaches (Pupil Activity Permit)**.
- See the [FAQs About the Online CORE License System](#) for additional information.

PUPIL-ACTIVITY PERMIT FIRST AID PROGRAM PROVIDERS

Individuals or organizations who wish to become approved first aid or first response program providers for pupil-activity permit holders should download the Guidelines for Pupil-Activity Permit First Aid Program Providers. The packet includes important information as well as the applications for those who seek to become providers (or those who need to update current program information). This page was left blank intentionally.

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Athletic Job Descriptions

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South Western City Schools

Job Description

Revised: August 2025

POSITION: ATHLETIC DIRECTOR ASSISTANT - HIGH SCHOOL

REPORTS TO: Athletic Director/Assistant Principal/Athletic Supervisor/Principal

JOB GOAL: Organize, coordinate, direct, and supervise district athletic events grades 9 - 12

COMPENSATION: Supplemental Class II on Appendix B Schedule

SCHEDULE: Flexible based on need per season

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Demonstrated ability to organize, coordinate, direct and supervise events
3. Experience in high school athletics
4. Demonstrated organization and effective communication skills
5. Demonstrated customer service skills
6. Demonstrated basic financial knowledge
7. Able to problem solve and escalate potential visitor/athlete needs to supervisor in a timely manner
8. Able to work independently

SPECIFIC JOB DUTIES:

1. Arrive 1 hour prior to contest start time
2. Set up all necessary items for the contest(s)
3. Serve as liaison for all game officials
4. Direct opposing teams to locker room
5. Lock and unlock opposing team locker room
6. Handles routine/minor issues (Major issues should be dealt with by administration)
7. Following the contest - lock everything, make sure everything is cleaned up and put away

ESSENTIAL FUNCTIONS:

1. Implements customer service oriented communication with students, staff, parents and public
2. Ensures safety of all students
3. Responsible for all workers at athletic events/contests
4. Responsible for organizing effective parking patterns
5. Responsible for ticket sales
6. Work with the Athletic Director/Assistant Principal, Athletic Supervisor (if applicable) to maintain inventories of game operations equipment and supplies. NOT team uniforms or equipment.
7. Ensure all playing facilities are ready for contests.
8. Ensure all spectator facilities are ready for contests
9. Interact in a positive manner with the public, representing the Athletic Department of the High School and South Western City Schools.
10. Promote good public relations
11. Responsible for procedures to ensure proper crowd control at athletic events
12. Ensure compliance with all OHSAA requirements, rules, and regulations concerning game management
13. Serve as a role model for students and coaches
14. Knowledge of maintenance of facilities, vehicles, and outdoor fields.
15. Assist Administration at all home events requested by administration including playoffs, and any additional major athletic events as requested by the Athletic Director/Assistant Principal
16. Assist the Athletic Director/Assistant Principal in the success of the Athletic Department
17. Performs other duties as assigned

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South Western City Schools

Job Description

Revised: May 2015

POSITION: **ATHLETIC HEAD COACH - HIGH SCHOOL**

REPORTS TO: High School Assistant Principal – Athletics

POSITION SUMMARY: The Head Coach is responsible for the organization, administration and implementation of a sound athletic program in his/her specific sport. He/she is expected to be an integral part of the school system with his/her central focus on making an educational contribution.

QUALIFICATIONS:

1. Certificated employee of the Board of Education preferred
2. Demonstrate that he/she is competent to coach a specific student activity by evidence of successful experience that the individual has demonstrated the ability to work effectively with students
3. Evidence of substantive knowledge of the student activity; and knowledge of applicable District rules and regulations
4. Holds current valid CPR certification and obtained a pupil-activity permit issued by the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the season for the individual sport
5. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Implements existing policies and regulations applicable to his/her sport as established by the Ohio High School Athletic Association, South-Western City School District, the leagues to which the school belongs, and building involved
2. Instructs athletes in the skills, strategy, and physical training necessary for individual and team success in the sport involved
3. Supervises and controls conduct of athletes under his/her charge before, during and after all events and practice sessions
4. Works closely with physician and trainer to execute correct procedure in caring for athletes injured while under his/her charge
5. Exhibits proper conduct on the practice field, during game situations and at booster club meetings
6. Supports high scholastic achievement and enforces all rules of eligibility
7. Meets weekly with coaching staff to delegate responsibilities and assignments and disperse information necessary for each member of coaching staff to carry out his/her responsibilities
8. Evaluates assistant coaches and submits final evaluation at end of season
9. Assumes responsibility for facility maintenance and security during and after use
10. Recruits and directs activities of student managers, stats and trainers
11. Oversees the issuing and collection of equipment, including maintaining equipment inventory records and controls, collecting missing equipment and submitting annual inventory
12. Ensures the attendance of parents and athletes at the mandated OHSAA pre-season meeting
13. Works closely with the High School Assistant Principal – Athletics regarding scheduling of contests and arranging for coverage of game responsibilities
14. In coordination with the High School Assistant Principal – Athletics initiates purchase orders for athletic supplies and equipment and arranges for reconditioning of athletic equipment at the end of the season
15. Develops a proposed budget request as specified by the High School Assistant Principal – Athletics including a current inventory of equipment and uniforms
16. Assists the High School Assistant Principal – Athletics in maintaining a yearly record of the sport involved and submits the same in an "End of Season Report."
17. Works directly with middle school coaches in his/her attendance area to ensure continuity of program and teaching of clinical skills

