

FRANKLIN CITY SCHOOLS

ATHLETIC DEPARTMENT

PARENT/STUDENT ATHLETE HANDBOOK



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MISSION STATEMENT

The mission of the Franklin City Schools, a progressive, community-based school district, is to guarantee all students can grow, develop, and learn to their fullest potential by providing a challenging, individualized curriculum; an exemplary, compassionate staff; and a state-of-the-art, safe and supportive learning environment.

The Franklin Athletic Department will foster this mission statement through promoting loyalty, teamwork, pride, discipline and a commitment to excellence in all that we do.

ATHLETIC PHILOSOPHY

The Athletic Department of Franklin City Schools will provide a variety of experiences to aid in the development of favorable habits and attitudes that will prepare students for adult life.

The Interscholastic Athletic Program shall be conducted in accordance with the existing Board of Education (BOE) policies, rules and regulations. While the BOE takes great pride in winning it does not condone “winning at all costs.” It discourages any and all pressures that tend to neglect good sportsmanship and mental health.

An athlete is defined as any student participating in interscholastic sports as a player, cheerleader, trainer, manager or any other position directly responsible to the head coach of the particular athletic team.

The Principal and Activities Director (AD) will be responsible for all matters that concern Extracurriculars. The AD will make all contacts with the Ohio High School Athletic Association (OHSAA) in reference to questions concerning the school district and state regulations.

GOALS

The main goal of The Franklin Athletic Programs is that our students will learn the skills and habits to be a more effective and productive citizen in society.

To accomplish this goal, it is our focus to teach students to work together, to be competitive, to develop sportsmanship, to work to improve, to develop desirable personal health habits, to learn grit, and to have pride in themselves.

Governing Bodies

The Ohio High School Athletic Association or OHSAA

<https://www.ohsaa.org/>

All schools are voluntary members of the OHSAA and compete only with member schools. As a member school, Franklin City Schools agree to abide by and enforce all rules and regulations set forth by the OHSAA.

The primary role of the OHSAA is to maintain and enforce rules and regulations that ensure and promote equity and fair play. The Association solicits input and is responsive to requests for rules modifications from member schools, appointed committees, Coaches Associations and the National Federation of High School Sports.

The OHSAA Rules, as published in the handbook of the Ohio High School Athletic Association, shall be the governing directive for athletic activities sponsored by Franklin High School.

Southwestern Buckeye League (SWBL)

<http://www.swblsports.com/>

Franklin High School joined the SWBL in the 2006-07 school year. The conference was established to encourage member schools to improve their extracurricular programs in athletics. The conference membership facilitates the arranging of schedules, equalizing competition, conducting league meets and determining league championships. Membership implies abiding by the conference schedules, rules and regulations.

EXTRA- CURRICULAR ACTIVITY ELIGIBILITY

1. **Yearly Physical Examination.** A yearly physical examination is required for participation in extracurricular activities. The physical examination must be completed by the physician and submitted to the coach PRIOR to participation. The completed physical examination will be kept on file in the athletic office.
<https://www.ohsaa.org/medicine/physicalexamform>
2. **Final Forms.** Each year both the student athlete and their guardian must read, complete and sign all paperwork in Final Forms. These forms include but are not limited to a physical exam, Emergency Medical Form, transportation agreement, Lindsays Law, Athletic Handbook and Student Code of Conduct.

3. **Proof of Insurance:** All athletes must have some type of insurance before they can participate with any athletic team.
4. **PAY TO PARTICIPATE:** The fee must be paid by the date established by the School Board for each sport season. Failure to pay the fee will result in the removal of participation in any events or contests until the fee is paid. If a person quits the sport/activity after initial participation then the fee will not be refunded. The only exception is where the reason for leaving is due to a medical issue.
5. **Academic Eligibility.** Eligibility requirements for participating in athletic programs must conform with, but may exceed, the regulations of the OHSAA.
<https://www.ohsaa.org/Eligibility>

Current Criteria for Eligibility in Grades 7-12

1. Must be enrolled in Franklin City Schools or a resident in Franklin City School District enrolled in a private/charter/home schooling program that does not offer that specific activity.
2. Received passing grades in a minimum of FIVE one credit classes, or the equivalent, in the immediate preceding grading period. (Physical Education does not count)
3. Cannot receive 2 or more “Fs” in the preceding grading period
4. All student activities fall under this policy.

