

LOUISVILLE

CITY

SCHOOLS

ATHLETIC POLICY

&

PARENT' S HANDBOOK

LOUISVILLE HIGH SCHOOL

ATHLETIC POLICY & PARENT'S HANDBOOK

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1. STATEMENT OF PURPOSE

The purpose of this booklet is to compile information, expectations and procedures so that we may share and obtain a common goal of making the athletic programs of Louisville City Schools the best possible.

Participating in any of the athletic programs of the Louisville City Schools is a privilege not a right. The privilege of participation can be lost due to certain circumstances. It is our hope that this handbook can help answer questions on policies that are present in our programs. While we understand that it is impossible to foresee every possible situation that may occur, it is our goal to give general guidelines that will ensure that all athletes can enjoy the privilege of athletic participation. Individual coaches may have some specific rules that apply to their teams.

Our extracurricular activity programs exist to benefit the student and athlete in the following ways:

- A. We believe there are substantial educational outcomes from soundly conceived and executed programs for the players, the student body, and the school as a whole.
- B. We believe the potential values to the participants are genuine. Rigorous competition under prescribed regulations and policies provide for adolescent boys and girls the opportunity to develop ideas and habits for health, fair play, initiative, achievement, and emotional control.
- C. We believe athletes can be taught to win gracefully and to lose in the same fashion.
- D. We believe that many athletes have found a purpose in their schoolwork and in their lives through the program of athletics.
- E. We believe that athletics provide for the student body tangible values. Athletics can make a substantial contribution to morale and can provide an outlet for enthusiasm.
- F. We believe the athletic program, though differing in nature from the academic program, does justify its existence by providing a profitable, educational experience for the participant. Furthermore, the same level of responsibility and behavior is expected in extracurricular activities as in the classroom.
- G. We believe the welfare of the individual athlete is always to be the primary concern. The game exists for the athlete - never the athlete for the game.

2. STUDENT ATTENDANCE

In order to participate in a practice, a game, or a team function: Students/athletes are to be here at least ½ of the school day, including their final scheduled class mod. Some athletes (seniors) might be done after 9th mod, while most have not completed their scheduled classes until after 10th mod at 3:00 p.m.

If an athlete is ill in the morning, he/she must sign in by 11:45 a.m. and attend classes for the remainder of the day.

If an athlete becomes ill at school, he/she must stay in school until at least 11:15 a.m., and then return for his/her final scheduled mod of the school day.

Exceptions to this policy are: missing a school day due to a funeral (note needed from parent), medical appointments (note needed from medical source), and college visitation days (note needed from admissions department).

Students/athletes who miss school on Friday may participate in activities on Saturday.

3. AWARDS & RECOGNITION

Each head coach will organize an awards night for his/her sport. The head coach will work with the athletic secretary to help print a program for the awards night. The date of each awards night should be scheduled through the athletic office and should be as soon as possible before the conclusion of the season. The cheerleaders will be part of the football and boys basketball awards nights.

There are standard awards given for all sports. They are:

Freshmen Players	~	Athletic Certificate
Reserve Players	~	Athletic Certificate
1 st Year Varsity	~	Letter with insert of sport {Girls ~ 6" Script L} {Boys ~ 7" Block L}
2 nd Year Varsity	~	Framed Certificate
3 rd Year Varsity	~	Plaque of 3 rd Year Award
4 th Year Varsity	~	Plaque (expanded)

Criteria for winning a letter:

Baseball ~ 25 varsity innings or participating in at least ½ of the games.

Boys' Basketball ~ Participate in 22 quarters.

Girls' Basketball ~ Participate in 22 quarters.

Cheerleading ~ Must cheer in 90% of the season's quarters.

Boy's Cross Country ~ 1st year/700 points; 2nd year/725 points; 3rd year/755 points; 4th year/800 points. Please see Runner's Handbook for further explanation.

