

STUDENT ATHLETE
PARTICIPATION
CRITERIA
HANDBOOK



2021-22

**C
A
Z
A
L

W
I
Z
C
H
E
S
T
E
R

7
/
12

S
C**

Dear Parents and Student Athletes,

The enclosed information is provided for your understanding of the expectations by the Canal Winchester Schools of its' student athletes. It is sincerely hoped that this information will clarify the responsibilities and expectations of student athletes, as well as inform parents about common concerns.

We thank you in advance for familiarizing yourself with this material and returning the necessary forms as soon as possible.

Sincerely,

The Canal Winchester Athletic Department

REVISED: 17May2021

CANAL WINCHESTER MIDDLE SCHOOL & HIGH SCHOOL
"Extra-Curricular Participation Agreement"

I. PREAMBLE

The Canal Winchester Schools believe that an athlete participates in sports by choice. Participation in athletics is a privilege, not a requirement. In making the choice to participate in athletics, the student must choose between the rules of athletics and non-participation. The schools further believe that it is the responsibility of all students to uphold the dignity and honor of the Canal Winchester Schools at all times when representing their school in any activity.

The most important goal of the Canal Winchester Local Schools Extra-Curricular Programs is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Rules promote order and safety, and assist participants to reach maximum performance potential. Every participant should adhere to the rules of the school and conduct himself/herself as a "good citizen" of that school and the community at all times. Dedication and personal sacrifice by each participant promote a sense of group unity and common goals.

Compliance with the rules can help each participant learn values that carry beyond the extra-curricular program and into daily living. In addition, research has shown that use and abuse of tobacco, alcohol and other drugs have harmful effects on the social and intellectual development of children and youth, and on their mental, physical and emotional health.

Again, it must be remembered that **participation in extra-curricular activities is not a right, but a privilege that shall be regulated.** Therefore, all students who participate in interscholastic athletic or other co-curricular activities at any time meet the following regulations from the date of participation. Regulations concerning alcohol and other drugs and tobacco will be in effect for all athletes and other co-curricular activities during their term of participation while enrolled as students in grades 7 through 12 in the Canal Winchester Local School System.

CODE OF CONDUCT-12 month rule

All athletes shall abide by a code of conduct which will earn him/her the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft, vandalism, hazing, disrespect, immorality or violations of the law that tarnish the reputation of everyone associated with the athletic programs and will not be tolerated. This code shall be in effect for 12 months a year, 24 hours a day, for those who made the team. If you make the team and quit, the code still applies. If an athlete is cut, the code does not apply. The code of conduct applies for one calendar year after the conclusion of the last sports season in which the athlete participated.

Failure to comply with the regulations could jeopardize a student's entire co-curricular career.

Definitions:

Athlete - any student participating in an athletic sport, as a contestant, manager, cheerleader.

Sport Season - the season begins with the first day of organized practice and terminates with the date of the State Tournament as per the Ohio High School Athletic Association Handbook.

Possession - the custody and control of property.

Drug/Alcohol Rehabilitation Program - a recognized treatment program with a history of tangible positive results. (All costs for assessment, treatment, rehabilitation, or counseling shall be the responsibility of the athlete and his/her family.

Penalty Carryover - consequences carried over into another sport season or school year.

Self-Referral- seeking help before a violation

II. CONDITIONS FOR ATHLETIC PARTICIPATION

A. **Prior to practice in a sport**, a student must have on file in the Director of Student Activities office the following completed and signed forms:

1. **An Ohio High School Athletic Association Physical Exam Form** signed by the parent/guardian, physician and the student-athlete.
2. An **OHSAA Authorization Form** signed by the parent/guardian and student-athlete
3. **Drug Testing Consent Form** signed by parent/guardian and athlete. (High School only)
4. **Pay to Participate Form** signed by the parent/guardian and student-athlete accompanied by check written for the total amount of the fee.
5. **Student Athlete Fact Sheet** (includes: Athlete Eligibility information, proof of insurance, photo release, participation agreement, and signatures by both the parent or guardian and student-athlete.
6. **Emergency Medical Authorization Card** completed and signed by parent or guardian. (This card will be at all practices and contests in the event of an emergency.)

Financial obligations resulting from equipment fees, replacement of lost or stolen equipment and/or unpaid balances from sales projects must be paid prior to participation in any present or future extra-curricular activity.

B. Extra Curricular Fees: The pay to participate fee for this year is **\$200.00 for High school, \$150.00 for Middle School**. There is no family maximum cap, however, if an athlete plays a third sport during the same school year, the \$200 HS fee or \$150.00 MS fee will be waived. The fee is non-refundable except in cases where the student athlete becomes physically unfit to perform as determined by a physician. Refunds will be prorated.

The following items pertain to clarification regarding the co-curricular activity fee:

- *Does not guarantee: playing/participating time in contests or games:
- *Does not result in control over any conditions of the team or activity:
- *Does not alter policies of the Canal Winchester High School, Canal Winchester Middle School, Canal Winchester Board of Education, or the Ohio High School Athletic Association:
- *Does not alter or affect the district's extra-curricular code of conduct or the individual team/activity rules as enforced by the advisor:

Questions regarding the policy should be directed to the Director of Athletics (833-2155.)

III. GENERAL REGULATIONS FOR ATHLETIC PARTICIPATION

A student participating in interscholastic sports must comply with the following rules and regulations and must be subject to their penalties upon violation.