CODE OF CONDUCT

Athletes of Franklin City Schools are direct representatives of the school and themselves and will be expected to conduct themselves in a way that will gain respect for the school and themselves. Representing Franklin in Athletics is a privilege and not a right. It is available only to those who have the will, ability and desire to abide by the rules and regulations that have been established by the OHSAA, the SWBL, Franklin City Schools and the respective head coach of each team.

Substance Abuse Policy

The use or possession of alcoholic beverages, tobacco products, illegal drugs, E-Cigarettes, or vapes is expressly forbidden. Anyone who aids or abets another in committing an infraction concerning prohibited products will be treated as though he/she had violated the first sentence of this paragraph.

365 Day Calendar: The Substance Abuse Policy is not only for in-season. It is a policy that is in place for 365 days. The calendar begins on the first day of a student's suspension following an infraction.

1st Offense- The potential penalty will be up to 20% of the scheduled contest of the current or next Athletic Season.

2nd Offense- If the next offense is within the 365 Day Calendar, the suspension will be up to 50% of all scheduled contests of the current or next athletic season.

3rd Offense- If the 3rd offense occurs during a student's 365 Day calendar the penalty is up to the suspension of 100% of the current or next athletic season.

4th Offense - If the 4th offense is in the student's 365 Day calendar, the penalty will be a suspension of the remainder of the 365 Day calendar.

Denial Clause - If any athlete denies their involvement in a substance related citation and is later found to have been involved, their consequence may be doubled.

- With any violation a student may be referred to an outside agency for evaluation and or treatment.

STUDENT SUBSTANCE ABUSE PLEDGE: I agree to abide by all extracurricular rules regarding the use of alcohol, tobacco and/or other drugs. To demonstrate my support, I pledge to:

1. Support my fellow students by setting an example and abstaining from alcohol, tobacco and drugs.
2. Not enable my fellow students who use alcohol/tobacco/drugs. I will not cover up for them or lie for them if any rules are broken. I will hold my teammates responsible for their actions.
3. Seek information and assistance in dealing with alcohol, tobacco and/or other drug problems.
4. Be honest and open with my parents about my feelings, needs and problems.
5. Be open and honest with my coach and other school personnel when the best interests of my fellow students and my school are being jeopardized.

PARENT SUBSTANCE ABUSE PLEDGE: As parent(s) of a student participating in Franklin City Schools' Extra-Curricular program I realize that chemical dependency is a serious problem and I am also concerned about recurring problems that arise from teenage alcohol, tobacco and/or other drug use. To demonstrate my support, I pledge to:

1. Set a positive example by exhibiting low risk use of alcohol/prescriptions and other legal drugs.
2. Heighten my awareness of my child's behavior, psychological needs, social habits, and academic status.
3. Assert my authority as parent(s) by not enabling or covering up for my child if the extra-curricular rules are broken. I will hold him/her responsible for his/her actions.
4. Not enable by allowing my child to entertain teenagers who are using alcohol, tobacco and/or other drugs in my home or on my property.
5. Uphold the coach/director and other school personnel in dealing with my child.
6. Provide support for my child if it becomes apparent a problem exists.

Attendance Policy HIGH SCHOOL

Student-athletes must be in attendance no later than the end of 2nd period. Student-athletes are also expected to be in attendance a minimum of five class periods during the regular school day to be eligible to practice or participate in a contest that day. Any exceptions to this rule require the permission of the building principal or the student activities director.

Student-athletes who have already exceeded the threshold for excessive absence and/or habitual truancy, and are absent or late for any reason, must produce official documentation to be eligible to practice or participate in a contest that day.