Girl's Cross Country ~ 1st runner/7 points; 2nd runner/6 points; 3rd runner/5 points; 4th runner/4 points; 5th runner/3 points; 6th runner/2 points; 7th runner/1 point, for running in a varsity meet. With their years of experience points will increase 5 points per year to letter. 9th grade/10 points; 10th grade/15 points; 11th grade/20 points. Seniors in good standing who have been on the team for 3 years will letter.

Football ~ Play in 20 quarters. A quarter is defined as playing in two consecutive plays if one play involves being on special teams. Also, coaches discretion. Seniors letter.

Golf ~ Participate in 1/3 of the varsity matches.

Boy's Soccer ~ Participate in 10 varsity game halves per season.

Girl's Soccer ~ Participate in 10 varsity game halves per season.

Softball ~ 25 varsity innings, coaches discretion.

Swimming ~ 100% practice participation, compete in varsity meets, earn 40 varsity points in the dual meet season or qualify for districts and coach's discretion.

Boys & Girls Tennis ~ 9th grade/play in 8 matches; 10th grade/play in 6 matches; 11th grade/play in 4 matches; 12th grade/play in 4 matches, unless on the team for 4 years, then 2 matches.

Boy's Track ~ Score 12 points. All seniors letter.

Girl's Track ~ Score 12 points. All seniors letter if on the team at least 3 years.

Volleyball ~ Participate in ½ of the varsity matches. All seniors in good standing letter.

Wrestling ~ 3 varsity matches, 1 major tournament, and coach's discretion.

Trophies may be given by the coach for special awards, such as M.V.P., Most Improved, etc.

Athletes will receive only one letter through their high school career. If they receive a first year varsity award in a second sport, they will receive only the insert pin for that sport to be put on their letter. Statisticians and/or managers will receive a certificate for participation for year's one through three. Fourth year will be given a plaque. The limit of statistician and/or managers will be six per sport for combined varsity and reserve teams.

Each coach is responsible for keeping individual and team records in their sport. A program will be typed by the athletic secretary for each sport for the varsity teams to be used at their awards night.

The middle school coaches are to turn in a copy of such records to the middle school athletic director. The middle school may have a covered dish banquet or some appropriate function at their school for an awards night. All middle school awards nights must have prior approval of the middle school principal and the school will not be responsible for any financial part of the banquet. There should not be any banquet at which tickets are sold or a banquet at a restaurant.

The middle school award will be a certificate. Each middle school coach is responsible for presenting the certificate awards to his/her players at the Awards Day Assembly.

4. BOOSTER CLUB

The Louisville Athletic Booster Club is an extension of our athletic program to help supplement the needs of our athletes. Each coach will deal directly with the booster club. The coach will make a written request before the beginning of their season and get prior approval from the booster club before spending any money. Some items usually requested from the booster club are t-shirts, money for meals or banquet, possible help on some equipment, etc. Always review your requests with the athletic director before going to the booster club.

5. CHEERLEADERS

The cheerleader advisor will conduct tryouts and have a selection committee composed of college cheerleaders and/or cheerleading advisors from other schools. The cheerleaders should be selected for the next school year no later than the end of April. The cheerleader advisor will update the cheerleading constitution periodically.

Varsity and reserve cheerleading policy:

- A. Transportation ~ The athletic department will provide transportation by bus.
- B. Financial ~ Varsity uniforms are passed down to the reserve cheerleaders. Each girl will provide her own shoes. The cheerleaders will provide their own finances for paper and supplies and for summer camp, if they so desire to attend. They may have fundraisers with proper approvals.
- C. Awards ~ Freshmen / Certificate; 1st & 2nd year Reserve / Certificate; 1st year Varsity / Varsity letter; 2nd year Varsity / Framed Certificate.

