

# COVINGTON EXEMPTED VILLAGE SCHOOLS

## ATHLETIC HANDBOOK



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# **Player/Parent Athletic Handbook**

## **I. Foreword**

To be a member of an athletic team/squad can be one of the most rewarding experiences that a student can have. The purpose of athletics is to give all students, the opportunity to participate in the best possible athletic programs. In order to ensure that we are providing the best quality programs, the following must become a focus of the Athletic Department and the Covington Exempted Village Schools:

- A. The employment of the best available educators to direct and/or assist in the development of an interscholastic athletic program. This will involve:
  - 1. Recruitment of outstanding candidates.
  - 2. Development of an evaluation instrument of the coaching staff that fosters growth and will prevent stagnation.
  - 3. Encourage staff development by requiring regular attendance at clinics.
- B. The maintenance and improvement of facilities to make them second to none. This will involve continual study of our present facilities, and of future needs for the school system, and continual dialogue with the community concerning common problems. The Covington Schools Athletic Department must take a positive, proactive posture in the community to improve athletic facilities. Finding a means to fund these projects requires cooperation from all parties.
- C. Provide a fiscally sound athletic program so that equipment, uniforms, and the needs of the program are met without periods of high income and high expenditure followed by periods of low income and no expenditure. This will require refinement of the budget process for athletics.
- D. Foster an academic posture for athletics that encourages excellence in the classroom as well as in athletics. This involves monitoring the grades of student-athletes and the establishment of assistance and counseling for those individuals who are not achieving.
- E. Promotion of all interscholastic contests and athletes in a favorable light to the community. This will include timely press releases to the media promoting the achievement of Covington student athletes.
- F. Close communication and working relationship with the Covington Bucc Boosters Association for the continual improvement of Covington Athletics.

## **II. Philosophy**

The Board of Education recognizes that a complete athletic program based upon student interest assists in the total education of students. While emphasis is given to intellectual growth, diversified opportunities must be provided for students who wish to participate in the athletic program.

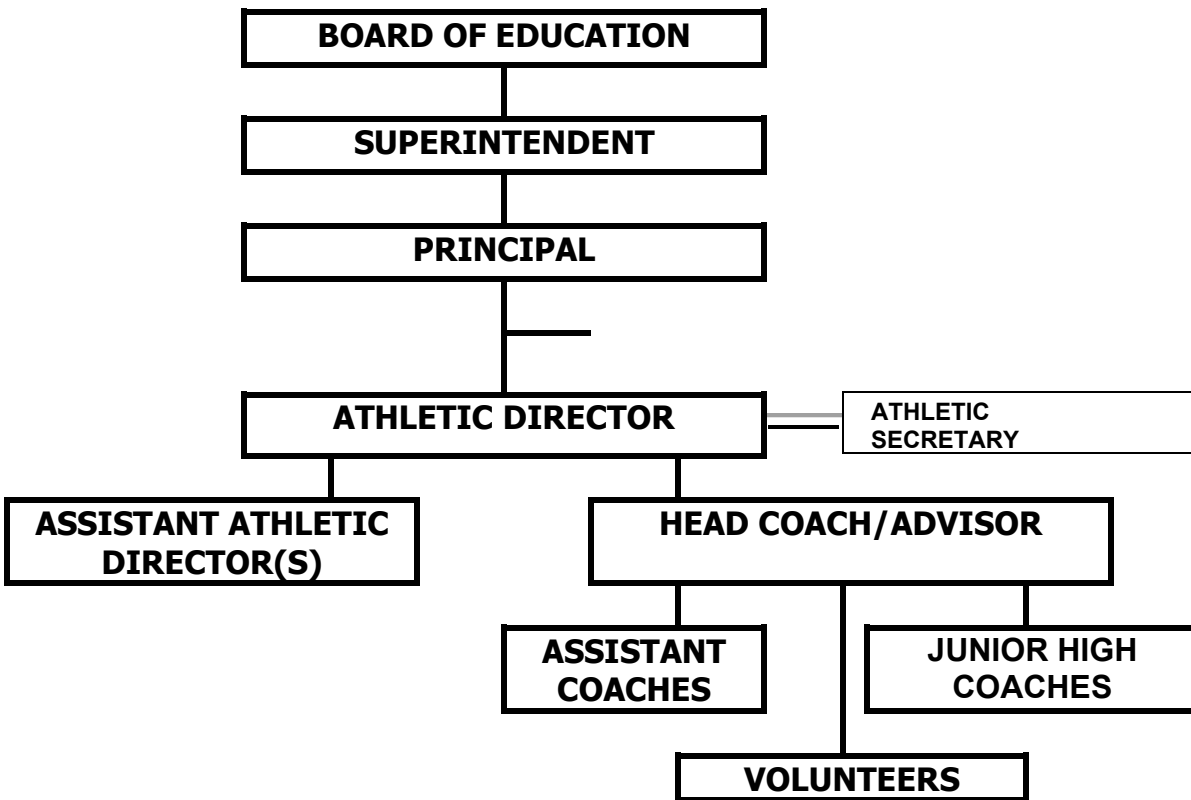
The Board of Education, Superintendent of Schools, and Building Principal may establish written policies, rules and regulations, of general application governing an athlete's conduct. In addition, every coach has the responsibility and the authority to maintain the proper discipline among athletes of the school and may establish certain rules and regulations not inconsistent with those established by the Board of Education, Superintendent, and Building Principal.

### **III. Administrative Organization**

It is important that the Chain of Command is used to ensure everyone takes the proper steps to resolve problems, answer questions, and clear up any concerns that may arise. The following Chain of Command should be followed:

1. Athlete/Parent or Guardian
2. Head Coach
3. Athletic Director
4. Building Principal
5. Superintendent of Schools
6. Covington Board of Education

Below is the Covington School Athletic Organizational Chart:



#### **IV. Definition of an Athlete**

A student is considered to be an athlete from the first day he/she starts to practice with any interscholastic team in school until he/she graduates from high school or fails to report for any other athletic squad while attending Covington Schools.

##### FALL

Cheerleading  
Cross Country  
Football  
Golf  
Volleyball

##### WINTER

Cheerleading  
Basketball  
Wrestling

##### SPRING

Baseball  
Softball  
Track

#### **V. Length of Season**

PRE-SEASON - Any training occurring six weeks prior to the established Ohio High School Athletic Association's designated beginning date. In-season athletes may not participate in pre-season activities of another sport without the permission of their in-season coach. Off-season coaches must honor the requests of the in-season coaches.

IN-SEASON - The first day of practice will be established by the head coach who will use the Ohio High School Athletic Association's requirements as a point of reference.

POST-SEASON - The completion of the state tournament or individual/team advancement in the Ohio High School Athletic Association Sponsored State Tournament. Upon completion of a sport season, all in-season athletes are required to be offered five (5) school days of noninvolvement in the athletic programs. The athlete may or may not choose to use these five days.

#### **VI. Expectations of Athletes**

Athletes representing Covington Schools must realize their conduct reflects on themselves, their school, and their community. Therefore, all athletes at Covington Schools shall:

1. Have a high standard of social behavior.
2. Display proper sportsmanship in defeat, as well as in victory.
3. Respect authority -- parents, officials, teachers, coaches, administrators and others.
4. Have a proper spirit of cooperation.
5. Be dedicated to hard work and training.
6. Be coachable and learn from your mistakes.
7. Display proper behavior in school and all school and community related activities.

Athletes are expected to have a well-groomed appearance. The athlete's clothes must be clean, and his/her hairstyle must be appropriate for each sport and conform to the rules set by each individual coach. It is not to interfere with the individual's performance nor present a situation, which could cause a hazardous condition for the athlete or for other athletes.

## **VII. Communication Expectations for Athletes, Coaches and Parent/Guardians**

Clear lines of communication are very important. When your child becomes a member of a Covington athletic program, it is vital that the communication expectations and lines of communication are understood by all parties. Being a member of an athletic program can be one of the most rewarding experiences a high school student can have. While on a sports team, a student can experience moments that can change his/her life forever. However, it is important to understand that there may be times when things do not go the way you or your son/daughter wants them to go. We trust the coaches to make decisions based on what they observe, their knowledge, and what they believe to be in the best interest for the athlete and/or the team.

In situations where communication is needed to resolve a conflict or problem, the lines of communication developed through the chain of command must be followed. Please refer to page five to review the Athletic Organization Chain of Command or see below for the lines of communication to follow.

1. Communication between player and coach to work toward resolving any problems or conflicts.
2. Communication between parent and coach to work toward resolving any problems or conflicts.
3. Communication between Athletic Director, parent, player, and coach to work toward resolving any problems or conflicts.
4. Communication between Principal, Athletic Director, parent, player, and coach to work toward resolving any problems or conflicts.

When a problem, concern, or conflict reaches the point of scheduling a meeting there are appropriate and inappropriate issues to discuss with coaches. Parents should not attempt to confront a coach before or after a practice or game to discuss these issues. Please call or email the coach to set up a time to meet.

