ONTARIO LOCAL SCHOOL DISTRICT

COACHES HANDBOOK

2024-BOE Approved 9/10/24

COACHES' CODE OF ETHICS

AS ADOPTED FROM THE NATIONAL FEDERATION OF HIGH SCHOOL COACHES CODE OF ETHICS

1. The coach should be aware that he/she has a tremendous influence, for either good or ill, on the education of the student athlete and, thus, must never place the value of winning above the value of instilling the highest ideals of character.

2. The coach should uphold the honor and duty of the position. In all personal contact with student athletes, officials, athletic directors, school administrators, the Ohio High School Athletic Association, the media, and the public, the coach should strive to set an example of the highest ethical conduct.

3. The coach should take an active role in the prevention of the use of drugs, alcohol and tobacco.

4. The coach should not use alcohol or tobacco products when in contact with players.

5. The coach should promote the entire scholastic program of the school and direct his/her program in harmony with the total school program.

6. The coach must master the contest rules and teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

7. The coach should enhance sportsmanship by working closely with cheerleaders, booster clubs, and administrators.

8. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

9. The coach should meet and exchange cordial greetings with contest officials and opposing coaches to set the correct tone for competition before and after the contest.

10. The coach shall not exert pressure on faculty members to give student athletes special consideration.

11. The coach shall uphold the expectations, and responsibilities included in, but not limited by, the Ontario Coaches' Resource Guide.

I have read, understand, and will follow the above Ontario Local Schools Code of Ethics

_____ _____

Name Date

COACHING GUIDANCE AND EXPECTATIONS

Coaches are extremely valuable members of the school community. They play a vital role in shaping the lives of the student athletes they are in contact with. Coaches at Ontario Local Schools are expected to act in a manner that represents themselves and the school in a positive light and serves as a model for their student athletes. All coaching contracts are considered to be at will employees and are contracted for only 1 year at a time.

GENERAL COACHING GUIDELINES:

1. Compliance with all OHSAA, League, and Ontario Board of Education policies is vital.
2. Promote positive public relations at every opportunity.
3. The coach retains responsibility for team members until all members have departed from team functions.
4. Assume responsibility for the conduct and supervision of all players at all times. All coaches are responsible for supervision. This includes supervision of locker rooms, buses, weight rooms, and common areas where students may await transportation or dismissal. To the greatest extent possible coaches should be visible in all areas. Coaches should be the last to leave the facility after a practice or competition.
5. Assume responsibility for securing and maintaining the building and/or facilities including the weight room after normal operating hours and weekend use.
6. A coach/coaches should accompany the team to and from all away contests.
7. Work closely with the athletic director to determine schedules, facility usage and transportation needs.
8. Coaching staff members are expected to adhere to the instructions and plans provided by the head coach. They should collaborate in executing the program according to their coaching level as specified by the head coach.
9. The coach is tasked with endorsing the entire interscholastic athletic program and managing their program in alignment with the overall school curriculum. It is prohibited for coaches to advocate for their sport to any athlete who is currently engaged in another sport. Additionally, athletes must not partake in alternative sports without the knowledge and consent of the coach overseeing their current participation. Each athlete in the Ontario Local Schools system is permitted to engage in only one school sport per sports season.

10. Coaches should actively engage in collaboration with other school activities, such as band and drama, to avoid putting young individuals in a position where they have to make choices between different pursuits.
11. Contest officials deserve the respect and support of the coach, who should refrain from engaging in behavior that might incite players or fans against the officials.
12. Keys are the responsibility of each coach and under no circumstances should they be given to students.
13. All requests of the athletic boosters should be directed through the athletic director.
14. Inform the media of game outcomes as required, promptly following a contest.
15. Entry into the training room is only allowed when the trainer is present. Students are prohibited from accessing equipment storage areas at any time.
16. The head coach of each sport holds the responsibility for overseeing all programs and direction of that sport for grades 7-12. Coaches within the same sport are expected to adhere to the guidance and fulfill the assigned duties provided by the head coach.
17. Alumni and students withdrawn from school are not permitted to participate with team members in practices, scrimmages or games/competitions.
18. As employees of the school district, coaches are mandatory reporters of any suspected child abuse or neglect and must abide by board policies and Ohio law related to such reporting. Coaches should advise the athletic director whenever an abuse or neglect report is made.

