



2016-2017

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This handbook has been prepared with the intention of being a *reference guide* for the rules and regulations now in effect concerning the athletic policies and procedures of the Patrick Henry Local Schools. It is our sincere hope that this handbook will enable you better to understand the policies and procedures established by the Patrick Henry Board of Education.

# **Patrick Henry Local Schools Athletic Handbook**

## Table of Contents

Forward	2
Philosophy of Athletics	2
Purpose of Athletics	2
Organization Responsibilities	3
Eligibility	4
Leaving the Team	4
Selecting Students for Teams	5
Participation Fee Policy	5
Returning Athletic Equipment	6
Building Facilities	6
Placement of Signs/Posters	6
Keys	7
Cancellation of Scheduled Events	7
Game Officials	7
Sportsmanship	7
Grooming and Dress Policy	7
Ejection of Student-Athletes	8
Ejection of Coaches	8
Awards	8
Early Dismissal for Athletes	9
Transportation of Teams	9
Finances and Purchasing	9
Clinics	9
Reimbursement Procedures	10
Publicity	10
Ticket Regulations	11
Junior High Activities	12
Athletic Code of Conduct	12-15
Due Process	15
Pre-Season Information	15
Definitions	16
Athletic Council	16-18
Selection of AD and coaches	18-19

## **FORWARD**

As an integral factor in the total educational program, the athletic program must be clearly defined. It is our intention that this handbook regulates the necessary procedures and responsibilities that staff and students must follow. In order to carry out his/her professional duties successfully, a coach/advisor must enforce these policies. It will not only aid in making their tasks less burdensome, but it will lend consistency and uniformity to the athletic program.

This handbook is designed in “good faith” to help assist and guide everyone involved with interscholastic athletics. We acknowledge that no handbook is perfect, and periodically these policies and regulations may warrant revisions. We are open to any comments, ideas, or suggestions that will help improve our athletic program.

## **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS**

The Patrick Henry Board of Education, administration, faculty, staff, and coaches have the following beliefs concerning interscholastic athletics:

- We believe that interscholastic athletics are an integral part of the total school experience.
- We believe there are substantial educational outcomes derived from a soundly conceived and well executed athletic program for the players, student body, and the school as a whole.
- We believe the inherent values to the participants are very real. Rigorous competition under prescribed regulations and policies provide for adolescents the opportunity to develop ideas and habits of health, good sportsmanship, fair play, initiative, achievement, emotional control, and character development.
- We believe students should be taught to win and lose gracefully, with dignity and class.
- We believe that many students have found a purpose in their schoolwork and in their lives through the school program of athletics.
- We believe that athletics provide tangible values for all students. Athletics can make a substantial contribution to morale, and can provide a positive outlet for enthusiasm.
- We believe the athletic program, though differing in nature from the academic program, does justify its existence by providing a profitable educational experience for the participant.
- We believe the welfare of the individual student is always to be the primary concern. The game exists for the student—never the student for the game.

## **PURPOSE OF JUNIOR HIGH/HIGH SCHOOL ATHLETICS**

The primary objective of the Patrick Henry Athletic Program is that all students involved should be provided the opportunity to:

- Participate in athletics as an educational experience
- Develop self-discipline
- Develop a positive self-concept
- Develop positive social and moral values
- Develop the desire to excel and compete
- Develop physical skills
- Develop emotional maturity and character
- Develop a positive sense of sportsmanship
- Develop a cooperative attitude and experience teamwork

## **ORGANIZATION RESPONSIBILITIES**

### **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

The purpose of the Ohio High School Athletic Association (OHSAA) is to promote amateur athletics within Ohio's schools. The interscholastic program is designed to be an integral part of the school's total educational program, and it is the responsibility of the OHSAA to regulate, supervise, and administer the interscholastic competition between member schools. Other duties of the OHSAA include determining qualifications of individual contestants, coaches, and officials; provide information to facilitate communication between member schools; and to establish standards for the operation of all athletic programs. The rules and regulations of the Ohio High School Athletic Association are strictly adhered to and are the foundation upon which our athletic program is based.

### **PATRICK HENRY BOARD OF EDUCATION**

The Board of Education has the final authority on all decisions involving athletic policies. The Board authorizes and approves all capital improvements to the stadium, grounds, buildings, and equipment used in athletic purposes. The Board approves all salaried personnel and school sponsored interscholastic athletics. The Board delegates to the Superintendent of Schools the responsibility of working with the High School Principal and Athletic Director to assure the proper maintenance of facilities and the interpretation, coordination, and communication of all school sponsored interscholastic athletic programs.