### **Inappropriate Issues to Discuss with Coaches:**

1. Other athletes
2. Coaching/Program philosophy
3. Team or individual strategy

### **Appropriate Issues to Discuss with Coaches:**

1. Ways your son/daughter can improve
2. Concerns about behavior
3. Treatment of your son/daughter
4. Concerns about academic eligibility
5. Injuries and treatment

## **VIII. Covington Exempted Village Schools Ejection Policy**

The Covington Athletic Department and Board of Education promotes and expects good sportsmanship among all of their athletes, coaches and fans. All parties involved in coaching, playing, watching or administering an athletic event at Covington are expected to maintain a high level of sportsmanship and ethics. While attending a Covington athletic event, fans are representing the Covington Schools and community and therefore, are held to a high standard. Any fan that is ejected by an official, a member of the security staff or a member of the Covington Administration, will be asked to leave immediately and will be escorted out of the facility. As a result, the ejected fan will be suspended from that teams next two home games and must complete the "Positive Sport Parenting" course found on the NFHS website, before they are permitted to return. A fan that is ejected by an official, a member of the security staff on duty or a member of the Covington Administration for a second time in any season will be suspended from that teams games for one year from the date of the infraction. If the first ejection occurs with less than two home games remaining, the suspension will carry over to the next school year in the sport in which the ejection occurred. The principal retains the authority to alter the length of suspension, based on the severity of the cause.

## **IX. Regulations for Participation**

### **A. General Rules and Guidelines**

1. When there is a conflict between a school sponsored activity and a non-school activity, the student shall participate in the school sponsored activity.
2. A student on out-of-school suspension is ineligible to participate in practice or contest during the term of the suspension. A student on in-school suspension may be declared ineligible to participate in practice or contests during the term of suspension. This will be determined by the Principal and/or Athletic Director, depending on the severity of the offense.
3. An athlete must travel to and from the contest he/she is involved in with the rest of the team, unless he/she is excused by the coach. To be excused, the athlete must submit a written notice from his/her parent and can only leave with his/her parent.
4. An athlete is responsible for the uniform issued to him/her. If this uniform is not returned to the Athletic Department by the athlete, his/her athletic awards will be held. Once the uniform is returned or paid for, the athlete will receive his/her award.
5. If an athlete participating in "Athletic Activities A" is suspended from the squad, he/she is not eligible to join the organized conditioning program of, or go out for, "Athletic Activities B" until the other members of "Athletic Activities A" are eligible to come out.
6. If a single sport athlete participating in "Athletic Activity A" quits the team after the first regularly scheduled game or match, he/she is not eligible to try out, practice, or participate in any other athletic activity that may be going on during that season. If a multi-sport athlete quits either of his/her sports, there must be a meeting between all parties involved, including the Administration, to determine the best way to proceed. In addition, the athlete will not be permitted to join an organized conditioning program or go out for "Athletic Activity B" until other members of "Athletic Activity A" are eligible to come out.
7. Parents are responsible for proper medical insurance programs. Covington Exempted Village Schools will assume no responsibility for athletic injuries. No athlete will be allowed to

participate in practice sessions until the required Ohio High School Athletic Association (OHSAA) physical card and waiver sheets are turned in to the coach or Athletic Director signed by the examining physician and parent.

8. If an athlete goes out for an athletic activity but is "cut", the athlete is eligible to participate in another athletic activity during that season.
9. Any athlete interested in participating in two athletic activities in the same season will be required to schedule and complete a pre-season meeting with parents, head coaches of both activities, and the Athletic Director or Building Principal and complete a dual sport contract. For this purpose, cheerleading will be considered one of the two sports for a dual sport athlete.
  - A. The OHSAA sport takes precedence in all cases at all times (practice and/or contests)
  - B. In any unusual situations, the Building Principal and Athletic Director will have the final decision. In addition, an athlete that participates in an athletic activity, and his/her season ends, will not be allowed to be picked up by another athletic activity. For example, at the conclusion of the baseball season, the baseball player could not participate on the track team without a signed contract.
10. No athlete will be allowed to participate or be part of an athletic team if they are arrested, indicted, facing or convicted of any felony charges within the judicial system.

## **B. Attendance**

All athletes are strongly encouraged to be prompt in their daily attendance. However, when unavoidable circumstances are present, the following guidelines shall be used. Students who miss classes without authorization on date of a contest may not represent their school on that day unless special permission is granted by the Principal (i.e. Funeral, Doctor's Appointment, college visit, death in the family). Participants must be in school for at least the second half of the school day (4 periods, and by the start of 5<sup>th</sup> period) on the day of the activity, unless the student has special permission from the Principal to practice or play that day. If the student is out of school all day or in the afternoon due to "illness", he/she will not be permitted to participate in the contest or practice. If the student is out of school after the start of 5<sup>th</sup> period for a reason such as a doctor's appointment, college visit, etc., the proper documentation must be turned in, in order to play that day. Coaches are responsible for checking the absence list for the purpose of determining who may or may not be eligible to participate that evening.

## **C. Academic Eligibility**

It is expected that all student-athletes strive to attain the highest possible level of the academic achievement. Minimum academic standards must be met in order to remain eligible for athletic participation. A student-athlete should not drop a class without first consulting with their coach or counselor to determine whether it will affect eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average, the final examination, and yearly average have no effect on eligibility.

1. In order to be eligible in grades 9th-12th, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses, or the

equivalent, which count toward graduation (OHSAA Scholarship Bylaw). Students may participate with a failing grade in a specific course as long as they earn a minimum G.P.A. of 1.5 each quarter and do not fail two or more classes.

The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season (OHSAA Scholarship Bylaw).

The required Physical Education course does not count as one of the five full credit courses.

2. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in 7<sup>th</sup> or 8<sup>th</sup> grade must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in ~~four~~ five of those courses, and at least three of the passing grades must be in core classes (Reading, English, Math, Science Social Studies).
3. Grades from summer school, or any other educational option, may not be used to substitute for failing grades received the final grading period of the regular school year.
4. A student-athlete that is declared ineligible may practice with the team upon permission from the coach.
5. An athlete that is declared ineligible for a nine-week period during the season that encompasses the remainder of the schedule and is more than 25% of the regular scheduled games, forfeits all awards that may have been earned that season.
6. An incomplete (I) may be given on a students' grade card in situations approved by the administration. However, the previously scheduled work and/or exams must be completed within the five (5) school days following the end of the preceding grading period, and Exception 3 of the OHSAA Scholarship Bylaw 4-4-1 must be met to restore athletic eligibility. Exception 3 of this bylaw is listed below.

EXCEPTION 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade provided:

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

Note: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. (OHSAA Scholarship Bylaw)

## **X. Covington Athletic Code of Conduct**

As representatives of their school, athletes should strive to develop and maintain a high set of standards both in the classroom, in their respective sport, and in the community. The Covington Schools have set standards and rules that every athlete is expected to abide by. It is the responsibility of each coach to inform his/her athletes of the rules and regulations that govern their sport, including the Covington Athletic Code of Conduct.

Infractions of the coaches' rules, the Student Code of Conduct as outlined in the Student Handbook, the Covington Athletic Code of Conduct, the Ohio High School Athletic Association's Policies, or the Ohio Revised Code shall be reported to the Athletic Director and/or the Principal. Each case needs to be reviewed by the Athletic Director and Principal to determine the context in which the violation occurred, extenuating circumstances surrounding the violation, and whether or not the violation is subject to penalty.

Infractions that occur during scheduled OHSAA contests or scrimmages by an athlete (any student ejected for unsportsmanlike conduct or flagrant foul) will be handled by following established procedures and penalties set down by the OHSAA (General Sports Regulation M-5).

Punishable infractions are, but are not limited to, the following. The Athletic Director and/or Principal reserves the right to review any possible violation that may not be specifically listed.

### **Offenses**

#### **A. Substance abuse**

1. An athlete shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of any narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or any other non-prescriptive drug.
2. An athlete shall not possess, drink or be under the influence of alcohol or possess or use any form of tobacco or nicotine product, including but not limited to, all smoking paraphernalia, e-cigarettes, and vaping devices.
  - a) If the vape detectors alert that a vaping event has occurred, and the student faces disciplinary action from the administration, an athlete may also face athletic consequences.

#### **B. Theft, damage, or misuse of school and private property**

1. No athlete shall steal or intentionally damage any school or private property.

#### **C. Assault on or physical injury to students and/or adults**

1. No athlete shall intentionally assault, cause, or attempt to cause physical injury to other students and/or adults.

D. Bullying/Harassment

1. No athlete shall use or be part of a group that uses unwanted, aggressive behavior to intimidate or cause harm to other students and/or adults.

E. Sexual misconduct

1. No athlete shall intimidate or be a party to the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or act of sexual misconduct.

F. General misconduct

1. An athlete shall not display character or conduct deemed to reflect discredit upon the team and/or the school.
2. An athlete must follow any rules or requests set down by the coach.
3. An athlete is prohibited from exhibiting obscene and lewd gestures during a school function or event.

