



Oregon City Schools Department of Athletics

Athletic Handbook for Students and Parents
2023 / 2024 School Year



I. Message from the Administrator

It is with great pleasure and enthusiasm that we have the opportunity to present you with this handbook. In such, your son/daughter has the desire to participate in interscholastic athletics for the Oregon City Schools. Our department is prepared and committed to providing your student-athletes with a wealth of opportunities and experiences that will assist them in their personal growth and development.

This development is designed to be endured through educationally based athletics. Interscholastic athletics provides students the opportunity to surround themselves with properly controlled, well-organized environments that allow them to meet their needs of self-expression, mental alertness and physical growth. We strive to maintain a program that is sound in purpose and will further each student's educational maturity on and off of the playing surface.

On top of that, we believe that you have also made a commitment to not only your individual sport, but also our athletic department. Therefore, we feel that it is your responsibility to uphold your obligations as an OCS student-athlete and parent/guardian of a student-athlete. The following contents of this document provides you the opportunity to acquaint yourselves with the specific policies that are necessary for a well-organized program of athletics.

It is the duty of the Oregon City Schools Department of Athletics to make and withhold rules and regulations that govern our interscholastic competition. We hope that the rules and regulations outlined in this handbook give each and everyone of our stakeholders the guidance in which they need to be successful members of our athletic department. The goals and objectives of this handbook can only be fully accomplished through communication between the Oregon City Schools Department of Athletics and its stakeholders. It is our mission, to work alongside our stakeholders, to create positive experiences for each and every student-athlete and their families. Thank you in advance for your support and cooperation in our efforts to uphold the fundamental foundations of what interscholastic athletics is all about. Together, we can continue to build an athletic program that has a great culture and sense of community. Together, we are ONE.

Yours in scholarship, sportsmanship and success,

Clay High School

Fassett Junior High School

Joseph W. Kiss III
Director of Interscholastic Athletics

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II. Statement of the Oregon City Schools Department of Athletics

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

The purpose of OCS' interscholastic Athletic program is to:

- Provide a place of all-round growth and development for student athletes in a competitive setting.
- Build on the values of sportsmanship, respect, and dignity instilled by parents and families.
- Create solid citizens who contribute positively to their communities and their world.
- Develop the whole student athlete – emotionally, mentally and physically.

III. Athletic Goals and Objectives

Goal 1: The stakeholder will practice and demonstrate *Above the Line* behavior on and off the playing surface.

Objective 1: The stakeholder will act intentionally, on purpose and skillfully.

Objective 2: The stakeholder will not act on impulse, autopilot or resistance.

Objective 3: The stakeholder will not *Blame, Complain, or Defend* (BCD) decision making.

Goal 2: The stakeholder will use the *R Factor* to respond positively to events they encounter.

Objective 1: The stakeholder will *Press Pause to Get their mind right*.

Objective 2: The stakeholder will *Adjust and Adapt* to make a decision that is in the best interest of the group and not the individual.

Objective 3: The stakeholder will practice *Building Skill* to continue to act as a team player in the Oregon City Schools Department of Athletics.

Goal 3: The stakeholder will put forth *Relentless Effort* in each situation they find themselves in.

Objective 1: The stakeholder will work through adversity to focus on finding solutions and providing a response that hones in on cumulative and progressive success.

Goal 4: The stakeholder will act on the best interest of *The Power of the Unit*.

Objective 1: The stakeholder will understand that *people do not experience your intentions; they experience their behavior*.

Objective 2: The stakeholder will actively *build trust* with other stakeholders in the organization.

Objective 3: The stakeholder will keep a *Team First* mentality during every decision making process.

Objective 4: The stakeholder will *hold everyone accountable*.

Objective 5: The stakeholder will *take ownership* of their role within the organization.

Objective 6: The stakeholder will promote *positive peer pressure* to push everyone within the organization to get better.

Goal 5: The stakeholder will *believe in the organization*.

Objective 1: The stakeholder will buy into the vision of the organization.

Objective 2: The stakeholder will *respond to any situation with extraordinary toughness, tenacity and perseverance*.