COACHING CONTRACTS

Coaches are awarded a supplemental contract on an annual basis. There is no guarantee of continued employment in subsequent years. Coaches are required to maintain all necessary permits or licensure and complete all necessary state mandated training.

- Coaching staff may not accept compensation or incentives from individuals, athletes/families of athletes, organizations, or companies directly related to their contractual coaching duties.
- Volunteer coaches are permitted to work alongside contracted coaches. All volunteers must complete a volunteer coach application and be approved by the Superintendent prior to commencing any work with the team.
    - Volunteers are permitted to have input into team strategy, team selection and practice organization. They may assist the coaching staff in the

decision making process but have no final authority to make team decisions.
    - Volunteers must be supervised at all times and can be immediately removed for cause.
    - To the extent possible, allowing parents of team members to serve as volunteer coaches should be avoided.

GUIDELINES FOR COACH'S INTERACTION WITH ATHLETES:

Coaches must exercise caution in their relationships with athletes, following these guidelines:

Always Prioritize Professionalism:

- Maintain a professional demeanor and ensure interactions are characterized by respect and appropriateness.
- Encourage an atmosphere of mutual respect and support among all athletes, regardless of gender, promoting a positive and inclusive team culture.
- Stay informed about and adhere to the latest guidelines and best practices for coach-athlete interactions.
- Physical contact should be minimal and appropriate. Be sensitive to individual preferences and cultural differences.

Avoid Isolation:

- When possible, avoid one-on-one situations. If such situations are unavoidable, ensure they take place in open and visible areas.
- Maintain an open-door policy when meeting with athletes in closed spaces like classrooms or offices to provide a transparent and accountable environment.

Third-Party Presence:

- Where appropriate, include a third party in situations involving athletes, such as during private discussions.

Report Concerns:

- If any concerns arise regarding inappropriate behavior, immediately report them to relevant authorities or follow established reporting procedures.

- Coaches will direct students and their parents or guardians to seek proper medical attention for injuries and will uphold instructions received from healthcare professionals regarding treatment and rehabilitation. Coaches will not release academic, medical, or personal information regarding an injured athlete to the public.
    - Coaches will report any head injuries to a medical practitioner, trainer or the athletic director as soon as possible.
    - Coaches will follow the directions and orders of medical practitioners regarding an injured athlete's ability to continue playing or training. Injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician.

Transportation:

- Student athletes are expected to use district provided transportation to and from athletic practices and competitions. Parents may be permitted to transport athletes after a competition only with the prior consent of the athletic director and in accordance with established guidelines.

Tryout and Team Selection:

- Coaching staff will make all potential student athletes aware of the criteria for selection to the team. As with every aspect of education, coaching staff are expected to adhere to School Board anti-discrimination policies.

- Coaches will maintain accurate records of tryout observations and evaluations. The records from each set of tryouts shall be maintained for two seasons.

- Coaches will provide sufficient opportunities for each athlete to be evaluated during the tryout process. Coaches will establish a protocol for providing students not selected for a team with feedback for improvement.

- Coaches will not publicly post the results of tryouts. However, coaches will provide a final team roster to the athletic director.

Extraordinary Activities:

- It is expected that athletic events will cause minimal interference with the regular education of students. Students will not be removed or dismissed from class for extracurricular purposes without the approval of the athletic director and advance notice to the principal.

- All overnight trips and travel outside of the state of Ohio must be Superintendent or BOE approved prior to discussion with athletes or seeking permission from parents and guardians. All necessary forms for overnight travel must be completed in accordance with district procedures.

- Coaches are permitted to work with student athletes in open workouts during the offseason. Participation and such practices must be open to all current and potential student athletes. In the event open gym or other workouts will occur before or after the school day, coaches will assure that students have the opportunity to shower, dress and travel to their respective schools/class. General announcements regarding open gym and offseason workouts must be pre-approved by the athletic director. Adherence to the OHSAA Bylaws is expected.