### **PATRICK HENRY ATHLETIC DEPARTMENT**

The Athletic Department cannot assume the financial responsibility for injuries or other medical expense received that result in expenses over and above those covered by the school insurance program. Check with your insurance company to see if your son/daughter is covered. If you do not feel you are adequately covered, it is recommended that you take the school insurance. Like you, your son/daughter is very important to the school and we need to protect you, your son/daughter, and the coach.

### **NORTHWEST OHIO ATHLETIC LEAGUE (NWOAL)**

The purpose of the league is to promote clean wholesome athletics, sponsor athletic tournaments, create a spirit of friendly rivalry, and promote good will between member schools. Members of the NWOAL are Archbold, Bryan, Delta, Evergreen, Liberty Center, Montpelier, Patrick Henry, Swanton, and Wauseon.

- Athletic competition for Patrick Henry boys include: football, cross country, golf, basketball, wrestling, baseball, track, and bowling.
- Athletic competition for Patrick Henry girls includes: volleyball, cross-country, golf, basketball, softball, track, and bowling.
- Gymnastics is also a recognized sport at Patrick Henry High School that competes in the OHSAA sanctioned tournament, but are not members of the NWOAL.

## **PATRICK HENRY ATHLETIC BOOSTERS**

The Patrick Henry Athletic Boosters is an independent group whose sole purpose is to promote and support all school sports. Many worthwhile projects have been accomplished through financing from club memberships, fundraisers, and donations. Head and assistant coaches, parents, and community members are encouraged to join and assist the club with various projects as much as possible.

### **ELIGIBILITY**

All eligibility guidelines covered by the constitution and bylaws of the Ohio High School Athletic Association will be followed by the Patrick Henry Local Schools. Participation in interscholastic extracurricular activities will be limited to full time students in an accredited program of the Patrick Henry Local Schools (including Four County JVS, Post Secondary Options, School-to-Work). A copy of the constitution and bylaws can be found on the OHSAA website ([www.ohsaa.org](http://www.ohsaa.org)) and on the Patrick Henry Local Schools website ([www.phpatriots.org](http://www.phpatriots.org)).

No student shall be required to participate in any sport or activity as a prerequisite for participating in another sport. If a student is dismissed for disciplinary reason from a squad, he/she is ineligible for further participation in any sport until the sport, then in season, has ended.

An athlete absent from school the entire day because of illness, injury, or work shall not practice or participate in their sport on the date of absence. Students must attend the second half of the school day to participate in a contest on that particular day. The Principal may set aside this rule in exceptional cases.

In compliance with Senate Bill 55, the Patrick Henry Board of Education has adopted the following policy. The Board prohibits students in grades 9 through 12 from participating in interscholastic extracurricular activities if they receive more than one failing grade in the previous grading period.

If a student is deemed ineligible because of grades, he/she may not participate in any extra-curricular games or events in the following grade period. Furthermore, there is to be no practice or participation in a recreational program or weightlifting until at least the mid-term of the next grading period. At that time the student may meet with the principal to again practice. If a student is making satisfactory progress in his/her studies, the principal may allow the student to commence practicing, however; he/she may not take part in a contest or public event until the following grading period. Ineligibility and participation does not impact summer programs or pre-season programs up until the OFFICIAL practice dates start.

### **LEAVING THE TEAM**

No student is officially a member of a team until the first contest for that squad. After the first contest, if a student quits or is removed from the squad they may not try out for another sport or participate in any school sponsored recreational program or weightlifting until the conclusion of the regular season of their original sport. Furthermore, any athlete who is dismissed or quits a team before the end of that sports season will not receive any awards (letters, pins, scrapbooks, senior plaques, or jerseys).

## **SELECTING STUDENTS FOR SQUADS**

At times it may become necessary that a Head Coach select students to form a squad in order to maintain a reasonable number of squad members allowed by the OHSAA.

Guidelines for selection are:

1. The procedure and guidelines used to select students for a squad will be left up to the individual Head Coach after discussion with the Athletic Director.
2. Once the try-outs and/or practice sessions have ended, the Head Coach will personally notify those students who have not been selected.

## **PARTICIPATION FEE POLICY**

Each student participating in a school-sponsored high school athletic event will pay a \$25 participation fee before the start of the season. (The fee amount will be reviewed annually.)