IV. Sportsmanship Philosophy and Guidelines

The Oregon City Schools Department of Athletics, alongside its member schools in the Northern Lakes League, hold sportsmanship to a very high standard.

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

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

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

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

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

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

Northern Lakes League Sportsmanship Objectives

- I will remember that young people play sports for THEIR enjoyment.
- I will have realistic expectations and will understand that doing one’s best is just as important as winning.
- I understand that ridiculing an athlete for making a mistake is not acceptable behavior.
- I will respect the official’s decisions and will encourage others to do the same.
- I will respect and show appreciation for the coaches and understand that they have given their time to provide sports activities for our young people.

- I will encourage athletes and coaches to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will show respect for my team’s opponents because I realize there would be no game without them.
- I will not use bad language and will not harass athletes, coaches, officials or other spectators.
- I will always show good sportsmanship. Young people learn by example.

V. Spectator Code of Conduct

The Oregon City School District, in association with the Ohio High School Athletic Association promotes inter- scholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator of the Oregon City School District we want our spectator behavior to be positive, respectful and encouraging of the athletes, coaches, officials and the game.

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

First Offense—A minimum 2 game suspension (may be longer if deemed necessary by the school administration). The offender cannot attend at least 2 games of the sport ejected from and all other sporting events, regardless of level, during that time period. The offender will be required to complete an online behavior intervention course and attend a conference with the athletic director and/or the principal and/or the superintendent to discuss their inappropriate behavior and create an improvement plan. A letter of exclusion to view contests will be sent from the athletic director to the spectator and to the office of the Superintendent.

Second Offense— Denial period will be for the remaining athletic contests for that season (e.g.; fall, winter, spring). If applicable, relinquishing their season pass to the athletic department. A letter of exclusion to view contests will be sent from the athletic director to the spectator and to the office of the Superintendent.

Third Offense—Removal from all home Oregon City School District athletic contests for 1 calendar year. If applicable, relinquishing their yearly pass to the athletic department. A letter of exclusion to view contests will be sent from the office of the Superintendent to all opponent schools and to the spectator.

Any game personnel, including but not limited to, officials, athletic directors/coordinators, principals, site directors, game security, or anyone else assigned to an administrative role on the site, may enforce the exclusion.

VI. Requirements for Participation in Athletics

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA and the Oregon City School District. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

A. Academic Eligibility

It is maintained that every athlete is a student first. Therefore, the athlete must maintain their academic standing in order to participate in interscholastic athletics. Both Fasset and Clay are members of the Ohio High School Athletic Association and adhere to and enforce the eligibility rules of the OHSAA.

1. Athletes in grades 9-12 must have attained a 1.5 GPA for the preceding quarter. To clarify, the GPA used is based solely on the preceding quarter NOT the overall cumulative GPA.
Note: This rule is waived for the 1st quarter for athletes entering the 9th grade.
2. Athletes entering the 9th grade in the fall must have passed 4 of their classes during the 4th quarter of their 8th grade year.
3. Athletes in grades 9-12 (10-12 for the 1st quarter of the school year) must have passed at least 5 credits that count towards graduation during the previous quarter.
Note: Physical Education Courses do count towards athletic eligibility but will NEVER count as a full credit course. It usually counts as only $\frac{1}{4}$ or $\frac{1}{2}$ credit. Do not count this course as one of the five full credit courses.
4. Athletes in grades 9-12 must be enrolled in coursework that is earning 5 credits towards graduation in the current quarter.
5. In accordance with the O.H.S.A.A. bylaws, summer school grades may not be used for eligibility purposes.
6. Students who are ruled academically ineligible will be allowed to practice but are not able to play in any scrimmage or contest.

