

**LONDON HIGH SCHOOL
ATHLETIC DEPARTMENT**

**ATHLETE/PARENT
HANDBOOK**

POLICIES AND REGULATIONS



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LONDON ATHLETIC DEPARTMENT MISSION STATEMENT

The mission of London athletics is to extend educational opportunities so students can compete in a manner that promotes *personal development, fosters teamwork, and teaches important life skills* necessary for becoming a valued member of society.

Personal Development

- Physical development prep, conditioning, and strength.
- Develop individual skills in sport.
- Promote a healthy lifestyle.
- Drive to your personal best.
- Personal discipline and accepting responsibility for actions.

Teamwork

- Promote sense of community.
- Being a part of big picture/commitment to a cause.
- Promote learning of team.
- Teach cooperation.
- Promote the importance of team goals versus individual goals.

Life Skills

- Teach young people how to compete.
- Reinforce classroom learning and academic achievement.
- Develop character.
- Teach life skills of hard work, dealing with success and failure.
- Coach as counselor.
- Tolerating others faults and shortcomings while appreciating their strengths.
- Leadership and following.
- Teaching tolerance.
- Teach sportsmanship.
- Social growth.
- Handling conflict.

Athletic Eligibility

To be eligible to participate in interscholastic athletics, including cheerleading, in the London City Schools, the student-athlete must meet the following criteria:

1. Academic eligibility.
2. Physical exam on file in athletic office.
3. Pre-season drug test.
4. Completed emergency medical authorization/insurance coverage form on file with head coach and athletic office.
5. Athlete/parent responsibility acknowledgement form on file in athletic office.
6. Payment of activity fee (pay-to-participate) at time of pre-season drug test or other date established by Athletic Dept.

Scholarship-Academic Eligibility

1. Always consult the athletic office if you plan to change your course schedule or drop a course to determine whether your eligibility will be affected.
2. Eligibility for each grading period is determined by grades received the preceding grading period; **semester and yearly grades have no effect on eligibility.**
3. To be eligible, the student-athlete must have received passing grades in a minimum of **five (5) one credit courses, or the equivalent**, (OHSAA standards) and have a minimum **1.5000 gpa** (LCS standards).
4. If the student-athlete meets the OHSAA standards (5.0 credits), but not the LCS standards (1.500 gpa), the student-athlete is afforded a one time waiver from this requirement; this waiver would only last one grading period.
5. There is no waiver available for not meeting OHSAA standards (5.0 credits).
6. For athletic eligibility purposes, **summer school** grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough credits taken the final grading period.
7. NCAA (college) recruitment procedures are on file in the senior counselor's office; parents and athletes should know these procedures and regulations before recruitment begins.
8. Academic standards for college-bound athletes are on file in the above mentioned office as well; parents and athletes should know these requirements early in the student-athlete's high school career.

Attendance-Participation Policy

A. Game/Event Day

1. To be eligible to participate in a game/event, the student must be in school at the **start of third period, or the equivalent time.**
2. Since Saturday is an extension of Friday, to be eligible to participate in a Saturday game/event, the student must follow Friday game/event day requirements.
3. In-school and out-of-school suspension renders a student ineligible for that day; Friday suspension also brings ineligibility for Saturday.

B. Practice Day

1. To be eligible to practice, a student must be in school at the **start of fourth period, or the equivalent time.**
2. Since Saturday is an extension of Friday, to be eligible to practice on Saturday, the student must follow Friday practice day requirements.
3. In-school and out-of-school suspension renders a student ineligible for that day; Friday suspension brings ineligibility for Saturday.

C. Scrimmages

1. Scrimmages are interscholastic events and are governed by **game/event day requirements**.

D. Exceptions and Exemptions

1. **Pre-approved, documented** absences (doctor and dentist appointments, college visits, funerals, court appearances, etc.) are exceptions to this policy.
2. Parental notes are **not sufficient** to create an exception to this policy.
3. Emergencies and other extenuating circumstances must be handled through the athletic director and the principal.

