



LICKING VALLEY

HANDBOOK

of

INTERSCHOLASTIC

ATHLETICS

Licking Valley Handbook of Interscholastic Athletics

INTRODUCTION

It is the intent herein to delineate the structure, procedures, and policies of the Licking Valley Athletic Program. Rather than listing specific guidelines and policies for every conceivable situation, this policy book shall describe general policies by which the athletic programs will be run.

It is important to note that “common sense” and a cooperative rational approach are necessary in implementing these policies. The organizational structure included in this handbook will provide the vehicle for implementing and interpreting the policies for all specific situations.

It is essential that these policies be reviewed each year so that all coaches and administrators are familiar with them.

PHILOSOPHY

Licking Valley seeks to develop the whole person. Its athletic program is viewed by the school community to be an integral part of this development by providing its athletes with opportunities for athletic experiences where optimum growth of participants (physically, mentally, emotionally, socially, and morally) may be developed.

Physical training for and participation in interscholastic sports should provide a competitive atmosphere in which Licking Valley’s young men and women may test their abilities against those of an opposing team, develop playing skills and good sportsmanship, promote pride and enthusiasm within the school community.

Licking Valley’s primary objective is to develop young men and women of sound character, while working toward athletic excellence. Licking Valley’s ultimate goal is to bring out the best in every athlete.

AIMS & OBJECTIVES

1. The aim of all education is the enrichment of life. The objectives of athletics are more specific than this, yet through them the ultimate goal is brought nearer to realization.
2. The development of group responsiveness to group discipline.

3. The development of lasting friendships.
4. The development of self-confidence.
5. The development of respect for rules and duly constituted authority.
6. The development of opportunities of cooperation, resourcefulness, perseverance, initiative, and unselfishness.
7. The development of character.
8. The development of leadership.
9. The encouragement of ability to meet challenges.
10. The encouragement of desirable habits of conduct and self-discipline.
11. The encouragement of good health habits.
12. The inspiration of students to carry out their responsibilities as individuals.
13. The inspiration of students to put group goals and objectives before individual accomplishments.
14. The enabling of students to properly handle constructive criticism and improve areas of weakness.

ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

1. The athletic program of Licking Valley Schools will be conducted in accordance with all the rules and regulations of the Ohio High School Athletic Association (OHSAA) and the Licking County League (LCL).
2. The principal of the school shall have the ultimate responsibility for all matters pertaining to interscholastic athletic activities.
3. The administration of the Interscholastic Athletic Program is the direct responsibility of the athletic director. Persons delegated by the athletic director are to report to him and to keep him informed about the athletic program.
4. The athletic program is under the leadership of each respective head coach and his/her assistant coaches. Supervision of the program is under the direction of the principal and the athletic director.
5. Coaching assignments will be reviewed annually. Each year the athletic director will recommend the specific coaching assignments to each building principal.
6. The coach of an athletic team should be regarded primarily as a teacher, with all that it implies. He should be concerned with the educational outcome and the all around development of boys and girls involved in the program.

7. Eligibility and other regulations should be maintained not only to the letter, but to the spirit as well. Although teams should always play to win, winning should not be at any cost. School officials and coaches have a responsibility to promote good sportsmanship and to establish patterns of accepting victory and defeat graciously, and of accepting rulings of game officials without demonstrations of anger.
8. The program should be broad in scope and should include a variety of athletic activities for both boys and girls. Wide participation should be encouraged. No sport is to be made a prerequisite for any other sport.
9. Athletics will not be maintained at the expense of the regular instructional program.
10. The well-being of participants is of primary importance. This involves medical examinations, good equipment, and proper care of injuries.
11. Athletes should neither be exploited nor permitted to become objects of undue adulation. They should not receive special privileges because they are athletes, nor should they receive awards other than those approved by the Ohio High School Athletic Association.

CHAIN OF COMMAND

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Board of Education

Superintendent

Principal

Athletic Council

Athletic Director

Head Coaches

Assistant High School Coaches

Middle School Head Coach

Middle School Assistant Coaches

Any concerns of anyone in the athletic program must be taken to the next highest level in the chain of command. If the concern cannot be resolved in this way, the one having the concern and his immediate superior may take the concern together to the next highest level.

GENERAL RESPONSIBILITIES

Board of Education

The Board of Education holds ultimate responsibility for the establishment of policy concerning the overall academic and athletic programs of the school district.

Superintendent

As the top administrator of the school district, the Superintendent is responsible for administering the policies and procedures adopted by the Board of Education.