B. Physical, EMF, and Insurance

1. OHSAA rules require athletes to have a current and valid physical on file in the athletic department prior to participation in practice, scrimmages, or contests. Physicals are valid for one (1) calendar year from the date of the physical as defined in the OHSAA Handbook (if the pre-participation athletic evaluation is conducted between May 1 and June 1, the pre-participation evaluation, signed by the medical examiner, is valid for one calendar year plus the remainder of the next school year).
2. Emergency Medical Forms (EMFs) must be completed online via FinalForms prior to participation in practice, scrimmage, or contests.
3. Students participating in the athletic program must be protected by an accident insurance policy. Insurance information must be provided online via FinalForms prior to participation in practice, scrimmage, or contests.

C. Registration

Student athletes must register for each sport they intend to participate in. Registration is done electronically online via FinalForms. FinalForms can be accessed at oregon-oh.finalforms.com.

1. Parents must complete and e-sign all forms. Student athletes must e-sign all forms.
2. Proof of health care insurance must be provided.

D. Fees

The Oregon City School District requires all assessed fees be paid prior to participation in athletics.

1. Athletic Fee –Fees are due on the first day of practice per season. The fee schedule is as follows.
 - a. High School (per person)– 1st sport = \$150, 2nd sport = \$100, 3rd sport = \$50
 - b. Junior High (per person) - \$50 per sport
 - c. Family cap = \$500 annually (combined Jr. High and High School)
 - d. Fees are not waived for hardship. Payment plans are available but must be set up with the Athletic Department in advance.
2. School Fees – fees are due when they are assessed.
3. Fines – Fines are due when they are assessed. These are typically associated with lost, damaged, or unreturned items.

E. Transfers

Students in grades 9- 12 that have transferred into Oregon City Schools after attending another high school (no matter the length of time) are subject to OHSAA transfer rules for athletics and may be ineligible for the **last** 50% of the maximum allowable regular season contests **and all OHSAA tournaments** in each sport the student participates in the 12 month period immediately after the date of transfer. Exceptions to the ineligibility rule are outlined in the OHSAA Bylaw, 4. Please contact the athletic department for further details.

VII. District Athletic Policies

A. Privilege vs. Right

1. Participating in extracurricular activities with the OCS District is not a right but a privilege that is regulated by the Board of Education.
2. It is required that students participating in athletic activities become familiar with and understand the rules and regulations required of students participating in athletic activities within the OCS District.
3. Students participating in athletic programs are required to abide by the rules and policies as set forth in the policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, on private property or at a private party.
4. It must be understood by all students and their parents/guardians that a condition to participating in the athletic program at the Oregon City School District requires a commitment to follow the rules, regulations, policies and procedures established by the district for the implementation of its athletic program.
5. It should also be understood that a student who violates these rules, regulations, policies and procedures, shall face disciplinary action. Such disciplinary action may include removal from participation in athletic activities and possible suspension, expulsion, or removal from school pursuant to the student code of conduct and the Ohio Revised Code 3313.66.

B. Attendance

A major factor in being a productive member of society is dependability and a large part of that is just showing up for the task at hand. It is imperative that student athletes regularly attend class, practice and games.

1. A student athlete must be in attendance at school or school related assignment (field trips) for a minimum of ½ of the school day in order to participate in a practice or contest that same day. NOTE: ½ of the school day is defined as 50% of a student athlete's schedule in school classes and study halls (excluding CC Plus).
2. Student athletes cannot exceed the district unexcused absence limit stated in the student handbook. NOTE: A student's participation in athletics can be limited or taken away due to poor attendance. (See page 10, "ATTENDANCE REQUIREMENTS - CONSEQUENCES FOR EXCESSIVE ABSENCES IN A QUARTER")
3. Team attendance rules are addressed and monitored at the team level.
4. Vacations by athletic team members during the sport season are extremely discouraged.
Student athletes that go on vacation during the season are subject to consequences for violating Team Rules.

C. Finish What You Start

It is expected that the student athlete finishes the season he/she started. When a player quits or is permanently dismissed from a team (Original), organized conditioning or participation on another team (Subsequent) is forbidden until the last varsity contest for the Original sport season is completed.

D. Dual Sports (same season)

Dual Sport requests may be approved by the Athletic Department provided an agreement could be worked out between the coaches, athletic department, athlete, and parents/guardians.

