

OFFICE OF ATHLETICS

HUBER HEIGHTS CITY SCHOOLS

**INFORMATION FOR THE STUDENT-ATHLETE
AND PARENTS**



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Revised August 4, 2003

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The purpose of this packet is to provide basic information and guidelines for students and parents as they participate and are involved with the athletic programs that are sponsored by the Huber Heights City Schools.

Athletics in the Huber Heights City Schools are governed by rules and regulations established by the Western Ohio League and the Ohio High School Athletic Association. Documents, in total, from these organizations are not included in this packet. They are on file for reference in the athletic office.

Athletic Code of Conduct

The athletes representing Huber Heights City Schools will:

1. Have a high standard of social behavior.
2. Display the proper sportsmanship in defeat as well as victory.
3. Respect authority.
4. Have a proper spirit of cooperation.
5. Be dedicated to hard work and training.
6. Display proper behavior both *in* and *out* of school.

The Huber Heights City School's Code of Student Conduct will serve as a base for the Athletic Department's Athletic Code of Conduct.

Use of Tobacco

Student participants are prohibited from the possession, concealment, or use of any form of tobacco. If an athlete violates this rule, the athlete shall be denied the privilege of participation for one (1) game. If a second violation occurs during the season, the athlete may be denied participation for the rest of the season.

Narcotics, Alcoholic Beverages, Illegal Drugs and Drug Paraphernalia

The code is applicable to students in any athletic student activity. An athletic student activity is any activity that meets, performs or practices at times other than or in addition to the regular school day and school year.

Activities that are required as part of the regular school curriculum are excluded.

Although the Athletic Department expect compliance with the provisions of this code throughout the year, compliance is required during the school year and also at other times when students are engaged in an athletic activity.

During the school year, defined to include all vacations, and the duration of the activity (which may include summer vacations), no student at any time or in any location, shall:

1. possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
2. instigate or conspire with others to sell, deliver, conceal, or be under the influence of any drugs of abuse, including alcoholic beverages or any counterfeit drugs of abuse;
3. use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be mind altering substances or drugs of abuse;
4. posses, use, sell, offer to sell, transmit, or conceal any item which is designed for use with illegal cannabis or drugs of abuse;
5. violate any federal, state, or municipal law or ordinance governing conduct not described in paragraphs one through four above (but which pertain to the subject of this code where the student should have reason to understand that such violation has or is likely to have a negative impact on the school or the school community).

Consequences

1. Possession, use, concealment or under the influence:
 - A. Amnesty
 1. Any student who voluntarily admits to use, abuse, or being under the influence of restricted substances may request amnesty from the Athletic Department.
 2. Amnesty requires that the student submit to chemical testing and a professional treatment program as prescribed by the principal and athletic director or another qualified designee.
 3. Cost for the testing and treatment program will be paid by the parents.
 4. The student may not practice or play until the proper professional assessment has been completed.
 5. Once the assessment has been completed and professional treatment has begun, the student may resume practice and competition upon medical clearance.
 6. Treatment must be maintained until the end of the school career or until a qualified professional deems it is no longer necessary.
 7. If treatment is discontinued or not maintained by the athlete, removal from the team will be taken by the Athletic Department.
7. Amnesty is extended to any athlete only one (1) time during his/her high school career in student athletic or related activities.

B. Non-Amnesty

1. Any athlete found to possess, use, conceal, or be under the influence, who has not applied for amnesty in advance will be removed from the team.
2. Amnesty can not be applied for at the time of the improper conduct, during a confrontation concerning the improper conduct, or before evidence is secured.
3. The athlete will then return to the jurisdiction of the Student Code of Conduct for the Huber Heights City Schools.
4. The student will not be allowed to participate in extra curricular activities for the rest of the season or remainder of the semester, whichever is less.

Additional Athletic Rules

If a participant violates one or more of the following rules, the student may be denied the privilege of participation:

1. unexcused absence from team activities;
2. verbal and /or physical abuse to members of the athletic staff or members of the team;
3. theft and/or willful destruction of school or personal property;
4. violation of established and posted coaches' rules;
5. behavior detrimental to the image of interscholastic athletics of the Huber Heights City Schools

The above rules are in effect during the official beginning and ending date of that activity.

Denial of participation will be for a period not to exceed the ending date of that activity

An Awareness Form (last page of this packet) that is signed by both the student and parent or guardian, must be on file in the athletic department before the student is an official part of the team. This form will be a record that the coaches' rules, the Athletic Department's rules and the responsibility of replacement of lost equipment has been made clear to the student and his/her family. By signing this Awareness Form the student and his/her family agree to abide by all the rules, regulations and policies that govern the Huber Heights City School's Athletic Department.