A. All athletes must meet the requirements, rules, regulations and guidelines set forth by the Ohio High School Athletic Association as stated in the OHSAA Constitution and By-Laws and/or established by the Board of Control, Commissioner and the Association District Boards of the OHSAA. (See attached pamphlet)

PENALTY - As prescribed by the Ohio High School Athletic Association Constitution and By-Laws, Board of Control, Commissioner and/or the Association District Boards.

B. All athletes must meet the requirements, rules, regulations and guidelines for their particular sport as set forth by the league and the rulebooks.

PENALTY - As prescribed by the league or rulebook.

C. All athletes must comply with all additional training rules or other requirements set by the coach/advisor of the activity.

PENALTY - The penalty ranges from verbal reprimand to denial of participation for a specified period of time that could be the remainder of the season.

D. An athlete is prohibited from quitting one sport and participating in another sport in the same season. **EXCEPTION:** A physician gives the athlete specific instructions to quit that sport and the same physician authorizes competition in another sport. An athlete is considered a part of a team when he/she has played in their first contest, being a scrimmage or game.

PENALTY - The student is denied participation in a sport that season.

NOTE - A student desiring to participate in two sports during the same season will be handled on an individual basis. A decision prior to the start of the season will be made based upon the ability of the two programs to work together taking into consideration practices, contests, academic status and coaches' preference.

E. In order to be eligible, a student in grades 9, 10, 11, 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period (nine-weeks) and re-received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation and have a grade point average **of 1.65 or higher** in that grading period. The only exception is first year 9th grader (A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which

the student was enrolled). (OHSAA)

A high school student may receive an "F" and still participate as long as his/her GPA is a **1.65** or above and is passing a minimum of 5.0 credits.

The eligibility or ineligibility of a student continues until 24 hours after the reporting date approved by the Board of Education at which time the immediately preceding grades become applicable.

EXCEPTION: At the start of the fall sports season, the first grading period is considered to have started in so far as this bylaw is concerned. (OHSAA)

Eligibility for each grading period is determined by grades received the preceding grading period.

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 grade 7 or 8 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 a minimum of five of those subjects in which the student received grades. (OHSAA)

Eligibility will be checked at mid-term during the nine-week grading period. (CW)

PENALTY - If a student is found ineligible at the mid-term interval check, he/she will be ineligible for the following week and will be checked weekly thereafter until eligibility is regained. If a student is found to be ineligible at the conclusion of a grading period, he/she will be ineligible for the entire following grading period.

F. **The student is a student first and an athlete second.** He/she is responsible for meeting the academic eligibility requirements as set forth by the Ohio High School Athletic Association and the Canal Winchester Board of Education.

PENALTY - A student who is declared ineligible for interscholastic competition for an entire grading period will be denied participation in the sport that it would effect. This does not include pre-season conditioning.

PENALTY - A student must be eligible for 50% of the regularly scheduled season to receive awards.

G. An athlete must be present ALL day the day of an athletic contest which is held during the school-week (Monday through Friday) and ALL day FOLLOWING an athletic contest which is followed by a school day. This ruling does not apply to practice or events during the summer, winter holiday break or spring holiday break. **EXCEPTION:** A written note, signed by the parents or guardians, that states the student was ill and/or meets the approval of the Principal and/or the Director of Athletics. A full day is defined as arriving at school no later than 9:00 A.M. and remaining until the school day is completed. **Students absent from school due to vacation may not participate or attend extracurricular activities.**

PENALTY - The athlete will be prohibited from playing in the next athletic contest.

H. To be eligible to receive awards an athlete must:

1. Complete the sports season in good standing

2. **Return all uniforms and equipment**
3. **Attend the Awards Night**

EXCEPTION: A written note signed by the parents or Guardians presented to the Director of Athletics or coach **PRIOR TO** the awards night would constitute an excused absence.

PENALTY - The athlete will forfeit any and all awards for the season.

I. **The Athlete is responsible for taking proper care of the equipment issued to him/her. They must either return the equipment issued or pay for the same at the replacement cost.**

Unauthorized wearing of school athletic equipment is prohibited. Uniforms issued are NOT to be worn during the school day or during physical education classes unless it is approved by the coach of that sport or Director of Athletics.

PENALTY - An athlete cannot participate in a subsequent sport until all issued equipment is returned or paid for in a completed season. If an athlete is wearing a school uniform during unauthorized times, that student may receive a verbal reprimand to denial of participation upon repeated violations.

J. An athlete participating on a Canal Winchester team must travel to and from all athletic events on school-provided transportation. **EXCEPTION:** An athlete may obtain permission to ride to, from or both an athletic contest by other transportation provided a Transportation Release Form has been completed by the parents and signed/approved by the Director of Athletics, Principal or Assistant Principal **PRIOR TO** the athletic contest, otherwise the student must travel with the team

PENALTY - The penalty ranges from verbal reprimand to denial of participation at the coach's and/or Director of Athletics' discretion.

K. A student is expected to comply with the following

CODE OF CONDUCT OF EXTRA-CURRICULAR ACTIVITIES:

1. An athlete must follow ALL rules and regulations as set forth in the Canal Winchester Student Handbook (hand-out). **24 hours, 365 days a year**
2. Comply with the Expulsion, Suspension and Removal Regulations of the Canal Winchester Local Schools.
3. Cannot be charged with criminal activity and/or be under police investigation which results in the evidence of criminal activity.
4. Do not sell, distribute, use and/or possess tobacco in any form (i.e. cigarettes, cigars, snuff, chewing tobacco, vaping, etc.).
5. Do not sell, distribute, use and/or possess drugs (narcotics, stimulants, hallucinogens, intoxicants, steroids or body building drugs, or counterfeit drugs), controlled substances, alcohol, other intoxicants or tobacco (to include e-cigarettes or vaping devices) at any time.
6. Hazing will not be tolerated! Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of an individual subjected to hazing does **not** lessen the prohibition contained in the

policy. (Board Policy 5516; R.C.2307.44, 2903.31)

7. Behave in a manner that reflects positively on the school and his/her activity.

PENALTY - As prescribed below in Sections IV, V, and VI.