E. Teams

1. Coaches have the sole authority and responsibility to construct the team best suited for competition. Player personnel decisions are difficult, always challenging, and somewhat controversial. Many factors contribute to those decisions including attitude, role acceptance, team orientation, and talent.
2. Coaches may establish additional rules and regulations for their respective sports. Team rules will be on FinalForms for parents and student athletes to review and electronically sign their acknowledgement prior to the onset of the season. Consequences for Team Rules violations will be designated/handled by their respective coach(s).

F. Transportation

1. Rules for school bus travel shall be essentially the same as for students being transported to and from school.
2. When transportation is provided, student athletes are required to ride the bus to and from events.
 - a. On an exception basis, a parent may transport his/her own student athlete home from an event with the coach's permission by notifying the coach in writing 24 hours prior, with an exception of family emergencies.
 - b. Student athletes may not leave a contest with anyone other than a parent.
3. Student athletes that violate transportation rules are subject to consequences for violating Team Rules.

G. Uniforms and Equipment

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

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

H. Risk of Participation

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

- Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- Instruct all athletes about the dangers of participation in the particular sport.
- Athletes and parents need to report injuries to the Trainers. Trainers are to assist and assess all sports-related injuries.

VIII. Consequences for Violations of District Policies

Violation(s) on the part of the student athlete may result in disciplinary action including but not limited to denial of participation, permanent dismissal, suspension, team consequences, and/or other alternatives deemed appropriate by the administration. District policies cannot be appealed.

IX. Parental Acknowledgment of Athletic Policies

Upon athletic registration in Final Forms, a student-athlete and their parent/guardian will be electronically presented with this handbook containing all the necessary forms and information for participating in athletics.

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

X. Code of Conduct

A. Citizenship

It is a privilege to be a member of the school's athletic team; a right that can only be earned when

one abides by the rules of the school and of the game. Each of our athletes is expected to be a model of good behavior and, as such, is subject to scrutiny in and out of the community. Like it or not, athletes represent Oregon City Schools and the Oregon community on and off the field of endeavor. We want to be proud of their efforts. Thus, it is important that an athlete's behavior be above reproach in all of the following areas:

1. Hazing

Hazing means doing any act or 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. Hazing is unacceptable behavior and violates the Athlete's Code of Conduct as well as the CHS Student Handbook.

2. Bullying

- a. Bullying is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
- b. **Physical Bullying:** Using force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.
- c. **Verbal Bullying: Repeatedly** using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with malicious intent). Examples include, but are not limited to, name-calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.
- d. **Cyber Bullying: Repeatedly** using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean for-wards.
- e. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.
- f. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity, and violates the Athlete's Code of Conduct.

B. Social Media Behavior

- a. The use of e-mail messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding a team member, another student, a coach, a school, team, or other staff member is unacceptable behavior.
- b. Sexting, texting and emailing - In accordance with HB 1, HB 132 and Ohio Revised Code 2907.323, the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be issued consequences under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

C. Competitive Behavior (Open Gym, Conditioning, Practice, Scrimmages, and Games)

Competition is difficult and it challenges student athletes to confront failure and disappointment. Frustrations mount over losses, lack of playing time, individual roles and teamwork.

- a. Student athletes must learn to control their emotions and cope with frustration in a positive manner.
- b. Student athletes should treat coaches, teammates, opponents, and spectators with respect.
- c. They should be gracious in defeat and modest in victory.
- d. Cheating, taunting (officials, players, fans), fighting, and ejection are examples of some unacceptable competitive behavior.
- e. Team Rules may be established by the coaches. Any student athlete that violates Team Rules may be subject to the Team's Code of Conduct consequences.

D. In School Behavior

- a. In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Cheating, disrespect, horseplay, fighting and unnecessary boisterousness are examples of unacceptable behaviors.
- b. Attendance is critical to the academic development of any student. Skipping school or cutting class is an unacceptable behavior.
- c. Any student athlete referred to the dean's office for a Student Code of Conduct issue or an In School rule violation may be subject to the Athlete's Code of Conduct consequences.