Each student participating in a school-sponsored middle school athletic event will pay a \$15 participation fee before the start of the season. (The fee amount will be reviewed annually.)  
The Athletic Director is responsible for overseeing the collection of athletic fees.

Students will pay a \$5 fee for participation in all school-sponsored clubs other than those by which the students have been rewarded or elected. All club fees need to be paid to the building office before the activity begins. (The fee amount will be reviewed annually.) No co-curricular groups are assessed a charge.

Clubs assessed a \$5 fee are the following:

Art Club	Spanish Club	Prom
Quiz Team	Science Club	Archery
Spring musical	Other clubs as developed	

Club advisors are responsible to turn in a roster to the building office.

The cap for the participation fee per school year is \$100 per family. (The family is responsible to notify the school when the cap is reached.)

A paid participation fee does not guarantee that a student athlete will play.

A refund of the athletic participation fee occurs only if the athlete removes himself/herself from a team prior to the first game or if the athlete has a season-ending injury before the third game (not including scrimmages).

If an athlete is ruled ineligible according to school policy or OHSAA regulations, the athlete will not receive a refund.

No refund of club fees will be issued.

Individual cases will be reviewed by the building principal or athletic director.

## **RETURNING ATHLETIC EQUIPMENT**

All equipment checked out by the student athlete should be returned, cleaned and in good repair within one week of the final event for that athletic activity. Should a student fail to return equipment issued to him/her within the stated time guidelines, each coach is directed to pursue all normal avenues of communication with the athlete and his/her parents in order to ensure compliance.

Prolonged failure to return equipment or pay fees may result in the following action:

- A letter sent to the student's parents.
- Non-issue of equipment for succeeding sports.
- Withholding all school sponsored awards.
- Administrative support and follow-up to ensure the safe return of the equipment.
- The student will be charged for the replacement costs of the equipment not turned in.

## **BUILDING FACILITIES**

All persons using the physical education and athletic facilities (or any other school facility) must be sure to schedule them at least one week in advance through the Athletic Director or Principal.

In order to prevent conflicts between athletic groups and other school organizations, the general scheduling pattern will be worked out by the coaches, appropriate teachers, Athletic Director and Principal.

The following regulations must be observed:

1. Coach or faculty supervision is a prerequisite for any use of building.
2. The supervisor is responsible for maintenance of building and equipment.
3. Proper safety precautions should be enforced at all times.
4. Only proper athletic shoes are permitted on gym floor.
5. Make sure lights are turned off, showers checked, and lock the doors when finished.
6. The Coach or Advisor should be the last one to leave the building.

There will be NO high school practices on Sundays and NO high school practices on Wednesday night after 6:15 p.m. Students must be off school grounds by 6:30 p.m. Grades K-8 athletics are permitted on Wednesday evenings and must end by 5 PM. The expectation is that all K-8 students will be off school grounds by 5 PM.

## **PLACEMENT OF SIGNS/POSTERS**

No signs, posters, slogans, or written matter of any nature on behalf of persons or organizations will be permitted to be placed upon school property without the permission of the proper school authority. There shall be no distribution of pamphlets, leaflets, buttons, bumper stickers, insignia, etc... without the permission of the proper school authority. All signs/posters, even those made by school personnel, must be approved by the building Principal who is the final authority on this matter.

## **KEYS**

Any coach/volunteer who has been given a key to the Athletic Building is responsible for making sure that building is properly secured when leaving. Coaches are not to loan their keys to students or other members of the community. In addition, if you lose your key to the Athletic Building you will have to pay the replacement cost of the key.

## **CANCELLATION OF SCHEDULED EVENTS**

In the event that bad weather may force a decision concerning the playing or cancelling of a scheduled athletic contest, the Athletic Director, Principal, and Superintendent shall be responsible for making the decision.

In the event of a cancellation or postponement, the Athletic Director has the responsibility of rescheduling the postponed event for the first date that is feasible and mutually agreed upon.

On days when school is cancelled, the practice schedule (if any) will be determined by the Principal, Athletic Director and/or Superintendent. The following guidelines will be followed:

1. No high school practices before 3 pm, unless special approval given by AD and Principal
2. Practices will not be announced on the radio. Coaches will phone players.
3. Practice attendance will NOT be mandatory.
4. Coaches will be alerted about weather conditions and changes.
5. Junior High events will be cancelled

## **GAME OFFICIALS**

Officials for all league contests are assigned through the league commissioner's office. The Athletic Director assigns all officials for non-league contests. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability.