Principal

1. The principal is the administrator having the direct responsibility for the athletic program in his/her building.
2. The principal must ensure that he/she is kept informed of all athletic program activities.
3. The principal is charged with ensuring that all Athletic Department Policies are administered and enforced.
4. The principal shall ensure that all athletic facilities are prepared and maintained by maintenance personnel.

ATHLETIC COUNCIL

Purpose

To provide a forum by which the athletic program of the Licking Valley School District can be improved by:

1. Examining and discussing problems or areas of concern within the athletic program.
2. Attempting to resolve these problems by consensus and democratic process.
3. Making recommendations to the board concerning the athletic program.
4. Reviewing and approving the annual athletic department budget.
5. Promoting better communication between the administration, the athletic director, and the coaching staff.

Membership

Superintendent of school, high school principal, high school assistant principal, middle school principal, athletic director, faculty manager, and all head varsity coaches.

1. Members of the Board of Education, assistant coaches, and interested faculty members are invited to attend so that their concerns and suggestions can be voiced and their questions answered.
2. Each member of the Athletic Council shall have one vote regardless of the number of sports they coach.

Meetings

Regular council meetings shall be held three times per year.

1. The first meeting shall be held the second Thursday of September with the

primary purposes being policy review and suggested changes to policy.

2. The second meeting shall be held the second Thursday of December with the primary purpose being the review of fall sports.
3. The third meeting shall be held the second Thursday of March with the primary purposes being budget approval and the review of winter sports.
4. Additional meetings may be called by the athletic director if a specific need arises.

Officers

The athletic director shall prepare and send out the agenda prior to the scheduled meeting.

1. Chairman
 - a. The high school athletic director shall serve as chairman of the Athletic Council, and as chairman, shall preside over the Athletic Council meetings.
 - b. The high school principal shall chair the meeting on occasions when the high school athletic director cannot attend.
2. Secretary
 - a. The middle school principal shall serve as secretary.
 - b. The secretary shall be responsible for:
 1. taking notes during the meetings.
 2. preparing and distributing the minutes of the meeting.

Quorum

A quorum shall be considered to be over half the membership of the Athletic Council.

1. A quorum must be present to conduct a meeting.
2. A simple majority of the voting members present is sufficient to approve any item except the following:

Recommended changes of Athletic Department policy shall require approval by at least two-thirds of the membership of the Athletic Council.

DUTIES OF THE ATHLETIC DIRECTOR

- Organize and direct the high school and middle school athletic departments in accordance with the OHSSA and MSL rules and regulations, the Handbook of Interscholastic Athletics, and the Athletic Council.
- Work in cooperation with the Athletic Council and the principals.
- Be responsible for delegating the care and upkeep of all athletic equipment.
- Be responsible for all financing within the athletic program, including the budget preparation.
- Schedule all games and contests after conferring with the head coach and the principal.
- Hire all officials after conferring with the head coach of the sport involved, in all cases where officials are not assigned by the league.
- Be responsible for confirming orders and paying for all athletic equipment.
- Arrange transportation for all games and contests played away from home.
- Keep contract of games and officials on file in the A.D.'s office.
- Sign all game contracts, countersigned by the principal.
- Furnish the principal and coaches with a copy of the completed schedule.
- No schedule shall be changed without the approval of the A.D.
- Arrange for police protection and parking at boys home football and basketball games.
- Arrange for ticket sellers and ticket takers for all home athletic contests.
- Meet visiting teams and do all possible to assist them and to make their visit more pleasant.
- Contact officials before day of the contest. Have their checks made out in advance so officials can be paid immediately after the contests are over.
- Arrange for press, radio, cameramen, scouts, etc, in the press box.
- Arrange for the best practical mode of transportation for all away contests.
- Attend contests away from home, if requested by the principal.
- Be responsible for the promotion and handling of all approved athletic contests, clinics, and tournaments connected with the school.
- Be responsible for all financial transactions connected with the athletic program.
- Check the list of letter winners for each sport with the head coach to verify that requirements for awards have been fulfilled and shall prepare all necessary awards.
- Encourage all members of the athletic department to feel free to come in and make constructive criticism and discuss their problems.
- Perform other specific job related duties as directed.
- Shall observe coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations to the school principals as to coaches' job assignments.
- Shall be responsible for the cancellation or postponement of contracted contests because of non-playing conditions in compliance with Board of Education and MSL policy.