IV. DISCIPLINARY PROCEDURE

****Any student receiving written notice of the intent to suspend will be ineligible for any athletic participation beginning the same day.**

A. The Director of Athletics or a coach may deny a student the privilege of participation from extra-curricular activities based upon an investigation of an alleged violation of the code of conduct of the coaches' rules.

B. The Director of Athletics or the coach must give written notice of the INTENT TO DENY PARTICIPATION to the student athlete that enumerates the reason(s) for the intended denial of privilege of participation. This notice must be given to the student prior to the denial of participation.

C. The length of time of the denial of participation will vary according to the violation itself and the number of previous violations. **Student athletes are also subject to further disciplinary action as outlined in the student handbook.**

D. An informal hearing will be held before the Director of Athletics or coach or his/her designee. At this time, the student may challenge the reason/s for the intended denial of participation and otherwise state his/her position concerning the matter.

E. The Director of Athletics or coach or his/her designee shall give notification of the decision to deny the privilege of participation in writing to the parents, guardians or the custodian of the student. The notice must include the reason(s) for the denial of participation and the right of the student or parent to appeal to the principal or his/her designee.

F. An appeal to a denial of participation can be made to the principal or his/her designee. The appeal must be in writing and submitted within 48 hours after notification of the denial of participation. The appeal must contain the challenge to the reason for the denial of participation.

G. A student may be denied the privilege of participating in extra-curricular activities until disposition of the matter.

H. The principal's decision in all matters related to denial of the privilege of participation is final.

I. Any student who is denied participation is not to be in uniform for games resulting from the denial.

V. ALCOHOL, NICOTINE/TOBACCO AND OTHER DRUGS VIOLATION PROCEDURE

A. Possession and/or Use of Alcohol and Other Drugs

In accordance with the Student Code of Conduct for Extra-curricular Activities for the Canal Winchester Schools except for supervised, doctor prescribed medications, possessing drugs (narcotic hallucinogens,

intoxicants, steroids or body building drugs, stimulates, counterfeit drugs) or controlled substances, alcohol or other intoxicants, tobacco (to include e-cigarettes or vaping devices), at any time is in violation of the Code and is subject to the following consequences:

Self-Referral Policy

If a student refers himself/herself or if a parent refers a student to the coach/advisor and or administrator for assistance with dealing with an alcohol/drug problem, and if the student agrees to participate in alcohol/drug assessment approved by the school administration and agrees to follow assessment recommendations, there shall be NO prohibition from extra-curricular activities and the self-referral will not be considered as a violation.

Only one self-referral will be allowed in grades 7 and 8 and one in grades 9 through 12.

After a reported violation a self-referral cannot occur.

First Violation

If a student is found to be in violation, the student will be subject to all of the following disciplinary measures:

The student will be suspended from participation in 50% of the total number of competitions or games scheduled for that athletic activity for the current season. The student can reduce this penalty to a 20% loss by completion of (1) an assessment of the student by a certified drug counselor, at parent expense and (2) submission to and negative results from a non-random subsequent drug test, administered prior to participation in the next athletic game or competition.

In order for a suspension to be credited, the athlete must complete the season during which the penalty is served, and must continue to fulfill all requirements for participation in the athletic activity, including attending practices, team meetings, and other mandatory events.

If the season has progressed so that less than the 50% or 20% of competitions or games scheduled for that athletic activity for the current season remains, the balance of the competition loss shall carry over to the following season for that athletic event, or may be imposed in other athletic activities, where competition or games occur after the conclusion of the current athletic activity season.

Students, participating in more than one athletic activity, will be suspended from competition or games for all athletic activities they currently participate in.

Second Violation

If a student is found to be in violation for the second time, the student will be suspended from participation. Students will be subject to all of the following disciplinary measures:

The student will be suspended from participation in any and all interscholastic athletics for one calendar year.

The athlete loses rights to all leadership positions on interscholastic athletic teams for their remaining years of athletic eligibility.

Third Violation

A student found to be in violation for the third time shall be denied participation in extra-curricular activities at that level. (7-8) or (9-12).

B. Possession and/or use of Nicotine/Tobacco products (to include, but not limited to: JUUL, Cigarettes, Smokeless Tobacco)

In accordance with the Student Code of Conduct for Extra-curricular Activities for the Canal Winchester Schools tobacco/nicotine (to include e-cigarettes or vaping devices) at any time is in violation of the Code and is subject to the following consequences:

Self-Referral Policy

If a student refers himself/herself or if a parent refers a student to the coach/advisor and or administrator for tobacco use, and if the student agrees to participate in alcohol/drug assessment approved by the school administration and agrees to follow assessment recommendations, there shall be NO prohibition from extra-curricular activities and the self-referral will not be considered as a violation.

Only one self-referral will be allowed in grades 7 and 8 and one in grades 9 through 12.

After a reported violation a self-referral cannot occur.

First Violation

If a student is found to be in violation, the student will be subject to all of the following disciplinary measures:

The student will be suspended from participation in 20% of the total number of competitions or games scheduled for that athletic activity for the current season. The student can reduce this penalty to a 10% loss by completion of (1) an assessment of the student by a certified drug counselor, at parent expense and (2) submission to and negative results from a non-random subsequent drug test, administered prior to participation in the next athletic game or competition.