## **SPORTSMANSHIP**

Students and coaches are to display good sportsmanship at all times. Their conduct shall be a good example to others and of the caliber that must represent Patrick Henry Schools in a positive manner. Any student that receives any un-sportsmanlike violation will discuss the infraction with the Coach. Any athlete that is removed from a game for an un-sportsmanlike act will have a meeting with the Athletic Director.

A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized.

## **GROOMING AND DRESS POLICY**

A member of an athletic team is expected to be well groomed. "He/She shows up best that shows off least." Appearance, expression and actions always influence people's opinions of athletes, the team and school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in our community.



## **EJECTION OF PLAYERS FOR UNSPORTSMANLIKE CONDUCT**

According to OHSAA policy, any player ejected for unsporting conduct or flagrant foul shall be ineligible for contests for the remainder of that day. In addition, the player shall be ineligible for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification. When ejection or disqualification of a player results from illegal substitution in baseball, softball, or basketball, the two contest suspension does not apply. A player who is ejected a second time shall be suspended for the remainder of the season in that sport.

## **EJECTION OF COACHES FROM ATHLETIC CONTESTS**

According to OHSAA policy, any coach ejected or disqualified from an interscholastic contest for unsporting conduct shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification and shall be fined \$100.00 by the OHSAA.

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

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the OHSAA headquarters.

If an ineligible player or coach participates in a contest it will be ruled forfeiture. The regulation shall apply to all regular season and tournament contests.

## **AWARDS**

### **HIGH SCHOOL AWARDS:**

There will be a sports awards night following each sport season, scheduled by the head coach.

Student-Athlete Varsity Requirements (preferred, not mandatory):

Cross Country	Place in top seven finishers in three or more meets/show improvement
Football	Play in ½ of varsity quarters
Volleyball	Play in ½ of varsity games
Basketball	Play in ½ of varsity quarters
Baseball/Softball	Play in one full inning of ½ of varsity games Exceptions for pitchers and designated hitters
Track	Average one point per event in meets
Golf	Play in ½ of the varsity matches
Gymnastics	To be determined by the head coach
Wrestling	Four varsity matches or placing in top four of a tournament
Cheerleading	Make varsity cheer squad
Bowling	Bowl the equivalent of half the games of the regular season schedule.

*\*\*\*Any coach may use his or her discretion to letter an athlete\*\*\**

### **EARLY DISMISSAL FOR ATHLETES**

All attempts will be made to maintain school schedule and hours. All requests for early dismissals for a contest will need approval of the Principal. When athletes are given permission for early dismissal, the following procedure should be used:

1. Submit a list of the participating students, to be excused, to the office the day before the contest.
2. Arrange with the teacher in advance to have the athletes make up work.
3. In case of an overnight trip, parental permission must be in writing.
4. If the contest is postponed, students will attend the regularly scheduled day.

### **TRANSPORTATION OF ATHLETIC TEAMS**

1. All students must travel to and from away games in school-approved transportation.
2. The school system is not responsible for the private transportation of students.
3. Coaches are responsible to maintain the cleanliness of all vehicles used by athletic teams.
4. All athletic transportation will be requested by the Athletic Director through the Transportation Supervisor.
5. In no case will students be approved as drivers for the transportation of athletic teams.
6. Riders on the bus may only be: coaches, activity sponsors, authorized chaperones, school age participants, players, cheerleaders, managers, statisticians and/or trainers.
7. With permission of the coach and a note from a parent/guardian, a student may ride home with his/her parent/guardian.

### **FINANCES AND PURCHASING**

The athletic fund is maintained and accounted for by the Athletic Director. All purchases involving athletic funds are to be approved by the Athletic Director in advance. A person wishing to make a purchase must first submit a requisition to the Athletic Director for the item(s). If the purchase is approved by the Athletic Director and the Principal, a purchase order will be issued by the Treasurer's office. Upon receipt of the signed purchase order, the person initiating the requisition may then order the item(s). Any purchases made without a prior requisition and purchase order will be paid for by the person making the purchase. All purchased goods will be received by the Athletic Director or his/her designee who shall also sign the purchase order to authorize payment. All items received to be purchased by athletes will be sold to athletes only by the Athletic Director or his/her designee.