Attendance

Regular and prompt attendance to all athletic activities is necessary for the following reasons:

1. It is vital for safety to the individual in terms of conditioning, strength development and the treatment of injuries.
2. It develops sound habits and discipline.

3. It is vital for team morale and discipline.
4. It is vital for continuity in the program in terms of player development and enhancement of the learning process.

Absences to athletic activities will be classified into two categories -- **excused** and **unexcused**.

Excused Absences:

1. Illness -- verified by:
 - A. Doctor's note
 - B. Parent contact
 - C. Coaches' awareness
2. Death in family or close friend -- verified by:
 - A. Responsible adult contact
 - B. Coaches' awareness
3. Parental needs (vacation, religious holidays, needed at home, etc.) -- verified by:
 - A. Parent contact **Comment:** It is to be expected that parents, knowing the time demands and schedule of a sport, will cooperate in keeping these types of absences to a minimum.
4. Other: (School related activities, field trips, campus visitations, etc.) Verified by:
 - A. Responsible adult contact
 - B. Coaches' awareness
5. If you are under a physician's care or saw a physician due to an injury, you **MUST have a written release from the doctor in order to return to practice/games/contests**. A verbal release from the doctor is NOT acceptable.

Unexcused Absences: (to practices or games)

Unexcused absences are any not described in the preceding four categories, Coaches' rules will handle procedures and penalties for dealing with unexcused absences.

Other:

Students not attending at least **four** classes during the day of a scheduled activity will not be allowed to participate in any athletic function during that day. This includes both excused and unexcused absences.

Exceptions:

1. Absences due to school-related activities.
2. Absences due to unusual circumstances or events beyond the control of the student. Validity of such absences will be determined by a principal of that school or the athletic director. This includes practices as well as games. Students missing four periods or more on a day preceding a Saturday or holiday period *may* be permitted to participate during those times.

Changing Sports

Changing sports fall into two categories:

1. Before the first scheduled game:

An athlete who drops out of a sport before the first scheduled game will be allowed to join another team with the permission of the coach of the team being joined. Communications between both coaches should occur so there is understanding of the reason for change and so that all obligations toward the original team are discharged.

2. After the first scheduled game:

An athlete who drops out of a sport after the first scheduled game would be allowed to join another team only with the **complete** agreement and permission of both coaches.

This restriction can also include conditioning workouts for the next sport's season that the athlete may be interested in joining. (This restriction would last only for the season that the athlete quits.)

Lost Equipment

An athlete assumes the responsibility of returning issued equipment in reasonably good condition upon request by the coach. The following procedures can be put into effect should the equipment not be returned.

A bill from either the coach or the athletic department can be presented to the athlete and/or parents.

Athletes owing either money or equipment may not be allowed to participate in other sports until their obligation is paid.

If, at the end of their athletic career at Huber Heights City Schools the athlete still owes money or equipment, a copy of the obligation may be attached and become part of that person's permanent record until such debt is paid.

Eligibility

At the January 8, 1998, Board of Education meeting a new Extra Curricular/Athletic Eligibility policy was adopted beginning with the 1998-99 school year. The policy will apply to all students in grades 7 through 12 who wish to participate in athletics or other extra curricular activities.

The following is an edited version of the new policy. Complete copies of the policy are available in the Wayne High School Athletic Office.

Grades of the fourth nine week grading period will determine eligibility for the first nine weeks (fall season) of the school year.

- I. Huber Heights City Schools Standards
 - A. A student must have a 1.50 GPA during the previous grading period and pass 5 classes in order to eligible to participate. Any ineligible student does not qualify for participation until classes begin for the next grading period.
- II. Athletic/Extra Curricular Scholastic Eligibility Policy
 - A. Quarterly eligibility
 - 1. Any student not meeting Huber Heights City Schools minimum guidelines shall not participate.
 - 2. Any student whose grade point average for the previous grading period was below a 2.0 or an “F” must participate in a study table-intervention program to remain eligible for participation.
 - B. Weekly eligibility
 - 1. Students will submit eligibility sheets to their coach on Tuesdays beginning the second week of the grading period. Coaches will turn in all eligibility sheets to the Athletic Office on Wednesdays. Any extra curricular participant who receives an “F” from any teacher on these weekly sheets must participate in the study table until the “F” becomes a passing grade. If after three weeks, the “F” has not been raised to a passing grade, the student becomes ineligible until such time as it does. Any student failing to turn in a sheet will be ineligible for the following week.
 - C. Study table
 - 1. Study table will be held in the high school cafeteria or senior cafeteria on Monday and Wednesday afternoons from 3:00 to 3:50 P.M. or Tuesday, Thursday, and Friday from 6:50 to 7:40 A.M. Study tables will be staffed by teachers who will serve as supervisors and tutors.
 - 2. Students who failed to achieve a 2.0 GPA or received an “F” the previous grading period or who have an “F” on weekly eligibility must attend two of the three sessions.
 - 3. Study table participants must have a progress report signed by each teacher and submitted to their coach on Tuesdays.
 - 4. Any student who fails to attend two sessions or has an unexcused absence or missing assignments indicated on the progress report shall be ineligible the following week.
 - 5. Students are either on weekly study table or quarterly study table.