COACH'S SPORTSMANSHIP RESPONSIBILITIES:

Coaches must embody positive sportsmanship towards opposing teams and coaches during practice sessions and games. Their conduct at athletic events should exemplify proper sportsmanship, as outlined below:

Avoiding Physical Confrontations:

- Instruct athletes to avoid physical confrontations with the opposing team.
- Educate players to abstain from intervening in such confrontations, even to separate teammates.
- Communicate that coaches and officials will handle the separation of individuals involved in any physical confrontation.
- Direct assistant coaches to manage bench athletes not involved in the confrontation, instructing them to remain in the bench area.
- Warn athletes that participation in physical confrontations may lead to removal from the event, potential suspension, and dismissal from the team.

Dignified Behavior:

- Ensure that the coach's conduct consistently demonstrates dignity and self-control.
- Prohibit the use of obscene or provocative language, unsportsmanlike actions, or tactics.

- Address any unsportsmanlike behavior or attempts to intimidate officials promptly.
- Maintain emotional control and refrain from confrontational behavior towards officials.
- Prohibit seeking out officials during halftime or after a game to discuss grievances.
- Strictly forbid any form of physical intimidation or touching of players, coaches, officials, or the public.

ATHLETIC DEPARTMENT INVESTIGATIONS:

Any investigation involving athletic issues shall be conducted by the Athletic Director. A coach may be asked to provide insight and information during the process, but the Athletic Director shall run the investigation.

General Considerations:

- Athletic department investigations will be conducted by the Athletic Director. The Athletic Director will involve additional administration to help facilitate the investigation if the seriousness of the situation warrants additional involvement.
- Depending on the nature of the conversations you are going to have, consider having two adults in the room during interviews.
- Follow the policy on interrogation of students (po5540 attached Link to Policy)
- All parents and students must be afforded the same process regardless of their previous interactions with the school.
- Maintain documentation of the process

Minor Event Process:

- ☐ This process would be used for lower level issues that need correction.
- ☐ Refrain from drawing any conclusion prior to hearing from all involved parties.
- ☐ Talk with all parties involved to gather a full understanding of the totality of the situation, document those conversations.
- ☐ If warranted implement the appropriate corrective actions/consequence based on the violations of the code of conduct matrix.
- ☐ Send a summary of the event to the Superintendent.
- ☐ If the discipline involves suspension, non-renewal or termination the Superintendent will share with the BOE President prior to taking action.

Significant Event Process:

This process would be used when dealing with significant events/accusations (significant assaults, sexual issues, potentially criminal issues, extreme staff/coach issues/accusations, etc.…). This process would not be fully utilized for routine issues/concerns.

- ☐ Notify the Superintendent or assigned designee of what you are dealing with.
- ☐ Refrain from determining formal discipline until the process can be fully completed.
- ☐ If there is a safety risk involved, emergency remove the necessary individual(s) from school/team until the investigation can be completed.
- ☐ Secure a written statement from the alleged victim(s), and then interview
- ☐ Ask the alleged victim for any evidence they may have to support their claim, be sure to include in that evidence a list of any possible witnesses.
- ☐ Secure a written statement from the alleged violator(s), and then interview
- ☐ Ask the alleged violator(s) for any evidence they may have to support their claim, be sure to include a list of any possible witnesses.
- ☐ Secure written statements from all witnesses, and then interview
- ☐ Ask the witnesses for any evidence they may be able to provide to substantiate or disprove the claim.
- ☐ Review and save any evidence.
- ☐ If necessary make a referral to children services; when in doubt make a referral.
- ☐ If necessary involve local law enforcement (SRO).
- ☐ Prepare a detailed timeline and written summary of your investigation.
- ☐ Submit to the Superintendent a final written summary document including timeline and any evidence, and recommended consequences based on the violations of the athletic coaching code of conduct matrix (prior to implementing the discipline).
- ☐ Superintendent or assigned designee will share with the BOE President the findings and recommendations.
- ☐ Discipline will be handed down only after the Superintendent and BOE President have had the opportunity to review the findings.