- Shall maintain a permanent file of players, medical exams, insurance forms, records, parent consent forms, payments, etc.
- Shall provide for cleaning, repair and storage of all athletic equipment and maintain an inventory of all equipment in cooperation with the head coach.
- Shall schedule facilities for all interscholastic athletic contests.
- Shall manage stadium, control use of stadium by band, football team, track squad, etc. Hire or make necessary arrangements to provide ushers, parking, stadium security, and other services required by the stadium operation.
- Shall be a member of the Athletic Council.
- Shall be responsible for scheduling physical exams.
- Shall be responsible for the operation and organization of the press box.
- Shall attend, or designee shall attend, all Athletic Booster meetings.
- Shall be responsible for all recommendations for the improvement of adequate facilities which shall be directed to the principal for consideration and referral at his discretion.
- Has a direct line of communication to coaches to keep them informed on rule changes and athletic policy changes.
- Shall be responsible for issuing MSL passes.
- Shall be responsible for conducting season ticket sales.
- Shall be responsible for providing an Athletic Department financial update for each meeting at the Athletic Council.
- Shall confer with the principal regarding preparation of playing and practice areas for home athletic contests.
- Shall ensure that all coaches have attended required sports medicine seminars.
- Will present a positive image of the school district at all times.

DUTIES OF FACULTY MANAGER

- Work in cooperation with the Athletic Council and the principals.
- Be responsible for delegating the care and upkeep of all athletic equipment.
- Arrange for police protection and parking at boys home football and basketball games.
- Arrange for ticket sellers and ticket takers for some home athletic contests.
- Meet visiting teams and do all possible to assist them and make their visit more pleasant.
- Contact officials before day of the contest. Have their checks made out in advance so officials can be paid immediately after the contests are over.
- Attend contest away from home, if requested by the principal.
- Be responsible for all financial transactions connected with the athletic contest.
- Perform other specific job related duties as directed.
- Shall be a member of the Athletic Council.

- Shall assist in scheduling physical exams.
- Shall assist in the operation and organization of the press box.
- Shall attend, or designee shall attend, all Athletic Booster meetings.
- Shall confer with the principal regarding preparation of playing and practice areas for some home athletic contests.
- Will present a positive image of the school district at all times.

LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

File 402

Title: HEAD COACH

Reports to: Athletic Director and Building Principal

Job Objectives: Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the athletic director and building principal informed about emerging issues.

Minimum Qualifications:

- Supplemental contracts are initially offered to certificated staff. Non-certificated personnel with appropriate skills and experience may be required to obtain an Ohio Department of Education Permit appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Relevant coaching experience.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise in coaching the assigned athletic activity.
- Upholds board policies, follows administrative procedures, and enforces all OHSAA and MSL rules.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs.
- Works with the athletic director and assistant coaches to evaluate program needs. Requisitions supplies and equipment. Reconditions equipment when needed. Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.).
- Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and carries out a practice schedule. Coordinates activities with the school calendar.
- Maintains accurate records and submit a season ending report within 2 weeks.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Assumes responsibility for the development of off-season activities (e.g., summer training, clinics, etc.).
- Assists with the optional student insurance program when offered. Maintains information as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.
- Evaluates individual and team performance. Report game results and statistics to the media. Develops and refines game strategies.
- Recruits, trains, and supervises student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games.
- Attend all tournament drawings and meetings regarding recognition of athletes.

- Communicates high expectations and shows an active interest in student progress and ensures all are eligible. Promotes academic success as an important priority for all students and assists with athletes' college placement.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Organizes student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Assigns and keeps track of athletic equipment issued to students and staff.
- Ensures that students keep locker rooms and practice areas orderly and are secured before leaving.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements and schedules changes.
- Works closely with the athletic boosters association.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the athletic director and building principal: Plans work assignments, provides assignments, provides instructions, and evaluates assigned staff and volunteers. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.

- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Licking Valley Local School District Board of Education.

The Licking Valley Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT COACH	File 403
Reports to:	Athletic Director, Building Principal, and Head Coach	
Job Objectives:	Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the head coach informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Supplemental contracts are initially offered to certificated staff. Non-certificated personnel with appropriate skills and experience may be required to obtain an Ohio Department of Education Permit appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Relevant coaching experience.• Completion of all pupil activity supervisor validation requirements.• Knowledgeable about interscholastic athletic program regulations.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Provides technical expertise in coaching the assigned athletic activity.• Upholds board policies, follows administrative procedures and enforces OHSAA & MSL rules.• Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs.• Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use and care of school property.• Reviews procedures and schedules before the start of the season.• Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.).• Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).• Assists with team tryouts. Maintains the integrity of the selection process.• Carries out a practice schedule as directed. Gives the head coach and athletic director a copy of all student communications.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Avoids public criticism of training/coaching methods used by other individuals.• Helps develop off-season activities (e.g., summer training, clinics, etc.).• Assists with the optional student insurance program when offered. Maintains information as directed.• Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.• Evaluates individual and team performance. Prepares statistics and reports game results to media. Develops and refines game strategies.• Helps recruit, train, and supervise student managers, trainers, and scouts.• Helps the athletic director secure personnel for home games.	

