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INTRODUCTION

We are very pleased that your son or daughter has chosen to participate in the West Holmes Athletic Program. We will do all we can to make it a positive experience. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become conflicts. As a parent, you have a right to know what expectations are placed on athletes. This handbook is intended to spell out all levels of communication so that parents, coaches and athletes are aware of the steps they have available to resolve anything they think is, or might become, an issue.

The following Student Activities Conduct Code and Expectations govern those out-of-class pursuits known as extracurricular and activities sponsored by West Holmes Local School District, grades 7-12. Students are also held to the code of conduct expectations that are a part of the normal school day. Included, but not limited to, are all clubs, Student Council/Class organizations, athletic programs, academic competitions, honor and award programs, intramurals, drama productions, and music performance events.

It is the expectation of the West Holmes Local School District that all students who choose to participate in extracurricular activities are quality citizens, role models, and positive representatives of the district and the sport/club/organization that they represent. Good character and sportsmanship are expected at all times.

WEST HOLMES LOCAL SCHOOLS POLICY SPORTSMANSHIP FOR EXTRACURRICULAR ACTIVITIES

- WHEREAS: The West Holmes Board of Education believes in promoting and abiding by the high standards and values of sportsmanship among its student athletes/participants, coaches, advisors, parents, fans and support groups; and
- WHEREAS: The Board of Education believes that extracurricular activities are a vital part of the educational process and that the participation is encouraged for the total development of the student;
- THEREFORE: The Board of Education resolves that good sportsmanship in extracurricular activities shall, in perception and practice, be defined as those qualities of behavior which are characterized by awareness of expectation of the impact of an individual's influence on the behavior of fellow participants, opponents, and spectators; and
- FURTHERMORE: The Board of Education authorizes and encourages our schools to take positive action that will promote and encourage the values of sportsmanship, integrity and ethical behavior within the school district and community.

Reasonable Conduct

The West Holmes High/Middle School Athletic Department recognizes that the safety and welfare of individual athletes and teams are a priority. Therefore, athletes will not engage in any acts of criminal activity such as, but not limited to vandalism, assault and battery, hazing, theft or other disruptive behavior.

Athletes are also expected to behave appropriately during school and extracurricular activities. Detrimental actions include, but are not limited to insubordination, repeated absenteeism, fighting, sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures.

Any student referred to the office for a school rules violation may be denied the privilege of participation in athletics for a period determined by an administrator/Athletic Director.

Recognizing the varying degrees of severity, the type of misconduct, and an athlete's previous record of conduct, each situation will be considered individually. The coach and/or Athletic Director, will determine appropriate consequences, which may include denial of participation or dismissal from the team. In all cases, the athlete will have the right to due process and a written record of the incident will be filed with the Athletic Director.

GUIDING PRINCIPLES

West Holmes High School participates in interscholastic athletics within the governing rules, procedures and guidelines set forth by the Ohio High School Athletic Association and the Ohio Cardinal Conference. These documents are not included, in total, as a part of this guide, but are on file for reference in the office of the Athletic Director. Coaches are responsible for abiding by the rules and by-laws of the OHSA and the OCC, and also for keeping the participants in compliance with these rules during their season of play. West Holmes Middle School actively participates in the sports of: Football, Cross Country, Volleyball, Basketball, Wrestling, Track & Field and Cheerleading. West Holmes High School actively participates in the sports of: Tennis, Cross Country, Football, Golf, Soccer, Volleyball, Basketball, Wrestling, Bowling, Baseball, Softball, Track & Field and Cheerleading.

MEMBERSHIP IN EXTRACURRICULAR ACTIVITIES

Participation and/or membership is limited to those who meet all residency requirements of the school district. Other membership or participant requirements may include:

- Elected by the student body or member of the faculty according to the provisions stated in the constitution/by-laws of that activity.
- Controlled tryouts by the advisor, teacher or coach.
- Limited to students who have achieved academic honors.
- Limited to students by grade level, age or those who demonstrate predetermined levels of competition or achievement.

PHILOSOPHY

The West Holmes Athletic Department is dedicated to student excellence in both academics and athletics and will provide a nurturing environment to assist in developing lifelong learning skills while developing student-athletes into productive members of society. The intent of these extracurricular programs is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. The staff will promote hard work, sportsmanship, integrity and discipline to help instill a sense of pride and tradition in "Knights" athletics, our community, our schools and our nation. Staff members will provide a positive environment to enable the student-athlete to work toward his/her ultimate potential. 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.

Expectations and responsibilities promote safety and good conduct. The West Holmes Community expects every participant to adhere to the policies of the school. Dedication and personal sacrifice by each participant promotes a sense of unity and common goals.

The parent/guardian plays a very critical role in helping the enforcement of the conduct code and expectations of his/her son or daughter who participates in the extracurricular program of West Holmes Local Schools. The schools and parents must "team up" to work together to monitor and assure good decisions by our extracurricular participants.

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

IMPORTANT

The Conduct Code and Expectations are in effect for all extracurricular participants on a year-round basis (365 days a year).

This policy is established for all students enrolled in grades 7-12 in the West Holmes Local School District.

For students entering the seventh grade the Code of Conduct and expectations become effective on the first day of summer practices as recognized by the Ohio High School Athletic Association or announced by an advisor. If there is no participation by a seventh grader prior to school the code regulations become effective the first day of school.

In order to make students and parents aware of expectations, each coach or advisor must discuss these regulations with parents and/or students prior to the student's participation in an activity. Participants and parents, together with coaches and/or advisors, are expected to attend an informational meeting prior to the season or event.

While students have no absolute rights or requirements to participate in elective student activities, including athletics and other extracurricular programs, it is a **privilege** encouraged by West Holmes Local Schools and the Community. Therefore, all students who participate in any extracurricular activities at any time must meet the following regulations from date of enrollment or date of participation, whichever comes first. Since athletics is a privilege for each participating individual, it is important that students, parents, and interested persons be aware of the necessary rules and regulations. The following rules and requirements apply to all students who participate in athletics for West Holmes Local Schools. Please understand that each individual coach has the authority to have additional rules and regulations as he/she deems necessary.

REQUIREMENTS FOR PARTICIPATION

Student-athletes are prohibited from mandatory practices, scrimmages and/or games until the following items have been completed. All forms are online at www.finalforms.com

1. Satisfaction of eligibility requirements
2. Emergency medical form
3. OHSAA Physical Examination Form
4. Concussion Form
5. Code of Conduct and Expectation Form
6. Pay to Participate Form and Payment received
7. Sudden Cardiac Arrest Form
8. IMPACT Testing Consent

These forms must ALL be on file in the middle school or high school office at the start of your child's season.

SPORTSMANSHIP

Sportsmanship means fair treatment for all-including opponents and officials. Sportsmanship means cheering for the Knights and not against our opponents or the officials. We are all role models for our athletes, and we want them to see and copy only the best attitudes toward sports. Sportsmanship extends to the social media environment as well. Students, coaches, Spectator Expectations, and fans should not engage in derogatory exchanges over the Internet, text messages, or other avenues. Such actions are strictly prohibited and will be treated in the same way as unsportsmanlike behavior at an athletic contest.

The West Holmes Board of Education believes that extracurricular activities are a part of the total educational process and that these are experiences that encourage them to become positive and productive citizens in our society. The board asserts that the level of responsibility and behavior expected in our classrooms should be maintained throughout practices and competition.

The OCC has also implemented a new league BYLAW which became effective in the 2015-2016 school year regarding fan conduct and ejections. This bylaw states that all fans attending a sporting event at any member school must follow the guiding principles set forth by the league regarding fan misconduct or ejections. Fans who do not follow these guidelines and are ejected from an athletic contest and/or demonstrate misconduct before, during or after a completed contest will be subject to a suspension period of seven (7) days. During the seven (7) day suspension period the fan may not attend any contest involving any OCC member school. This includes any High School or Middle School team or individual competition. The seven (7) day period begins immediately after the infraction occurs and runs seven (7) consecutive days. Said fan's privileges will then be reinstated on the 8th day after the infraction occurs. A second violation of this policy, within the same school year, may then result in a thirty (30) day suspension with a mandatory meeting to be held at the home school with the Principal and Athletic Director. Any further violation, also within the same school year, may then result in a calendar year suspension and will also warrant a mandatory meeting with the Principal, Athletic Director and Superintendent of the home school. As with any policy, there are exceptions and circumstances that may arise that may be considered when enforcing this policy, therefore, all individual cases will be reviewed on a case by case scenario. Suspension occurring at the end of a season and/or has remaining suspended days, will

carry over into the next athletic season with remaining suspension beginning with the first scheduled contest at any level. Suspension occurring at the end of the school year will carry over to the next school year beginning with the first scheduled contest at any level. (Definition of fan: any person attending an athletic event, including coaches, players, parents, bus drivers, etc.)