6. N.B.C. FAN BEHAVIOR POLICY

Any fan that is ejected from an N.B.C. school-sponsored interscholastic contest for unsporting conduct shall be denied admittance to the contest for the remainder of the day. In addition, the fan shall be denied admittance to any school-sponsored activity until he/she attends an informal hearing with the athletic director and principal. Following that meeting a suspension shall be determined according to the seriousness of the infraction. The minimum suspension is the denial of the next two regular season/tournament contests in the same sport at the same level. This would include all contests at other levels that are played in conjunction of the level of the ejection. Example: Ejected from varsity basketball contest, a fan may not be in attendance at next two junior varsity and varsity contests. If the ejection occurs in the last contest of the season, the fan would be denied admittance for the first two contests the following season.

7. ELIGIBILITY

Eligibility will be determined by the policies adopted by the Louisville Board of Education and O.H.S.A.A. The O.H.S.A.A. policy states:

In order to be eligible, an athlete in grade 9, 10, 11 or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period (nine weeks) and received passing grades during that grading period in 5 subjects that earn a minimum of 1.0 credit per year towards graduation. The eligibility of an athlete continues until the start of the 5th school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. "In compliance with O.H.S.A.A. Bylaw 4-3-3, the eligibility of a student shall be restored 24 hours after credit grades are reported at 3 p.m. on the first full school day following the end of the nine weeks." An ineligible athlete may practice but not dress or play in any scrimmages or contests.

An athlete enrolling in grade 7 for the first time will be eligible for the first grading period (nine weeks) regardless of previous academic achievement. Thereafter, in order to be eligible, an athlete in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediate preceding grading period and receive passing grades during that grading period in 75% of those subjects carried the preceding grading period which met five days per week or its equivalent.

For eligibility purposes, the nine weeks grades are a matter of record at the end of the grading periods. No grades can be made up during the summer months to change eligibility.

8. STUDENT PARTICIPATION

A member of an interscholastic squad may not participate in any workout, tryout, practice, or contest with a non-interscholastic squad or as an individual in the same sport during the school's season.

The definition of a scholastic squad member is any student who participates in an interscholastic contest. A contest is a meet, match, preview, game or scrimmage.

A member of an interscholastic squad may participate with a non-interscholastic team before or after the school's season in the same sport. There are specific O.H.S.A.A. rules to govern out of season play. Please contact the high school athletic office before participating. Each athlete must have a physical examination on the form provided. The athlete and a parent must sign the form before the athlete can practice. Additional forms may also be required.

The athlete is responsible to get his own physical and any cost for the physical exam will be that of the athlete. The physical is good for one calendar year from the date of the physical. Athletes may not participate in any pre-season, in-season, or post-season activities without a valid physical on file in the athletic office.

All 7th and 8th graders must have a physical on file in the office of the middle school athletic director.

Before taking part in any athletic activity, every athlete participating in each sport must have on file in the athletic office an updated:

1. O.H.S.A.A. Physical/Authorization/Eligibility/Code of Conduct Form
2. L.H.S. Insurance Waiver or School Insurance Form
3. Last page of Athletic Policy Handbook; signed by athlete & parent
4. Emergency Medical Card
5. Parent Pre-Season Checklist (must be returned to the coach by the first official day of practice)

The head coach is responsible to have these forms collected before practice begins and turned into the athletic secretary. No athlete is allowed to begin practice until all forms are on file.

An emergency medical card and physical form must be filled out by each athlete and signed by his/her parent. A copy of the emergency medical card and a copy of the physical form must be at every practice and contest. If an emergency occurs, the emergency medical card and the physical must accompany the athlete for treatment unless the parent goes with the athlete. A parent should be notified as soon as possible. A coach or adult should accompany the athlete for emergency treatment.

Any time an athlete is injured at practice or in a contest the coach will complete an accident report within twenty-four hours. These forms are available from your building athletic director.