E. Community Behavior

- a. Any conduct deemed to be in violation of state, local, or federal criminal or juvenile law may be in a violation of the Athlete's Code of Conduct.
- b. Any student athlete referred by police or courts to a youth diversion program, in lieu of criminal charges, is deemed to be in violation of the Athlete's Code of Conduct.
- c. Conduct unbecoming of a student athlete is unacceptable.
 - i. Situations where illegal activity is actively occurring is a violation of the athletic handbook and may result in a citizenship violation.
 - ii. Student-athletes who are present in these situations hold the responsibility to remove themselves immediately. Those that do not may incur a citizenship violation.

F. Drugs, Alcohol, and Tobacco

Use, sale or possession of tobacco products, alcohol, drugs, controlled substances, inhalants, electronic cigarette, personal vaporizer, electronic nicotine delivery system, look-alikes and/or other illegal substances, including drug paraphernalia, lighters, matches and other flame producing materials, etc., is strictly prohibited throughout the calendar year (365 days). Included in this prohibition are any substances represented as a controlled substance, the abuse or misuse of prescribed and over the counter medications, nonalcoholic beer, steroids, or other items of similar nature.

G. Students Hosting a Party

Any student athlete **hosting (as confirmed by a law enforcement agency or school district employee)** a party where alcohol or other drugs are consumed shall be considered in violation of the Athlete's Code of Conduct.

XI. Self- Referral Policy

The self-referral option is available to students only once and there cannot be any prior violations on record. The self-referral policy is null-in-void during an active investigation. If a student seeks assistance in dealing with an alcohol or other drug problem by self-referral to their coach, advisor, school administrator or Athletic Director and agrees to participate in an assessment and **fulfills the requirements of an alcohol education program approved in advance of treatment by the Athletic Director, the student athlete will be reinstated without penalty. The drug and alcohol education program must be completed at the earliest possible date.** Refusal or failure to complete the assessment will result in the full consequences (see section XII, item B). Self-referrals which result in no prohibition from participation are still considered first violations in the event of a subsequent second violation.

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

All self-referrals under this policy will be reported to the **principal/designee at the high school level and to the guidance counselors at the middle school level.**

A. Costs

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

XII. Consequences for Violations of Athlete's Code of Conduct, and Team Rules

A. Citizenship Violation Consequences

Violation(s) on the part of the student athlete may result in disciplinary action including but not limited to denial of participation, permanent dismissal, suspension, team consequences, and/or other alternatives deemed appropriate by the administration. Violators may be subject to additional disciplinary action such as detention, in school suspension, out of school suspension, or expulsion. Citizenship violations are handled on a case-by-case basis. Consequences may become increasingly severe for each subsequent violation.

B. Drug and Alcohol Offenses and Disciplinary Action

1. First offense:

- a. The student-athlete shall be denied participation privileges for the equivalent of **20% of the scheduled contests or upcoming season** if the athlete is out of season. Denial of participation must be fulfilled in a sport in which a varsity letter is awarded. In cases where denial is applied and a fraction results, the number will be rounded off to the nearest whole number (0-.49 = rounded down, .50-.99 = rounded up). If denial cannot be completed in the season in which the violation occurs, the percentage not

served/completed will carry over to the athlete's next sport of participation (regardless of when that occurs). The percent of the served suspension will be figured and any remaining percent will be carried over to the next sport. If a carryover does occur to the next sport, the athlete must finish that season on the roster in order for that denial of participation to count. Tournament/playoff games counted as regular season contests will be used towards the completion of denied contests.