LEVELS OF COMPETITION

MIDDLE SCHOOL

Emphasis at the middle school level is on individual participation, as well as team success. Every attempt will be made to encourage student participation in athletics. Equally important to individual improvements are the social aspects of team participation. Attempts will be made to play as many students as possible in each game while also ensuring success for the entire team.

FRESHMAN

Emphasis at the freshman level is on participation, skill development and team success. If a sports program supports a freshman squad, efforts will be made not to cut players at this level as the future ability of these athletes is uncertain. Attempts will be made to play as many students as possible during each contest while striving for victory for the entire team.

JUNIOR VARSITY

Emphasis at this level of competition begins to focus on skill refinement and winning as a team.

VARSITY

The perfection of skill, playing the best athletes possible and winning is the emphasis at this level. While winning at all costs will never be a part of our philosophy, no apology should be necessary if the varsity team does all it can within the bounds of ethics, integrity and sportsmanship to win each contest. It is extremely likely that not every player will play in every contest.

RISK OF PARTICIPATION

Student-athletes and parents must realize and understand the possibility of serious injury, or even death, as a normal hazard of athletic participation. While the benefits of participation are numerous, it is important that you recognize that each time you participate in athletics you are assuming certain risks. In fact, many who participate will experience some type of injury during the course of their athletic career. Most injuries are short term such as sprains, bruises, contusions, cuts, etc. and recovery is quick. On the other hand, parent/legal guardian must also understand that there are possible long terms risks associated with athletic participation as well. Certainly the risks are greater in contact activities. As a result, each sport activity encompasses certain rules and regulations that are designed to protect all participants. For example:

- Participants must wear the proper equipment
- Participants must be properly conditioned
- Proper sports techniques must be utilized
- Participants must exercise good judgment at all times.

With these thoughts in mind, we urge parents/guardians/custodians and students to think about the risks involved before participating in the interscholastic athletic program.

West Holmes also exercises the following safeguards in an effort to eliminate injury, however, all risk and liability of injury is assumed by the parents, or said guardian when allowing participation. As a requirement by law and district policy, all coaches and paid volunteers will follow all OHSA guidelines and mandates for obtaining the proper coaching certification, including training in sports first aid and cardiopulmonary resuscitation.

Parents and/or guardians of all student-athletes participating in athletics at West Holmes are responsible for obtaining their own health and accident insurance coverage. None is provided through the Board of Education.

INJURY PROTOCOL

The West Holmes Athletic Department contracts a certified athletic trainer as a precaution and service to our student athletes. While he/she is contracted on a yearly basis in order to cover simultaneous events on our grounds in case an injury would occur, he/she is not always here for all practice sessions or middle school events. If your son/daughter would suffer a severe injury, including concussions and/or skin infections, they will be required to seek outside medical attention prior to being reinstated. West Holmes staff is not permitted to make medical referrals, as this is a decision to be made by the parent of the student athlete alone. The staff trainer will then assist with recommended physician care instructions.

If a student athlete has suffered an injury during a practice, scrimmage or contest, the following procedures will be followed by our staff.

1. Attend to the care and safety of student athlete
2. Consult trainer, if available
3. If injury is deemed severe, EMS will be contacted
 - a. If a student is then transported by squad, a staff member or the parent will accompany said student to the hospital.
4. Parents will be contacted

Treatment for minor injuries may be sought through our staff trainer. The coach and trainer will then work together in a concerted effort to determine the best course of action to be taken for the care and rehabilitation of that athlete and their injury. The parent or guardian will also be informed of the plan put into place and instructions to be followed.

In the case of an injury where a physician or emergency service personnel are consulted, written documentation from a medical professional must be submitted to the Athletic Director prior to the return or participation in any practices, scrimmages or contests. The medical release should list any and all limitations placed on the athlete if applicable.

If a student athlete is removed from activity due to a possible concussion or concussion like symptoms, by a coach, trainer or official, medical treatment and clearance from a physician **will be** required prior to the return or participation in any practices, scrimmages or contests. **NO EXCEPTIONS** will be or can be made to this policy. A parent or guardian cannot override this decision. Once an athlete has been removed, the proper documentation clearing the athlete or guidance from a physician must be received by the athletic office before they may resume any activity with their respective team.

ROLES AND RESPONSIBILITIES

GENERAL REGULATIONS

1. It will be the responsibility of each head coach or advisor to provide in writing a copy of specific policies for his/her activity to each participant and parent or guardian. A copy of these policies must be provided to the principal for approval. An advisor cannot establish a more severe penalty than those set forth in any of the code of conduct policies.
2. Hazing in extracurricular activities is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No participant shall plan, encourage, or engage in any form of hazing in practices, competition or performances. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. The participant may be denied participation from school or public performances, established by the Code of Conduct Review Board, for violation of this policy.
3. If the student is placed on out-of-school suspension for any infraction of school policy, the participant is not permitted to practice or compete in any practice, competition or public performance as long as the suspension is in force.
4. Daily attendance is mandatory so all participants can maintain the academic standards required for participation. A participant must be in attendance for at least 4 full periods of the day in order to practice or participate in a contest on any given day, except if excused by permission of the West Holmes Administration. Absences such as: college visitations, funerals, school business, doctor's appointments, etc. are excused, but may require documentation. This policy also includes special off-site practices or special contest events schedule. The student will be required to be at school for the maximum amount of time possible prior to departure or return from such event. Any participant who has an excessive tardy (6 or more) problem to school on the day of or day after a performance could be denied participation in present and/or future performances by the building principal.
5. Students are responsible for all equipment and uniforms issued to them by the district. Financial obligations resulting from equipment fees, replacement of lost, stolen or damaged equipment must be paid prior to participation in any present or future extracurricular program activities.
6. Students will not be able to participate in any conditioning, practice or public performance in any extracurricular activity until the participant and parent/legal guardian have turned in completed emergency medical forms, physical exams and any other paperwork required for participation on Final Forms. Participant and parent/guardian signatures are required each academic year.
7. It is **RECOMMENDED** that participants avoid social functions where drugs, alcohol or tobacco products are being used in violation of criminal law or the Extracurricular Code of Conduct.
8. If you have a concern to discuss with a coach, please be sure to follow the chain of command and the procedures for doing so outlined in a latter section of this manual.

10. A coach/advisor shall have the right to remove any participant from immediate participation in any extracurricular activity under the coach/advisor's supervision if the participant's presence poses a danger to persons or property or an ongoing threat of disrupting school, travel on any school-provided transportation, or any school-sponsored activity held on or off school property.
11. Other than in very unusual circumstances, all students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request form can be obtained in the high school office, on the district website or from the coach/advisor. Approval will only be considered when the transporting member is the parent or guardian. Approval will not be considered for travel with friends or other family members. Unusual situations may only be approved by the building principal, athletic director or the district superintendent.
12. A student may request a switch to another sport after the start of the season, however they must obtain permission from both coaches, as well as the administration.
13. The building principal and athletic director will be responsible to perform an annual review of the Code of Conduct and recommend any necessary changes.

DROPPING OR TRANSFERRING SPORTS

An athlete may find it necessary on occasion to drop a sport for a good reason as determined by the athlete and parents. If so, the following procedure must be followed:

1. Talk with your coach about the reasons for dropping the sport.
2. Report your situation to the athletic director.
3. Check-in all equipment issued to you. This means that you turn it in. Your friend should not turn it in.
4. If a student decides to drop out of a sport after the fourth week of practice officially begins, that student cannot join another athletic team for practice, training, or organized activities until the team they dropped has competed in their last contest that year.