**Consequences for violating the Athletic Code of Conduct**

The consequences listed are the minimum standards. Each coach may have additional training rules, provided the rules are submitted, in writing, to the Athletic Director for approval prior to the beginning of the respective sport and are distributed to the team members.

- A. The first offense during a school year (beginning on the first day of fall practice for fall participants and beginning on the first official day of school for all other student athletes and ending on the last official day of school or the last scheduled athletic contest that the student participates in, whichever is the later of the two dates) will result in the athlete being denied the opportunity to participate in their present athletic activity interscholastic contests for a minimum of 20% of scheduled Ohio High School Athletic Association contests.  
(Note: Any fractional part of a contest is rounded up to the next whole number.)
- B. The second violation during the same school year will result in denial to participate with the team in their present athletic activity interscholastic contests for a minimum of 50% of scheduled Ohio High School Athletic contests.
- C. If the second offense occurs during the same competitive season as the first offense, the athlete will be removed from the team and will not be allowed to participate with the team for the remainder of that season and the forfeiture of the right to receive any awards for that season.
- D. If an athlete has a violation at the end of his/her season, the remaining consequence will be served in the athlete's next competitive season. This will include the remaining contests in the athletic activity the athlete was participating in when the infraction occurred PLUS any remaining contests of the original percentage to be served in the athlete's next competitive athletic activity season. (This could transcend over into the next school year.)
- E. The third offense during a school year would result in referral to the Covington Athletic Disciplinary Panel (ADP).

This panel, composed of the High School Principal, Elementary Principal or Designee, and the High School Athletic Director, will review the circumstances and details of the situation. They will meet with the athlete and/or the athlete's parents and render a decision based on the best interest of all individuals involved, the team and its members, the total athletic program, and the school and community.

1. Substance abuse violators will be referred to a professional assessment agency. In addition, the school psychologist and/or guidance counselor will become part of the ADP.
  2. Theft, damage, or misuse of school or private property at all levels will include full monetary restitution.
- F. If an offense occurs at any time during a school year (See Consequence "A'.) when the student is not involved in an athletic activity (between seasons or prior to the official start of an athletic activity season), the violation will be treated the same as if the offense occurred during the season. The athlete will be denied the opportunity to participate for a minimum of 20% of scheduled Ohio High School Athletic Association contests of the first athletic activity that they participated in after the first offense occurs. Each offense thereafter will be treated just as if they occurred during the season.

**SEVERITY CLAUSE:** If an athlete's conduct is determined by the coach and/or administration to be severe and/or flagrant, the coach and/or administration will recommend a meeting of the Athletic Disciplinary Panel to resolve the situation and establish the consequence. The consequence does not necessarily need to follow the established stages or guidelines (Example: A student/athlete arrested for DUI, any violation in which police arrests were made).

**TWENTY-FOUR HOUR DISMISSAL:** A coach may deny an athlete the opportunity to practice for a period of time no greater than twenty-four hours for a violation of training rules or for actions or behaviors which are detrimental to the program. This action may not be appealed through the Athletic Due Process.

## **XI. Coaches Procedure for Handling Violations**

A coach suspecting an athlete of violating the Athletic Code will confer with the Athletic Director and the building administrator to determine what action will be taken. During the conference the coach and Athletic Director will both be present and will give the athlete an explanation of the suspicions/allegations and ask the athlete to explain his/her involvement. The Athletic Director and coach will evaluate the evidence and render a decision.

## **XII. Athletic Due Process**

- A. In the case of an athlete being denied participation or dismissed from an athletic squad, the head coach and Athletic Director will talk with the athlete and explain the reasons for the denied participation or dismissal. The head coach and/or Athletic Director will give the athlete, the parent, guardian or custodians, the Athletic Director, and Principal, a written report of the situation to include the following:
1. Infraction of the Athletic Code.

2. Action taken by the coach according to Athletic Code.
  3. Right to appeal to the Appeal Board
- B. If the athlete or parent, guardian, or custodian is not satisfied with the explanation of the coach and/or Athletic Director, he/she has the right to appeal within seventy-two (72) hours after the coach has given the written report to the athlete. The appeal must be requested in writing and filed with the Athletic Director. The Appeal Board shall meet with the appealing student and parents/guardians no later than five (5) school days after the appeal request. The Appeal Board will be made up of the High School Athletic Director, the High School Principal, and the Elementary School Principal or Designee. The athlete and his/her parents/guardians will be allowed to meet with the Appeal Board and present their position. If the coach and Athletic Director is the same person, another school official will be appointed to the Appeal Board by the respective building Principal. The High School Principal may appoint a replacement for any member of the Appeal Board if a conflict of interest presents itself.

The Appeal Board will give the athlete, parent, guardian or custodian, head coach and the superintendent a written report of the decision. The decision will then be presented to the athlete, parent, guardian or custodian within forty-eight (48) hours after the Appeal Board has made its decision. The decision must be made within seventy-two (72) hours after the hearing. The decision of the Appeal Board shall be final. The appealing student's parent(s) should also be at the review.

- C. An athlete is denied participation during the appeal process.

Note 1: If circumstances not listed in this handbook develop, the head coach may bring the information (written) to the Athletic Director. The coach will meet with the Athletic Disciplinary Panel and this group will determine the procedure for solving the situation.

Note 2: Changes or additions in this handbook will be presented to the Athletic Director and then taken to the Athletic Council for approval. If approved by the Athletic Board, it will be presented to the Covington Board of Education. If approved by the Board of Education, the changes or additions will go into effect immediately.

# **Coaches Handbook**

## **I. Coaching**

Coaching is an extension of the educational process. In their role as a leader, a coach is the most influential person and his or her actions and reactions will be reflected in the action and behavior of others. An ethical coach helps develop a standard of character in which the public has trust and confidence. The coach should never place the value of a victory above instilling in his or her players the highest possible ideals and character traits. It is unethical for a coach to place prestige or glory above the satisfaction of knowing that worthwhile standards of character and conduct have been taught to the athletes in the program.

Following are basic ethical/professional standards to which coaches should adhere:

- A. Exemplify the highest moral character, behavior and leadership.
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by the rules of the game in letter and in spirit, regardless of the consequences.
- D. Respect the integrity and judgment of sports officials, never baiting or taunting officials in any way.
- E. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.
- F. Display modesty in victory and graciousness in defeat.
- G. Promote ethical relations among coaches.
- H. Fulfill responsibilities to provide emergency health procedures and ensure an environment free of obvious safety hazards.
- I. Encourage the highest standards of conduct and scholastic achievement among all athletes.
- J. Seek to inculcate good health habits, including the establishment of sound training rules.
- K. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- L. Be fair and consistent in the administering of team rules and regulations.
- M. Refrain from using profanity while performing coaching responsibilities.

## **II. Coaching Expectations and Responsibilities**

- A. Coaches' professional and personal relationships and expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Covington School District objectives for their activity programs. These major performance areas stand out above others:

## 1. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

## 2. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their Athletic Director, Principal, and other members of their staff.

## 3. Leadership

Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance and dress, should be exemplary. Dressing appropriately for practice and games, following practice schedules, and building positive attitudes are very important. The head coach is responsible for managing the entire program; which includes the high school level, the junior high level, and the youth level.

## 4. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents including observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season while at home and away. Desire to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

## 5. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is necessary. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

## B. Coaching techniques

1. Use sound and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Adhere to a highly efficient and technically sound program on injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, trainer, doctor and parents. (Standardized Form)

5. Construct a well-organized game plan.
6. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
7. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

C. Coaches' responsibilities

1. To the players on the team...

The primary reason for having athletic teams within the school is to help provide opportunities for young men and women to develop respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach fair play and stress good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds.

The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored.

2. To the school district...

As a coach, you are a frequent topic of conversation at various community locations including the home, the work place, and at the meeting of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Covington School District. Building a relationship with the public can go a long way for a coach to build and maintain a high level of confidence in the athletic program and the school district.

3. To the school...

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair, consistent, and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At each opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.

4. To the profession...

A coach in the Covington School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the professional.

5. To fellow coaches...

The make-up of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

6 . To other coaches in our school...

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

7 To staff members...

A coach is responsible for cooperating with every faculty member of the staff.

### **III. Coaches' Area of Responsibility**

#### A. Teaching

Coaches should take precautions to teach proper fundamentals in their particular sports and protective skills.

1. Teach athlete to protect him/herself.
2. Teach proper fundamentals.
3. Teach each athlete important life lessons, such as hard work, commitment, dedication, positive attitude, respect, and winning and losing with class.

#### B. Supervision

1. You will be present at all games and practices unless another member of your coaching staff has been designated.
2. The more physical contact the more closely the activity must be supervised.
3. You must be at least immediately accessible.
  - a. Accessible to all aspects of practice or activity.
  - b. Systematic overseeing of the practice or activity. (Head coach spends time -- here and there.)
    - i. Systematic supervision
    - ii. Written itinerary
    - iii. Emergency policies
    - iv. Locker room rules/regulations posted

#### C. School policy

1. Coaches should be familiar with school policy. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.

#### D. Equipment

1. Once an injury takes place due to equipment:
  - a. Keep the equipment, label it. Get evidence of purchase and sequester it.
  - b. If on film, study film and keep it.
  - c. Get witnesses immediately.