In order for a suspension to be credited, the athlete must complete the season during which the penalty is served, and must continue to fulfill all requirements for participation in the athletic activity, including attending practices, team meetings, and other mandatory events.

If the season has progressed so that less than the 20% or 10% of competitions or games scheduled for that athletic activity for the current season remains, the balance of the competition loss shall carry over to the following season for that athletic event, or may be imposed in other athletic activities, where competition or games occur after the conclusion of the current athletic activity season.

Students, participating in more than one athletic activity, will be suspended from competition or games for all athletic activities they currently participate in.

Second Violation

If a student is found to be in violation for the second time, the student will be suspended from participation. Students will be subject to all of the following disciplinary measures:

The student will be suspended from participation in any and all interscholastic athletics for one calendar year.

The athlete loses rights to all leadership positions on interscholastic athletic teams for their remaining years of athletic eligibility.

Third Violation

A student found to be in violation for the third time shall be denied participation in extra-curricular activities at that level. (7-8) or (9-12).

C. Sale and/or Distribution of Alcohol and Other Drugs

In accordance with the Student Code of Conduct Extra-Curricular for Activities for the Canal Winchester Local Schools, a student selling or distributing drugs (narcotics, hallucinogens, intoxicants, steroids, body building, or counterfeit drugs), controlled substances, or other intoxicants at any time is in violation of the Code and subject to the following consequences:

First Violation

a. A student found to be in violation will be immediately denied participation in co-curricular activities for a minimum of one (1) calendar year from the date of the violation.

b. The Director of Athletics will contact the parent or guardian of the student in violation.

c. The Director of Athletics will notify the police department. All evidence shall be submitted to the proper authorities.

d. After, the initial twelve (12) month period from the date the violation occurred, the student must furnish evidence to the Director of Athletics of successful completion or continued successful participation in a drug/alcohol rehabilitation and/or counseling program approved by the school administration. The Director of Athletics taking into consideration the student's age, maturity, and history of appropriate behavior since the last violation shall review a request for re-entry into co-curricular activities. A recommendation of approval or disapproval of the request shall be made by the Director of Athletics to the Principal of the school. The Principal shall inform the student and parents of his/her decision.

e. Refer to school disciplinary code for further action.

Second Violation

If a student is found to be in violation for the second time, the student will be prohibited from extracurricular activities for one (1) calendar year from the date of the violation.

Third Violation

A student found to be in violation for the third time shall be denied participation in extra-curricular activities at that level. (7-8) or (9-12)

VI. Urine Drug Testing of High School Student Athletes

Urine Drug Testing of High School Student Athletes Participating in Interscholastic Athletic Activities

This guideline calls for weekly or bi-weekly random testing of up to 20% of the current interscholastic athletes. All student athletes must understand and abide by the Student Code of Conduct as well as by the rules and regulations outlined, in detail, in the Student Athletic Handbook. Any disciplinary action taken as a result of the urine drug testing set forth in this guideline is contained therein.

The procedure for initial and subsequent drug testing of athletes is accomplished in partnership with a properly qualified drug-testing vendor approved by the Board of Education. The Vendor will report the result(s) of the urine drug testing of all student athletes to the designated school official. All drug test results are considered confidential information and will be handled accordingly.

The athletic department will pay for random drug tests unless otherwise specified in these guidelines.

List of Eligible Student-Athletes

The Director of Athletics will prepare a list of eligible student athletes and forward it to the Vendor for the selection of student athletes who will submit urine specimens for testing. The Director of Athletics will update the list, periodically.

Procedures for Student Athletes

a. Informed Consent for Testing

At the beginning of each initial sport season, student athletes and parents/guardians/custodians must complete and sign the Informed Consent Agreement. A student whose season is over and does not plan on participating in athletics for the remainder of the school year may be removed from the program with a signed parental consent delivered to the designated official. No student may participate in practice or competition until all forms are properly executed and on file with the Director of Athletics.

b. Sample Collection

Any eligible student athlete selected randomly for urine drug testing who is not available on the day of testing will be tested at the next available testing time. Arrangements may be made for special collections, at a Vendor collection site with prior approval by the Building Principal or Director of Athletics. A student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of water and waiting up to 60 minutes, will be suspected of not cooperating with the testing program and will not be allowed to practice or participate in any scheduled competitions until the required testing is completed. The specimen must be collected within 36 hours. Any refusal or inability to provide an adequate urine specimen within 36 hours will be treated as a positive result.

c. Self-Referral

Self-Referral per the Athletic Handbook will not apply once a student's name has been randomly chosen.

Vendor Requirements

a. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS.) The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) Confirmatory test.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal or designee may specify specific classes or substances to be tested before seeing the random list of students.

| | | | |
|-----------------------|---------------------|-------------------|--------------|
| Alcohol | Amphetamines | Anabolic Steroids | Barbiturates |
| Benzodiazepines | Cocaine Metabolites | Ecstasy | LSD |
| Marijuana Metabolites | Methadone | Methaqualone | Nicotine |
| Opiates | Phencyclidine | Propoxyphene | |

B. Medical Review Officer (MRO) Services

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers. The MRO will have proved by examination to have had the appropriate medical training to interpret and evaluate drug test results as a procedure for urine drug testing of Canal Winchester School District students participating in Interscholastic Athletic Activities. The MRO is responsible for the evaluation of positive drug tests and reporting findings to the designated school official(s) in a timely and confidential manner.