Failure to follow these guidelines in dropping a sport may result in losing your privilege to participate in athletics.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

Any student who attempts to participate in too many extracurricular activities will undoubtedly be in a position of conflict of obligations.

When conflicts do arise, the coaches/advisors of those groups will meet to discuss a solution so that the student does not feel overwhelmed or caught in between too many extracurricular activities. If a solution cannot be found the principal shall make the decision based on the following criteria including but not limited to:

- The relative importance of each event
- The importance of each event to the student
- The relative contribution the student will make
- How long each event has been scheduled; and
- Talk with the parents.

If a student does participate in more than one sport then they have to declare which sport is their primary sport and which is their secondary sport. This is only to help the principal and athletic director to make a determination on where a student attends if a conflict takes place along with the above criteria.

CUTTING PROCEDURES/TEAM MEMBERSHIP

While the Athletic Department wishes to involve as many students as possible in athletics, there are times when students may be eliminated from a team for a number of reasons, including, but not limited to:

1. Talent, attitude and work ethic of those trying out
2. Number of individuals trying out
3. Optimum number to conduct productive practices and ensure adequate substitutes
4. Academic eligibility of those individuals trying out
5. Specific sport-related skills and abilities

In a situation where it becomes necessary to eliminate students from participation on a team, the following are the minimum guidelines coaches will follow when cutting students-athletes:

1. Prior to the first day of tryouts, the coach will provide written criteria that student-athletes will be judged on.
2. The list will be as specific as possible.
3. Student-athletes will be informed of the length of the tryout period in advance.
4. Coach should be able to validate reasons for student's elimination.

Provided the previous guidelines are followed, the coach's decision is final in regard to all cuts.

If a student is fortunate enough to be selected as a member of a West Holmes sports team, this does not indicate that he/she has a right to be on the team. It is a privilege to be an athlete and participate in the athletic programs at West Holmes. Those individuals selected as members on a team shall be considered members of that team through the completion of that regular sport season, unless they are removed for disciplinary reasons, scholastic ineligibility or mutual agreement between player and coach. Coaches have the responsibility for the selection of specific squad members for tournament competition and at that time may release those members of the squad not involved in the tournament series, if they (the coaches) so desire.

CONDUCT EXPECTATIONS

ACADEMIC REQUIREMENTS

So that local eligibility standards reflect a greater emphasis on classroom achievements with participation in extracurricular activities viewed as a privilege, the following are the guidelines for athletic and extra-curricular eligibility in grades 7 – 12. The only exceptions to the academic requirements of this code are students who participate in an extracurricular service group that has been identified as exempt by the building principal.

Athletic eligibility will be determined by the building principal, athletic director, head coach and guidance counselors, using the guidelines established by the West Holmes Board of Education and the Ohio High School Athletic Association.

High School Activities

1. In order to be eligible in grades 9 – 12, a student must have received passing grades in a minimum of five one-credit courses or the equivalent in the preceding grading period.
2. All provisions of the Ohio High School Athletic Association by-laws affecting scholarship apply.

3. The eligibility or ineligibility of a student continues until the second school day after the grades have been posted for the 9 weeks. At which time the grades from the immediately preceding grading period become effective. Exception: eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
4. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
5. Tutoring or examinations to complete the preceding grading requirements is permissible provided that privilege is offered to every student and the inability to complete required work on time is due to illness or accident verified by a physician.

Middle School Activities

1. A student enrolling in the seventh grade for the first time will be eligible for participation in the first grading period regardless of previous academic achievement.
2. In order to be eligible in grade 8, a student must have received passing grades in a minimum of five one-credit courses or the equivalent in the preceding grading period
3. In order to be eligible in grades 7 & 8, a student must have received passing grades in a minimum of five one-credit courses or the equivalent in the preceding grading period.
4. Any participant receiving an "I" or incomplete would have
that "I" averaged as an "F" in figuring the GPA until all work
is completed.

ADDITIONAL ACADEMIC STANDARDS FOR ANY STUDENT ENGAGED IN EXTRACURRICULAR ACTIVITIES IN THE WEST HOLMES LOCAL SCHOOL DISTRICT

1. The eligibility or ineligibility of a student continues until the start of the second school day following the school adopted mandatory grade reporting period for secondary schools, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.
2. The following conditions will be established for a student who is ineligible for a grading period:
 - a. A student can practice with a team or group.
 - b. A student who becomes ineligible in mid-season of a sport or activity that is restricted by team selection or audition can continue to practice with approval from the coach or advisor and parent/guardian. The student participant would be eligible for any local awards earned, by established requirements, at the point of ineligibility.
 - c. The student cannot participate in any athletic contest, scrimmage, performance, or in exhibition situations during the period of ineligibility.

- d. An ineligible student may travel with the team or group; however, they may **not** dress in uniform, warm up with the team or sit on the team bench during said contest.
3. A student, who would become ineligible for two consecutive grading periods, while a member of a team, club/organization or music/drama production, would lose all practice privileges and would be released from that athletic squad or student activity.
4. See additional eligibility and participation guidelines found at the OHSAA website, www.ohsaa.org.

USE OF SOCIAL MEDIA

Participation in social network sites such as Facebook, Instagram, Twitter, Snapchat, Tumblr and/or other digital platforms and distribution mechanisms that facilitate communication has both positive appeal and potentially negative consequences. The West Holmes Local School District supports and encourages the use of social network sites as a platform for individual expression and free speech.

Members of extracurricular activities where violations of athletic policy are evident in the content of on-line social networks or digital platforms could be subject to investigation and sanction under the Extracurricular Code of Conduct, and could be subject to the authority of law enforcement agencies. Members of extracurricular activities must be aware of these consequences and exercise appropriate caution if they choose to participate in social networking platforms.

Social Media expectations refer to but are not limited to the following:

1. No Negative Posts About Teammates, Coaches, or the Program
 - Student-athletes may not post, share, or comment on content that criticizes or demeans:
 - Teammates
 - Coaches
 - Opponents
 - Officials
 - School staff
 - The athletic program

Concerns should be addressed directly with coaches or school administrators, not through social media.

2. No Posts Showing Illegal or School Code Violations: Even if something happened outside of school, posting it publicly can still reflect on the program.
 - Student-athletes may not post or share content showing behavior that violates school or athletic policies, including but not limited to:
 - Alcohol consumption
 - Drug use
 - Tobacco or vaping
 - Illegal activity
 - Dangerous or reckless behavior

Posting or sharing such content may be treated as a violation of the athletic code of conduct.

3. Group Chat and Team Messaging Expectations

Many issues now happen in Snapchat groups, iMessage group chats, or team Discord servers.

- All team-related digital communication platforms must be used respectfully.

- Student-athletes should not:
 - Bully or harass teammates in group chats
 - Spread rumors or negative comments
 - Share private team information
 - Exclude teammates in a way that creates team conflict

Digital communication that disrupts team culture or student safety may result in disciplinary action.

4. Parent / Guardian Social Media Expectations

West Holmes Local Schools values the support and involvement of parents and guardians in our athletic programs. Parents play an important role in promoting sportsmanship, respect, and a positive team culture. Because social media platforms are highly visible and widely shared, parents and guardians are expected to demonstrate responsible and respectful behavior when posting or commenting online regarding West Holmes athletics.

Expectations for Parents and Guardians

Parents and guardians are encouraged to:

- Support all student-athletes, not just their own child
- Promote good sportsmanship toward opponents, officials, and coaches
- Represent West Holmes athletics in a positive and respectful manner
- Address concerns through the appropriate school communication channels rather than social media

Inappropriate Online Conduct

- The following online behaviors are discouraged and may be addressed by school administration if they negatively impact the athletic program:
- Posting negative or critical comments about coaches, players, officials, or teams
- Publicly questioning coaching decisions, playing time, or strategy
- Engaging in online arguments with other parents, players, or fans
- Sharing private team information or internal team matters
- Posting content that embarrasses or targets student-athletes

Name, Image & Likeness (NIL) / Personal Branding Policy

Effective Date: November 24, 2025

Reference: OHSA Bylaw 4, Section 11

Student-athletes are permitted to capitalize on their Name, Image, and Likeness (NIL) for personal branding purposes, provided they adhere strictly to the following regulations to maintain their amateur status and eligibility.