### **CLINICS**

The Athletic Department will provide each varsity head coach and/or one assistant/junior varsity coach (including varsity level Board approved volunteers) with the registration fee and mileage ONLY, for one

clinic per year. All reimbursement policies and procedures for school personnel will follow the established guidelines as outlined in the PHEA Negotiated Agreement for certified staff.

Any member of the Athletic Department who has been excused to attend a clinic or meeting must arrange in advance with his/her Principal for the care of his/her classes during his/her absence. The Superintendent's approval is needed on all clinics. Requests should be made a month prior to the clinic.

If a coach does not get the clinic request in on time, the request will be denied. All coaches must realize that it takes time to make the proper arrangements for clinics. Coaches are reminded to submit a purchase order prior to the clinic date(s).

### **STATE TOURNAMENT REIMBURSEMENT PROCEDURES**

The Head Coach and each assistant /junior varsity coach of a varsity sport is entitled to use professional days to attend the state playoff/tournament in his/her sport. The athletic department will NOT reimburse coaches for state tournament expenses that they are voluntarily attending.

When an individual athlete or team qualifies for the state tournament, the Patrick Henry Athletic Department will cover the expenses of the team that exceeds the amount reimbursed from OHSAA. Also the expenses of the following individuals will be covered by the Athletic Department: Superintendent, High School Principal, and Athletic Director. The Athletic Boosters have agreed to donate \$250 to the Athletic Department each time a team or individual athlete qualifies for the state tournament in Columbus. This generous donation is used by the Athletic Department to help defray the extra meal and/or lodging costs that the OHSAA does not reimburse.

### **REIMBURSEMENT FOR MILEAGE EXPENSES**

Mileage reimbursement shall be paid to appropriate Board approved personnel at the current school rate per mile on all trips related to athletic business. All mileage reimbursement policies and procedures will follow the established guidelines as outlined in the PHEA Negotiated Agreement for certified staff. The Athletic Department has a yearly cap on the mileage reimbursements which is set at \$800 per sport.

### **PUBLICITY**

It is a firm, established policy of the Athletic Department of Patrick Henry High School to promote and maintain a good working relationship with the press. The Athletic Director shall assume the responsibility of providing the local news media with all schedules, coaching assignments, rosters, and other news items pertinent to athletics with the exception of game results and statistics.

Head coaches are to report statistics on team personnel and game scores. They will also supervise pictures taken by the press for their team. All teams and their head coaches will attend yearbook and newspaper photo day on the assigned day. Any news coverage by a member of the coaching staff that might be detrimental to the best interests of established policies and procedures could result in termination of his/her assignments

## **TICKET REGULATIONS AND ATHLETIC DEPARTMENT GAME HELP**

Scheduling of athletic contests will be under the direction of the Athletic Director. The Athletic Director will be responsible for obtaining help to sell and take tickets. Tickets for games will be made available and under the direction of the Athletic Director. Rules for distribution of tickets will be according to the following:

1. No admittance charge to an athletic contest will be made for attending physicians, working game crew personnel, and field maintenance personnel or concession workers.
2. No special prices or free passes will be awarded to parents of participants in any phase of the athletic program except Parents' Night.
3. Individuals that work or sell tickets at least four times will be given one All-Sports Pass. The individual(s) must still pay for a reserved seat.
4. Participants of special recognition nights shall be admitted free.
5. Pre-school children accompanied by a parent shall be admitted free but shall not occupy a reserved seat.
6. A pass to all home school-sponsored athletic events will be issued to coaches, booster officers (president, vice-president, secretary, treasurer) and their spouse.
7. An NWOAL league pass good for two will be issued to members of the Board of Education and administration.
8. Individual or season game passes will be provided for members of the news media.
9. Those members of the Marching and/or Pep Band playing for a particular contest shall be admitted free.
10. Patrick Henry Senior Citizen Passes (60 and over) will be honored at all home games.
11. Anyone scouting Patrick Henry from other high schools or colleges shall be admitted free.
12. One yearbook photographer will be given free admittance.
13. OHSAA sectional tournament tickets for the first game will be purchased for all junior varsity players (that continue to practice with the varsity) by the Athletic Department.

## JUNIOR HIGH EXTRA-CURRICULAR ACTIVITIES

Every effort will be made to only schedule two junior high contests per week per sport.

In football there will be a 7th and an 8th grade team, unless there is an insufficient number of participants. Then there will be a combined 7th and 8th grade team. (This will be determined by the Athletic Director.) Practice will begin two weeks before the start of school. There will be a maximum of eight games scheduled for 7th graders and 8th graders.