C. Reporting of Test Results by Vendor

During the verification process, the MRO will notify the parents of a potentially positive test. It is important for all parents to understand that the MRO will be checking with parents about legally prescribed drugs, use of another family members, or anyone's prescription drugs are illegal under the law and will be considered a positive result. Once verification is complete, the MRO will certify all urine drug screens as negative or positive and report by telephone positive findings, in a confidential manner, to the designated school official(s).

D. Statistical Reporting and Confidentiality of Urine Drug Test Results.

The Vendor will provide the designated school official(s) with an annual report showing the number of tests performed, rate of positive and negative results, and what substances were found in the positive urine specimens.

Random Selection Of Student Athletes For Testing

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

Schedule Of Random Urine Drug Testing – FREQUENCY

At the beginning of each season, as determined by the Ohio High School Athletic Association or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to random urine testing for illicit or banned substances as defined in "Illicit or Banned Substances" on Page 8. Urine drug testing is unannounced. The day and date are selected in cooperation with school officials and the Vendor. Random testing may be done up to bi-weekly for up to 20 percent of student athletes

TESTING YEAR

The testing year begins the date the first activity for the upcoming school year commences and continues for 365 days thereafter.

Custody and Control Form Completion

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the testing laboratory and the Guidelines for Urine Drug Testing of students participating in interscholastic athletic activities. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, the Medical Records Officer, and the School Official

Collection Process

Once escorted to the collection site, a specimen of urine is collected from the student athlete using the following process:

- A. Student first is asked to rinse his/her hands with water and dry them or use an alcohol-free hand wipe provided by the vendor.
- B. No purses, bags, or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- C. The student, assisted by the collector, completes the drug testing custody and control form.
- D. The collector opens the collection kit while the student watches and hands the collection cup to the student, indicating the volume of urine needed for the testing (45ml). The student is instructed to void directly into the cup and hand it to the collector before flushing the toilet or washing their hands.
- E. The collector verifies that the toilet water is blue from the bluing agent.
- F. The student enters the stall to collect the specimen, then hands the container to the collector.
- G. If the student is unable to produce a specimen, they may drink up to 16 ounces of water, provided by the collector or designated school official, and wait up to 1 hour. He or she will not be allowed out of direct view of the collector or School Official. If after 1 hour, the student is still unable to produce an adequate specimen of at least 30ml. he or she will be referred per policy stated under Paragraph B under Procedures for Student Athletes.
- H. If the student is able to produce a specimen, the collector checks the volume, reads and records

the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test, and the Director of Athletics will be notified.

- I. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- J. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- K. The sealed bottles are placed inside the transport bag.
- L. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed. The student is given the donor copy of the form.
- M. The student is then dismissed.
- N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- O. The Director of Athletics will be notified immediately of any student who refuses to give a urine sample.

Medical Review Officer (MRO) Responsibilities

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances, or adulterated specimens, will be handled in the following manner:

- A. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- B. The MRO contacts the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician, depending on the substances found in the urine.
- C. If the student is on medication, the parent/guardian/custodian will be asked to provide documentation of the prescription within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- D. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report any positive results TO THE DESIGNATED SCHOOL OFFICIAL, initially reporting positive results by phone.
 - (1) The MRO will likely rule it a negative drug test, for example, if the MRO receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.

- (2) The MRO would likely rule it a positive drug test, for example, if the student has a positive drug screen for codeine and has no documentation from a physician for the medication (possibly a parent gave the student one of his/her pills.)
 - (3) The MRO will automatically consider it a positive screen if illicit drugs such as marijuana, heroin, cocaine or alcohol are found or if adulterated.
- F. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels are above the established cutoffs and do not reflect current use but natural decay, a negative result may be reported.

Pick Up Process

The Vendor is responsible for seeing that specimens are delivered to, or picked up by, the testing laboratory and the Chain of Custody form properly annotated.

Procedures In The Event of A Positive Result

Whenever the MRO reports that a student athlete's test result indicates the presence of illegal drugs or banned substances, or adulterated specimen the following will occur:

- A. Within 24 hours of being notified by the MRO of a positive result or adulterated specimen, the Athletic Director or designee will notify the parent/guardian/ custodian by phone and/or also send a letter by certified mail. The student is then notified of any positive results.
- B. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted for testing to another laboratory, which is also approved by the Board of Education. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal, in writing, within five working days from the date the Building Principal first notified the parent/guardian/custodian of positive test results.
- C. The MRO 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 the illicit or banned substance from the body. If the MRO feels 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.

Consequences:

Non-punitive Nature of Policy

No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records.

All student athletes must understand and abide by the Student Code of Conduct as well as by the rules and regulations outlined, in detail, in the Student Athletic Participation Handbook. Any disciplinary action taken as a result of the urine drug testing set forth in this guideline is contained therein.

PART II: Use; First Positive Result

Students will be subject to all of the following disciplinary measures:

If a student tests positive for substances deemed banned or illicit under this guideline, the student will be suspended from participation. Students will be subject to all of the following disciplinary measures:

If a student tests positive for substances deemed banned or illicit under this guideline, the student will be suspended from participation in 50% of the total number of competitions or games scheduled for that athletic activity for the current season. The student can reduce this penalty to a 20% loss by completion of the following:

1. assessment of the student by a certified drug counselor, at parent expense;
2. Submission to and negative results from a non-random subsequent drug test, administered prior to participation in the next athletic game or competition.

In order for a suspension to be credited, the athlete must complete the season during which the penalty is served, and must continue to fulfill all requirements for participation in the athletic activity, including attending practices, team meetings, and other mandatory events.