18. Develop and implements a public relations program for parents, community and news media
19. Assists the Athletics Department in all endeavors to raise funds for the improvement of facilities and purchase of equipment and uniforms
20. Works closely with the Athletic Booster Club
21. Is responsible for the organization of the Annual Awards Program at the close of the sport season, including timely submission of appropriate forms
22. Is actively involved in District and State coaching organization, (if available) and promotes his/her athletes for league, district and state-wide honors
23. Organizes, initiates and supervises out-of-season program if it exists in applicable sport
24. Maintains appropriate certification according to OHSAA, South-Western City Schools Board of Education, and State policies
25. In conjunction with the High School Assistant Principal – Athletics confirms all assistant coaches have appropriate certification according to OHSAA, South-Western City Schools Board of Education, and State policies
26. Performs such other duties relative to the position as may be requested by the immediate supervisor

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South Western City Schools

Job Description

Revised: May 2015

POSITION: ATHLETIC ASSISTANT COACH - HIGH SCHOOL

REPORTS TO: Head Athletic Coach

POSITION SUMMARY: The High School Assistant Coach is supervised by the Head Coach. The assistant coach is expected to carry out the duties assigned to him/her in order to facilitate the responsibilities and duties of the head coach.

QUALIFICATIONS:

1. Certificated employee of the Board of Education preferred
2. Demonstrate that he/she is competent to coach a specific student activity by evidence of successful experience that the individual has demonstrated the ability to work effectively with students
3. Evidence of substantive knowledge of the student activity; and knowledge of applicable District rules and regulations
4. Holds current valid CPR certification and obtained a pupil-activity permit issued by the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the season for the individual sport
5. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Expedite and support the philosophy and program of the head coach
2. Assists the head coach with equipment inventory and procedures for distributing and collecting said equipment
3. Carries out schedules assigned each day for practice.
4. Assists with health, safety and care of injuries of the athletes
5. Acts as a scout and aids the head coach from the press box when applicable
6. Assists the Athletics Department in all endeavors to raise funds for the improvement of facilities and purchase of equipment and uniforms
7. Communicates effectively and professionally with athletes, parents, and the athletic department
8. Maintains appropriate certification according to OHSA, South-Western City Schools Board of Education, and State policies
9. Instructs athletes in the skills, strategy, and physical training necessary for individual and team success in the sport involved
10. Perform such other duties relative to the position as may be requested by the immediate supervisor.

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South Western City Schools

Job Description

Revised: May 2015

TITLE: ATHLETIC TRAINER

REPORTS TO: High School Assistant Principal – Athletics

POSITION SUMMARY: The Athletic Trainer is responsible for providing instruction and supervision to appropriate staff and student trainers regarding injury prevention and care.

QUALIFICATIONS:

1. Must be eligible to be employed as Athletic Trainer as specified in State Board of Education Rule #3301- 27-02
2. Certificated employee of the Board of Education assigned to the building preferred
3. Must hold current valid certification in CPR and a valid Pupil Activity Permit issued by the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the position
4. Pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Is responsible for giving basic instruction to athletic staff members in the area of injury prevention and care of injuries
2. Is responsible for training and supervising student trainers, for scheduling the student trainers for athletic contests and practices
3. Refers athletic injuries to physicians for diagnosis and/or treatment
4. Determines if a player is capable of continued participation in a game and/or practice if the player is injured
5. Is responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions
6. Is responsible for the organization, inventory, and requisition of all training room supplies
7. Requisitions equipment and/or supplies through the Assistant Principal -Athletics
8. Submits an annual budget for all first aid and medical supplies needed for the year
9. Arranges for scheduling of athletics physicals for sports squads with team physicians
10. Performs other related duties as assigned by Assistant Principal – Athletics

TIME COMMITMENTS AND OTHER LIMITATIONS:

1. Shall not coach or assist in the coaching of any sports while serving as trainer
2. Shall be present at all varsity football games and practices, all home wrestling meets, all home varsity and junior varsity basketball games, both boys and girls, unless a conflict arises. On those occasions the trainer is responsible for providing qualified coverage for all other practices and contests.
3. Is responsible for providing training supervision at all other major home meets, tournaments, etc., which would involve a number of teams and a significant amount of time. (i.e., all day as opposed to 2-3 hours.) Volleyball invitational, wrestling quads and tournaments, gymnastics invitational, etc.)