<u>Violations of the Coaching Code of Conduct</u>

The following matrix will be used as a guidance document for determining appropriate discipline when a violation occurs. While this matrix shall be given strong consideration when determining consequence, the Superintendent reserves the right to modify the

disciplinary action either through increasing or decreasing the consequence when they deem necessary. For the purposes of determining suspension, the percentage of contests missed will be based on the OHSAA per sport maximum of regular season games permitted; in the event of an uneven number we will round up. Suspensions shall include the loss of the privilege of coaching during athletic contests during the suspension; barring extreme situations the coach shall be allowed to practice with the team while on suspension. While suspended the coach shall be prohibited from being in attendance at a contest as a spectator or having any contact with the team at any time during the entire day of the contest (including before and after the contest). Suspensions must be served during regular season and postseason only (no scrimmages). Individual violations are cumulative from year to year. In addition to any local consequences, the district shall make referral to law enforcement and children services when appropriate.

Level 1 Minor Violations

Violation	First Offense	Second Offense	Third Offense	Fourth Offense
Abusive/Offensive Language	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Failing to provide adequate athlete supervision	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Head Coaches: Failing to properly monitor the actions of assistant coaches/middle school coaches. Head coaches hold a degree of responsibility for the actions of their staff.	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Assistant Coaches/Middle School Coaches: Failing to follow directives of the head coach, assistant coaches are	Meeting with AD for	Written Reprimand	Suspension from contests	Suspension from contests for 30%-50% of season, Possible

expected to support their head coaches and comply with their reasonable directives	remediation, Verbal Warning		for 10% of season.	non-renewal of coaching contract
Failing to properly maintain and communicate records, documents, schedules, facility usage, transportation required by the athletic department	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Failing to represent the district positively in public relations (Media, Social Media Posts, Parent Interaction)	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Failing to properly maintain/care for the district facilities	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Coaches are prohibited from advocating for their sport with any athlete who is currently engaged in another sport in a way that detracts from their current sport. Coaches should not discourage their athletes from being involved in other school activities such as band, drama, etc.…	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract
Other Minor Violations: acts not listed that a reasonable person would find minor in nature	Meeting with AD for remediation, Verbal Warning	Written Reprimand	Suspension from contests for 10% of season.	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract

Level 2 Serious Violations

Violation	First Offense	Second Offense	Third Offense	Fourth Offense
Failing to follow proper procedures with regards athlete Injuries	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.
Improper social media usage	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.
Engaging in or promoting poor sportsmanship during an athletic competition (loss of control of the sideline, abusive actions toward officials, intentional violations of competition rules, encouraging or condoning athletes engagement in poor sportsmanship)	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.
Violating OHSAA rules	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.

Destruction of school property	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.
Giving undue pressure to educators or school officials for preferential treatment of their athletes.	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.
Failing to meet the mandatory reporter requirement.	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.
Repeat offender of Level 1 violations: 3rd violation of level 1 expectations	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract (3rd violation of any level 1 category)			
Other Serious Violations- acts not listed that a reasonable person would find serious in nature	Written Reprimand	Suspension from contests for 10% of season	Suspension from contests for 30%-50% of season, Possible non-renewal of coaching contract	Suspension for the remainder of the season and automatic non-renewal of coaching contract.

Level 3 Egregious Violations

Violation	First Offense	Second Offense
Promoting or Condoning Hazing	Suspension from contests for a minimum 50%, Possible Termination	Termination
Improper contact/interaction with a student (physical altercation or abuse/sexual misconduct/grooming)	Suspension from contests for a minimum 50%, Possible Termination	Termination
Theft/Fraud/Personal Gain	Suspension from contests for a minimum 50%, Possible Termination	Termination
Under the influence of drugs or alcohol while serving in the capacity of coach	Suspension from contests for a minimum 50%, Possible Termination	Termination
Falsification of qualifications, background, criminal occurrences. This includes your responsibility to notify the school immediately of any arrest.	Suspension from contests for a minimum 50%, Possible Termination	Termination
Impeding an investigation by dishonesty, intentionally withholding information, or intentional acts that disrupt the process	Suspension from team activities for Minimum 50%, Possible Termination	Termination
Repeat Offender of Level 2 Violations (3rd violation of any level 2 expectations)	Termination	
Other Egregious acts not listed that a reasonable person would find egregious	Suspension from team activities for Minimum 50%, Possible Termination	Termination
Conviction of any crime that includes acts of violence or substance abuse while employed as a coach. *(Individuals with previous convictions that are more than 10 years old may be considered for employment on a case by case basis)*	Termination	
Failing to immediately notify the Athletic director of an arrest of any kind.	Suspension from team activities for Minimum 50%, Possible Termination	Termination