#### E. Duties of a coach

1. Provide safe environments.
2. Properly plan an activity.
3. Evaluate athletes or students for injury.
4. Match or equate athletes.

5. Provide or maintain proper effective equipment.
6. Warn of inherent risks of a sport.
7. Supervise closely.
8. Know and use emergency procedures and first-aid.
9. Know, document, post and operationalize school policies.
10. Keep adequate records.

#### **IV. Professional Meetings**

All head coaches are required to attend the state association-sponsored rules interpretation meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed.

##### **A. Sports clinics**

Coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to keep abreast of new developments in the sports which they are coaching. In some cases, in-service credit may be given.

1. With the approval of the Principal and Superintendent, coaches may be absent from teaching duty, without loss of pay, for attending a coaching clinic, coaching schools or coaches meeting in their sport.
2. Requests to attend said clinics, meetings and tournaments should be submitted, via the District Form (professional and/or personal leave form) requesting out of town meeting attendance, at least two weeks in advance to the Principal.
3. Decisions regarding whether a coach's expenses will be paid to attend the clinics or meetings will be determined by the Athletic Director, Principal, and Superintendent.

##### **B. Medical seminars**

All coaches are encouraged to attend medical conferences or workshops to keep abreast of the new techniques available concerning conditioning, diets, care, injury prevention and treatment of the high school athlete.

- C. All athletic department staff will be required to attend a beginning of the year meeting held on or about the evening of the first official work day of Covington School employees. The specific time and location will be determined by the Athletic Director who, in turn, will inform all athletic department staff.

## **V. Athletic Equipment and Facilities**

### **A. Issuing of athletic equipment**

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. The Athletic Director will be responsible to see that all equipment is numbered when received by the department prior to equipment issued by members of the coaching staff.
2. A control system will be established using "Player Equipment Information Cards" for each athlete and a "Master Athletic Equipment Checkout" sheet to be turned into the athletic office.
  - a. Both athletic equipment controls shall be kept current by the coaches at all times.
  - b. The coach shall retain the cards for end of season equipment check-in.
3. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
4. The head coach, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
5. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important of safety equipment.
6. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
7. Periodically, coaches shall inspect equipment and facilities during the season.
  - a. Helmets, bats, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
  - b. Deactivate unsafe or defective equipment.
  - c. Facility hazards should be reported to the Athletic Director immediately.
8. All general equipment used by more than one sport (medical kits, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

### **B. Use of athletic equipment and facilities**

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach or the Athletic Director. Replacing equipment and repair to facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

1. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
2. In particular sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
- 3 Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Athletic Director.
  - a. Approval will be received through the office of the Director of Athletics who will notify the Principal in writing each time this occurs.
  - b. For liability reasons, the use of school equipment is discouraged and in the unusual circumstance, a liability release is needed.
4. Coaches will request the use of all facilities through the Athletic Director. The head coach will meet with the Athletic Director prior to the season to discuss scheduling of the facilities.

C. Collection and storage of athletic equipment

Coaches are responsible for collecting all equipment, which is dispersed during the year. It has been our experience that if equipment is collected immediately after the season, more of it comes back with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest.

1. The head coach shall supervise the collection, inventory and storage of all the equipment issued within his/her sports program.
2. As each athlete turns in their equipment, it should be checked off on his/her equipment card noting the condition of all returned equipment.
3. If any equipment is lost or has abnormal usage, the athlete shall be charged replacement costs.
  - a. The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
- 4 . Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
  - a. No equipment is to be discarded or sold without the approval of the Athletic Director.
  - b. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the central storage area.
  - c. Make sure that all clothing equipment (game and practice uniforms) is either laundered or dry cleaned and repaired before being stored away.
5. The head coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference within two weeks of the last contest.

- a. In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (for condition: a. excellent, b. good, c. fair, d. poor, e. discarded). Number of discarded items must also be listed.
- b. Keep your equipment clean, repaired and in one control area when not in use.

NOTE: The ideal way to store athletic equipment is in the central athletic equipment room. This will afford the Athletic Director the opportunity to issue equipment to coaches and take it up when the season is over. This also helps the Athletic Director keep an active and current inventory with tighter controls over all equipment. It is imperative that each head coach submit an accurate beginning and ending inventory. This will keep coaches accountable for their equipment.

## **VI. Practice Sessions**

### A. Coaches' responsibilities

1. Participant requirements prior to first practice (when using Covington Schools athletic facilities):
  - a. All eligibility requirements have been satisfied.
  - b. Completed physical examination form
  - a. Completed emergency medical cards
  - d. Fees paid (if any)
2. Practice policies
  - a. Following the first week of practice, each coach shall submit a 'squad roster" to the Athletic Director of all members of the team.
  - b. Practice sessions should be well planned and well structured.
  - c. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, it is recommended the last practice session be concluded by 9:30 P.M.
  - d. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the Athletic Director.
  - e. Coaches should be the first to arrive and must be the last to leave the practice sessions. At no time are athletes to practice by themselves.
  - f. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.

### B. Restricted practice days

1. All practices are to be held on school days, and/or Saturday if at all possible. Sunday/holiday practices will be permitted only through the completion of a "Wednesday Evening and Sunday

Secondary Extra-Curricular Activity Exemption Form". Possible reasons for an exemption could include:

- a. When a tournament contest falls on the following day or day thereafter.
2. Vacation practices
    - a. Practices held on vacation days such as Thanksgiving, Christmas and spring break shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members.
    - b. At the junior high level practices during these periods will only be permitted upon the permission of the Principal.
  3. Early dismissal of school or emergency closing
    - a. In the event there is a scheduled early dismissal of school, practices may be held provided the coach(s) are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.
    - b. Emergency weather conditions may result in an early dismissal or extended period of school closing. Teams may be permitted to practice through the approval of the Superintendent.

## **VII. Locker Room and Related Facilities**

### A. Locker room responsibilities

1. Security
  - a. Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
  - b. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left.
  - c. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
  - d. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible.
  - e. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the Athletic Director.
2. Control of keys
  - a. All keys to the building locker rooms, equipment rooms, etc., will be issued to coaches by the Principal. All coaches will return the keys to the Principal/designee on the completion of their season unless permission has been granted for summer use of athletic areas.
  - b. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.

- c. If keys to the athletic area are lost, the coach should report this to the Athletic Director immediately.
- d. Under no circumstances are the athletic department keys to be duplicated without authorization from the Principal.

## B. Locker room procedures

### 1. Athlete rules

- a. Rough-housing and throwing towels or other objects is not allowed in the locker room. The hazing of other players is not allowed.
- b. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
- c. Only coaches and assigned players are allowed in the locker room.
- d. No GLASS containers are permitted in locker rooms.
- e. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic cleats are ever allowed in any other part of the school building.
- f. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.
- g. Athletes may use the phone in the locker room offices to call home upon permission of a coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

## C. Equipment, training and weight rooms

### 1. Controls

- a. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
- b. Athletes are not to be in the training room unless they are being examined or receiving treatment by a coach. All use of the medical or rehabilitation equipment in the training room must be authorized and qualified personnel of the school district.
- c. The weight room will be controlled by athletic coaches on a schedule established by the Athletic Director. At no time are athletes to use the weight room without authorized supervision.

### 2. Weight room objectives

In order to implement a quality strength training program for Covington School athletes, the following is recommended:

- a. An in-staff person should be named weight room coordinator.

- b. Strength training may be done before school or at another scheduled time for in-season athletes.
- c. A schedule will be established for fall, winter, spring and summer by the coordinator.
- d. In-season coaches must submit a preferred schedule to the coordinator.
- e. Strength coordinator and coaches will together prescribe the in-season program for the athletes.
- f. All out-of-season strength training will operate within the philosophy of the adopted strength program.
- g. Athletes are expected to be involved in our out-of-season program and all coaches are encouraged to visit and help with the supervision of their athletes along with providing verbal support of our adopted program.
- h. All athletes will be educated and given orientation to the strength facility and program.

### 3. Weight room

- a. To properly utilize a weight training facility in the best interest of all students.
- b. To provide adequate coaching technique in weight training.
- c. To provide program alternatives for achieving specific results.
- d. To insure that the proper safety measures are being employed during all training sessions.
- e. To provide responsibility in the proper care of equipment.
- f. To allow for weight training consultation for all athletic squads and physical education instructors.
- g. To make available opportunities for students to enjoy the benefits derived from a sound weight program on a year-round basis.
- h. To attempt to reduce sport connected injuries through well-developed conditioning.
- i. Participants in the weight room are to be current students and/or employees of the Covington Schools.
- j. Guests using the weight room are to have received permission from the staff members on duty.

### 4. Weight room rules

- a. Shirt and shoes ARE required at all times.
- b. NOBODY in the weight room alone.