9. O.H.S.A.A. MANDATORY PRE-SEASON MEETING

The Ohio High School Athletic Association had made pre-season parent information meetings mandatory before the beginning of each individual athletic season. Policies of the OHSAA and the Louisville City Schools are discussed and a video from the

O.H.S.A.A. is to be viewed. In an effort to make the pre-season meeting more convenient for parents, the Louisville Athletic Department has received permission from the OHSAA to add the meeting to its online menu. The information may be found at the Louisville High School website, www.leps.sparcc.org Find the scroll down box marked "Athletics" and scroll to pre-season information. Follow the prompts to complete the forms and to watch the OHSAA video. If you have any questions please call the Louisville Athletic Department at (330) 875-5011. All pre-season information must be completed and given to the coach before the first official practice.

10. ATHLETE'S COMMITMENT

Once an athlete has been included on a team's roster, he or she may not quit the sport in order to join another team. The athlete may not attend another sports conditioning or practice until the original sports season is complete.

11. ROSTER LIMITATIONS

Unfortunately, some of our teams must limit the number of participants who may be included on a team's roster. The possibility does exist that an athlete who tries out for a team may not "make" that team. Each coach has their criteria for evaluating prospective team members.

12. SAME SEASON MULTI-SPORTS PARTICIPATION

1. Purpose
 - A. To enhance the varsity sports program at Louisville High School.
 - B. Encourage cooperation between sports programs.
 - C. Permit athletes to enlarge their scope of future opportunities.
2. Guidelines
 - A. A contract signed by coaching staffs, athletes and parents.
 - B. One sport is primary and one is secondary.
 - C. Athlete must declare a primary sport.
 - D. The secondary sport may not be a sport that uses a cut policy.
 - E. The athlete must attend all practices, games, scrimmages, meetings and responsibilities of the primary sport before taking part in any activities of the secondary sport.
 - F. The coaches of both sports must agree that they are willing to share the athlete. The coach of the secondary sport is under no obligation to accept the athlete of a primary sport.
 - G. An athlete cannot switch primary sports during the current season without forfeiting the right to participate in both sports, except by mutual consent of both coaches.

- H. An athlete who quits either the primary or secondary sport forfeits the right to participate in either sport, except by mutual consent of both coaches.
- I. The athlete must follow the rules of each sport.

13. STUDENT ISSUED EQUIPMENT

All athletes are responsible for team issued equipment and uniforms, whether purchased by the board of education, booster club or team. All equipment and uniforms must be returned in satisfactory condition. The athlete and/or the parents of the athlete are liable for the replacement cost of any damaged or non-returned equipment or uniforms.

14. HAZING

It is the policy of the Louisville Athletic Department that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. **No** coach or athlete shall plan, encourage or engage in hazing. This includes all hazing of a physical or psychological nature.

15. Code of Conduct-Alcohol, Tobacco, and Other Drugs Policy (ATOD)

Student participation in the Athletic Program of Louisville High School is a privilege. Each athlete and cheerleader is expected to conduct himself/herself in an exemplary manner while a member of a Louisville team or program. Team members shall adhere to the following code of behavior above the student conduct code:

At no time shall a competitor possess, use, transmit, sell, offer to sell, deliver, conceal, consume, be under the influence of any drugs of abuse, or smell of alcohol or drugs. This includes alcohol, tobacco, tobacco related products, illegal drugs, controlled narcotics, intoxicants, steroids or other performance enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look alike) as well as drug paraphernalia.

Use of drugs authorized by a physician or wine consumed as a part of a religious or family ceremonial occasion shall not be considered in violation of this policy.

Student-athletes should not attend or remain at activities where illegal consumption of alcohol or drugs is taking place. To do so puts the student-athlete at risk for being identified as one who was involved in the illegal consumption of alcohol and drugs.

The Athletic Code of Conduct shall be in effect 24 hours a day, 7 days a week, 365 days a year. Violations that occur in grades 7 and 8 shall not carry over to the high school, however, the assessment/counseling component of that violation must be completed prior to participation in

a high school sport. Violations in grades 9 through 12 shall be cumulative.

All student-athletes and their parent/guardian must sign the LHS Athletic Code of Conduct before the first day of participation in their sport or immediately after their decision to participate.