In 7th and 8th grade volleyball, both teams will play a maximum of sixteen matches each and have no more than forty practices. The practices for the 7th and 8th grade volleyball will be combined unless there are sufficient students for a separate 7th and 8th grade team. Practice will begin at the Junior High school two weeks prior to the start of school.

In both boys' and girls' 7th and 8th grade basketball, the 7th grade team will have a fourteen-game schedule and be limited to fifty practices plus a three-game tournament. The 8th grade team will play a fourteen-game schedule and be limited to sixty practices and a three-game tournament. There will be a separate team for 7th and 8th graders providing there are a sufficient number of participants (to be determined by the Athletic Director).

In 7th and 8th grade track there will be maximum of two meets per week and no more than thirty-five practices.

For the 7th and 8th grade teams-if there is no school that day, (for inclement weather) there will be no practice or contests played.

### ATHLETIC CODE OF CONDUCT (grades 7 - 12)

Participation in a sound athletic program contributes to the health and personal well-being of the participants, develops physical skills and emotional maturity, develops social, civic, school and team responsibility, and above all fosters integrity and moral values desirable in youth today.

To help develop these areas, it is important that the student athlete accept a special role among his/her peers. The athlete can no longer just go along with what others want; but rather must lead and be capable of standing alone for what the athlete believes when necessary. Athletes must accept the fact that what they do will have an effect on others, and he/she is an athlete at all times not just during games, practices, or that season.

All student athletes are expected to behave appropriately at all times, throughout the year. Their behavior is a reflection on themselves, their family, their school and their community. Any student participating in athletics in the Patrick Henry Local Schools should not engage in conduct on or off school property that is felt to be demeaning to their role as participants in the athletic program. Involvement in such inappropriate conduct may result in the athlete being denied participation.

**It must be emphasized that participation in any extra curricular program is a privilege, not a right.**

To help ensure that the student athlete knows what is expected of him/her, each athlete will be given a written copy of the training rules established by their respective coach and the Athletic Director. The athlete and parents or guardian of the athlete should read and become acquainted with the training rules and regulations of each sport

The rules listed below shall be enforced in all athletics. **These apply to an athlete in or out of season.**

1. Any student participating in athletics in the Patrick Henry Local Schools shall not use or have in his/her possession in any form: tobacco, alcohol, or drugs.
2. Any student participating in athletics in the Patrick Henry Local School shall not be adjudicated a delinquent or cause school personnel to have reasonable proof of taking part in criminal or illegal civil activity other than traffic violations which do not involve illegal drugs, alcohol, or steroids.
3. Steroid use will not be tolerated.
4. Harassment, hazing, and bullying will not be tolerated. (Harassment and hazing are defined below)
5. These rules are in effect throughout the calendar year. Consequences are accumulative over a student's four years in high school.

All infractions are to be channeled through the Athletic Director, whose responsibility it shall be to notify the athlete, the athlete's parents, and the athlete's coaches of the infraction.

**HARASSMENT:** No student shall harass by any written, oral or non-verbal innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, appearance, national origin, or religious beliefs.

**SEXUAL HARASSMENT:** No student shall sexually harass another student, staff or other persons on/ or off school premises during a school activity, function or event off campus. Sexual harassment is defined "in the eyes of the beholder" as unwanted sexual advances that may be verbal, visual or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person inappropriately, blocking their exit, or assaulting a person.

No student shall use, threaten to use, or cause others to use violence, force, coercion, threats or intimidation. Any kind of harassment of any person will not be tolerated. Respect for yourself and others is expected behavior. Violators will be subject to school disciplinary action.

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome that creates discomfort, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

**ANTI-HAZING POLICY:** Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Principal.

Administrators, faculty members, students and all other employees who fail to abide by this policy will be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

Upon the determination that the athlete has violated the training rules and regulations the following consequences are in order:

#### **FIRST OFFENSE**

The athlete will be denied participation in 20% of the total scheduled contests. The denial of participation will carry over to the next sport season the athlete participates in if less than 20% of the scheduled contests remain at the time of denial. An athlete participating in two sports in one season will be denied participation in both sports.

The denied athlete will be required to attend a form of counseling approved by the Principal and Athletic Director. If the student refuses to attend the required form of counseling, their denied participation will increase to 40%.

Practice participation will be at the discretion of the Coach and Athletic Director.