If the season has progressed so that less than the 50% or 20% of competitions or games scheduled for that athletic activity for the current season remain, the balance of the competition loss shall carry over to the following season for that athletic event, or may be imposed in other athletic activities, where competition or games occur after the conclusion of the current athletic activity season.

Students, participating in more than one athletic activity, who test positive for banned or illicit substances will be suspended from competition or games for all athletic activities they currently participate in.

PART II: Use; Second Positive Result

If a student tests positive for substances deemed banned or illicit under this guideline, the student will be suspended from participation. Students will be subject to all of the following disciplinary measures:

If at any time, a student tests positive a second time for substances deemed banned or illicit under this guideline, the student will be suspended from participation in any and all interscholastic athletic for one calendar year.

The athlete loses rights to all leadership positions on interscholastic athletic teams for their remaining years of athletic eligibility.

PART II: Use; Third Positive Result

If a student tests positive for substances deemed banned or illicit under this guideline, the student will be suspended from participation. The student testing positive any third time for substance deemed banned or illicit under this guideline is banned from participation in all interscholastic athletics for their remaining years of athletic eligibility.

Illicit or Banned Substances

For the purpose of this Guideline, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Canal Winchester School District student athletes:

| | | | |
|-----------------------|---------------------|-------------------|-------------|
| Alcohol | Amphetamine | Anabolic Steroids | Barbiturate |
| Benzodiazepines | Cocaine Metabolites | Ecstasy | LSD |
| Marijuana Metabolites | Methadone | Methaqualone | Nicotine |
| Opiates | Phencyclidine | Propoxyphene | |

DEFINITIONS

Director of Athletics – The individual hired by the school or district to oversee all athletic programs of the school or district.

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

Banned Substance – A substance defined by school policy as being banned from use by students.

Chain-of-Custody Form – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

GC/MS – Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

SAMHSA – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

Student Athlete – A qualified high school student participating on a sanctioned athletic team as defined by the State Athletic Association.

Quantitative Levels – The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml.)

Vendor – The medical office or company approved by the Board of Education to carry out the policy and procedure.

VI. Parent/Guardian Expectations

All persons on Canal Winchester Local School grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher instructor, other District employees or student at any time. This prohibition is extended to all athletic officials, coaches, and athletes in the District and all visiting teams.

No person may disrupt, disturb or interfere with the coaching of any student-athlete or any other activity conducted in a school building or upon the campus or grounds at any time.

- A. Parents will communicate openly and freely with coaches and administrators.
- Parents will communicate with respect.
 - Parents will be honest.
 - Parents will communicate issues and concerns in a timely manner, including those of student's physical and emotional well-being.
 - Parents will follow an appropriate chain of command:
 - Parent – Position Coach or Head Coach of the level of play (*7, 8, Freshman, Junior Varsity, Varsity*)
 - Parent – Head Coach of the program (*Varsity Head Coach*)
 - Parent – Athletic Administrator (*JH: Assistant AA / HS: AA*)
 - Parent – Principal / Assistant Principal of the specific school (*JH or HS*)
 - Parent – Superintendent
 - Parents are required to attend meetings and read all information disseminated by coaches and the athletic department.
 - Playing time is not guaranteed by paying the participation fee and may only be discussed with the coaches.
- B. Parents will display good sportsmanship and behavior by doing the following:
- Understanding the game is for the students, not the adults
 - Recognizing that student participation is a privilege
 - Displaying good sportsmanship as a spectator, and conducting yourself in a manner that reflects positively on both the team and school
 - Promoting the team by being supportive and positive when helping the program
 - Respecting the officials, opponents, coaches, and players
 - Refraining from coaching from the stands
 - Understanding that the student has an obligation to attend all practices and games
- C. Parents will create a positive and supportive environment to promote your student-athlete's well-being by:
- Supporting good conditioning and a healthy lifestyle
 - Placing the emotional and physical well-being of your student ahead of any personal desire to win
 - Expecting your student to play in a healthy and safe environment

- Supporting your student to be successful in the classroom given the demands of training & practices
 - Being a role model for other parents by remaining positive at sporting events
 - Getting involved and staying involved in a positive manner as you support your student is critical to the success of the team (i.e., concessions, game support, fundraisers, banquets)
- D. Failure to follow the standards and expectations of Canal Winchester Local School District and the Athletic Department may cause you to forfeit your right to support your student and the team.

Parent/Guardian Consequences for Unsportsmanlike Conduct

First Offense

Any fan ejected or disqualified from an interscholastic contest for unsporting conduct shall be suspended from all contests for the remainder of that day. In addition, the fan shall be suspended from attending contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. In addition, the fan shall take the National Federation of State High School Association's "Sportsmanship" course, which must be completed before returning to athletic contests and can be taken at www.nfhslearn.com. A letter will be sent by the Athletic Director of the respective school to the spectator in question notifying them of the ejection and the dates of their suspension.

If the ejection or disqualification occurs in the last contest of the season, the fan shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

On the day of the ejection, a fan that has been disqualified shall be ejected from the vicinity of the playing area and is prohibited from further contact, direct or indirect, with team members, managers, coaches, and contest officials during the remainder of the contest. No refund will be given.

Second Offense

A fan who is ejected or disqualified a second time shall be suspended for the remainder of the season in that sport. A fan who has been ejected or disqualified for unsporting conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contest subject to the discretion of the Athletic Director. In addition, the fan shall take the National Federation of State High School Association's "Positive Sport Parenting" course, which must be completed before returning to athletic contest and can be taken at www.nfhslearn.com. A letter will be sent by the Director of Athletics to the spectator in question notifying them of the ejection and the dates of their suspension.