Disciplinary Procedures For The Athletic Code of Conduct

It should be noted that there is no difference in penalties for student-athletes who have an infraction In-Season or Out-of-Season. There is however a difference in penalties for those student-athletes that report their infraction.

- A. A season is defined as the period of time beginning with the first day of official practice as listed in the O.H.S.A.A. handbook through the conclusion of the last official athletic contest or the conclusion of the team or league banquet, whichever occurs later.
- B. A contest is defined as one event no matter the number of days in the event or the number of individual participations by a competitor.

First Offense with Self-Reporting

A Student-Athlete and/or parent/guardian must notify a high school administrator or coach if he/she has a violation of the Athletic Code of Conduct prior to a school official, coach, advisor, or law enforcement official being made aware of information regarding violation of this policy by the student-athlete. Voluntary admission does not apply when there is a deliberate attempt to circumvent the first offense step following a violation. If a student-athlete is caught by law enforcement and a report is on file with authorities documenting a violation of the Athletic Code of Conduct, the student-athlete is required to notify a high school administrator and/or coach, but they will not be eligible for self-report consequences.

The penalty for those who self-report for a first offense is a loss of 10% of interscholastic contests in the current or next sport season (if not currently participating) in which the student-athlete participates. In addition, the student-athlete must attend a professional assessment (at the athletes expense) by a licensed drug and alcohol agency. If the assessment does not show addiction, the athlete may return to participation. If the assessment shows addiction, the student athlete must have treatment through a licensed drug and alcohol treatment provider and bring in the certificate of completion of the treatment program before they may come back to participation. The student athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.

If the full 10% loss of participation is not possible for that sport season, the total or remainder will carry over to the student-athletes next sport in which they become a participant. The athlete will forfeit any awards for the particular sport.

Student-athletes who lose a percentage of participation for a specific sport season may receive permission to practice with the team, but may not dress during the athletic contest for which they have been denied participation.

First Offense without Self-Reporting

A student-athlete who does not report his/her violation of the Athletic Code of Conduct may have a loss of 20% of interscholastic contests in the current or next sport season (if not currently participating) in which the student-athlete participates. In addition, the student-athlete must attend a professional assessment (at the athlete's expense) by a licensed drug and alcohol agency. If the assessment does not show addiction, the athlete may return to participation. If the assessment shows addiction, the student-athlete must have treatment through a licensed drug and alcohol treatment provider and bring in a certificate of completion of the treatment program before they may come back to participation. The student-athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.

If the full 20% loss of participation is not possible for that sport season, the total or remainder will carry over to the student-athletes next sport in which they become a participant. The athlete will forfeit any awards for the particular sport.

Student-athletes who lose a percentage of participation for a specific sport season may receive permission to practice with the team but may not dress during the athletic contest for which they have been denied participation.

Second Offense

A second offense shall result in a loss of 50% of the interscholastic contests in the current or next sport season (if not currently participating) in which the student-athlete participates. In addition, the student-athlete must attend a professional assessment (at the athlete's expense) by a licensed drug and alcohol agency. If the assessment does not show addiction, the athlete may return to participation. If the assessment does show addiction, the student-athlete must have treatment through a licensed drug and alcohol treatment provider and bring in a certificate of completion of the treatment program before they may come back to participation. The student-athlete must complete the entire season or the penalty will be assessed on the next sport season in which the student-athlete participates.

If the full 50% loss of participation is not possible for

that sport season, the total or remainder will carry over to the student-athlete's next sport in which they become a participant. The athlete will forfeit any awards for the particular sport season.

Student-athletes who lose a percentage for a specific sport season may receive permission to practice with the team but may not dress during the athletic contest for which they have been denied participation.

Third Offense

A third offense of the Louisville ATOD Policy will result in denial of athletic participation for the duration of the student athlete's school career, effective with the date of the offense. An athletic expulsion/termination hearing will be held by school Officials, the student athlete and the parents/guardians.