With prior approval by the building principal or the student activities director, as may be appropriate, additional standards and rules may be established in writing by the activity advisor or coach and become effective when given to each participant and approved by the building principal and activities director. The standards or rules shall be a part of the Code of Conduct for that activity.

JUNIOR HIGH SCHOOL

Student-athletes must be in attendance no later than the end of 1st period. Student-athletes are also expected to be in attendance a minimum of four class periods during the regular school day to be eligible to practice or participate in a contest that day. Any exceptions to this rule require the permission of the building principal or the student activities director.

Student-athletes who have already exceeded the threshold for excessive absence and/or habitual truancy, and are absent or late for any reason, must produce official documentation to be eligible to practice or participate in a contest that day.

With prior approval by the building principal or the student activities director, as may be appropriate, additional standards and rules may be established in writing by the activity advisor or coach and become effective when given to each participant and approved by the building principal and activities director. The standards or rules shall be a part of the Code of Conduct for that activity.

School Disciplinary Action and Extracurricular Participation Policy

Any student serving an out-of-school suspension, expulsion, or exclusion is ineligible to participate in or attend any extracurricular activities for the duration of the disciplinary action.

For students receiving in-school suspension, disciplinary action related to extracurricular participation will be determined by the Head Coach, based on the number of suspensions and the severity of the offense. Coaches will apply consistent standards and may consult with school administration as needed. **Head Coaches will communicate with the Athletic Department the disciplinary action taken for the in-school suspension.** Repeated or severe infractions may result in temporary or permanent removal from extracurricular activities.

Team Rules

All Head Coaches have the ability to create a set of team rules. The rules will be clearly communicated to the Activities Director as well as to the student athletes. Violation of those team rules may result in discipline from the Head coach and or the AD. Appropriate disciplinary action may include anything from extra conditioning to suspension or removal from the team.

Administration

The Administration reserves the right to levy disciplinary action on any measures of misconduct not mentioned specifically in the above rules.

Suspension, Removal or Quitting A Team

1. Suspension from the Team

- a. Suspension is defined as removal from a set number of practices or contests but with the ability to return to the team.
- b. It is the responsibility of the Head Coach to inform the athlete, the athlete's guardian (make 2 attempts), and the AD.
- c. The Head Coach will then create a plan for a return to the team. The plan will be presented to the athlete and parents, if he/she agrees to meet the expectations established in the plan they may be permitted to return.

2. Removal from a Team.

- a. Removal is defined as permanent removal from the team for the remainder of that season.
- b. If an athlete is removed from the team, it is the responsibility of the Head Coach to inform the athlete, the athlete's guardian (make 2 attempts) and the AD.
- c. The athlete or parents of the athlete can appeal the removal to the AD within 48 hours of the removal. The AD may take up to one week to investigate if

the removal is justified. During this time, the athlete will not be permitted to participate in practice or scheduled contests. If the investigation confirms the removal is justified, the AD will meet with the athlete to inform him/her of the decision. If the investigation reveals that the removal was not justified the AD will meet with the Head Coach and the athlete to discuss a return to the team.

- d. If the athlete or coach wants to appeal the decision of the AD, they will need to inform the building principal within 24 hours of being informed by the AD of the decision. The principal may take up to one week to examine the information surrounding the removal and give a final ruling. During this time the athlete will not be permitted to participate in practice or scheduled contests.
- e. If an athlete is removed from a team, they may not participate for another team during that same season.

3. Quitting a Team

- a. If an athlete quits a team, they make themselves ineligible to participate for another team in that same season.
- b. If an athlete quits a team, they are ineligible to begin any preseason practices for future seasons.
- c. Exception is that the student athlete may be released to participate by the coach from the team he/she quit.

SEASON PARTICIPATION RULE

- 1. Once a student athlete becomes a member of a team, he/she cannot participate in any other sport or intramural activity during the same season. An exception may be made with the approval of the Athletic Director and both coaches prior to the season.
- 2. All non-interscholastic competition is prohibited by the OHSAA and any participation in those would make the student ineligible and could lead to forfeiture of the contest.