1. Definition

NIL/Personal Branding refers to a student-athlete using their public recognition or fame to receive benefits through appearances, licensing, social media, endorsements, or branding.

2. Prohibited Activities (What You Cannot Do)

To remain eligible, student-athletes **cannot**:

- **Pay-for-Play:** Accept payment simply for being on a team or based on specific athletic performance (e.g., money for points scored).
- **Use School/OHSAA Marks:** Use the name, logos, mascots, or trademarks of the school or OHSAA in any NIL activity.

- **Wear School Gear:** Display school uniforms or apparel during NIL promotions.
- **Engage During Team Activities:** Conduct NIL activities during school hours, practices, games, tournaments, or travel to/from these events.
- **Promote Banned Industries:** Enter agreements involving gambling, alcohol, tobacco, cannabis, banned substances, adult entertainment, or weapons.
- **Work with Collectives:** Accept deals from "collectives" (groups of alumni/boosters formed to pool funds for athletes).
- **Accept Recruitment Inducements:** Enter an NIL deal that is offered as a reward for attending a specific school.

3. Compliance Requirements (What You Must Do)

- **Disclosure:** Student-athletes must disclose all NIL agreements to the West Holmes Athletic Director within seven (7) calendar days of entering into the agreement. All NIL agreements must be disclosed to the OHSAA within **14 days** of signing. Failure to disclose on time can result in a suspension of up to 20% of the season. The district reserves the right to review agreements for compliance with Ohio law, OHSAA bylaws, and district policy.
- **Independence:** The student must be the only person benefiting from the deal; no money or benefits can go to the school or team.
- **Professional Advice:** Students and families are encouraged to seek professional legal or tax advice regarding contracts, as these are business relationships. Student-athletes under the age of 18 must have written parental or legal guardian consent before entering into any NIL agreement.

4. Transfers & Recruiting

If a student transfers schools and the transfer is linked to an NIL agreement, it will be presumed that the student was recruited, which is a violation of Bylaw 4-9 and may result in ineligibility.

5. Penalties

Violations of this policy will result in penalties outlined in OHSAA Bylaw 11, which may include suspension of eligibility during the investigation and disqualification from interscholastic sports.

Additional resources are available at the OHSAA website, www.ohsaa.org.

6. School Involvement

West Holmes Local Schools, its athletic department, and its employees:

- Will not arrange or negotiate NIL deals for student-athletes
- Will not compensate student-athletes for athletic performance
- May provide general education and guidance regarding NIL opportunities

PROCEDURES & CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

VALIDATION OF VIOLATION & DUE PROCESS PROCEDURES

Procedures to be followed if a participant is considered in violation of any code of conduct policy:

A coach/advisor shall not take any disciplinary action against any participant involving the possible violation of code of conduct rules until the participant has been provided the following due process procedures:

A participant is considered to be in violation of the Code of Conduct if the violation is observed by a school employee, coach/advisor, school activity chaperone, member of any law enforcement agency, or the parents of the participant or through statement of admission by the student.

1. Alleged infractions reported by community members to a building administrator will be evaluated to determine if the established investigative procedures will be implemented.
2. Every attempt will be made to investigate the potential violation before or after school hours or during the student's study hall period. However, due to the student or school personnel schedules, the investigation could occur during school time.
3. The building principal or his/her designee will lead the proceeding for investigating possible violations and enforcing the consequences.
4. Within a reasonable time after the investigation has been completed the investigator will set up a meeting consisting of the building principal, athletic director and coach(s) to determine whether an offense has been committed and if so the consequences. The principal will contact the parent and student or a person designated by the principal to explain the offense and its consequences.
5. When the alleged infraction of the code of conduct becomes known, a conference will then be held with the participant. If found to be in violation of the code of conduct, he/she shall be given written notice of denied participation and the reasons for such action by a building administrator.
6. A parent may appeal the decision to the Athletic Review Board* in which case a hearing will be held within 3 school days. The athlete will be excluded from participation in athletic activities during the appeal process. Refer to review board and appeals process later in this manual for more information.

Policy IGDJA: Drug Testing of Students in Extracurricular Activities and/or Driving Privileges

The West Holmes Local School District recognized that the use of mood altering chemicals is a significant health problem for learning abilities, performance, social and emotional development. We therefore wish to discourage the use of drugs, including alcohol, and encourage young people to lead a wholesome chemically free life.

The following expectations and consequences are established for extracurricular participants and are in effect during their enrollment at West Holmes Middle School and/or West Holmes High School.

The Drug, Alcohol and Tobacco Policy applies to athletes at West Holmes Middle School and West Holmes High School. This policy is cumulative for grades 7-8 and 9-12. Upon completion of the 8th grade the student's records will be expunged and the student will start high school

with a clean slate.

Expectation: *Students who participate in extracurricular activities are expected not to use or possess tobacco, drugs or alcohol at any time during their middle school or high school career.*

Overview

The procedure for initial and random alcohol, drug, and nicotine testing of participating students is accomplished in conjunction with an independent testing Vendor selected by the Board of Education. The Vendor will be provided, by the Designated Official, a full list of eligible students and, in turn, the Vendor will randomly select students for testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this policy and accompanying procedures. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results will be reported to the Designated Official by the MRO. Specimens are collected as split specimens which requires the Vendor to separate the specimen in two (2) separate containers. One (1) specimen will be tested and the other will be held for a second test, if required.

1. A Statement of Need and Purpose

Recognizing that the use of alcohol, drugs, and nicotine by students involved in activities is a national problem, and with the support from the U.S. Supreme Court, the West Holmes Local School District implements this program of deterrence and identification, as a proactive approach to a truly safe and alcohol, drug, and nicotine-free school. Likewise, through participation in activities, students using harmful substances pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold:

- to provide for the health and safety of all students;
- to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol, drug, and/or nicotine;
- to encourage students who use alcohol, drug, and/or nicotine to participate in treatment programs; and
- to prevent the impact alcohol, drugs, and nicotine use have on the learning centers of the brain, allowing each student to achieve full academic potential while the student is involved in activities within the West Holmes Local School District.

This program is designed to create a safe alcohol, drug, and nicotine-free environment for students and assist them in getting help when needed. The program does not affect the current policies, practices, or rights of the District regarding student alcohol, drug, and/or nicotine possession or use, where reasonable suspicion is established by means other than testing through this policy.

Any student in grades nine (9) through twelve (12) and their parent/guardian/custodian(s) must first sign a testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- Purchasing a parking pass, which allows a student to drive to/from school;
- Athletics; and/or
- Extracurricular activities (that are not tied to an academic grade) other than athletics.

2. Supporting Data

Random testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton*, and *Pottawatomie v. Earls*.

3. Definitions

Adulterant/Adulteration - Any attempt to alter the outcome of the 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 initialed by the collector and donor and then stays with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Designated Official(s) - The individual hired and/or identified by the District to oversee programs of the school or District. There may be one (1) Designated Official in the school building that participates in testing of students.

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.

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

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

Student Participant - A qualified student participating on a sanctioned activity as defined by OSHAA/or in a qualifying activity recognized by the Board of Education.

Testing Year - The testing year begins August 1 and continues for 365 days thereafter.

Vendor - The medical office or company selected by the Board of Education to carry out the procedure identified in this policy.

No Academic Consequences

No student will be penalized academically for testing positive. The results of tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the West Holmes Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent/legal guardian/custodian will be notified before a response is made by the West Holmes Local School District Board of Education, to the extent permitted by such subpoena or legal process.

Procedures for Student Participants

1. Informed Consent for Testing

At the beginning of each season/year, student participants and their respective parent/guardian/custodian will complete and sign the testing registration/consent form. No student may participate until this form is properly executed and on file with the Designated Official.