#### **SECOND OFFENSE**

If an athlete commits a second infraction of the Athletic Code of Conduct during his/her junior high and high school experience, the athlete will be denied participation in high school athletics for one calendar year from the date of the second infraction.

The second infraction does not have to be the same as the first infraction.

The athlete is required to obtain a professional assessment by an out of school agency and follow the appropriate treatment as recommended by the evaluating agency to be reinstated for participation. After 120 calendar days of denied participation, the student will be re-evaluated by the out of school agency, Principal, and Athletic Director. If all three individuals/groups agree that behavioral improvement has been made, the denied student may be reinstated. If a consensus is not met by the three individuals/groups, the denied student will continue with their year-long denied participation.

During the time an athlete is denied participation, he/she will be unable to participate in games and scrimmages.

### **THIRD OFFENSE**

If an athlete commits a third infraction of the Athletic Code of Conduct during his/her junior high and high school career, he/she will be denied further athletic participation for the remainder of their athletic years.

### **LYING**

An athlete will be denied an additional 10% of the scheduled contests if caught lying about a Code of Conduct violation. This can only be assessed if the lying takes place after the Principal and/or Athletic Director has made it known to the student of the possibility of additional denial of participation.

### **DISCIPLINE FOR PERIODS LONGER THAN TWENTY-FOUR HOURS**

Coaches may discipline an athlete and/or deny an athlete the opportunity to participate for periods of time ranging from one day to permanent dismissal. This may be done at the discretion of the coach when an athlete has violated adopted Athletic Code of Conduct rules and/or specific rules/policies/expectations as set forth by the coach.

### **SUSPENDED IN OR OUT OF SCHOOL**

During the time period an athlete is suspended in or out of school, he/she will be unable to participate in practices, games or other official school activities.

## **ATHLETIC DEPARTMENT DUE PROCESS PROCEDURE**

According to Bylaw 5610.05, "Prohibition from extracurricular activities", students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

## **STUDENT ATHLETE DRUG TESTING POLICY**

All student athletes grades 9-12 will participate in a drug testing program as adopted by the Patrick Henry Board of Education. That policy will be listed on the district website and in Board Policy.

## **PRE-SEASON INFORMATION**

At the start of each sports season, the OHSAA mandates that each member school administer a preseason meeting that reinforces OHSAA bylaws along with each member school's own policies. This meeting is highlighted by an OHSAA-sponsored video. Student-athletes and their parent(s) are required to attend.

All athletes and their parents must be advised, in writing, of the content of the Patrick Henry High School training rules and regulations. This must include behavioral expectations and criteria to earn a letter. Parents must be informed of the possible consequences for rule infractions.



Each coach will give the athlete two copies of the sport's training rules, and the athlete will return one copy signed by parent(s) and athlete. Coach will sign and file.

## **DEFINITIONS**

**Athlete:** The Patrick Henry "athlete" is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes players, cheerleaders, student managers, statisticians, and all other students who may assist a team.

**Athletic Review Board:** A committee consisting of the building Principal, Athletic Director, and three faculty members appointed by the Principal. The Athletic Review Board will evaluate each written request submitted by the athlete for reinstatement.

**Denied Participation:** Denied participation will carry over into the next school sponsored sport's season if the number of contests remaining in the season is less than the percentage of contests to be denied, or if the violation occurs between seasons or during the summer. Furthermore, the athlete must also have participated in the sport he/she will be denied participation in the previous year or obtain approval from the coach, Principal, Athletic Director, and/or Athletic Review Board before serving penalty (i.e. athletes will not be permitted to sign up for a different sport just to serve the denial of participation penalty). An athlete participating in two sports in one season will be denied participation in both sports.

**Assessment:** It is the responsibility of the athlete to contact the assessment agency to set up sessions. This will be at the expense of the parent/guardian. The assessment coordinator must notify the Athletic Director that the athlete has satisfactorily completed all sessions. The Henry County Drug and Alcohol Coordinator may be used for purposes of assessment, referral and education with students and parents as an alternative to private counseling.

**Interscholastic athletics:** School sponsored athletic programs are to be approved by the Patrick Henry Board of Education. Participation in interscholastic athletics is limited to full-time students of the Patrick Henry Local Schools. All interscholastic athletics operate in compliance with the general rules, regulations and policies of the Ohio High School Athletic Association as outlined in the OHSAA 2013-2014 Handbook.