VIII. Additional Procedural Information

A. All costs for assessment, treatment, rehabilitation, or counseling shall be the responsibility of the student and parent or guardian.

B. Violations are cumulative from grades 7 through 8 and grades 9 through 12 with respect to the level of violation (first, second, etc.). A student found in violation in grades 7 through 8 shall have the opportunity to begin the ninth year with a "fresh start". However, any penalties for the violation during grades 7 through 8 shall be completed, even if they carry over to grades 9 through 12.

C. Regulations concerning alcohol and other drugs and tobacco and criminal convictions are in effect for the full calendar year.

D. Any remaining percentages of penalties for violation of alcohol and other drug regulations not served in the regular activity duration shall be recalculated by the Director of Athletics and applied to the next extra-curricular sport/activity in which the student participates. To be given credit for the prescribed penalty the student must complete the season in which the penalty is served.

E. The above regulations for extra-curricular activities are separate, above and beyond any consequences invoked by the normal school discipline codes.

F. The extra-curricular programs of Canal Winchester Local Schools are designed for the benefit of both the students and school. Hard work, perseverance and pride have been earmarks of successful programs. You have to be dedicated and committed to be a person who is striving for the top! Be proud and work together for the success of the school and team.

VIII. Warning of Risk

By participating in interscholastic athletic programs at Canal Winchester Local Schools, you are exposing yourself to the risk of serious injury, including but not limited to, sprains, fractures, ligament and/or cartilage damage which could result in temporary or permanent, partial or complete impairment in the use of your limbs; brain damage; paralysis; or even death.

IX. OHSAA PENALTY FOR EJECTION FOR UNSPORTSMANLIKE CONDUCT

Any student ejected for unsportsman-like conduct or flagrant foul shall be ineligible for contests for the next two regular season/tournament games. (One contest if football) If the ejection occurs in the last contest of the season, the student shall be ineligible for the next football game or next two contests in any other sport. A student ejected a second time shall be suspended for the remainder of the season of that sport.

X. NCAA Initial Eligibility Requirements

a. Many college sports are regulated by the National Collegiate Athletic Association (NCAA) an organization founded in 1906 that establishes rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions- Division I, Division II, and Division III. Institutions are members in one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II sports you must be certified by the NCAA Initial- Eligibility Clearinghouse. The Clearinghouse will analyze your academic information to determine if you meet the NCAA's initial eligibility requirements.

b. To be certified by the Clearinghouse you must: Graduate from high school. You should apply for certification after the completion of your junior year. If you appear to meet NCAA requirements, the Clearinghouse will issue a preliminary certificate report. After you graduate, the Clearinghouse will

review your final transcript to make the final certification decision.

c. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These documents are:

- Your completed and signed Student Release Form and fee
- Your official high school transcript
- Your ACT or SAT scores

d. If you register online at www.ncaaclearinghouse.net , download copy 1 and copy 2 of the transcript release form and take both of them to your guidance counselor.

e. If you have any additional questions, you should contact your guidance counselor.

In an effort to assist our students who may wish to enroll in an NCAA Division I or II institution in navigating the new initial eligibility requirements, the OHSAA is pleased to provide you these resources. These resources have been made available from the NCAA in order to reach out to you and your coaches so that students and parents have the information they need regarding these new standards.

Coaches and Athletic Administrators

1. Eligibility Center Quick Reference Sheet-A complete breakdown of the NCAA Divisions I and II initial-eligibility standards.

http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf

2. New Academic Requirements Document-This document discusses the new academic standards for student-athletes enrolling at a college or university on or after August 1, 2019.

https://www.ncaa.org/sites/default/files/2018DIEC_Requirements_Fact_Sheet_20180117.pdf

3. Initial-Eligibility toolkit is designed to educate coaches, parents, and counselors about the NCAA's initial-eligibility requirements. <http://www.ncaa.org/student-athletes/future/division-i-initial-eligibility-toolkit>

Parents: Guide for the College-Bound Student-Athlete-The Guide is a highly comprehensive tool, that has been designed to help you understand the NCAA initial-eligibility process and to prepare student-athletes for transitioning from high school to becoming an NCAA Division I or II student-athlete. http://cdn.streamlinetechnologies.com/valpoathletics/CDDAE598-BFE4-42B2-99DF-82FAE720F001/2018-19_GuideforCBSA.pdf

Prospective Student-Athletes

1. Initial-Eligibility Brochure-A quick guide to the standards and steps that it takes to become an NCAA Division I or II student-athlete.

http://fs.ncaa.org/Docs/eligibility_center/1718_Initial-Eligibility_Brochure.pdf

2. Your Path to the Student-Athlete Experience Presentation (for Students)-A PPT for students and parents to provide insight into our process.

<https://www.nfhs.org/media/1014400/workshop-session-7-ncaa-eligibility-center-recent-changes-for-di-dii.pdf>

XI. High School Athletic Letter Requirements

A. Football - All Levels

1. An athlete must play at least one-half (1/2) of the total number of regular season quarters.
2. An athlete must play a key position. The definition of a key position is a punter, return man, kick-off specialist or extra-point kicker.