Ontario Coaches Operating Procedures

BEGINNING OF SEASON REQUIREMENTS:

Prior to First Practice:

1. Confirm that all athletes have met academic eligibility requirements.
2. Make sure that every Athlete & Parent has completed a comprehensive **Final Forms** registration for each sport they are participating in, including but not limited to:
    - Contact information
    - Physical examination
    - Emergency Medical Authorization
    - Athletic Policy & Code of Conduct
    - Mission Statement
    - Chain of Command
    - OHSAA Preseason Meeting Presentation
    - OHSAA Student Athlete Eligibility
    - Concussion Acknowledgement
    - ImPACT Testing Acknowledgement
    - Sudden Cardiac Arrest Awareness
    - OHSAA Authorization Form
3. Each player should receive and agree to approve training regulations and team rules.
4. Coaches must have completed and/or have the following on file in the Board of Education office prior to having any contact with student-athletes:
    - Coaching Application
    - Pupil Activity Permit
    - FBI/BCI Background Check/Fingerprinting
    - CPR Certification
    - First Aid Certification
    - NFHS Fundamentals of Coaching Certificate
    - Concussion in Sports Certificate
    - Sudden Cardiac Arrest Certificate (Lindsay's Law)
    - NFHS Mental Health and Suicide Prevention
    - Payroll Paperwork (If Paid Coach)

Prior to First Contest:

1. Confirm full payment: Pay-to-Participate Fee & Activity Fee (Drug Testing)
2. Assume responsibility for the use, care, and storage of all athletic equipment of your team.
3. Submit program information to the athletic director by the designated date.

4. Attend OHSAA required rules interpretation meetings.
5. Arrange a meeting with the parents of your athletes to outline the rules, guidelines, and expectations for the upcoming season. Clearly communicate what parents can expect from you as a coach. Additionally, provide an overview of the chain of command, guiding parents on how to address any concerns or questions that may arise during the season.

END OF SEASON REQUIREMENTS:

1. Complete and conduct an evaluation of each player in grades 9-12, middle school athlete player evaluations are recommended.
2. Complete an inventory of all supplies and equipment including quantity, size, and condition; use inventory form and submit it to the athletic director.
3. Submit a report of your season including individual and team statistics, season highlights, school records, present stature and projection of your program, and staffing concerns to the athletic director.
4. Complete all assistant coach evaluation forms for the program in grades 7-12. Submit them to the athletic director.
5. Submit a list of athletes, awards, and special award winners to the athletic director at least ten (10) days prior to the awards program.
6. Submit a list of prioritized budget needs for next season to the athletic director.
7. Attend All-League and All-District (if applicable) Selection meetings.
8. Gather and store all equipment; athletes cannot participate in the next sport until all equipment has been returned and verified.

OFF - SEASON:

1. Physical examinations and emergency medical authorizations should be on FINAL FORMS prior to allowing an athlete to participate in open gyms, open pool, weight training, conditioning programs, etc.
2. Students must be enrolled within the Ontario Local School district to participate in off-season programs.
3. Coaches should be mindful of the established "Dead Week" each summer. During "Dead Week" there should be no contact or off-season programs taking place.

BUDGET/PURCHASING:

1. Fundraising and the Athletic Boosters should be used for those needs not included in the budget.
2. The budget is determined by:
    - coach's prioritized budget needs request form,
    - needs versus wants
    - overall projected expenses.
3. The Athletic Director will monitor spending to ensure that needs are not neglected.
4. The Athletic Director is responsible for purchase orders.
5. The Head Coach will deal with salesmen and verify that all components of the order are in place. Local merchants should have equal opportunity to bid on the order.
6. Requisition(s) must be submitted prior to the order being placed to open a purchase order. Purchase order date must be prior to the invoice date.
7. Mileage, clinic fees, tournament tickets, etc. can be purchased/reimbursed if the sport's coaches/ fund money.
8. All camp fees, fundraisers, etc. must be deposited and bills paid as per guidelines of the treasurer's office. Receipts should be written for monies received.