- c. All students must be under the supervision of the instructor assigned to the weight room.
- d. Lifters must work with a partner.
- e. Replace all weights on racks immediately following use of facility.
- f. Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
- g. Warm up with proper stretching exercises.
- h. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

### **VIII. Squad Selection**

#### A. Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can.

#### B. Procedure

1. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
  - a. Have completed a minimum of five practice sessions.
  - b. Have performed in at least one intra-squad game.
  - c. Be personally informed of the cut by the coach.
2. Cut lists are not to be posted.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. Prior to making cuts from a squad, the coach must receive permission from the Athletic Director.

## **IX. Special Staff Rules and Procedures**

### **A. Coaching Requirements**

The Ohio Department of Education and the Ohio High School Athletic Association require all coaches, including volunteers, to have certain certifications in order to coach at any level within the school. They are as follows:

1. BCI/FBI Fingerprinting
2. CPR
3. Coaches First-Aid
4. Concussion in Sports
5. Fundamentals of Coaching
6. Pupil Activity Permit
7. Sudden Cardiac Arrest (ODE course only)

Failure to provide documentation by the assigned deadline will result in the withholding of your supplemental pay.

### **B. Tobacco**

All Covington Schools Athletic Department STAFF AND VOLUNTEERS are to refrain from using all forms of tobacco products while performing their coaching responsibilities.

## **X. Coaching Experience and Steps**

1. Individuals new to coaching may begin on the first step. (Step 0)
2. Coaches who move from a lower position in the program to a higher position may begin at the first step (Step 0) for that position (i.e. 8<sup>th</sup> grade to Reserve).
3. Coaches who move from a higher position in the program to a lower position may have the years of experience carried over (i.e. Head Coach to Assistant Coach).
4. Years of experience in a specific position may carry over from previous schools.
5. Years of experience are transferable between positions in girls' and boys' sports (i.e. Head Boys Basketball Coach to Head Girls Basketball Coach).

## **XI. Awards**

Coaches in each sport must have a written policy for awarding a varsity letter, which is to be approved by the Athletic Director and High School Principal before the season.

This written policy must be provided to all parents and athletes at the pre-season parent meeting.

## **Job Descriptions**

## **Athletic Director**

### Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Employment as a teacher in Covington School District (preferred)
2. Has the ability to organize and supervise a total athletic program for boys and girls.
3. Has previous successful coaching experience in a high school sport.
4. Has various experiences in coaching or administrative duties.

### Reports to:

The High School Principal, who provides objectives and final evaluation.

### Supervises:

The Athletic Director must advise, coordinate and support coaching staffs of high school and middle school.

### Job Goal:

To organize various sports in respect to scheduling, supervising, ordering equipment, budgeting, and managing facilities. At the same time the athletic director must be responsible for coaching staffs in respect to hiring, certification and formulating professionalism.

### General:

1. The success of the athletic program has a strong influence on the community's image of the entire school system. The public exposure of the athletic program is a considerable responsibility and community/parent pressure for winning is taxing, but this cannot override the necessity of an athletic program to display professionalism and sportsmanship. The Athletic Director by way of the Principal is to insure this atmosphere occurs.

### Duties and responsibilities:

1. Serve as secretary of the Athletic Board.
2. Cooperate with the administration, coaches, and students to promote the best interests of the entire athletic program.
3. Administer and coordinate entire interscholastic athletic program.
4. Supervise and sign all contracts for varsity interscholastic games to eliminate conflicts and maintain a proper balance in all sports areas, subject to approval of Principal and coaches.
5. Contract for all contest officials for varsity athletics and notify them.

6. Schedule all athletic contests in cooperation with the head coach and Principal.
7. Provide the Superintendent and Principal with a copy of the schedule of all athletic contests.
8. Approve purchase of all supplies upon written request (purchase order) from head coach of any sport.
9. Distribute passes to the proper officials.
10. Prepare necessary facilities to care for representatives of press and radio.
11. Arrange for police supervision at all games.
12. Select and assign personnel for timer, scorekeeper, scoreboard operator and public address announcer.
13. Arrange for stadium and gym facilities for the proper execution of the program as:
  - a. Dressing quarters and showers (C.H.S. and visitors)
  - b. Lighting
  - c. Marking field
  - d. Gym and playing field maintenance
14. Provide for the game physician
15. Maintain an inventory of all athletic equipment with the cooperation of all athletic coaches.
16. Keep a strict account of all receipts and expenditures, and deposit all funds in the account of the Athletic department.
17. Prepare financial statements of the athletic department and make reports at each Athletic Council meeting.
18. Maintain eligibility records as indicated in Student Handbook.
19. Keep coaches informed of sports medicine requirements.
20. Arrange bus schedule for events in each sport season and prepare list for bus supervisor.
21. Be actively involved in conference meetings and maintain membership in district professional organizations.
22. Keep updated with current trends and technology.
23. Hold staff meeting at beginning of each school year.
24. Will evaluate, with assistance from the Building Principal, all coaches.

25. Prepare award assembly and order trophies to be distributed at such assemblies by the individual coaches and sports.
26. Prepare public relation for newspapers and radio.
27. Keep records of ticket sales for individual games and season and reserve tickets.

## **Junior High Athletic Director/Athletic Secretary**

### Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Employment as a teacher in Covington School District (preferred)
3. Has had various coaching and administrative experience.

### Reports to:

The Athletic Director and Principal

### Supervises:

The Junior High Athletic Director/Athletic Secretary must assist the Athletic Director in the total organization of the athletic department of the high school and junior high.

### General:

The Junior High Athletic Director/Athletic Secretary must assist the Athletic Director in making the athletic programs a positive influence in the lives of the student athletes and in the eyes of the community. Helping promote professionalism and sportsmanship in the coaching staff and athletes is a necessity.

### Duties and Responsibilities:

The Junior High Athletic Director/Athletic Secretary will perform duties as deemed necessary by the Athletic Director and Principal. The Junior High Athletic Director/Athletic Secretary will assist in those duties enumerated under the Athletic Director.

## **High School Head Coach**

### Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Employment as a teacher in Covington School District (preferred)
3. Has the ability to organize, manage, and supervise a total sports program.
4. Has previous successful coaching experience in assigned sport (major sports).
5. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

### Reports to:

The Athletic Director, who provides overall objectives and final evaluation in conjunction with the High School Principal.

### Supervises:

In several instances the head coach must advise, coordinate and support a staff of high school assistant coaches and junior high school coaches in conjunction with the Athletic Director and Principal.

### Job Goal:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

### General:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but should not override the objectives of good sportsmanship and good mental health.
2. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

### Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation by the entire staff of the sports program.

2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/departmental meetings that require attendance.
4. Player development is a critical responsibility of each head coach.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics, and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and upon request may assist the Athletic Director, Junior High Athletic Director/Athletic Secretary, and Building Principal in evaluation of all assistants.
4. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Athletic Director/Principal.

Administrative Duties:

1. Assists the Athletic Director in scheduling, providing transportation and requirements for tournament and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the Athletic Director and recommends policy, method or procedural changes.

Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.

4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is disciplined or becomes ineligible.
8. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
9. Is accountable for all equipment and initiates the collection procedure of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
10. Properly marks and identifies all equipment before issuing or storing.
11. Monitors equipment rooms and coaches' offices; authorizes who may enter, issue or requisition equipment.
12. Permits the athletes to only be in authorized areas of the building at the appropriate times.
13. Examines locked rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
14. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
15. Instills in each player a respect for equipment and school property, its care and proper use.

Public Relations:

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through attracting athletes that are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.

## **High School Assistant Coach**

### Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Is employed as a teacher or substitute teacher in the Covington School District (preferred).
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.

### Reports to:

The head coach, in conjunction with the Athletic Director and respective Principal.

### Supervises:

Athletes and team assigned to him and assumes supervisory control over all athletes in program when such control is needed.

### Job Goal:

To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strength and physical training necessary for them to realize a degree of individual and team success.

### Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/ staff/developmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Player development is a critical responsibility of each assistant coach.

### Administrative Duties:

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.

3. Provides documentation to the head coach to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

## **Junior High Head Coach**

### Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Is employed as a teacher or substitute teacher in the Covington School District (preferred).
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.

### Reports to:

The Head Coach, in conjunction with the Athletic Director and the respective principal.

### Supervises:

Athletes and team assigned to him and assumes supervisory control over all athletes in program when such control is needed.

### Job Goal:

To carry out the aims and objectives of the sport program as outlined by the head coach and to instruct athletes in individual and team fundamentals, strength and physical training necessary for them to realize a degree of individual and team success.

### Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/ staff/developmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Player development is a critical responsibility of each head coach.

### Administrative Duties:

1. Assists the Junior High Athletic Director/Athletic Secretary in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the Junior High Athletic Director/Athletic Secretary to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the Junior High Athletic Director/Athletic Secretary and recommends policy, method or procedural changes.

### Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is disciplined or becomes ineligible.
8. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
9. Is accountable for all equipment and initiates the collection procedure of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
10. Properly marks and identifies all equipment before issuing or storing.
11. Monitors equipment rooms and coaches' offices; authorizes who may enter, issue or requisition equipment.
12. Permits the athletes to only be in authorized areas of the building at the appropriate times.

13. Examines locked rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
14. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
15. Instills in each player a respect for equipment and school property, its care and proper use.

Public Relations:

1. Promotes the sport within the school through attracting athletes that are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
2. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
3. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
4. Presents information to news media concerning schedules, tournaments and results.

## **Junior High Assistant Coach**

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Is employed as a teacher or substitute teacher in the Covington School District (preferred).
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.

Reports to:

The head junior high coach, in conjunction with the Assistant Athletic Director and respective Principal.

Supervises:

Athletes and team assigned to him and assumes supervisory control over all athletes in program when such control is needed.

Job Goal:

To carry out the aims and objectives of the sport program as outlined by the varsity coach and to instruct athletes in individual and team fundamentals, strength and physical training necessary for them to realize a degree of individual and team success.

### Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/ staff/developmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Player development is a critical responsibility of each assistant coach.

### Administrative Duties:

1. Assists the head junior high coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the head coach to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

## **Junior High/High School Cheer Coach**

### Job Goal:

To instruct and supervise cheerleaders including: purpose and philosophy of cheerleading at Covington High School, proper techniques for performing cheers, leadership responsibilities, providing safe and practical areas for practice.

### Duties and Responsibilities:

1. Provide and acquire the following from each member of the squad and submit to the athletic department:
  - a. Physical card
  - b. Emergency medical form
  - c. Athletic waiver
  - d. Parental acknowledgment and permission slip signed by the parents and the cheerleader prior to tryouts
2. Provide the squad with an adequate conditioning program in preparation for the season; ensure that the squad knows their responsibilities for all game situations; prepare the squad for the season by teaching cheers, sidelines, and dances; teach proper techniques for jumps and gymnastic skills.
3. Teach and evaluate each member of the squad for knowledge on information such as the school fight song, alma mater, administrator names, league members, and the basics necessary to understand the sport for which the squad cheers.
4. Assign uniforms and submit inventory at the end of the season making sure uniforms are clean and not damaged when stored.
5. Submit appropriation items to the Athletic Director upon the completion of the season.
6. Plan or assist in planning special spirit activities.
7. Enforce rules and procedures set by the athletic department and Cheerleader Constitution.
8. Develop a practice schedule and be present at all practices and games. In the event this is not possible, clear it with the Athletic Director and find a sub for that game. Substitute must be another Covington High School advisor or faculty member.
9. Organize and conduct annual tryouts to include practices leading up to tryouts.
10. Coordinate squad fund raising events/ activities, informing Athletic Director prior to beginning the event/activity.
11. Work with parents association to provide for open communication and support for the program.
12. Inform Athletic Director of any violation of rules.
13. Meet athletic department requirements as they pertain to sports medicine.
14. Make any and all arrangements for transportation of cheerleaders to away contests according to policy.
15. Review squad members' grade cards.

16. Player development is a critical responsibility of each coach.

## **Athletic Council**

### PURPOSE

The Athletic Council will be responsible for advising the athletic director in the management of the Covington Exempted Village Schools Interscholastic Athletic Program.

### MEMBERSHIP

**The Athletic Council** shall consist of the Superintendent of Schools, the Principal of the High School, the Principal of the Elementary School or designee, the Athletic Director, and two members of the Board of Education, appointed yearly by the Board President.

### OFFICERS

High School Principal - Chairman  
Athletic Director - Secretary

### VOTING

On matters which require voting, each of the following will be entitled to one vote: each school board member, the Superintendent, the High School Principal, the Elementary Principal or designee, and the Athletic Director.

### MEETINGS

The Athletic Council shall meet three times each year. The chairman may call a special meeting when he/she deems it necessary.

The agenda will be developed and distributed to all voting members of the Council one week prior to the Athletic Council meeting.

Four members shall constitute a quorum, provided that at least one of the members present is a member of the Board of Education.

### DUTIES

- A. The Athletic Council shall advise the athletic director on all athletic matters.
- B. Aid in giving direction to the Covington Bucc Boosters Association in order that they can best serve the athletic program.

## **Policies**

## **Cheerleader Squads and Selection Process**

### 1. High School

#### a. Football Season

- No more than 12 cheerleaders. The selection is based on a point system taking 12 highest scores.
- A cheerleader must have a minimum of 75% of possible score to qualify.
- Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

#### b. Basketball Season

- Varsity Squad – The selection is based on a point system, 8 cheerleaders will be chosen from the sophomore, junior, and senior classes.
- Reserve Squad – The selection is based on a point system, 8 cheerleaders will be chosen from the freshmen, sophomore, and junior classes. These cheerleaders will be the next highest point qualifiers after the varsity squad is selected.
- No more than 16 total cheerleaders will be selected for the varsity and reserve squads.
- A cheerleader must have a minimum of 75% of possible score to qualify.

Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

### 2. Middle School

#### a. Football Season

No more than 10 cheerleaders will be selected.  
The 10 highest point totals will determine the cheerleaders selected.  
Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

#### b. Basketball Season

No more than 12 cheerleaders will be selected to make up both the 7<sup>th</sup> and 8<sup>th</sup> grade squads. There will be a minimum of 6 per squad (6 seventh graders and 6 eighth graders). The scores and turnout will determine the final number per squad.  
Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

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Adopted by the Athletic Council

## **Wednesday Evening and Sunday Extra-curricular Secondary Activities Policy**

Except as otherwise required by the Ohio High School Athletic Association, all secondary (grades 7-12) extra-curricular school activities (i.e. CHS/CMS sports, band, chorus, clubs and organizations), which are conducted after normal school hours, shall not be conducted on Sundays. Exceptions may be considered with prior approval received from the respective School Principal or District Athletic Director AND the Superintendent before conducting such activities, and are limited to the hours of 1:00 PM to 5:00 PM, and should be reserved for extenuating circumstances.

Activities after school hours shall not be conducted after 6:30 PM on Wednesdays. More specifically, students shall be dismissed and given sufficient time to exit the school and/or activity by 6:30 PM. Exceptions may be considered with prior approval received from the respective School Principal or District Athletic Director AND the Superintendent before conducting such activities when reasonably necessary due to lack of access to, or availability of facilities at other times. The school district is committed to exhausting all other reasonable options prior to scheduling activities on Sundays or Wednesdays after 6:30.

Exceptions will be made based on scheduling conflicts and facility limitations. It may be necessary for the superintendent to exempt an entire group from the policy (i.e. CHS drama club play practice or freshman basketball). Other exemptions will be on a case by case basis and will deliberately be kept to a minimum. All exemptions should be documented using the appropriate form.

# **Covington Exempted Village School District Board of Education's Random Drug Testing Policy**

## **PURPOSE STATEMENT**

The Covington Exempted Village School District Board of Education's ("Board of Education," "Board" or "District") Random Drug Testing Policy was created in response to concern that alcohol and illicit drugs may be used by students within the District and to prevent, deter and detect such drug use. The Board of Education desires to implement a policy which will address this concern thereby promoting the health, safety and welfare of the students within this District. To achieve this objective and to maximize the skills and talents of the students, it is important that each student understands the dangers and serious consequences of drug and alcohol use. This Policy reflects the commitment of the Board of Education and the community to establishing a truly drug and alcohol free school environment.

The purpose of this Policy is as follows:

- A. To provide for the health, safety and welfare of all students;
- B. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- C. To identify students who use illegal drugs and/or alcohol; and
- D. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

This Policy applies to all students in grades 7-12 with privileges, namely;

1. student athletes,
2. students participating in extra-curricular/co-curricular activities and
3. students possessing District parking privileges.

This Random Drug Testing Policy does not affect the current policies, practices, or rights of the District regarding student drug possession or use where reasonable suspicion is established by means other than drug testing through this Policy.

Although students risk the loss of the above-named privileges, the Random Drug Testing Policy is designed to be non-punitive with regard to academics. No student will be suspended or expelled from school as a result of a certified positive test conducted by the District under this Policy. The results of random drug tests will not be documented in any student's academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

All students and parents/guardians/custodians must sign an "Informed Consent Agreement" for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District.

## **DEFINITIONS**

### **A. STUDENT ATHLETE**

Any student in grades 7-12 participating in a District athletic program including, but not limited to, Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Track & Field, Softball, Volleyball and Wrestling.

### **B. EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES**

Any student in grades 7-12 participating in a District sponsored club, group or student organization which holds and/or participates in competitions, practices, events, meetings and/or activities which extend beyond the normal school day.

#### C. STUDENT DRIVER

Any student in grades 7-12 possessing District parking privileges.

#### D. DRUG TESTING EFFECTIVITY PERIODS

##### 1. Student Athletes

Student Athletes will be subject to random drug testing during the entire school year (i.e., the first day of classes in the fall until the last day of classes in the spring) or, if the athletic season commences prior to the start of or concludes subsequent to the conclusion of the school year, the "athletic season" (i.e., the first day of practice until the last competition of the season or the awards program for that sport, whichever is later). There are three athletic seasons: fall, winter and spring.