OUT OF SEASON/PRESEASON TRAININGS

In season athletes are not permitted to participate in out of season or preseason activities (i.e open gyms, weight lifting, and or conditioning). With collaboration from BOTH the in-season and out of season coaches a player or group MAY be granted permission to participate in these activities. In these individual cases it is the responsibility of the individual athlete to start the collaboration process between the coaches prior to participation in these activities.

EQUIPMENT

All Franklin athletic equipment that is issued to the student is the responsibility of the student. The student athlete will assume financial responsibility (replacement costs) of the equipment if it is lost, damaged or simply not returned. Failure to return equipment makes

the student athlete ineligible to participate in any extracurricular activities until the equipment has been returned or the replacement costs have been paid.

TRANSPORTATION

Transportation is provided by the athletic department, through the Franklin City Schools Board of Education, to and from all AWAY athletic contests. Student behavior and normal bus rules are in effect on all trips and students are bound by the Student Code of conduct and the Athletic Code of Conduct. No non team personnel are permitted on the bus.

Exceptions- In cases where parents need to bring their child home from an away contest, parents are responsible for providing written documentation to the coach that they are taking their child. Only a parent may sign out a child.

INJURIES

All injuries should be reported to your coach immediately. Only authorized personnel are to attend to an injured student athlete. All reasonable attempts to contact parents will be made if the student athlete must be transported to a medical facility. No athlete should attempt to self medicate. Medical kits and the training room are “OFF LIMITS” to student athletes unless under the direct supervision of a coach or Athletic Trainer. In appropriate instances, coaches and/or the Athletic Trainer will request a written release signed by your physician regarding future participation and rehabilitation. **If your son/daughter sees a physician, a physician's release is required prior to participation and a copy of the release is to be in the possession of the Athletic Trainer before the athlete may resume participation.** The School's Athletic trainer has the authority to deny participation to an injured athlete. A coach, parent, or athlete cannot override a Physician's or Athletic Trainer's denial of participation to an injured athlete. **Please note that Concussions are handled differently .**

CONCUSSIONS

<https://www.ohsaa.org/sportssafety>

If an athlete has or is suspected of having a concussion, he/she cannot return to practice or competition that same day. The Athlete is required to have a physician's evaluation in a timely manner. An athlete CANNOT return to sport until written documentation from the treating physician has been obtained by the Athletic Trainer. **Please be aware that a note from the physician clears that athlete to begin the return to play protocol. It does not clear the athlete to immediately return to his/her sport.**

COMMUNICATION AND CONFLICT RESOLUTION PROCEDURES

In an organization involving many students, parents, and staff there will be circumstances that lead to questions, concerns and/or misunderstandings. Through effective

communication, cooperation and the use of this handbook, it is hoped that many of these situations may be averted by detailing the roles, responsibilities and expectations of the parties involved.

When such circumstances arise, it is imperative that the proper channels of communication are understood and utilized as a means to achieving consistent and positive results. While differences of opinions and disputes may arise regarding aspects of any extracurricular activity, it is **within the purview of the coach or advisor to determine the structure and day to day operations of the program. This may include, but is not limited to:**

- General rules and regulations
- Selection of team(s), positions and playing time
- Team configuration, style of play, defensive/offensive structure etc.
- Practice format and schedules
- Participation based on skill level, work ethic, attitude , behavior, class work etc.
- Selection of captains and/or student leadership

Any issues regarding safety of participants or inappropriate staff behavior should be reported directly to the building administrator or AD. Other concerns should be addressed and communicated utilizing the following chain of command process:

Level 1: Student to Coach. This should be at an appropriate and convenient time. It is imperative that the communication begins with the student addressing his/her concerns first. We will not go to Level 2 if Level 1 has not taken place.