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South Western City Schools

Job Description

Revised: May 2015

TITLE: **CONDITIONING SUPERVISOR**

REPORTS TO: High School Assistant Principal – Athletics

POSITION SUMMARY: To provide both the opportunities and guidance necessary for athletes who utilize the athletic facilities of each individual school. The Supervisor would oversee the implementation of the physical conditioning program

QUALIFICATIONS:

1. Certificated employee of the Board of Education preferred
2. Holds current valid CPR certification and obtained a pupil-activity permit issued by the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the season
3. He/she should possess a sound background in physical education and/or athletics obtained either through participation in athletics, coaching athletic teams or teaching physical education
4. Preferably the position should be filled by someone who is assigned as a coach in that particular building
5. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Opens the school's athletic facilities for use by currently enrolled athletes (weight facilities, gymnasium, running track, etc.)
2. Maintains supervision at all times of athletes using the school's facilities
3. Completes and submits building use forms when applicable
4. Maintains current facilities in good operating condition (weight machine, baskets, nets, etc.)
5. Advises student athletes on proper use of facilities for physical development
6. Administers any first aid needed and notifies emergency services should the need arise
7. Advises the High School Assistant Principal - Athletics on any needed changes, additions or improvements in the physical facilities
8. Secures physical facilities after use and ascertains that all equipment is replaced
9. Is responsible for any and all equipment used during his/her period of supervision
10. Maintains appropriate certification as required by the OHSA, State, and, and District policies
11. Performs other related duties as deemed necessary by the High School Assistant Principal - Athletics

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South Western City Schools

Job Description

Revised: May 2015

TITLE: HEAD CHEERLEADER ADVISOR - HIGH SCHOOL

REPORTS TO: High School Assistant Principal – Athletics

JOB GOALS: To provide leadership, training and supervision for the cheerleading program so that it develops and maintains school spirit and reflects positively on the school

QUALIFICATIONS:

1. Knowledge of techniques necessary for developing cheerleading skills
2. Interest in and enthusiasm for developing cheerleading skills
3. Holds current valid CPR certification and a pupil-activity permit issued by the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the season.
4. Certificated employee of the Board of Education and assignment to the same building as the cheerleaders preferred
5. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Maintains reasonable standards for student welfare at all practice sessions and game performances, including accident or emergency procedures
2. Provides for the conditioning, the correct teaching practice and performance of all cheerleading skills onto the proper equipment in safe surroundings
3. Plans and budgets finances
4. Plans and coordinates (or assists with) special activities and events such as scheduling and sponsoring practices, dances, pep rallies and assemblies
5. Plans for purchase and presentation of awards
6. Provides for the necessary personal record keeping on each cheerleader, including:
 - a. Parental acknowledgment and permission slip signed by the parents and the cheerleader
 - b. Record of where parent/guardian can be reached in case of emergency and also name, address and phone number of family doctor
 - c. Record of doctor's physical examination granting permission for participating in cheerleading activities
 - d. Record of cheerleader's insurance coverage
 - e. Record of continuing scholastic eligibility
 - f. Copy of class schedule
7. Provides personally, or through a faculty member substitute approved by the administration, for the supervision of his/her group during all activities involving the cheerleaders when he/she is not available
8. Plans, approves selective purchases, maintains, stores, systematically distributes and collects all cheerleading uniforms
9. Assists in the selection of any cheerleading camp to be attended by cheerleaders
10. Organizes and conducts tryouts for the next school year and provides Assistant Principal –Athletics with all information regarding selection procedures
11. Sets and supervises practice during the summer and during the school year
12. Is responsible for the conduct and appearance of all cheerleaders during the entire school year
13. Accompanies and provides adequate supervision for any cheerleading competition during the appropriate season
14. Arranges transportation for, and accompanies cheerleaders to and from all cheerleading activities, including but not limited to contests, competitions, games and tournaments
15. Ensures the attendance of parents and cheerleaders at the mandated OHSAA pre-season meeting
16. Performs any other related duties deemed necessary by the Assistant Principal - Athletics

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South Western City Schools

Job Description

Revised: May 2015

TITLE: HEAD COACH – MIDDLE SCHOOL

REPORTS TO: Middle school principal or his/her designee and the middle school building coordinator

POSITION SUMMARY: The middle school head coach provides the opportunity for competition and skill development above the level of intramurals, provides the development of a solid foundation of skills to serve as a basis for high school athletics, develops and maintains effective and positive communications among all publics, develops high quality sportsmanship and competition and serves as a liaison for high school while promoting a scholar athlete ideal.