Dual Sport Participation (DSP)

1. Two sports, same season.
2. Full-time participation in both sports; meet the expectations of both the primary sport coach and the secondary sport coach.
3. Must have 2.500 current and cumulative grade point average (gpa) to be eligible.
4. Procedure:
 - a. Student states DSP intent to athletic director.
 - b. Student declares primary sport and secondary sport.
 - c. Meeting with student/parent, primary sport coach, secondary sport coach, and athletic director.
 - d. Unanimous decision by above four (4) parties required for DSP to proceed.
 - e. DSP contract with listed conditions signed by all four (4) parties if approved.
 - f. Procedure to be completed prior to OHSAA practice start date.
5. Student will participate in primary sport when contest/practice conflicts occur; conflicts must be minimal (not to exceed 25% of the season).
6. Student must maintain gpa requirements throughout the life of the DSP contract; failure with this requirement will result in immediate termination of the contract.
7. DSP may be terminated for just cause at anytime by two or more of the original contract signees; athletic director to determine just cause.
8. Student will continue in primary sport only if contract terminated.

Conflict Resolution Policy

1. The "performance" (athletic event, play, concert) has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal, or even a final dress rehearsal is scheduled at the same time an athletic event occurs in which the student is participating, the event has priority, and the music member is excused without penalty. Conversely, in the event the music performance conflicts with an athletic practice (even final practice), the performance takes priority and non-participation by the student will not be penalized.
2. In the event that practice occurs at the same time in both music, drama, sports, etc., the practice time is divided equally between the two activities.
3. In the event that a music performance conflicts with a game, both being scheduled at the same time, the student is permitted a choice without penalty. The principal will act as arbitrator and his/her decision will be final.
4. Whenever possible, all conflicts should be handled prior to the beginning of the season/rehearsals. Although it is not the intent to punish a student, it is necessary for the coach/advisor to have a complete understanding of the availability of that student in the development of the program of that coach/advisor.
5. At times, events must be re-scheduled. If the student has two performances/events at the same time, the previously scheduled performance/event has priority over the re-scheduled event.

Athletic Awards

To receive an athletic award, the athlete **must attend** the post-season athletic awards banquet; potential absences must be **approved in advance** by the athletic director. Failure to attend the awards ceremony without prior approval can result in **forfeiture** of that season's awards.

Injured Athletes

1. Any athlete who has been denied participation by a physician **will not** be permitted to practice or play in a game/event until a physician's release has been granted.
2. The Board of Education hired athletic trainer has the authority to deny participation to an injured athlete.
3. A coach, parent, or athlete **cannot** override a physician's or athletic trainer's denial of participation for injury.
4. Injured athletes should attend all practices, games, and other team functions unless the injury absolutely prevents this.

Transportation

1. An athlete must ride **to and from** games/events in school-sponsored transportation.
2. The parents or legal guardians may request that the athlete ride home from the contest with them; however, such a request must be in writing, with stated reason, and approved by the coach and then by school administration **prior** to the game/event; except for emergencies, requests at the game/event site will be denied.

Special Team Rules

1. Coaches may create team rules covering such areas as curfew, dress code, squad size limitation, etc.
2. Athletes should receive these special team rules in writing.
3. These rules have been pre-approved by the coach and the athletic director.

Uniforms

1. Uniforms that are the property of London City Schools are **not** to be worn at any time except for the game/event for which they were purchased.
2. The exception to this policy is that athletes may wear game jerseys to school on Friday spirit days.
3. School-owned warm-up jackets and pants must **not** be worn as outer clothing inside or outside school.
4. Failure to comply can result in the loss of the uniform and its privileges.

Vacations Policy

1. Vacations by athletic team members are discouraged during a sport season.
2. In the event that absence due to vacation is unavoidable, the athlete must:
 - a. Be accompanied by his/her parents while on vacation.
 - b. Contact the head coach prior to the vacation.
 - c. Practice one day for each practice or event day missed prior to resuming competition.
 - d. Be willing to assume the consequences related to his/her status on that team.

LONDON CITY SCHOOLS

STUDENT-ATHLETE CODE OF CONDUCT

POLICY 5600.01

Students volunteer to participate in the interscholastic athletic program and are expected to accept the responsibilities associated with their choice. Student-athletes are expected to be committed to a high degree of conduct and set a positive example for all students throughout their entire athletic career. It is a privilege to represent the London City Schools as a student-athlete. As a representative of the London City Schools, a student-athlete is expected to make the appropriate choices in his/her personal conduct and lifestyle. If a student elects to be an athlete, the student also chooses to make that commitment. This code of conduct is applicable the entire calendar year and for the four years of athletic eligibility at the high school. This policy is also applicable the entire calendar year and the two years of athletic eligibility at the middle school.