9. Individual checking/savings accounts are prohibited.

ATHLETIC ACTIVITIES ON SNOW DAYS:

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

MEAL MONEY LIMITS:

Meal money from General Athletics is limited to the final two qualifying OHSAA tournaments with a maximum of ($30.00 per day per individual). If an event's duration (time of travel) is less than one full day, then meal money will be allocated at ($15 per individual). Team meals consumed inside the 30 mile radius of OHS are not eligible unless pre-approved by the Athletic Director. Using the district's travel card is the preferred method of payment for team meals and will be issued to the Head Coach before travel.
Meal money from General Athletics is limited to the final two qualifying OHSAA tournaments with a maximum of ($30.00 per day per individual). If an event's duration (time of travel) is less than one full day, then meal money will be allocated at ($15 per individual). Team meals consumed inside the 30 mile radius of OHS are not eligible unless pre-approved by the Athletic Director. Using the district's travel card is the preferred method of payment for team meals and will be issued to the Head Coach before travel.

"FINAL TWO QUALIFYING OHSAA TOURNAMENTS"

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

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

PROFESSIONAL LEAVE POLICY: *(School Employees only)*

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

Principal's consideration in approval:

- The degree that the request applies to the responsibilities of the coach,9
- Availability of substitutes
- When more than one coach is involved, the number of coaches
- Approval will include payment of teacher's salary, substitute's salary, and mileage (if funding is available)

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

CHEERLEADING:

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

ROAD RUNNING:

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

UNIFORM ROTATION SCHEDULE	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36	36-37	37-38	38-39
Baseball				X				X				X	
Softball	X				X				X				X
Boys Basketball	X				X				X				X
MS BBK					X				X				X
Girls Basketball				X				X				X	
MS GBK				X				X				X	
Cross Country		X				X				X			
MS XC		X				X				X			
Football	X				X				X				X

MS FB			X				X				X		
Swimming		X				X				X			
MS Swim		X				X				X			
Track		X				X				X			
MS Track		X				X				X			
Volleyball				X				X				X	
MS VB				X				X				X	
Wrestling				X				X				X	
MS WRE				X				X				X	
Cheer		X				X				X			
MS Cheer		X				X				X			
Boys Soccer	X		X		X		X		X		X		X
Girls Soccer		X		X		X		X		X		X	
Boys Tennis	X		X		X		X		X		X		X
Girls Tennis	X		X		X		X		X		X		X
Boys Golf		X		X		X		X		X		X	
Girls Golf		X		X		X		X		X		X	

ONTARIO HIGH SCHOOL AWARDS SYSTEM

J.V. / Freshmen Awards:

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

Varsity Team Awards:

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

Second year:
1. Medal, certificate

Third year:
1. Plaque

Fourth year:
1. Trophy

Academic Award:
Awarded to those athletes who maintained a minimum of a 3.5 GPA during the previous semester.

- Varsity/J.V./FreshmenAthletes: Medal and Certificate

All-Ohio Award:
Upon one's sport qualification, an All-Ohio patch and sport insert will be issued to individuals who qualify for Ontario Wall of Fame recognition

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

ONTARIO HIGH SCHOOL VARSITY AWARDS:
The following criteria will be used to determine varsity award winners in the respective sports:

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

BASKETBALL (BOYS & GIRLS):
1. Participate in at least 25% of the games and 90% of the practices.
2. Graduating senior at the coach's discretion.

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

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

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

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

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

SWIMMING (BOYS & GIRLS):
1. Practices: 90% of all workouts must have been attended except where properly excused.

2. Meets: An athlete must earn an average of three points per regular season meet. If the boys or girls team roster falls below fifteen athletes, then required points will increase proportionally.
3. Divers: Must participate for points in 75% of the diving meets. (The multiplier depends upon the number of students on the team as well as the number of lanes available that season, such as 5 or 6 lane pools.)
4. Special Consideration: If a participant qualifies in a top five position in Ontario Swimming history, a varsity letter will have been earned. This applies only for individual events. Coaches reserve the right to award a letter under special circumstances not mentioned herein.