##### 2. Extra-curricular/Co-curricular Activities

If a District sponsored club, competition, practice, event, meeting and/or activity outside of the normal school day.

##### 3. Student Drivers

Student drivers will be subject to random drug testing during the entire school year (i.e., the first day of classes in the fall until the last day of classes in the spring).

#### E. TESTING AGENCY

All drug tests shall be conducted by laboratories certified by the Ohio Department of Health and Human Services. The certified testing agency selected by the Board of Education shall be responsible for randomly selecting students, processing sample results and maintaining confidentiality.

#### F. RANDOM SELECTION

A system of selecting students in grades 7-12 (with privileges) for drug and alcohol testing in which each student will have a fair and equitable chance of being selected each time selections are required. The term "random number generator" is used to describe this system.

#### G. ILLEGAL/ILLICIT DRUGS

Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

#### H. ALCOHOL

Any intoxicating substance containing alcohol, such as liquor, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term "alcoholic beverage" also includes any liquid substance (such as near beer) which contains alcohol in any percentage.

The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use in a prescription or by the manufacturer. Medicines containing alcohol that are administered in accordance with District policy which follow rules related to use of prescription and nonprescription drugs are not considered alcoholic beverages provided the substance is a) authorized by a

medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use, or b) an over-the-counter medicine.

## **TYPES OF TESTING**

### **A. RANDOM TESTING**

Random testing may be performed throughout the season and/or school year as defined herein. At the beginning of each season and/or school year, all students having privileges as defined in the Purpose Statement will be eligible for random urine drug testing. The collection process will take place on District property or at a testing facility approved by the Board of Education. If the student's Informed Consent Agreement is not yet on file with the District, the head coach or advisor/instructor for each student with a privilege is responsible for obtaining the properly signed form, which shall contain the student's and their parent's/guardian's/custodian's signatures. The High School Principal/designee will obtain the properly signed form for students with parking privileges.

1. Random selection of students: The drug testing agency will utilize a random number generator to select students for testing. Students may be tested more than once per season and/or school year.
2. Scheduled random testing: Random testing will be unannounced. The drug testing dates and times will be selected by the High School Principal/designee and confirmed with the testing company. The frequency and percentage of students tested each time will be determined by the Superintendent in conjunction with the School Board.

### **B. OPT-IN STUDENT DRUG TESTING**

Parents/guardians/custodians that have students not involved in privileged activities may have their student tested during the next testing cycle, at the expense of the District. Interested parents/guardians/custodians should contact their student's Building Principal.

### **C. OTHER TESTING**

Other testing may be conducted at the request of the Building Principal or the Athletic Director and must have approval of the Superintendent. The types of other testing are as follows:

#### **1. Group/Team Testing**

At the beginning of a season and/or school year, all eligible students in a particular group may be required to take a drug test.

#### **2. Reasonable Suspicion Testing**

School officials have the right to have a student tested for use of drugs when there is "reasonable suspicion." This applies to all students having privileges as defined in the Purpose Statement.

## **DRUGS FOR WHICH STUDENTS MAY BE TESTED**

Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6).

## **REFUSAL TO TEST**

Refusal to submit to a random or reasonable suspicion drug test, or refusal to report to the test site immediately will constitute a violation of this Random Drug Testing Policy and will be treated as a positive test result.

### **COLLECTION PROCESS (Urine Screens)**

The student will be notified to report to the collection site. Upon arriving at the collection site, the following procedures will occur:

1. All students will be identified by the Athletic Director/Principal/Activity Advisor. No exceptions will be allowed.
2. The testing area will be secured during testing.
3. Only lab technicians and the student being tested will be witness to the test; privacy must be maintained for all students.
4. The Athletic Director/Principal/Activity Advisor are responsible for ensuring that all forms are completed and signed by both the parent/guardian/custodian and the student prior to testing.
5. When a student arrives at the collection site, if he/she is unable to provide a sample, he/she will be asked to drink water or juice provided by the Athletic Director/Principal/Activity Advisor.
6. No bags, backpacks, purses, containers cups or fluids will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves, or baggy clothing must be removed before entering the collection site. Students will be required to empty their pockets. Any infringement of the rules will result in the student taking the test again.
7. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they will not be allowed to test, and this will be considered a refusal. They are not to have contact with anyone other than the lab technician or school official until after the sample is given.
8. Students will be asked to wash their hands. The lab technician will add blue dye to the toilet.
9. Students will be asked to urinate directly into a collection cup given to them by the lab technician. The lab technician will stand outside the restroom.
10. If any adulteration of the specimen is detected, it will have the same consequences as a "positive." The lab checks every sample for adulteration, such as additives the student may drink or add to the urine to change the sample.
11. Any suspicion of tampering will result in the sample being sent to the lab for confirmation of tampering.
12. The sample must be taken in one attempt within four (4) minutes of entering the bathroom and be at least 30 ml in volume. The student must return the cup to the lab technician.
13. Students are not to flush the toilets. In the event the student flushes the toilet, the sample is considered to be invalid, and he/she will be required to give a new sample immediately. If the student is

unable to provide a new sample immediately, he/she will be asked to drink water or juice provided by the Athletic Director/Principal/Activity Advisor.

14. While the student is watching, lab personnel will recap and collect the sample. The student will note the specimen number and sign the specimen sheet verifying the specimen number and student identity. In the event the student does not hand the cup directly to the lab personnel, the sample is considered invalid and a new sample must be given.

15. The specimen will be checked by lab personnel at the time of testing using a rapid screen panel. Any "non-negatives" will be placed in a transport bag and sent to a laboratory and a certified Medical Review Officer will interpret the results.

16. This collection procedure is subject to change because of procedural requirements by the testing agency. The Board of Education reserves the right to change the collection procedure to coincide with the guidelines set forth by the testing agency. The Board of Education reserves the right to collect hair, fingernail, and/or saliva samples in lieu of urine samples.

17. When using rapid screens, all non-negatives will be brought to the attention of the High School Principal.

### **PROCEDURES IN THE EVENT OF A POSITIVE TEST**

1. The Medical Review Officer will review all "non-negatives" or suspected adulterations.

2. Depending upon the substances found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the student is taking any prescription medication from a physician.

3. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication and forward to the MRO. Failure to provide such requested information will be considered a positive result.

4. The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen.

5. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of illicit or banned substances from the body. If the Medical Review Officer believes the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

6. The Medical Review Officer shall confirm all specimens identified as positive on the initial drug test through the use of the gas chromatography/mass spectrometry method of detection, or any other method that is professionally recognized as being more accurate than the gas chromatography/mass spectrometry method. In the event the confirmatory test confirms the results of the initial test, the District will proceed with the "Note: Consequences for Violations of the Random Drug Testing Policy."

7. The Medical Review Officer based upon the information given will certify the drug test results as positive or negative. Positive results will be reported to the High School Principal/designee by telephone.

8. The Principal/designee, within one (1) school day of receiving the test results from the drug testing agency, will attempt to notify the parent/guardian/custodian (first and preferably by telephone) of the positive results. Once the parent/guardian/custodian is notified, the student will then be notified of the

positive results. The Principal/designee will then provide a written notification to the parent/guardian/custodian via U.S. mail.

9. If the parent/guardian/custodian or student wishes to contest the results, the drug testing agency will arrange a retest of the specimen to be submitted to the same laboratory. The parent/guardian/custodian or student must pay for this expense. Such a request must be made to the Principal/designee in writing within five (5) school days from the first notification of the positive test results. The results of this test shall be determinative, except in those instances where the first test and confirmatory test indicated the presence of adulterant(s) in which case the results of the initial and confirmatory shall be determinative. Consequences for violations of this Random Drug Testing Policy will not be delayed due to the contesting of the results of the initial and confirmatory test.

## **CONSEQUENCES FOR VIOLATIONS OF THE RANDOM DRUG TESTING POLICY**

### **A. First Violation**

1. Student athletes will be denied participation in 40% of athletic competitions. Students participating in extra-curricular/co-curricular activities and/or possessing District parking privileges will be denied participation for 30 calendar days. For example:

#### **Student Athletes**

If there are 20 games in a season, the athlete will be denied participation in eight (8) games, with any remaining percentage of the denial of participation applied to the next season of participation in an athletic activity, if necessary. In addition, for a period of seven (7) calendar days, the student will be denied from actively participating in practices, however he/she may, at the parent's/guardian's/custodian's discretion, attend practices. For the remaining percentage of time, the student may participate in practices, and may sit with the team during contests. The student may not wear a team uniform during the entire period of denied participation.

#### **Extra-curricular/Co-curricular Activities**

The student will be denied participation for 30 calendar days for all extracurricular/co-curricular activities, with any remaining days of the denial of participation applied to the next season of participation, if applicable.

#### **Student Driver**

The student will be denied parking privileges for 30 calendar days, with any remaining days of the denial period applied to the next school year, if applicable.