USE/POSSESSION OF ALCOHOL, TOBACCO, OR CONTROLLED SUBSTANCES

Any student using or possessing alcohol or tobacco, or using, possessing, buying or selling counterfeit drugs, look-alike drugs, illegal controlled substances, any substance represented to be an illegal substance, or has tested positive through the drug testing program of the London City Schools shall be dealt with in a manner consistent with the Student-Athlete Code of Conduct.

Possession is defined as using or being physically in possession of alcohol, tobacco, drugs, or paraphernalia.

Prior to any of the consequences below being applied for a violation, the athlete will be given an opportunity to meet with the Athletic Director/Administrator to discuss/challenge the reasons for the application of consequences or to otherwise explain his/her actions. Any other due process requirements required by law will be provided.

SELF-REFERRAL

A student-athlete and his/her parent/guardian/custodian may employ a self-referral procedure to seek information, guidance, counseling, and assessment in regard to the student-athlete's use of tobacco, alcohol, and other illegal controlled substances/drugs. Voluntary referrals may come from the student-athlete or from the student-athlete's parent/guardian/custodian. Self-referral may occur once during the student-athlete's Middle School career and once during the student-athlete's High School career. Self-referral must occur prior to the knowledge of and/or report of a violation from another source. Involvement by law enforcement officials negates the option of self-referral. The self-referral option is also negated by coaches/school employees having knowledge of the violation. The start of an investigation also negates this self-referral option. No self-referral may be used after a positive drug test or any violation of the Student-Athlete Code of Conduct. The self-referral can be made to any administrator or athletic director.

A student-athlete employing the self-referral option must complete an assessment

and complete the recommendations of that assessment. If the assessment and recommendations are completed, there will be no denial of athletic participation. However, use of the self-referral option is considered a first violation of the Student-Athlete Code of Conduct; a subsequent violation of the Code of Conduct, including a positive drug test, will be termed a second violation of the Code of Conduct with consequences as defined by this policy.

The student-athlete will be drug tested five times outside the random drug testing program. The cost of this additional testing is the responsibility of the parent/guardian.

Any costs associated with the self-referral option are the liability of the student-athlete and the student-athlete's parent/guardian/custodian.

FIRST VIOLATION

The first time a violation has been determined, be it by positive drug test, observation by a staff member, or confirmation from other sources, the following consequences will apply:

- **The student-athlete will be denied interscholastic athletic participation for an amount of 25% of an athletic season. If the total percentage of participation denial cannot be served during the season of violation, the remaining percentage will be completed in the student-athlete's next sports season. For any carry-over percentage, also see same under Penalty Definitions section.**
- The student-athlete will complete a chemical dependency assessment conducted by a certified chemical dependency counselor and complete the recommendations of that assessment.
- The student-athlete will be drug tested five times outside the random drug testing program.

The student-athlete and student-athlete's parent/guardian/custodian are liable for all costs associated with the consequences for a first violation **and the subsequent tests due to the violation.**

Failure to comply with the consequences stated above will result in denial of participation in interscholastic athletics.

SECOND VIOLATION

For a second violation of the Student-Athlete Code of Conduct, the following consequences will apply:

- **The student-athlete will be denied interscholastic athletic participation for an amount of 50% of an athletic season. If the total percentage of participation denial cannot be served during the season of violation, the remaining percentage will be completed in the student-athlete's next sports season. For any carry-over percentage, also see same under Penalty Definitions section.**
- The student-athlete will complete a chemical dependency assessment conducted by a certified chemical dependency counselor and complete the recommendations of that assessment.
- The student-athlete will be drug tested five times outside the random drug testing program.

The student-athlete and the student-athlete's parent/guardian/custodian are liable for all costs associated with the consequences for a second violation and the subsequent tests due to the violation.

Failure to comply with the consequences stated above will result in denial of participation in interscholastic athletics.

THIRD VIOLATION

A third violation of the Student-Athlete Code of Conduct will result in the student-athlete being denied the privilege of participation in interscholastic athletics at London City Schools.

SALE, DISTRIBUTION, or HOSTING – FIRST VIOLATION

The student-athlete found in violation of sale or distribution of drugs, or alcohol will receive the same consequences as a third violation for use and/or possession.