2. Alcohol, Drug, and Nicotine Testing Frequency

Testing will be done on a random basis throughout the school year. All students wishing to participate may be subject to testing for illicit or banned substances as specified in this policy and accompanying procedures. Eligible students will be randomly tested, on up to a bi-weekly basis, anytime during the testing year. This program continues until the student graduates. Any student that has completed their activity and does not intend on participating in any other activity for the remainder of the student's time at West Holmes High School may be removed from the program with a signed parent/guardian/custodian letter to the Designated Official. If no letter is submitted, and the parent/guardian/custodian submits the testing registration/consent form yearly, then the student will remain in the program for the remainder of the student's school year. If the student decides to rejoin an activity after submitting the letter of removal, then the student will be treated as an initial entrant into the West Holmes Local School District Drug Testing policy/procedures. Any student who refuses to submit to testing, or does not submit a completed testing registration/consent form, will not be allowed to purchase a parking pass or participate in athletics or non-academic extracurricular activities in the West Holmes Local School District.

3. Sample Collection

Samples will be collected as outlined in this policy and accompanying procedures. Any eligible student selected randomly for testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be offered the opportunity to consent to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample. If the student voluntarily consents to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample, the saliva sample will be collected as outlined in this policy and accompanying procedures. Otherwise, the student will be unable to participate until the proper specimen is provided.

Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Designate Official.

4. Procedures

Selected students will be released from their current location to go to the collection site. The student will be required to have a picture identification or be identified by the Designated Official and complete necessary form(s). A specimen of urine, or in rare circumstances where consent is given, saliva is collected following the process utilized by the vendor selected by the District. The details of this process will always be posted on the District website and will always be designed to require a level of privacy for each student (e.g., the collector of the specimen will always remain outside of the closed bathroom stall while the specimen is produced).

Confidentiality of Results

All test results are considered confidential information and will be handled accordingly.

Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement for the Random Testing Program.

Vendor Requirements

At a minimum, the Vendor must be able to provide the following services:

1. Random Selection of Student Participants

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected students' names will be given to the Designated Official, who will arrange for these students to report to the collection area.

2. Collection of Specimens

The Vendor will oversee the collection of specimens as outlined in this policy and accompanying procedures. Chain- of-Custody forms will be provided by the Vendor that meet the criteria of this policy and that of the testing laboratory.

3. Testing of 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 must be able to test for the following drug classes, substances, or their metabolites in collected urine specimens. The Designated Official may request testing of substances including, but not limited to, the following list:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana	Metabolites
Methadone	MDMA (Ecstasy)	Nicotine
Opiates (painkillers, heroin)	Phencyclidine	Propoxyphene

K2 / Spice	Other synthetic drugs (Bath Salts)	Synthetic Cannabinoids
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4. 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 as having proven by examination to have had the appropriate medical training to interpret and evaluate test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by this policy, as to the evaluation of positive tests and reporting findings to the Designated Official in a timely and confidential manner. Test results will be maintained by the Designated Official for a period of seven (7) years from the date of the test. These records will not be maintained as part of a student's record.

5. Reporting of Random Test Results by Vendor

The MRO will certify all screens as negative or positive and report, by telephone, positive findings in a confidential manner to the parent/guardian/custodian first. The MRO will also notify the Designated Official, once the positive result is confirmed, by phone and in writing, that a test returned positive.

6. Statistical Reporting and Confidentiality of Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive tests to any person, organization, news publication, or media without the express written consent of the West Holmes Local School District Board of Education.

However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. This report will not contain any student names, though the positive results would have been disclosed prior, as outlined in this policy.

Procedures in the Event of a Positive Result

1. Whenever a student's test result indicates the presence of alcohol, drugs, and/or nicotine or adulteration, as determined by the MRO, the following will occur (Note: with a positive test result for nicotine, if a student is of legal age to buy nicotine, the positive result will be excluded. Outside of this policy, the West Holmes Local School District Code of Conduct and other policies apply if tobacco/nicotine products are found or used on campus or at a school-related activity, regardless of a student's age.):
 - A. The parent/guardian/custodian is initially notified of the result by the MRO.
 - B. The Designated Official is notified once the positive result is confirmed and will notify the parent/guardian/custodian and student of implementation of this policy and of any positive results.
 - C. The student will be subjected to the appropriate action based on the student's circumstances.

- D. 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 to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian/custodian or student. Such a request must be made to the Designated Official, in writing, within five (5) calendar days from first notification of positive test results. If the contested test is reported as negative by the second laboratory, the first result will be nullified and the cost will be incurred by the District.
- E. 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.

2. First Positive Result, or Student Handbook Code of Conduct Violation

A positive result from the MRO or ruling of adulteration will constitute a first positive. The student will have two (2) options:

Option A) Agreement to Treatment.

For Alcohol and Drugs: The student will receive treatment based on an assessment from a certified alcohol and/or drug treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian/custodian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will be allowed to continue participating as long as the treatment plan is being followed and/or completed, as evidenced by the submission of the required documentation to the Designated Official.

For Marijuana/Nicotine: The student will participate in the nicotine education program offered from West Holmes High School. Completion of the class by certification will be provided within five (5) calendar days of the positive result. Failure to complete class within 5 days will result in a pause of participation from Athletics, Clubs, & Driving until the class is complete.

Option B) Refusal of Treatment.

For Athletics: The student refuses treatment and will be suspended from twenty percent (20%) of the season. The amount of suspension is based on the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a Three (3) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

For either option, the student will also be required to submit up to three (3) follow-up random drug tests. He/She will automatically be part of the next 3 consecutive random drug screenings.

3. First Positive Result Due to Ruling of Adulteration

If the student's first positive result arises from adulteration, the student will be automatically suspended for twenty percent (20%) of the season or three (3) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a first offense. As an example, if the student chooses Option A above, the suspension will be a total of twenty percent (20%) of the season or three (3) weeks from the activity/parking. If the student chooses Option B above, the suspension will be a total of forty percent (40%) of the season or nine (9) weeks of the activity/parking.

A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

4. Second Positive Result, or Student Handbook Code of Conduct Violation

A second positive result from the MRO or ruling of adulteration will result in a second offense. Students in the second offense will have one (1) of the following consequences based upon the choice from first consequence:

If the student was in Option A above:

The student must continue or re-enter the treatment/intervention plan as designed by the assessment counselor and submit the required documentation to the Designated Official.

The student also forfeits fifty percent (50%) of the athletic season contests (season or tournament) based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a nine (9) week period beginning with the date of violation.

Athletic/Extracurricular Activity/Parking consequence will run concurrently.

In lieu of the suspension detailed above in option A for a second positive result, a student can choose to be tested bi-weekly at the expense of the parent/guardian/custodian for a period of six (6) months. If the bi-weekly tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

The results of the said tests must be submitted to the designated official. A student whose bi-weekly test produces a positive result will have the suspension detailed in option A for a second offense reinstated.

If the student chose Option B above:

The student will receive treatment based on the student's assessment from a certified drug/alcohol treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will also forfeit seventy-five percent (75%) of the contests/events/activities (season or tournament), based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for an eighteen (18) week period beginning with the date of violation.

Athletic/Extracurricular Activity/Parking consequence will run concurrently.

If the student chooses to not be in any intervention/treatment plan, then the student will no longer be allowed to purchase a parking pass or participate in athletics or extracurricular activities for the remainder of the student's WHHS career.

The student will also be required to submit up to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. Failure to comply with this requirement will result in an indefinite suspension from contests/events/activities.

5. Second Positive Result Due to Ruling of Adulteration

If the second positive result arises from adulteration, the student will be automatically suspended for fifty percent (50%) of the season or nine (9) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a second offense. A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA- certified toxicology laboratory.

If a student's second positive result arises from the student's second adulteration offense, the student will be held to the consequences detailed in the "Third Positive Result" section of this policy.

6. Third Positive Result, or Student Handbook Code of Conduct Violation

A third positive result from a MRO or ruling of adulteration will result in the student being barred indefinitely from purchasing a parking pass or participating in athletics or extracurricular activities. The student will be able to earn eligibility back by having no positive test results for one (1) year from the date of the third offense. As part of the process to earn eligibility back, the student will be subjected to random test(s) each month at the expense of the parent/guardian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses

a SAMHSA-certified toxicology laboratory. If the student earns eligibility back after one (1) year and then has another positive test result, the student will be barred indefinitely from purchasing a parking pass or participating in athletic or extracurricular activities and will be subject to the same one (1) year process, as described earlier in this paragraph, to regain eligibility.