QUALIFICATIONS:

1. Certificated employee of the Board of Education preferred
2. Holds current valid certification in CPR and a valid Pupil Activity Permit issued by the Ohio Department of Education. Certification must be filed with the Personnel Department prior to the beginning of the season for the individual sport
3. Possesses knowledge and understanding of his/her sport, preferably obtained through actual participation at interscholastic or intercollegiate level
4. Has a working knowledge of Ohio high school eligibility rules, due process procedures and related regulations
5. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Attends all meetings called by the middle school building coordinator
2. Works closely with the principal or his/her designee in preparing practice schedules and scheduling use of athletic facilities
3. Executes proper procedures for physical fitness examinations of athletes and documents all injuries and medical attention given and keeps records of same
4. Aids in distribution and collects emergency medical forms, insurance forms and/or waivers to be checked by the principal or his/her designee
5. Aids in distribution to parents and student athletes written training rules and expectations including a) the proper code of behavior for school, practice, games and travel, b) the disciplinary action for non-compliance, and c) the district policy on the use of alcohol, drugs, and tobacco
6. Issues, collects, cleans, and inventories equipment within two weeks after the season is completed; and ensures uniforms are clean and stored for the next season
7. Maintains equipment inventory records and controls
8. Maintains proper conduct before, during and after games and practices and maintains open communication with staff, administrators, parents, and students regarding academic and behavior concerns and priorities
9. Performs any other duties that would normally fall under his/her jurisdiction or which are deemed necessary by the principal, his/her designee or the middle school building coordinator

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South Western City Schools

Job Description

Revised: May 2015

TITLE: ASSISTANT COACH - MIDDLE SCHOOL

REPORTS TO: Middle School Principal or his/her designee and the Middle School Building Coordinator

JOB GOAL: To expedite and support the middle school athletic program by assisting the head coach to accomplish his/her duties and promoting a scholar athlete idea.

QUALIFICATIONS:

1. Certificated employee of the Board of Education preferred
2. Hold current valid certification in CPR and a Pupil Activity Permit from the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the season for the individual sport.
3. Possess knowledge and understanding of his/her sport, preferably obtained through actual participation in intramural, interscholastic, and intercollegiate activities
4. Have working knowledge of Ohio High School eligibility rules, due process procedures and related regulations
5. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Assists with equipment inventory and the procedures for distributing and collecting said equipment
2. Completes the schedule, as assigned by the head coach, for each day of practice
3. Assists with the health, safety, and care of injuries of the athletes
4. Performs other duties the head coach deems necessary for the successful maintenance of the program.

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South Western City Schools

Job Description

Revised: May 2015

TITLE: ASSISTANT CHEERLEADER ADVISOR – HIGH SCHOOL AND MIDDLE SCHOOL

REPORTS TO: Head Cheerleader Advisor

JOB GOAL: To expedite and support the philosophy of the Cheerleading Program as it relates to the development of school spirit within the framework of good sportsmanship

QUALIFICATIONS:

1. Certificated employee of the Board of Education preferred
2. A background in cheerleading with understanding of various gymnastic skills
3. Holds current valid CPR certification and obtained a pupil-activity permit issued by the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the season.
4. Passed a background check performed by the Bureau of Criminal Identification and Investigations and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Assists the Head Cheerleading Advisor with the selection and judging of new cheerleaders during the spring of each year
2. Carries out scheduled supervision of regular practices as assigned
3. Provides game-site supervision of cheerleaders under his/her responsibility
4. Assists with the issuing and collecting of uniforms and other equipment during the season
5. Supervises assigned cheerleaders at all duties such as pep rallies, sale of admissions at athletic events, fund raising activities, sign painting, etc.
6. Supervises assigned cheerleaders at all contests and clinic competitions
7. Accompanies cheerleaders to and from all cheerleading activities, including but not limited to, contests, competitions, games and tournaments
8. Performs any other related duties deemed necessary by the Head Cheerleader Advisor and/or High School Assistant Principal - Athletics