Due Process

Sound and fair procedures in the area of athletics suggest that the coaches and the administration provide athletes with an opportunity to explain themselves and circumstances related to the misconduct.

An athlete and/or parents wishing to appeal a penalty or decision may do so by adhering to the step-by-step procedure listed below:

1. A conference with the head coach of the sport.
2. A conference with the athletic director or designee.
3. A conference with the school principal or designee.

Awards System

All Student-Athletes MUST be present at their awards banquet (9th through 12th grades) or awards ceremonies (grades 7 and 8) in order to receive their post-season award.

An athlete who has met criteria established by the athletic department will receive a designated award at the end of each sport's season. A description of the awards follows:

Award Certificate: All participants in grades eight through twelve will receive an appropriate awards certificate upon recommendation of the coach.

Middle School

Eighth Grade: A four inch "W" with an appropriate cloth sports symbol will be awarded to each participant at the conclusion of his/her first sports season. Additional and appropriate cloth sports symbols will be awarded to those athletes who participate in other sports.

Only one letter will be awarded

High School

Ninth Grade: A set of three inch numerals depicting the scheduled graduation year of the athlete will be awarded at the conclusion of their first sports season. Certificates will be awarded for participation in all other sports.

Stat Award: A gold stat pin can be awarded to a statistician for the first sport served, regardless of grade. Gold service bars will be awarded for all other years of service.

Special Awards: Upon a recommendation of the coach, awards for Most Valuable, Most Improved and Coaches' Award may be awarded to selected athletes. These awards will be a specified type and will be the only special award provided by the athletic department.

Reserve or JV Letter: Upon recommendation of the coach, a five inch, white on black, block letter "W", differing in some style from the varsity letter, will be awarded to those athletes who competed in interscholastic competition but did not earn a varsity letter. An appropriate cloth sports symbol is also awarded. A cloth year bar is given for the second year an athlete competed but did not earn a varsity award.

Only one Reserve or JV letter is awarded

Varsity Letter: Upon recommendation of the coach, a six inch, white on lack block “W” will be awarded to those athletes who competed and earned a varsity award for the first time. A metal sports pin, depicting the sport in which the award was earned is also given. Those athletes earning a varsity award for the second, third or fourth year in the same sport will be awarded a gold bar.

Only one Varsity letter is awarded

NOTE: Managers and student trainers can be given gold manager or trainer pins upon the recommendation of the head coach of the sport or the athletic trainer.

Senior Athletic Plaques: These plaques are of a specified type and are provided by the athletic department. They are awarded to seniors who have earned at least two varsity letters, one of which was earned their senior year. These plaques will be awarded at an appropriate occasion in the spring of each year. These awards have traditionally been given at the annual Senior Breakfast.

Criteria for earning a letter will be included with the coaches’ rules. Among the criteria are:

1. The athlete’s coach must recommend that he/she receive an award.
2. The athlete must be a member of the team at the end of the season. Athletes removed from the squad for reasons such as violation of Huber Heights City Schools policies, athletic department policies, coaches’ rules, OHSAA rules, academic ineligibility, or a second ejection from a contest (per OHSAA regulations) will be ineligible for any post-season awards.
3. Athletes **must** attend post-season awards ceremony and banquet.

Transportation

The following rules are in effect for all athletes riding to and from games or any school sponsored event:

1. All athletes will ride to and from games or school sponsored event on Board of Education approved transportation. The only exception will be if the parent contacts the coach before the event about extenuation circumstances. Such circumstances would be:
 - a.) An appointment for the athlete that could not be met time-wise if the athlete returned on the bus.
 - b.) The parent is planning to stay in the area where the contest was held.
 - c.) An emergency at home - coach will use his/her discretion.
2. No athlete may ride to or from a contest or school sponsored event with a parent other than his or her own even if they met the circumstances in rule #1.
3. No athlete may ride to or from a contest or school sponsored event with a friend or relative, other than parent or guardian, even if they meet the circumstances in rule #1.

Huber Heights City Schools

Athletic Awareness Form

As the parents or legal guardian of:

Name of student _____

and as the participating student, we have read and are aware of the rules and regulations that govern the conduct of the students' who participate in any sports program in the Huber Heights City Schools

during the _____ school year.

I agree to abide by and support the rules as established by the coach of this sport, the Huber Heights City Schools Athletic Department, the Huber Heights City Schools Board of Education and the Ohio High School Athletic Association.

Student's Signature

Parent or Guardian's Signature

Date