7. Self-Referral

A student who refers themselves prior to receiving a positive result from the MRO will be treated as a first offense remedy of "Option A" in the "first positive result" section of this policy. Self-referrals may be used on a first offense only. Subsequent positives following a referral will continue to actions stated in this policy and procedure for consequences. For the purpose of this policy and procedure, a student may only self-refer one (1) time while a student in the West Holmes Local School District.

Violation of Criminal or Civil Law

Student athletes shall not engage in criminal activities or violations of civil law. The school will be notified of students on probation or diversion from juvenile court. Being on the probation or diversion list will be a violation of the code of conduct and dealt with according to the Conduct Rules and Consequences of the Athletic Handbook in the following section.

A violation of the rules listed above will come from the report of a school administrator, teacher, coach, or advisor within the school system or law enforcement. It is common practice for the West Holmes Administration to work in conjunction with local law enforcement agencies to receive information pertaining to rule violations.

This portion of the code of conduct does not apply to traffic violations. It is the principal's discretion to determine if the athlete's violation warrants the use of the following consequences or if their infraction aligns with the previous section (Conduct Rules and Consequences).

First Offense

The student athlete will not participate in any athletic games/contests until all court-ordered probation, training, counselings, etc. are complete and documentation by the responsible agency is provided to the West Holmes Administration.

- The student may practice.
- The student athlete may travel with the team to games, but is not allowed to sit on the bench.

Second Offense

The student athlete will not participate in any athletic contests for one full calendar year. Additionally, the student athlete will not participate in any athletic contests until all court-ordered probation, training, counselings, etc. are complete and documentation by the responsible agency is provided to the West Holmes Administration.

- The student may practice
- The student athlete may travel with the team to games, but is not allowed to sit on the bench.

Third Offense

The student will no longer be eligible for participation in athletics at West Holmes High School. This decision can be appealed after one year from the last violation to the Superintendent and Board of Education.

Points of Information

1. Scheduled public performances would mean the announced or printed schedule (i.e. 10 football games, 8 Mock Trial competitions....).
2. Athletic scrimmages would not be considered part of the scheduled public performances. Participation in scrimmages would not be permitted during the suspension and would not count as one of the scheduled games/performances.
3. In the case of a cancellation of a scheduled public performance the violation would carry over to the next date of activity (i.e. weather conditions cancel an event that consequence was to be imposed).
4. If a violation occurs during a season and the consequence does not permit fulfillment of responsibility (i.e., one performance left on schedule with the consequence being two performances), then remaining consequence(s) will transfer to the next season/activity.
5. The participant who has violated the code for a first or second violation of the use of tobacco, drugs, or alcohol is eligible for a number or letter award as long as all specific requirements have been met. No other West Holmes Schools award or individual recognition will be given.
6. Students are permitted to try out for activity participation provided they are eligible for 50% or more of the season games/performances.
7. There will be no public recognition of a student currently under suspension.

PARENT/COACH RELATIONSHIP & THE CHAIN OF COMMAND

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child.
3. Locations and times of all practices and contests.
4. Team Requirements, e.g. fees, special equipment, off-season conditioning, etc.
5. Procedure to follow should your child become injured during participation.
6. Participant conduct code and discipline that result in the denial of your child's participation.
7. Requirements to earn a letter, if applicable.
8. Disposition of lost/outstanding equipment at the end of the season.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach **FIRST**.

2. Notification of any schedule conflicts or changes.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in various programs at West Holmes, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach, or teacher, may be desirable to clear up the issue and avoid any misunderstanding.

24 Hour Rule

West Holmes Local Schools encourages communication between coaches, student-athletes, and parents. When concerns arise about a team or athletic experience, follow these guidelines.

24-Hour Rule

- Parents and student-athletes are asked to allow 24 hours after a contest or athletic event before contacting a coach to discuss concerns related to the game, playing time, strategy, or other game-related decisions.
- This waiting period allows all parties time to reflect and approach the discussion in a respectful and productive manner.

Communication Process

If a concern exists, the following steps should be followed:

1. The student-athlete speaks with the coach first.
2. The parent schedules a meeting with the coach if further discussion is needed.
3. If the concern is still unresolved, the parent may contact the Athletic Director to schedule a meeting with the coach present.
4. If necessary, the matter may be referred to the building principal.

Failure to follow the 24-hour rule may result in the meeting being postponed or rescheduled.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. Concerns about your child's grades.

It is very difficult to accept the fact that your child is not playing as much as you would want. Coaches are professional and they are required to make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

ISSUES, IN MOST CASES, NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Matters concerning other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the person's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

CHAIN OF COMMAND PROCEDURES

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meeting of this nature do not promote a solution and may even complicate the issue. West Holmes follows the channels of communication listed below. Please observe the following list:

1. Head Coach
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of Education

If you have a concern to discuss with the coach, please call to set up an appointment. If the coach has not provided a personal number to be reached, you may always call the middle school or high school office to obtain their number. The phone numbers for these offices are:

- West Holmes Middle School: 330-674-4761
- West Holmes High School: 330-674-6085

If the coach cannot be reached after a reasonable time, please contact the Athletic Director at 330-674-1084, and he/she will arrange a meeting for you.

SUPPLEMENTS ON SCHOOL GROUNDS

In our continued efforts to be proactive and head off any potential problems regarding the use of performance enhancing supplements (whey protein, amino acids, energy enhancing substance, etc.), students must abide by the following:

Students shall not store, prepare or mix any powdered supplements, gels, capsules or tablets while in school facilities. Board approved adults or school employees shall not provide students/ athletes other than their own children with any type of performance or weight loss supplements.

The definition of supplement includes but is not limited to vitamins, minerals, herbs, meal supplements, sports nutrition products, weight loss powders/fat burners, natural food supplements and other related products used to boost the nutritional content of the diet or taken to increase their energy or body mass because of said use. Some of these consist of high-protein products, such as amino acid supplements, while other products contain nutrients that support metabolism, energy, and athletic performance and recovery.

Since our athletes do engage in intense athletic activity and may have increased needs for water-soluble vitamins, antioxidants, and certain minerals, including chromium, pre-packed sports drinks, such as: Gatorade and Power Ade, that contain blends of electrolytes (salts) that the body loses during exertion and sweating, will be permitted.

ATHLETIC BOOSTER CLUB

The West Holmes Athletic Booster Club is dedicated to improving the quality of West Holmes sports. The booster club does this by providing the school district with funds and equipment for all of its athletic programs. Without the funds generated by the West Holmes Athletic Booster Club, uniforms, equipment and facilities would not be what they are today. The booster club needs the help of parents, fans and community members in order to continue its important role.

Meetings are held the second Monday of each month, unless a holiday, at 7:30 p.m. in the high school library. Members can choose to volunteer at concessions, committee work and more.

Please consider joining the athletic booster club and become an active member in this important organization. A membership form is available at any West Holmes athletic event, on the district website or on the Athletic Booster Facebook page.

CALAMITY DAY PROCEDURES

PURPOSE

The purpose of developing these procedures is to improve communication between coaches, student athletes, parents and school officials by providing a uniform set of instructions to follow on Calamity Days. In this instance, a Calamity Day is defined as a day when school is not in session due to hazardous weather and/or road conditions, or a physical problem with school facilities (examples include no power, no water, no heat, etc.).