The student-athlete found in first violation of hosting will receive the same consequences as a second violation for use and/or possession. **Hosting means that drugs and/or alcohol are present and being used at a location during a gathering arranged/organized by the student-athlete. The student-athlete found in second violation of hosting will receive the same consequences as a third violation for use and/or possession.**

BEING IN PROXIMITY OF ALCOHOL/DRUG USE

Definition of proximity: being near, in the vicinity of drug/alcohol use; this includes in a vehicle, room of a house, and so forth when drugs/alcohol are present such as parties where people are drinking.

If the student-athlete is found in violation of being in proximity of alcohol/drug use a first time, the consequences are as follows:

- Parent/guardian/custodian notification.
- Written warning.

If the student-athlete is found in violation of being in proximity of alcohol/drug use a second time, the consequences are as follows:

- Parent/guardian/custodian notification.
- Denial of interscholastic athletic participation for 10% of an athletic season.

Any additional proximity violations will be considered use/possession violations and will be subject to the consequences as outlined in that section of the Code of Conduct.

The Athletic Director or Principal may weigh the circumstances involving alleged proximity violations, and may determine, for example, that a student-athlete's attendance at a wedding reception or a family reunion is not a violation of this policy.

PENALTY DEFINITIONS

To calculate the percentage of penalty for denial of participation at the high school, the number of regular season varsity contests scheduled will be used for each respective sport. Fractions of contests will be rounded up to a whole number.

To calculate the percentage of penalty for denial of participation at the middle school, the number of 7th or 8th grade regular season contests scheduled will be used for each respective sport. Fractions of contests will be rounded up to a whole number.

A student-athlete denied participation who has a carry-over penalty into another sport season must complete the season in that sport in good standing in order for the denial of participation to be credited to that sport.

ADULTERATED or DILUTED SAMPLES

The first time it is determined by the MRO that a urine sample is adulterated or diluted, the drug testing coordinator will order another test. The cost of the test will be the responsibility of the student-athlete and the student-athlete's parent/guardian/custodian. After the first instance of adulteration or dilution, further instances of adulteration or dilution will be considered violations.

APPEALS PROCEDURE

The student-athlete may appeal the decision of the Athletic Director to the Activity Appeals Board. This Board shall be appointed by the Principal and consist of five staff members, two of whom must be non-coaches. The appeal will require the following:

- The written appeal must be presented to the Athletic Director within 72 hours of the initial ruling.
- The student-athlete shall have the privilege of representation.
- The Appeals Board shall render a decision in writing to the student-athlete and the student-athlete's parent/guardian/custodian within two school days.
- The decision of the Appeals Board may be appealed to the Principal within 72 hours of receipt of the written decision. No further administrative appeals are provided for in this policy.

Any student-athlete denied participation in the London City Schools interscholastic athletic program has the ability to petition for reinstatement to said program. The appeal petition may be submitted to the Athletic Director no more than five weeks prior to the one year anniversary date of the denial of interscholastic athletic participation. The following rules apply:

- To gain reinstatement into the athletic program, the student-athlete must complete a series of four weekly drug tests.
- These tests must begin four weeks prior to the anticipated reinstatement date.
- The drug testing coordinator will set the dates and times for the tests; failure to complete the series as prescribed will be considered a code violation and negate the reinstatement process.
- All test costs are the liability of the student-athlete and the student-athlete's parent/guardian/custodian.
- All four tests must be negative, undiluted, and unadulterated for all components tested; a positive, diluted, or adulterated test will immediately stop the reinstatement process. The positive, diluted, or adulterated test will be considered a violation, and the student-athlete will have to wait one calendar year before the next possible reinstatement appeal petition.
- If the reinstatement is granted, the student-athlete will be subject to the usual pre-season, random, and reasonable suspicion drug testing; any positive, diluted, or adulterated tests will result in immediate denial of interscholastic athletic participation at London City Schools.

OTHER PROVISIONS

Whenever a student-athlete must comply with the requirements of assessments and/or drug testing, and/or counseling, the student-athlete and parent must sign a medical release to the athletic director. Until the completion of the assessment, testing, and recommendations can be verified, the student-athlete cannot participate.

Penalties assessed due to violations of the "Student-Athlete Code of Conduct" do not cause a student-athlete to be immune from consequences from violations of the school's student code of conduct or criminal prosecution.