B. Volleyball - All Levels: An athlete must participate in one-half (1/2) of the total number of the regular season games. (Example: 3 games - 1 match)

C. Golf: An athlete must participate in one-half (1/2) of the total number of matches and tournaments.

D. Cross Country—to earn a varsity letter, a cross country athlete must do one of the following:

1. Place as one of the top 10 runners on the team at any invitational or post-season meet (excluding “JV only” races).
2. Record a time of 19:30 or faster (boys) or 22:30 or faster (girls) on an OHSAA official 5K cross country course during the season.
3. Be a member in good standing on the cross country team as a senior who has not previously earned a varsity letter.

E. Tennis: An athlete must participate in one-half (1/2) of the total number of matches and tournaments.

F. Basketball - An athlete must participate in one-half (1/2) of the total number of regular season quarters.

G. Softball and Baseball - All Levels

1. An athlete must play in at least one-half (1/2) of the total number of innings completed during the regular season.
2. A pitcher must make an appearance in six games. The definition of appearance is two innings or more.

H. High School Track

1. An athlete must score at least fifteen points during the regular season.
2. An athlete must place in one large meet (eight or more teams) or place in league meet, sectional, district, regional or state meet.
3. Not have more than 5 unexcused absences.

I. Cheerleaders - Cheerleaders must participate in one-half of the total number of regular season games, complete the season in good standing, and meet the game and practice requirements.

J. Soccer: An athlete must participate in (1/2) one-half of the halves played.

K. Swimming: Qualifications will be determined by coach and passed out at beginning of each season.

L. Wrestling: An athlete must participate in one-half (1/2) of the total number of matches.

M. Lacrosse: An Athlete must participate in ½ of the total number of halves completed during the season.

N. Criteria Pertaining to All Sports

1. A player who moves from one level of competition to another will letter at the level of the majority of competition.

2. Seniors who have participated in good standing in a particular sport for the past three (3) years will letter regardless of meeting other criteria.

3. All athletes must complete the season in good standing with the school and coach to receive a letter.

4. Varsity Jacket - An athlete may purchase and wear the varsity letter jacket after lettering in any varsity sport. The jacket cannot be purchased or worn until the season the letter is earned is completed.

5. A varsity letter may be awarded under special circumstances. A conversation will take place between the Varsity Coach and the Director of Athletics to determine the “special circumstances” of which a letter may be awarded. If the Director of Athletics deems the circumstances warrant a varsity letter, the Director of Athletics will sign a memorandum for the varsity letter to be awarded.

XI. ADDITION OF NEW SPORTS

In order to properly plan for the addition of new sports to the interscholastic athletic program under the direction of the middle or high school Principal and the Director of Athletics, the Athletic Department will require new sports to be organized as “club sports” for a minimum of two (2) years before they are fully recognized and funded by the school. A club team is defined as being: a sport new to the Athletic Department, being self-sponsored, and not considered to be a “formal” part of the Middle and/or High School Athletic Department.

The **procedure** of a club sport is as follows:

The coach(es) will be interviewed by the Director of Athletics and/or Building Principal, recommended to the Superintendent, and approved by the Board of Education (BOE). BCI background check, CPR and Coaches Certification, regular attendance at mandatory coaching meetings held by Director of Athletics and attendance at mandatory OHSAA rules interpretation meetings are all mandatory. All **FUNDING requirements** (officials, uniforms, equipment, etc.) must be supplied by the participants and their

parents/guardians. The Canal Winchester Parent Booster Club is not be used as a funding source for club sports.

The process for organizing a club sport is as follows:

1. The organizing club must state in writing to the Director of Athletics its intent to organize a club.
2. The Director of Athletics will set a meeting with interested parties to discuss guidelines, and suggest organizational strategies for the club program. If the interested parties properly organize the club FOLLOWING the suggested guidelines then the AD will recommend to the Building Principal that the sport be recognized as a club organization. If the building principal supports this recommendation, it will be sent to the Superintendent to review and present to the Board of Education for approval.
3. The Director of Athletics and/or the Building Principal will recommend a coach for the club sport using the using the steps of hiring a coach.
4. The Club sport coach and support group will cooperate with the AD to coordinate field and or gym usage at available times.

X. MIDDLE SCHOOL PHILOSOPHY

It is the belief of the CW Athletic Department that middle school athletics are designed to be learning experience that prepares our student-athletes for the rigor of high school. Our programs are designed to help our young people in the following areas: Time management, organization, team work accountability.

We expect our student athletes to set the example in the classroom, on the field, and in the community. We want to encourage all middle school students to be a part of our programs knowing that we have high standards and expectations.

Athletes who participate will be expected to follow school rules and portray themselves in a positive manner outside the school as well. Our student-athletes represent Canal Winchester and we fully expect each one to carry themselves in a positive manner.

Middle School Sports Information:

- 1) All potential athletes must have a valid physical on file and have all online forms filled out via Parent OneView before being able to participate.
- 2) Once teams are set, each player must submit the pay to participate fee of \$150. This payment does not guarantee playing time.
- 3) Some sports will have cuts. Each sport carries a different number, and athletes not chosen will be done in a respectful manner.
- 4) Not all athletes will get to play in every game or have the same amount of playing time. Each coach has discretion in this area.

- 5) Winning is important, but not as important as winning the right way. We will follow all OHSSA, OCC, and CWLS rules as they pertain to each sport
- 6) We want our student athletes to have fun!! We want to encourage and embrace the enjoyment our young people get out of being a part of a team.

By celebrating our success and overcoming challenges, we can help prepare our young people for the field, the classroom, and life!

If you have any questions, feel free to contact our middle school athletic director, Brent Palsgrove, at 614-828-4920.

Welcome to the Indian Nation!!

Mr. Brent Palsgrove
Dean of Students / Athletic Director
Canal Winchester Middle School
"Empowering All Students for Success"