PROCEDURE

- Elementary, middle school & freshman athletic programs will not practice.
- Varsity programs may hold non-mandatory practices on Calamity Days. Attendance at these practices is completely voluntary on the part of the student athlete. Student athletes will not be subject to disciplinary action for non-attendance.
- Varsity programs will not practice if a Level II or Level III Weather Advisory has been issued by the Holmes County Sheriff's Office.
- The practice schedule will be as follows:
 - Varsity Girls Basketball & Softball: WHHS gym from 1:00 p.m. – 3:00 p.m.
 - Varsity Boys Basketball & Baseball: WHHS gym from 3:00 – 5:00 p.m.
 - Varsity Wrestling: WHHS wrestling facility from 1:00 p.m. – 3:00 p.m.
 - Varsity Cheer, Tennis & Track: WHHS Commons/hallways from 1:00 – 3:00

The decision as to whether or not a student athlete attends a non-mandatory practice on a Calamity Day is left exclusively to the parent/legal guardian. Parent/legal guardians are strongly encouraged to exercise caution and good judgment when deciding whether or not to allow a student athlete to attend a non-mandatory practice on a calamity day.

Parent/legal guardians are hereby notified that the school district will not be liable for any bodily injuries, death or loss or destruction of personal property, which may occur as a result of a decision on the part of the parent/legal guardian to allow a student athlete to attend a non-mandatory practice on a calamity day.

****Any exceptions to this policy will be determined by a coordinated agreement between the building principals, the athletic director and the superintendent. The process will first start with the athletic director and/or the building principals who will then consult with the superintendent for a final decision.***

AWARDS & BANQUETS

HIGH SCHOOL AWARDS

FRESHMAN & J.V. – Certificates will be awarded for each sport

Only one varsity letter will be awarded in a given year. For example, if an athlete earns his/her letter in football/volleyball and again basketball, he/she will be given a pin for their letterman jacket.

VARSITY AWARDS

1. First Year – 8" Letter
2. Second Year – Plaque
3. Third Year – Trophy
4. Fourth Year – Plaque

SPORT SPECIFIC LETTER CRITERIA

1. Football
 - a. A player must play in ½ of the quarters of the regularly scheduled games or start on special teams.
2. Basketball
 - a. A player must play in ½ of the quarters of the regular season, however, tournament games will count toward this total.
3. Baseball & Softball
 - a. A player must be in 1/3 of the innings of the regular scheduled games, however, tournament games will count toward this total. A letter may be given at a coach's discretion if extenuating circumstances apply. (i.e.: Pitcher, Designated Hitter, Designated Fielder, etc.)
4. Wrestling
 - a. An athlete must wrestle in ½ of the varsity matches scheduled in a season. Tournament games will count toward this total.
5. Volleyball
 - a. An athlete must participate in at least 2/3 of the **SETS** played during the regular season. (Not match total, but game total)
6. Track

- a. An athlete must accumulate 10 points during the season to earn a varsity letter.
- 7. Golf
 - a. A letter will be awarded to the first 5 boys and anyone who has played in ½ of the varsity matches.
- 8. Cross Country
 - a. Must place in ½ of the varsity meets (1-7 finish) and score at least one point in a varsity meet (1-5 finish).
- 9. Tennis (Boys & Girls)
 - a. A letter will be awarded to the first 3 single players and the first and second doubles players or must compete in ½ the matches of the regular scheduled games during the season.
- 10. Soccer
 - a. A player must play in a ½ of each game during the regular season or the equivalent of. Tournament games will count toward this total.
- 11. Cheerleading
 - a. A participant must be placed on the varsity squad and cheer at 2/3 of the regularly scheduled games during that sport's regular season.
- 12. Bowling
 - a. A player must bowl in ½ of the regularly scheduled games during the season.

SENIOR LETTERS

Any senior who has been a member of a squad for four years is eligible to receive a varsity letter his/her senior year. He/she must complete all four years with the squad and must also be a member of the varsity squad his/her senior year.

COACHES JUDGEMENT

A letter may be awarded to any athlete who the coach feels is worthy of receiving a letter because of some unusual situation. In this case, approval must be received by the administration.

MANAGER & STATISTICIAN AWARDS

Manager awards will be given at the request of the head coaches in each respective sport, however, they will not be eligible to receive a varsity letter.

KNIGHT OF THE YEAR

The following criteria will be used to select the recipient of the annual plaque. This award will be given to the senior boy and girl who have the most points accumulated. The award is based on three things: 1) Scholarship 2) Participation in school activities and 3) athletic ability.

To be eligible, a student must have spent at least two full years in West Holmes High School; must graduate from West Holmes High School; and must have lettered in at least two different sports while a student at West Holmes High School. Points gathered at other high schools will count if the student meets all of the before mentioned requirements. A panel consisting of the guidance counselor, high

school principal, assistant high school principal and the athletic director will be responsible for determining the winner of the award. Points are awarded in the following categories as designated below:

SCHOLARSHIP

4.0 = 16 points	2.5 = 10 points	1.0 = 4 points
3.5 = 14 points	2.0 = 8 points	
3.0 = 12 points	1.5 = 6 points	

HIGH SCHOOL ACTIVITIES – **Must be a member for a full year** **½ point for each:**

School Paper		Art Club
The Crossing		Knights of the Round Table
Indoor Track		Yearbook
Science Club		Band (Marching, Pep, Concert, Stage)
Club Officer		Foreign Language Club
FFA		Chorus
History Club		FCCLA
National Honor Society		Student Council
Academic Challenge		
Freshman Cheerleader	= 1 point	
JV Cheerleader	= 2 points	
Majorette	= 2 points	
Varsity Cheerleader	= 3 points	

HIGH SCHOOL ATHLETICS – **Must be a member for a full year**

Varsity Team/Letter	= 5 points per sport
JV Team	= 2 points per sport
Freshman Team	= 1 point per sport
Team Manager	= 1 point per sport
OCC All-Conference Selection	= 3 points
ALL-Ohio Selection	= 3 points
State Championship Participant	= 3 points

MIDDLE SCHOOL AWARDS

An award will be given to any athlete whom the coach feels is worthy of receiving it. The only awards to be distributed are the “honor award” certificates.

Cheerleaders will receive the “honor award” certificate.

Individual participant trophies will be awarded for:

- Basketball: Undefeated regular season and/or tournament championship.
- Wrestling: Undefeated regular season duals and/or tournament championship.
- Football: Undefeated regular season (minimum of six games)
- Track: Undefeated regular season (minimum of 5 duals) or invitational championship.
- Volleyball: Undefeated regular season in matches and/or tournament championship.
- Cross Country: Undefeated regular season in duals (minimum of 5)

BANQUETS

All banquets are planned and managed at the discretion of the head coach of each respective sport. While conducting the end of the season banquet on school grounds is encouraged, off site banquets are permissible at the approval of the administration.

DUAL PARTICIPATION

We want our students to have every opportunity possible to participate in extracurricular activities and thus allow dual participation during the same season. However, there do need to be some limitations so that issues do not arise. Parents and students should be advised in some form that conflicts with practices and games with other activities may affect the student's participation in the second sport. Coaches are encouraged to discuss expectations with parents/athletes regarding how dual participation will be handled prior to the season. Also, girls are expected to participate on the girls team, unless participation in another sport during the same season causes a conflict. If a girl chooses to not play on a girls team when it is offered, they will not be allowed to then participate on the boys team of that same sport if there are no conflicts during that specific season due to participation in another sport. Other extracurricular activities, such as clubs or band, do not apply.

A student will not be permitted to participate in two sports in the same season if they are subject to a pending suspension and have not dually participated previously in the same season.

CHEERLEADING

HIGH SCHOOL

In the spring of each year cheerleading tryouts are held, with the intent of supporting a maximum of 6 cheerleading squads. (varsity football, varsity basketball, JV football, JV basketball, freshman football and freshman basketball). All candidates must attend the pre-tryout sessions unless absence is approved by the administration. The number of participants considered for squad membership will be determined by: the number present at tryouts, the number of points accumulated and the range of scores established at this time. Division of squads will not be determined or announced at this time, but will be established in the fall at the discretion of the coaches, and announced at least one week prior to the first scheduled football game. When determining the division of squads, freshman will be eligible to be placed on a higher ranking squad, just like any other athletic squad at the high school level. The cheerleader advisor shall provide further instructions and a more detailed criterion regarding tryouts and team placement. (The basketball squads will carry a maximum of 8 participants for each level)

A separate tryout will be held in the fall to then determine the OCC and OASSA competition squads. In order to be eligible to try out in the fall, one must already be a member of the current sideline squads. Both squads will be comprised of those girls earning the top 10 scores overall for OCC and up to 20 scores for the OASSA competition. The school will not be affiliated with or responsible for any other competitions that the advisor, or parents, choose to attend outside of these two.