Transfer Students Who are Under Athletic Suspension

Louisville City Schools will also uphold any athletic suspensions that were incurred by students who transfer to Louisville from other schools. Students will not be able to circumvent their suspensions merely by transferring.

Due Process

A student-athlete who is found to be in violation of the Louisville ATOD will have a hearing with the advisor/coach and the building principal. The consequences will be provided to the student-athlete and parent/guardian. The student-athlete and their parent/guardian may appeal the penalty by notifying the principal in writing within five (5) days of the hearing. The superintendent may likewise affirm, reverse, or modify the disciplinary action. The decision of the superintendent on such appeal will be final.

- A. Any athlete who is arrested for, accused of, or convicted of a felony or misdemeanor crime (other than a minor traffic violation) shall be removed/suspended from participation in any athletic activity pending further investigation and/or court action. These actions will result in the same set of consequences that occur in the ATOD policy or could result in removal from any athletic department participation if the crime is severe. There is no self-reporting component for criminal activity.
- B. Team Rules ~ The coach is encouraged to adopt other reasonable training rules. These rules shall be given to the athletes prior to the beginning of each season. Athletes who break these rules may be disciplined but contact shall be made with the administration and athletic director prior to dismissal from the team. Coaches will complete a Denial of Participation form when athletes are suspended or dismissed from a team. The form will be kept on file in the athletic office.

16. TRANSPORTATION

The coach through the athletic office will request transportation for buses and/or van. The athletic office will notify the bus garage for requests.

The coach will give the time the bus is needed, approximate time of return, and number of students to be transported. Whenever it is necessary to cancel a contest it is the responsibility of the coach to notify the athletic department. A bus is not to be scheduled before the end of the school day unless prior approval has been received by the school principal. The standard earliest time is 3:30 p.m.

Athletes are to be transported to and from athletic events on board of education sponsored buses or vans. Emergency exceptions may occur with the approval of the coach and/or athletic director.

17. WEIGHT ROOM

The purpose of the Louisville Weight Room is to provide an environment where strength and conditioning training and exercises may take place under the supervision of Louisville Board of Education approved coaches or staff. The room may not be utilized unless a board of education approved coach or staff person is present to supervise.

The Louisville High School Weight Room Supervisor will be responsible for Weight Room training and safety.

The weight room is under surveillance at all times.

18. CALAMITY DAY POLICY

On any calamity day (no school because of inclement weather or other circumstances), all events and practices for all teams below the varsity level are automatically cancelled. The only exception to this would be for teams that are connected to the varsity. For instance, a junior varsity team that shares players with the varsity may practice with the varsity team. Another exception would be for a middle school wrestling match that is connected to the varsity match. The middle school wrestling team would compete that night unless the administrators decide that conditions do not warrant them competing. Middle school wrestling is not to practice if there is a calamity day.

Varsity events are not automatically cancelled if there is a calamity day. The event may go on as scheduled if conditions permit.

No varsity practice is to begin before noon on a calamity day. Coaches should make sure that safe conditions are present before they hold their scheduled practice. Coaches should call the Louisville Police Department and the Nimishillen Township Garage or road superintendent. In addition, coaches need to contact the athletic director to advise him of their plans and if they have checked with authorities.

Parents have to give their consent for their child to travel to practice or a game on a calamity day. If parents do not feel that conditions are safe they should not allow their child to participate that day. Parents need to communicate with the coach if they are not giving permission for their child to participate.

19. MEDICAL RELEASE FROM PHYSICIAN

When an athlete needs to seek medical attention for an injury or illness the athlete must obtain a medical release from the treating physician (M.D. or D.O.) before they can return to athletic activity. The release needs to be given to the coach or athletic trainer. A copy will be forwarded to the athletic office.

20. SUNDAY PRACTICE

Louisville City Schools does not permit athletic teams to practice or schedule contests on a Sunday without permission of the Superintendent of Schools.