TENNIS (BOYS & GIRLS):
1. Must participate in at least one-half of the scheduled varsity matches.
2. Graduating senior at the coach's discretion.

TRACK (BOYS & GIRLS):
1. Must attend 85% of the scheduled practices and meets and have met one of the following criteria:
    a. Score at least 20 points on the season.
    b. Score in two league, invitational, or state run meets in events where there are more teams / participants than places.
    c. Coaches discretion based on attitude, good attendance, service to the team, terminating injury and/or senior participation.

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

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

ONTARIO HIGH SCHOOL OUTSTANDING ATHLETIC AWARDS

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

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

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

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

BASEBALL
MVP
Outstanding Pitcher
Outstanding Offensive Player
Outstanding Defensive Player
Most Improved

BASKETBALL (BOYS & GIRLS)
MVP
Most Assists
Best Free Throw %
Most Rebounds
Best Defense

TENNIS (BOYS & GIRLS)
MVP
Most Improved

CROSS COUNTRY (BOYS & GIRLS)
MVP
Most Improved

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

GOLF
MVP
Most Improved
Richard Ronk Award

SOFTBALL
MVP
Outstanding Pitcher
Outstanding Offensive Player
Outstanding Defensive Player
Most Improved

SWIMMING (BOYS & GIRLS)
MVP
Most Improved
Coach's Award

TRACK (BOYS & GIRLS)
MVP
Most Points Field Events
Most Point Running Events

VOLLEYBALL
MVP
Top Spiker
Top Server
Most Improved

WRESTLING
MVP
Most Take-downs
Most Pins
Most Improved

SOCCER (BOYS & GIRLS)
MVP
Best Offensive
Best Defensive
Most Improved

ONTARIO HIGH SCHOOL HALL OF FAME PICTURES

INDIVIDUAL:
An individual's picture will be put in the "Hall of Fame" for any of the following achievements:

- Being selected to the first, second, or third team "all-state" (where posted) by the approved rating committee for that sport.*

ALL-OHIO CRITERIA		As of 11.18.25	
SPORT	Accredited All-Ohio Organization	CRITERIA	NOTES
TRACK	Ohio Association of Track & Cross Country Coaches (OATCC)	Top 8 Finish in State Meet	Podium
XC	Ohio Association of Track & Cross Country Coaches (OATCC)	1st Team: Top 24 State Meet; 2nd Team: Next 25-48 State Meet	
SWIMMING	Ohio Swim Coaches Association	Top 16 Finish in State Meet	Day Two of State Meet
DIVING	Ohio Swim Coaches Association	Top 16 Finish in State Meet	
WRESTLING	Ohio High School Wrestling Coaches Association	Top 8 Finish at State Meet	Podium
BOYS GOLF	Ohio Golf Coaches Association	Top 30 Finish in State Tournament	
GIRLS GOLF	Ohio Golf Coaches Association	Top 30 Finish at State Tournament	
GIRLS TENNIS	Ohio Tennis Coaches Association	Top 8 Finish in State Championship	
BOYS TENNIS	Ohio Tennis Coaches Association	Top 8 Finish in State Championship	
FOOTBALL	Ohio Prep Sportswriters Association	VOTE	Media Vote
BBK	Ohio Prep Sportswriters Association	VOTE	Media Vote
GBK	Ohio Prep Sportswriters Association	VOTE	Media Vote
GIRLS SOCCER	Ohio Scholastic Soccer Coaches Association	VOTE	Coaches Assn
BOYS SOCCER	Ohio Scholastic Soccer Coaches Association	VOTE	Coaches Assn
BASEBALL	Ohio High School Baseball Coaches Association	VOTE	Coaches Assn
SOFTBALL	Ohio High School Fastpitch Softball Coaches Association	VOTE	Coaches Assn
VOLLEYBALL	Ohio High School Volleyball Coaches Association	VOTE	Coaches Assn