2. The student and his/her parent/guardian/custodian must attend and complete the Miami County Recovery Council's Drug ("MCRC") Prevention Program and provide proof of completion to the Building Principal. The cost of this class shall be the responsibility of the student and/or his/her parent/guardian/custodian. During the Health Class, MCRC will conduct a screening of the student. The MCRC will then provide a recommendation back to the Building Principal or his/her designee to either have the student move forward with counseling, or to indicate no further action is required. The student and his/her parent/guardian/custodian must sign a release authorizing MCRC to inform the Building Principal that the student and his/her parent/guardian/custodian attended the Health Class and if counseling is recommended. The MCRC maintains confidentiality of personal information. If the MCRC recommends counseling, the student must satisfy the recommendation and provide proof by submitting a signed note from a counselor certified by the Ohio Department of Health and Human Services. The cost of these services shall be the responsibility of the student and/or his/her parent/guardian/custodian.

If a student and his/her parent/guardian/custodian attend and complete the Miami County Recovery Council's ("MCRC") Drug Prevention Program (also known as "Health Class"), the students denied participation shall be reduced by one half upon providing proof of completion to the Building Principal. In the event that the next scheduled MCRC class is not available in time for the reduced denial period, a signed promissory note from the student's parent/guardian/custodian may be accepted provided the note lists the date that the student and his/her parent/guardian/custodian is enrolled.

3. The student shall perform eight (8) hours of community service for a charitable or non-profit organization as approved by the Principal/designee. The student must provide proof of service by submitting the signature and a phone number of an official from the charitable or non-profit organization to the Principal/designee before being reinstated.

4. In order for participation and privileges to be reinstated after the penalty, the student must agree to submit to follow-up drug tests each time the testing agency makes a site visit for a 12-month period from the date of the positive drug test result at the District's expense. The drug testing dates will be determined by the Principal/designee. In addition, the student and/or his/her parent/guardian/custodian must attend a reinstatement meeting with the Building Principal.

5. Failure to complete the above-stated requirement Page 10 participation in all privileged activities for one year.

6. If the student tested positive for only nicotine, the denial period is reduced by ½ of that specified in paragraph A.1.

#### B. Second Violation

1 Student athletes will be denied participation in 80% of athletic competitions. Students participating in extra-curricular/co-curricular activities and/or possessing District parking privileges will be denied participation for 60 calendar days. For example:

##### Student Athletes

If there are 20 games in a season, the athlete will be denied participation in sixteen (16) games, with any remaining percentage of the denial of participation applied to the next season of participation in an athletic activity, if necessary. In addition, for a period of seven (7) calendar days, the student will be denied from actively participating in practices, however he/she may, at the parent's/guardian's/custodian's discretion, attend practices. For the remaining percentage of time, the student may participate in practices, and may sit with the team during contests. The student may not wear a team uniform during the entire period of denied participation.

##### Extra-curricular/Co-curricular Activities

The student will be denied participation for 60 calendar days for all extracurricular/co-curricular activities, with any remaining days of the denial of participation applied to the next season of participation, if applicable.

##### Student Driver

The student will be denied parking privileges for 60 calendar days, with any remaining days of the denial period applied to the next school year, if applicable.

2. The student shall perform eight (8) hours of community service for a charitable or non-profit organization as approved by the Principal/designee. The student must provide proof of service by submitting the signature and a phone number of an official from the charitable or non-profit organization to the

Principal/designee before being reinstated.

3. In order for participation and privileges to be reinstated after the penalty, the student must agree to submit to follow-up drug tests each time the Page 11 testing agency makes a site visit for a 12-month period from the date of the positive drug test result at the District's expense. The drug testing dates will be determined by the Principal/designee. In addition, the student and/or his/her parent/guardian/custodian must attend a reinstatement meeting with the Building Principal.

4. The student and his/her parent/guardian/custodian must attend and complete the Miami County Recovery Council's Drug Prevention Program and provide proof of completion to the Building Principal. The cost of this class shall be the responsibility of the student and/or his/her parent/guardian/custodian. During the Health Class, MCRC will conduct a screening of the student. The MCRC will then provide a recommendation back to the Building Principal or his/her designee to either have the student move forward with counseling, or to indicate no further action is required. The student and his/her parent/guardian/custodian must sign a release authorizing MCRC to inform the Building Principal that the student and his/her parent/guardian/custodian attended the Health Class and if counseling is recommended. The MCRC maintains confidentiality of personal information. If the MCRC recommends counseling, the student must satisfy the recommendation and provide proof by submitting a signed note from a counselor certified by the Ohio Department of Health and Human Services. The cost of these services shall be the responsibility of the student and/or his/her parent/guardian/custodian.

5. Failure to complete the above-stated requirements will result in denial of participation in all privileged activities for one year.

#### C. Third Violation

The student shall be permanently denied participation in athletics, extra-curricular/cocurricular activities, and driving/parking privileges for the remainder of their enrollment at the District, effective immediately.

### **SELF-REFERRAL**

A student may ask a coach, advisor, director, counselor, administrator or other school personnel for help prior to any known violations of this Policy. This is known as a self-referral. Selfreferrals can be made at any time except during the period of time after the student has been called to the collection site but before the time the sample is collected. While self-referrals are encouraged, they are not consequence-free. The consequences of a self-referral are:

A. The student and his/her parent/guardian/custodian are strongly encouraged to attend and complete the Miami County Recovery Council's Drug Prevention Program.

B. The student will be denied participation in 10% of athletic competitions. The student will be denied fifteen (15) calendar days of extra-curricular/co-curricular activities, and driving/parking privileges. For example:

#### Student Athletes

If there are 20 games in a season, the athlete will be denied participation in two (2) games, with any remaining percentage of the denial of participation applied to the next season of participation in an athletic activity. In addition, for a period of seven (7) days, the student will be denied from actively participating in practices; however, he/she may at the parent's/guardian's/custodian's discretion, attend practices. For the remaining percentage of time, the student may, participate in practices, and may sit with the team during contests. The student may not wear a team uniform during the entire period of denied participation.

#### Extra-curricular/Co-curricular Activities

The student will be denied participation for fifteen (15) calendar days for all extra-curricular/co-curricular activities, with any remaining days of the denial of participation applied to the next season of participation, if applicable.

#### Student Driver

The student will be denied parking privileges for fifteen (15) calendar days, with any remaining days of denial applied to the next school year, if applicable.

C. In order for participation and privileges to be reinstated after the denied participation period, the student must agree to submit to follow-up drug tests each time the testing agency makes a site visit for a 12 month period from the date of self-referral at the District's expense. In addition, the student and his/her parents/guardians/custodians must attend a reinstatement meeting with the Building Principal.

D. Failure to complete these requirements will result in denial of participation in all privileged activities for one half of the school year.

A self-referral will become a first offense and subject to consequences if:

A. A law enforcement agency is involved in the investigation of a potential violation or either formal or informal charges have been filed before the student attempted to self-refer.

B. Evidence of a violation is known by any staff member before the student attempted to self-refer. A self-referral may be used only once during the 7-12 academic career of a student and may not be used after the student becomes a first offender.

## **INFORMED CONSENT AGREEMENT**

We hereby consent to allow the student named on the reverse side to undergo testing for the presence of illegal/illicit drugs, alcohol, or banned substances in accordance with the Policy and Procedures for Random Drug Testing of the Covington Exempted Village School District Board of Education ("Board of Education" or "Board").

We understand that testing will be administered in accordance with the guidelines of the Board of Education's Drug Testing Policy.

We understand that any sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Board of Education, its employees, and/or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of drugs.

We further give our consent to the company selected by the Board of Education, its employees, and/or agents, to release all results of these tests to designated Board employees and/or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Covington Exempted Village School District Board of Education, its employees, and/or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and Section 3319.321 of the Ohio Revised Code, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

**Covington Exempted Village Schools**  
**INFORMED CONSENT AGREEMENT**

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

**AS A STUDENT:**

I understand and agree that participation in privileged activities may be withdrawn for violations of the Covington Exempted Village School District Board of Education's Random Drug Testing Policy.

I have read the Random Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to said Policy.

I understand that when I participate in any privileged program, I will be subject to initial and random drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any privileged activities.

I have read the Informed Consent Agreement and agree to its terms.

I understand this Agreement is binding while I am a student in the Covington Exempted Village School District.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**AS A PARENT/GUARDIAN/CUSTODIAN:**

I have read the Covington Exempted Village School District Board of Education's Random Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in privileged activities in the Covington Exempted Village School District.

I pledge to promote healthy lifestyles for all students in the Covington Exempted Village School District.

I understand that my son/daughter/ward, when participating in any privileged program, will be subject to initial and random drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in these privileged activities.

I have read the Informed Consent Agreement and agree to its terms.

I understand this Agreement is binding while my son/daughter/ward is a participant in privileged activities in the Covington Exempted Village School District.

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN PRINTED NAME

\_\_\_\_\_  
WORK PHONE

Adopted by the Covington Board of Education