## **ATHLETIC COUNCIL OF PATRICK HENRY HIGH SCHOOL**

### **PURPOSE**

The purpose of the Athletic Council should be the betterment of Patrick Henry High School athletic programs. In doing so, the following objectives should be considered:

1. Maintain an efficient, balanced, and harmonious athletic program.
2. Develop an effective channel of communication among the Board of Education, Administration, coaches, staff, and community of Patrick Henry Local Schools.
3. Develop an understanding of the wants and needs of each individual sport and work towards the establishment of correlating policies.

4. Act as a policy-making group for the athletic program within the authority vested by the Board of Education (Each Head Coach is responsible for enacting policies concerning his/her particular sport).
5. Act in an advisory capacity to the Board of Education in determining solutions to significant athletic problems.
6. Adhere to the rules and policies of the OHSAA and the Patrick Henry Board of Education.

## **MEMBERSHIP**

1. High School Principal, Junior High Principal, Athletic Director, Assistant Athletic Director, Head Coaching Staff (if a person is Head Coach of more than one sport, he/she still represents only one vote on the council), two Board of Education representatives, one elected officer of the Athletic Boosters, (the Superintendent and /or designee will serve as an ex-officio member of the council).
2. Officers and Duties
  - The Athletic Director shall act as permanent chairperson.
  - Any and all other officers shall be created and elected by the Council with a majority vote of members present.
  - Such officers shall consist of:
    1. Vice-chairperson
    2. Secretary
  - Officers shall serve for a term of one year beginning in August of each year.
  - Election of officers shall take place at the last meeting of the school year.
  - The Chairperson shall:
    1. Have the authority to call a special meeting of the Council. The request of two members of the Council for a meeting shall be honored.
    2. Prepare the agenda and distribute to members prior to the meeting.
    3. Conduct the meeting.
  - The Secretary shall:
    1. Notify all Council members of the time, date, and place of regular and special meetings at least 24 hours in advance.
    2. Record all proceedings of the Council.
    3. Distribute minutes to members of the Council.
  - Vice-chairperson shall act as Chairperson in the absence of the designated chairperson.
  - The Athletic Director shall work closely with the High School Principal and the Treasurer of the school district in administering all expenditures of the Athletic Department.

## **MEETINGS**

1. Meetings shall be called 1-3 times per year.
  - The Athletic Director will plan these dates accordingly.

## **BYLAWS**

1. The Athletic Director shall furnish the Council with copies of the yearly budget for each sport at the fall meeting.
2. Minutes of the Athletic Council meeting will be recorded by the Secretary and distributed to each Council member as soon as possible after each meeting.
3. A general notification of meetings will be posted in the high school office, athletic office, and any other place deemed necessary by the Athletic Director and Secretary.
4. Agenda for the Council meeting will be distributed to the membership and coaches a week in advance. Council will amend or consider additions by majority vote of the membership present.
5. Requests to be heard at the Council meeting should be submitted in writing to the Athletic Director one week before the meeting.

## **SELECTION OF ATHLETIC DIRECTOR AND HEAD COACHES**

The Athletic Director and Head Coaches are hired, upon recommendation of the Superintendent, by the Board of Education. The Superintendent will appoint a committee to interview the candidates. The committee will then make its recommendation to the Superintendent who will make his/her recommendation to the Board of Education. The nominee will be one who has the endorsement of the Athletic Director, and the approval of the Principal. When possible, teachers will be hired as Head Coaches and must be properly certified.

All coaches, by accepting the position, are teachers on the field of play through the medium of athletic participation. Their position is unique in the fact that their association with youth on the field of play places them automatically in a position of tremendous influence upon the athletes and the entire student body. This distinction is thus accompanied with tremendous responsibility, for what the coach does and what he/she says are reflected in the attitudes of the student athlete.

All of our coaches must support and conform to school policy. They must never advocate or over emphasize athletics to the total purpose of the school.

All coaches are required to obtain a pupil activity permit, which is good for three years, and to maintain certification (updated annually) in CPR. Also, in accordance with Board of Education policy, all coaches and volunteers must obtain clearance with criminal background checks by the Bureau of Criminal Investigation (BCI and FBI). Coaches are required to complete three online courses through the National Federation of State High School Associations. As of June 2013, they are the following: Fundamentals of Coaching, Concussion in Sports and Creating a Safe and Respectful Environment. These courses are subject to change on a yearly basis.

All coaches will receive their final paycheck after the completion of their responsibilities to the satisfaction of Athletic Director.

All coaches are assigned on a year-to-year basis

*Revised 8/22/16*