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South Western City Schools

Job Description

Revised: May 2015

TITLE: MIDDLE SCHOOL BUILDING COORDINATOR

REPORTS TO: Middle School Principal or his/her designee

POSITION SUMMARY: The Building Coordinator has the responsibility and authority to supervise the extramural events in building to which assigned

QUALIFICATIONS:

1. Certificated employee of the Board of Education assigned to the building preferred
2. Must hold current valid certification in CPR and a Pupil Activity Permit from the Ohio Department of Education. Certifications must be filed with the Personnel Department prior to the beginning of the position.
3. Passed a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Has direct responsibility for crowd control and appropriate disciplinary action at the time of the event
2. Distributes to parents and student athletes written training rules and expectations including
 - (a) the proper code of behavior for school, practice, games, and travel;
 - (b) the disciplinary action for non-compliance; and
 - (c) the district policy on the use of alcohol, drugs, and tobacco
3. Has the responsibility of disbursing contracts to officials and supervisory help when he/she is on duty
4. Has the responsibility to collect spectator admissions and be responsible for these funds. Funds must be counted by the end of the following business day
5. Is responsible for the preparation of playing areas and facilities. This includes the playing surface, seating, scoreboards, public address system, lighting, etc.
6. Schedules MY OHSAA games and officials
7. Is responsible to see that all team or league tournaments held at his/her school are properly organized and supervised
8. Attends all meetings called by, and works closely with, the middle school principal or his/her designee
9. Secures supervisory and auxiliary help for home-game responsibilities
10. Is responsible for securing practice locations and coordinating with coaches
11. Will collect and keep on file completed physical fitness examinations, medical and insurance forms, age and academic eligibility records
12. Assists in contacting out-of-district opponents to coordinate game time, directions for travel, jersey color, etc.
13. Orders and ensures payment of awards and presentations through purchase orders
14. Aids the wrestling coach in conducting face to face weigh-ins
15. Is available to meet with parents over concerns pertaining to the extra mural program
16. Works with building to ensure proper and timely payment of officials and other expenses and fees
17. Assists with the health, safety, and care of injured athletes
18. Direct responsibility to oversee athletic events, tournaments, and transportation
19. Perform such other duties relative to the position as may be requested by the immediate supervisor

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South Western City Schools

Job Description

Revised: May 2015

TITLE: CHEERLEADER ADVISOR - MIDDLE SCHOOL

REPORTS TO: Building Principal or his/her designee

JOB GOALS: To provide leadership, training and supervision for the cheerleading program so that it develops and maintains school spirit and promotes the scholar athlete ideal

QUALIFICATIONS:

1. Working knowledge of techniques necessary for developing cheerleading skills
2. Interest in and enthusiasm for developing cheerleading skills
3. Current certification in CPR and a Pupil Activity Permit from the Ohio Department of Education. Certifications must be on file in the Personnel Department prior to the start of the season
4. Certificated employee of the Board of Education assigned to the building preferred
5. Passed a background check performed by the bureau of Criminal Identification and Investigations and the Federal Bureau of Investigation

RESPONSIBILITIES:

1. Maintains reasonable standards for student welfare at all practice sessions and game performances, including accident or emergency procedures
2. Provides for the conditioning, the correct teaching practice and performance of all cheerleading skills onto the proper equipment in safe surroundings
3. Plans and budgets finances
4. Plans and coordinates (or assists with) special activities and events such as scheduling and sponsoring practices, dances, pep rallies and assemblies
5. Plans for purchase and presentation of awards
6. Provides for the necessary personal record keeping on each cheerleader, including:
 - a. Parental acknowledgment and permission slip signed by the parents and the cheerleader
 - b. Record of where parent/guardian can be reached in case of emergency and also name, address and phone number of family doctor
 - c. Record of physical granting permission for participating in cheerleading activities
 - d. Record of continuing scholastic eligibility
7. Provides personally, or through a faculty member substitute approved by the administration, for the supervision of his/her group during all activities involving the cheerleaders
8. Plans, approves selective purchases, maintains, stores, systematically distributes and collects all cheerleading uniforms
9. Assists in the selection of any cheerleading camps to be attended by cheerleaders
10. Organizes and conducts tryouts for the next school year and provides principal with all information regarding selection procedures
11. Works with high school cheerleader advisors as necessary
12. Sets practice times and supervises same, during the summer and during the school year and completes building use forms for applicable times
13. Works with building coordinator to arrange transportation for and accompanies cheerleaders to and from all cheerleading activities, including but not limited to, contests, competitions, games, and tournaments
14. Supervises cheerleaders until they leave the premises
15. Performs any other related duties deemed necessary by the building principal or his/her designee

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