Level 2: Parent to Coach. If the student and coach were unable to reach a satisfactory resolution. The parent/guardian may present their concerns to the coach. This should happen at an appropriate and convenient time. It is encouraged that the student athlete also attends these meetings. All parties should work towards reaching a resolution. We will not go to Level 3 unless Level 1 and 2 have taken place.

Level 3: Parent to AD. If either party feels that a satisfactory resolution has not been achieved the parent can express their concerns to the AD. At which time the AD will work to mediate a resolution. We will not go to Level 4 if Levels 1, 2 and 3 have not taken place.

Level 4: Parent to Building Principal. If an acceptable resolution has not been achieved, the building principal will meet with all the affected parties to review and resolve the matter.

Communication with Coaches

Communication expected from COACHES:

- Coaching Philosophy
- Setting expectations for athletes on team
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)

- Discipline that results in the denial of your child's participation

Communication expected from PARENTS:

- Notification of any schedule conflicts well in advanced
- Concerns expressed directly to the coach
- Specific concerns in regard to a coach's philosophy and/or expectations

APPROPRIATE concerns to discuss with COACHES:

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues NOT APPROPRIATE to discuss with COACHES:

- Team strategy, substitutions and play calling
- Other student-athletes

Do not confront a coach before or after a contest or practice.

Coaches may set their own time frame to have discussions with parents but in ALL cases a 24 hour rule is in effect.

SPORTSMANSHIP

In all endeavors of the athletic competition, coaches will emphasize the value and importance of sportsmanship. Every contest has a winner and a loser. Sportsmanship is a valued trait to possess. It is the possession of maturity.

SPORTSMANSHIP IS EVERYONE'S RESPONSIBILITY

Parents/Fans

We expect the following from our parents and fans:

- **Respect the game.** Your child is being asked to accept the responsibility and privilege of representing Franklin. A part of this responsibility is showing respect for officials' decisions, showing respect for opponents, and encouraging all to play by the rules and resolve conflicts without resorting to hostility or violence. We ask that you do the same.
- **Model how to win, how to lose, and how to respond to officials.** There is no tolerance for arguing with officials. It is a blatant example of poor sportsmanship, it will not change the call, and it increases the likelihood of more bad calls. More importantly, it weakens the reputation of Franklin Schools and all parties associated with it.
- **Conduct yourself the same way you expect your child to conduct himself or herself around you.** Whenever you step over the line, you are inviting them to do the same.

Possible Consequences for Violating the Sportsmanship Guidelines

The following consequences may be enforced after a warning, depending on the severity of the action.

- **First Offense:** Verbal warning and documentation.
- **Second Offense:** Removal from the event and written warning. Completion of an NFHS sportsmanship class may also be required. Here is the link to this class: <https://nfhslearn.com/courses/sportsmanship-2>
- **Third Offense:** Suspension from future events for 2–4 weeks minimum
- **Ejection:** If a coach, athlete or parent is ejected from the contest then FCS will uphold the removal and follow OHSAA guidelines regarding ejections.
- **Severe Offenses may result in an immediate, indefinite ban pending administrative review.**

Franklin City Schools reserves the right to deviate from the above sequence if a person's behavior at any point is severely egregious. All consequences apply to home and away events.

General Expectations

To ensure the safety and success of our athletic programs:

- Your child is expected to be with his/her coaches before, during, and after practices and contests.
- **Parents spectate. Coaches coach.** During games, parents **SHOULD NOT** “coach” their students from the stands - this is the coach's responsibility. Do not compete with the coach.
- **Parents are NEVER permitted at the team bench/areas.** As spectators, parents should sit (and remain) in the designated areas for spectators. The only exception is if your child is seriously injured.
- **It takes a village.** Your child's team may need you as a volunteer, and we ask that you make the effort to assist if able.

We have read this Athletic Participation, Release, Waiver and Indemnity Agreement, Extracurricular Code of Conduct, Student and Parent Pledges, and fully understand the terms and conditions thereof, and we voluntarily sign the same of our own free will and accord.

Parent/Guardian Signature Date _____

Student Signature Date _____