- b. The student-athlete shall participate in counseling sessions from an outside agency approved by the athletic director and complete the counselor's recommendations. The costs of any counseling shall be the responsibility of the student and/or parent/guardian. The athlete must submit written proof that the counseling sessions are scheduled or were completed. Furthermore, the counselor's recommendations must be in writing and the athlete must submit written proof that the recommendations were fulfilled. Both documents must have the counselor's signature.
- c. The student-athlete shall serve 10 hours of community service. Community service hours cannot be earned by working for a friend, family member, or in the sport currently participating in. The student-athlete shall make a written proposal of community service to the athletic director and have written approval by the athletic director. This community service must be completed within two weeks of the infraction and have written proof that it was completed. If after two weeks the community service has not been completed, the athlete will not be allowed to participate in any contests until it has been completed.
- d. The student-athlete shall forfeit all leadership roles on the team.
- e. For the season in which the denial of participation occurs, the student-athlete shall forfeit all school awards or honors (i.e. Most Valuable Player, etc.) excluding a varsity letter. The athlete will be permitted to keep any league, district or state honors that are earned.
- f. During the period of denial of participation, the athlete will continue to attend practice and may practice (at the discretion of the coach) but will not be allowed to participate in an exhibition contest, scrimmage or official contest.

2. Second offense: (A second offense occurs any time in a student-athlete's career after a first offense violation and includes the failure to complete the counseling program and/or community service requirement for a first offense.)

- a. The student-athlete shall be denied participation privileges in the athletic program for one calendar year from the date of the violation.
- b. The student-athlete shall participate in counseling sessions from an outside agency approved by the athletic director and complete the counselor's recommendations. The costs of any counseling shall be the responsibility of the student and/or parent/guardian. The athlete must submit written proof that the counseling sessions were completed. Furthermore, the counselor's recommendations must be in writing and the athlete must submit written proof that the recommendations were fulfilled. Both documents must have the counselor's signature.
- c. The student-athlete shall serve 20 hours of community service. Community service hours cannot be earned by working for a friend, family member, or in the sport currently participating in. The student-athlete shall make a written proposal of community service to the athletic director and have written approval by the athletic director. This community service must be completed before the athlete is reinstated in the Clay athletic program.
- d. The student-athlete shall forfeit all leadership roles on the team.
- e. For the season in which the denial of participation occurs, the student athlete shall forfeit all school awards or honors (i.e. Most Valuable Player, etc.) excluding a varsity letter. The athlete will be permitted to keep any league, district or state honors that are earned.

- f. During the period of denial of participation, the student athlete cannot practice, or participate in an exhibition contest, scrimmage or official contest. The student athlete is prohibited from traveling with the team and/or being on the sideline or bench.
3. Third offense: (A third offense occurs any time in a student-athlete's career after a second offense violation and includes the failure to complete the counseling program and/or community service requirement for a second offense.)
- a. The student athlete shall be denied participation privileges in the athletic program for the remainder of his/her career at Clay High School.

C. Tobacco, E-cigarette, and Vaping Offenses and Disciplinary Action

1. First offense:

- a. The student-athlete shall be denied participation privileges for the equivalent of **10% of the (rounded up to the next whole game) scheduled contests or upcoming season if the athlete is out of season**. Denial of participation must be fulfilled in a sport in which a varsity letter is awarded. In cases where denial is applied and a fraction results, the number will be rounded off to the nearest whole number (0-.49 = round down, .50-.99 = round up). If denial cannot be completed in the season in which the violation occurs, the percentage not served/completed will carry over to the athlete's next sport of participation (regardless of when that occurs). The percent of the served suspension will be figured and any remaining percent will be carried over to the next sport. If a carryover does occur to the next sport, the athlete must finish that season on the roster in order for that denial of participation to count. Tournament/playoff games counted as regular season contests will be used towards the completion of denied contests.
- b. For the season in which the denial of participation occurs, the student-athlete shall forfeit all school awards or honors (i.e. Most Valuable Player, etc.) excluding a varsity letter. The athlete will be permitted to keep any league, district or state honors that are earned.
- c. During the period of denial of participation, the athlete will continue to attend practice and may practice (at the discretion of the coach) but will not be allowed to participate in an exhibition contest, scrimmage or official contest.