MIDDLE SCHOOL

The seventh and eighth grade cheerleading squads will be composed of no more than six to eight girls per squad unless pre-approved by the advisor and principal. The seventh grade squad will consist of only seventh grade girls and the eighth grade squad will consist of only eighth grade girls. There should be a good relationship among the squads. To be a middle school cheerleader is a great honor and the responsibility should not be taken lightly.

Tryouts for these squads will also be conducted in the spring and the middle school program will mirror that of the high school program, as far as placement on the OCC competition squad and will also be allowed to attend two additional competitions as well.

FACILITY USE

Any outside organization or faculty member using any of the facilities of West Holmes Local Schools must fill out the approved Board of Education Building Use Form. This form may be obtained on the district web site, at the central office located in Millersburg or in the high school athletic office. Any damage done to the facilities must be repaired or replaced at the expense of the person responsible for reserving the facility.

The West Holmes athletic department and the teams in season have priority use for all facilities on our grounds and hereby reserve the right to bump previously scheduled events and/or teams at any time due to weather conditions or unforeseen circumstances. The athletic department also reserves the right to deny the use of facilities on our grounds in the case of maintenance concerns that may be caused from said use. (i.e.: fields too wet or damage that may be caused by proposed equipment usage)

Athletic equipment and supplies are not included in facility rental and should not be expected to be used. (i.e.: balls, bats, mats, etc.)

Adult supervision is required during any type of use of our facilities at any time and there are no exceptions to this rule.

SUPERVISION

Coaches are to remain at practice or after games until each athlete has left the premises. Legally, the coach is responsible for the supervision of athletes, not only during practice, but also until they leave the premises. Supervision expectations are the same for planned out-of-season activities (conditioning, open gyms, etc.). Likewise, no athlete should be left unsupervised for any reason by a West Holmes coach in the weight room or similar WHHS/WHMS athletic/school facilities.

PARTICIPATION FEES

PAY TO PARTICIPATE

The activity fee structure for extracurricular activities are used to cover the expenses associated with the transportation of our student athletes. The payment of these fees do not guarantee the student athlete any type of playing time, they are used by the Board of Education to strictly offset transportation expenditures.

According to Ohio Revised code 3313.642, the Board of Education cannot charge **instructional** fees to students who qualify for free and reduced lunches, however, this law does not apply to extracurricular activities. Since athletics are considered an extracurricular activity, these fees are not mandated by law, and are not part of the “free public education” to which students are entitled. Therefore, free and reduced lunch recipients are not exempt from pay to participate fees.

Fees must be paid prior to the deadline date issued by the athletic office, or the fifth day of official practice, whichever is the latter. Failure to comply with this policy will result in the athlete being excluded from any type of activity with the team, including practices, until payment has been received.

We encourage the athletes to plan ahead to raise the funds needed for their activity fees. If a severe financial situation occurs that the athlete wishes to participate and family funds are not available the athlete can apply for assistance through the **athletic booster club**. All applications will be treated on an individual basis and in strict confidence. Applications are available in the High School and Middle School offices.

Fee Scale

High School - \$75.00 per sport

Middle School - \$50.00 per sport

*NOTE: This fee will be waived for up to 2 managers per team. All other game management staff or injured athletes will be required to pay the fee if they are traveling with the team at any time.

Special Information Items

1. If an athlete is permitted to go out for a sport after the starting date, fee payments will be accepted after the respective deadlines.
2. The payment of an activity fee **does not** guarantee any athlete a certain amount of competition contest time.
3. Fees are **non-refundable** with the following exceptions:
 - A. Sport is canceled due to insufficient numbers
 - B. Student does not make the team
 - C. If a student suffers a season ending injury prior to the first game
 - D. Student moves out of the district prior to the first contest.
 - E. Student is academically ineligible to participate prior to the first contest.
 - F. Payments can be transferred to another sport by request of the athlete or parent.
4. No **refunds** will be issued after the first contest of each sport.

VACATION DURING SEASON

Parents must realize that taking their children on vacation during a sporting season and removing them from the team for consecutive days may be met with disadvantages for their student athlete. Players will be required to follow team rules regarding missed practices and may be subject to re-evaluation prior to game participation being permitted in these cases.

DRONES

The use of drones (unmanned aerial vehicles), for any purpose, is not permitted on school grounds during any type of athletic contest sponsored by the West Holmes Local School District or the OHSAA.

CANCELLATION/RESCHEDULING OF EVENTS

While the athletic department does its best to communicate any cancellations, reaching all interested parties is an almost impossible task. Therefore, in the case of inclement weather or other unforeseen circumstances that may arise, the following resources can be used to monitor any changes to existing schedules.

1. West Holmes Athletic Website

- a. Log on to www.KnightsNation.org to see updated schedules.
 - i. **Like us on Facebook, join us on Twitter and sign up for email and text notifications here.**
2. WKLM Radio
3. Coaches should also have some form of channel of communication in place to notify the parents of changes to schedule.

GLOSSARY

Extracurricular: Any school sponsored activity, program, performance, athletic team, club, organization or event that is held outside of the normal school day and is not tied to a grade for a class that is considered a part of the school district's board approved curriculum.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled or placed against the gums.

Alcohol: Any liquor, wine, beer and/or other beverage that would contain alcohol. (Exception: student use for observing bona fide religious practices.)

Drugs or Controlled Substances: Any drug, including illegal drugs, narcotics, hallucinogens, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes. (For example, this would include but not be limited to counterfeit, look-a-like drugs, performance altering substances, or caffeine pills. The only exception would be supervised and doctor prescribed medications.)

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

Possession: Alcohol, tobacco or controlled substance/drug paraphernalia that is physically on or in student participant's body; or physically within his/her personal property (i.e. coat, book bag, gym bag, etc.); or as defined by the Ohio Revise Code: "*Possession*" means having control over a thing or substance, but may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found. Students involved Extracurricular Activities knowingly being in a vehicle or at a gathering with other students or underage (21) individuals when illegal use of alcohol or other drugs are present, may be subject to consequences of the code of conduct.

*Thank you for taking the time to review the policies and procedures in place for participation in West Holmes athletics. Please be sure to **sign this in Final Forms** for the middle school or high school. By doing so, you are agreeing that you understand and do hereby agree to abide by them.*

Ticket Price List	
Passes	
Student Pass	\$60.00
20 Punch Pass	\$100.00
Football Reserved Seats	Number of games x \$8.00
G BKB Reserved Seats	Number of games x \$8.00
B BKB Reserved Seat	Number of games x \$8.00
Golden Agers	Free
JV & Freshman Games (All Sports)	
Adult	\$6.00
Student	\$4.00
Varsity Football	
Adult	\$8.00
Student	\$5.00
Soccer	
Adult	\$8.00
Student	\$5.00
Volleyball	
Adult	\$8.00
Student	\$5.00
Boys Basketball	
Adult	\$8.00
Student	\$5.00
Girls Basketball	
Adult	\$8.00
Student	\$5.00
Track	
Adult	\$8.00
Student	\$5.00
All Middle School Events	
Adult	\$6.00
Student	\$4.00

Athletic Pass Information

All passes can be purchased in the high school office

Student Pass

Passes are available for \$60.00 per student. The pass is good for any home middle school or high school events for the current school year.

Family Pass Information

A Family Pass for 4 is available for \$300.00. Any additional student pass is \$40.00 each. The passes are good for any home middle school or high school athletic events for the current school year.

Adult Pass

We will be offering a 20 punch pass for the current school year. The pass is \$100.00 and can be used for multiple people & events. It is a savings of \$40.00 per pass.

Reserved Seat Pass

Reserved seats are available for Football, Girls Basketball and Boys Basketball. Contact the high school office if you are interested in purchasing a reserved seat.

Golden Age Pass

If you are 62 and live within the West Holmes Local School District, you are eligible for a Golden Age pass. To receive your pass you must bring proof of age and residency to the high school office.