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

*Most recently graduated seniors that do not meet our established All-State criteria may be nominated for Hall of Fame consideration at the Fall Athletic Council meeting (to permit the conclusion of spring sports). At the time of the nomination, an information sheet on the candidate must be presented to all members of the Athletic Council. The nominating member will present their candidate to the members of the Athletic Council followed by group discussion of the individual. Voting for the candidate will take place two weeks after the candidate has been nominated. Each active Athletic Council member will have one vote with a (⅔ vote) needed for a successful nomination. (Approved May 2021)

TEAM:
A team's picture will be put in the "Hall of Fame" for any of the following achievements:

- Winning a district Championship
- Winning a league Championship
- Placing in the top eight in state tournament competition.
- Achieving a rating in the top eight teams in the state by the approved rating committee for that sport.*

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

ONTARIO HIGH SCHOOL COACHES HALL OF FAME CRITERIA

SECTION 1. CLASSIFICATION OF MEMBERS

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

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

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

SECTION 3. ESTABLISHMENT OF THE SELECTION BOARD

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

SECTION 4. NOMINATION OF CANDIDATES

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

ONTARIO HIGH SCHOOL - WEIGHT ROOM RULES

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

WEIGHT ROOM MISCONDUCT SHALL RESULT IN A DENIAL OF PARTICIPATION.
DENIAL OF PARTICIPATION SHALL SERVE AS YOUR ONLY WARNING.

ONTARIO ATHLETIC DEPARTMENT INVENTORY

COACH/SPORT:	DATE:

EQUIPMENT DESCRIPTION	QUANTITY	# ON ITEM	SIZE	CONDITION	WHERE

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

DUE	**COACH**
_____	**HEAD COACH EVALUATION**
_____	**ASSISTANT COACH EVALUATION**
_____	**INVENTORY (athlete is ineligible for other sports until their equipment is collected)**
_____	**BUDGET NEEDS FOR NEXT SEASON**
Two (2) Weeks Before Banquet etc.)	**AWARDS LIST (please allow us time to order, prepare cert.,**
_____	**SEASON'S REPORT - includes individual and team stats, season highlight, school records, present stature and projection of program, staffing concerns**

After Last Contest **RETURN MEDICAL KIT**

YOU SHOULD ALSO HAVE:

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

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

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

SCHOOL YEAR _____COACH _____

ONTARIO ATHLETIC DEPARTMENT SEASON REPORT

SPORT:	**YEAR:**	**OVERALL RECORD:**

HEAD COACH:	**LEAGUE RECORD:**	**POSITION:**

ASSISTANT COACHES:

SCHEDULE	**SCORE**	**AWARD WINNERS - LETTERMEN 1, 2, 3, 4**

DATE	OPPONENT	Ont	Opp		NAME	CLASS	NAME	CLASS

COMMENTS:

NEW RECORDS:

SPECIAL AWARDS:

ONTARIO HIGH SCHOOL ATHLETIC DEPARTMENT BUDGET REQUEST

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

SPORT	SCHOOL YEAR

	EXPENDITURES	PROPOSED COST	BUDGET
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

16			
17			
18			

SENIOR ATHLETE-OF-THE-YEAR NOMINATION FORM

(make copies of this form as you need them)

Athlete _____ **Head Coach _____**

Sport _____ **# Letters Earned _____** **GPA ____**

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

LEAGUE HONORS		COACHES ASSOCIATION HONORS

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

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

Key Athletic Board Polocies

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

ONTARIO LOCAL SCHOOL DISTRICT BYLAWS & POLICIES

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

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

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and

will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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

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

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

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

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

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

Complaints

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.9

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent

such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

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

Education and Training

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

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

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

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

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

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

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

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

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2431 - INTERSCHOLASTIC ATHLETICS

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

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

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

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

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

The Board shall approve annually a program of interscholastic athletics.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Prior to enrolling in the sport,

    1. each participant shall submit to a thorough physical examination by a District-approved physician;
    2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).
E. Any student who has been removed from practice or competition by a coach or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

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

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

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

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

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

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

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

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

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5610.05 - PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

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

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

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

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

R.C. 3313.664

8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

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

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

The Board may assume transportation costs for approved field trips.

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

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

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

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

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

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

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

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

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