2. Second offense: (A second offense occurs any time in a student-athlete's career after a first offense violation).

- a. The student-athlete shall be denied participation privileges for the equivalent of **20% of the (rounded up to the next whole game) scheduled contests or upcoming season if the athlete is out of season**. Denial of participation must be fulfilled in a sport in which a varsity letter is awarded. In cases where denial is applied and a fraction results, the number will be rounded off to the nearest whole number (0-.49 = round down, .50-.99 = round up). If denial cannot be completed in the season in which the violation occurs, the percentage not served/completed will carry over to the athlete's next sport of participation (regardless of when that occurs). The percent of the served suspension will be figured and any remaining percent will be carried over to the next sport. If a carryover does occur to the next sport, the athlete must finish that season on the roster in order for that denial of participation to count. Tournament/playoff games counted as regular season contests will be used towards the completion of denied contests.
- b. For the season in which the denial of participation occurs, the student-athlete shall forfeit all school awards or honors (i.e. Most Valuable Player, etc.) excluding a varsity letter. The athlete will be permitted to keep any league, district or state honors that are earned.

- c. During the period of denial of participation, the athlete will continue to attend practice and may practice (at the discretion of the coach) but will not be allowed to participate in an exhibition contest, scrimmage or official contest. The student athlete is prohibited from traveling with the team and/or being on the sideline or bench.

3. Third offense: **(A third offense occurs any time in a student-athlete's career after a second offense violation).**

- a. The student-athlete shall be denied participation privileges in the athletic program for one calendar year from the date of the violation.
- b. In order to return to participation, the student-athlete shall serve 20 hours of community service. Community service hours cannot be earned by working for a friend, family member, or in the sport currently participating in. The student-athlete shall make a written proposal of community service to the athletic director and have written approval by the athletic director. This community service must be completed before the athlete is reinstated in the Clay athletic program.
- c. The student-athlete shall forfeit all leadership roles on the team.
- d. For the season in which the denial of participation occurs, the student athlete shall forfeit all school awards or honors (i.e. Most Valuable Player, etc.) excluding a varsity letter. The athlete will be permitted to keep any league, district or state honors that are earned.
- e. During the period of denial of participation, the student athlete cannot practice, or participate in an exhibition contest, scrimmage or official contest. The student athlete is prohibited from traveling with the team and/or being on the sideline or bench.

4. Fourth offense: **(A fourth offense occurs any time in a student-athlete's career after a third offense violation).**

- a. The student-athlete shall be denied participation privileges in the athletic program for the remainder of his/her career at Clay High School.

D. Disciplinary Process

1. Proof of Infraction

- a. Upon notice of suspected violation, the Athletic Administrators and/ or designated school official will conduct an independent review of the evidence. Sources used in the investigation include but are not limited to police reports, photos, social media, personal testimony of involved individuals, witnesses, coaches, community members, and team members.

2. Notification of Findings

- a. At the conclusion of the investigation, the Athletic Administrators and / or designated school official will review the findings and associated consequences with school administrators, coaches, and will notify the student athlete.

3. Athletic Disciplinary Appeal Hearing

- a. Appeals are limited to the following.
 - i. Challenging the timeliness of the infraction vs. the consequence. (For example, the infraction occurs in an athlete's freshman year but it isn't reported until his/her senior year.)
 - ii. Challenging the validity of a rule – NOT the resulting consequence.

4. Athletic Disciplinary Appeal Process

- a. An appeal must be requested by the Parent within 48 hours of formal notification of disciplinary action taken. The request must be submitted in writing (email, text or paper copy) and must indicate the reason for the appeal. See number 3 above.
- b. Upon receipt of the request for a Disciplinary Appeal Hearing, the Principal will review the request and determine if it is a valid appeal – see number 3 above.
- c. For valid appeals requests, the Principal will proceed as follows.
 - i. Assemble an Appeals Panel of 5 individuals from a pool of coaches, administrators, and teachers.
 - ii. Schedule a hearing as soon as possible after receipt of the request for a Disciplinary Appeal Hearing.
 - iii. Remind all parties that representation for the student athlete is limited to the student athlete and the parents or guardian.
 - iv. Facilitate the hearing (note: the Principal will not be part of the Appeal Hearing panel.)
 - v. Require the Athletic Department to present findings to the Appeals Panel of investigation and imposed consequences.
 - vi. The Appeals Panel will deliberate and render its decision.