- Communicates high expectations and shows an active interest in student progress and ensures all are eligible. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly and are secured before leaving.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the athletic boosters association.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of or in the absence of the head coach: Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Licking Valley Local School District Board of Education.

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LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: MIDDLE SCHOOL HEAD COACH **File 403**

Reports to: Athletic Director, Building Principal, and Varsity Head Coach

Job Objectives: Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the varsity head coach informed about emerging issues.

Minimum Qualifications:

- Supplemental contracts are initially offered to certificated staff. Non-certificated personnel with appropriate skills and experience may be required to obtain an Ohio Department of Education Permit appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Relevant coaching experience.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise in coaching the assigned athletic activity.
- Upholds board policies, follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs.
- Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.).
- Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).
- Organizes team tryouts. Maintains the integrity of the selection process.
- Carries out a practice schedule as directed. Gives athletic director a copy of all student communications.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Helps develop off-season activities (e.g., summer training, clinics, etc.).
- Assists with the optional student insurance program when offered. Maintains information as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.
- Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games.

- Communicates high expectations and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the athletic boosters association.
- Supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the varsity head coach: Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Licking Valley Local School District Board of Education.

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LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MIDDLE SCHOOL ASSISTANT COACH	File 403
Reports to:	Athletic Director, Building Principal, and Head Coach	
Job Objectives:	Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the head coach informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Supplemental contracts are initially offered to certificated staff. Non-certificated personnel with appropriate skills and experience may be required to obtain an Ohio Department of Education Permit appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Relevant coaching experience.• Completion of all pupil activity supervisor validation requirements.• Knowledgeable about interscholastic athletic program regulations.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Provides technical expertise in coaching the assigned athletic activity.• Upholds board policies, follows administrative procedures.• Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs.• Promotes the proper use and care of school property.• Reviews procedures and schedules before the start of the season.• Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.).• Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).• Assists with team tryouts. Maintains the integrity of the selection process.• Carries out a practice schedule as directed. Gives the head coach and the athletic director a copy of all student communications.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Avoids public criticism of training/coaching methods used by other individuals.• Helps develop off-season activities (e.g., summer training, clinics, etc.).• Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.• Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies.• Helps recruit, train, and supervise student managers, trainers, and scouts.• Helps the athletic director secure personnel for home games.	

- Communicates high expectations and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the athletic boosters association.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the head coach: Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Licking Valley Local School District Board of Education.

The Licking Valley Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

The Board of Education has established the criteria for co-curricular and extracurricular activities consistent with its philosophy of, and goals for, education. All activity programs must meet these criteria.

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program.
3. Student activities must be managed in a professional manner.
4. Student activity advisors must follow all fund raising, budget, and audit requirements for the handling of public monies.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students and have the approval of the school administration.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities.
3. All receipts and expenditures are accounted for through the activity account.
4. Each activity should be designed to contribute directly to the educational, civic, social, and ethical development of the students involved.
5. The student activity program receives proportional attention in terms of philosophy, objectives, social setting, organization, and evaluation which is given the regular school curriculum.
6. Activities must be open to all students, regardless of race, color, national origin, citizenship status, religion, sex, economic status, or disability.
7. Activity programs must not be the primary focus of students, teachers, or schools.
8. Activities will have limited interference with regularly scheduled classes; this limitation often requires conducting such activities beyond the regular school day.
9. Activities at any level should be unique, not duplications of others already in operation.
10. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Code of Conduct or the Code of Conduct of the particular activity in which they participate once due process procedures are followed. Students absent from school the entire day due to illness or truancy are not permitted to participate in extracurricular activities on that date.
11. The following positions are identified as supplemental contract positions. These positions supervise a student activity program which involves athletic, routine, regular physical activity, or health and safety considerations:
 - all sports programs/activities
 - marching bands
 - cheerleading activities
12. Volunteers in these positions must be licensed by the State of Ohio and therefore must complete all requirements. The Board of Education will reimburse them for the licensing fee if requested within 30 days of paying the fee.
13. Employees who do not complete the requirements and/or don't have the appropriate license, will not be paid.
14. Non-employees may be employed in co-curricular/extra curricular activities if no certificated employees are available or acceptable to the administration. All such employees must have the approval of the building principal and superintendent. These non-certificated employees will not be eligible for any benefits of employment (tenure, mileage, fringe benefits, etc.). All duties as required by the building principal/superintendent must be satisfied prior to payment for services rendered.

ATHLETIC POLICIES

ATHLETIC AWARDS

1. Awards and presentations are to follow the guidelines stated in the Licking Valley Handbook of Interscholastic Athletics. Awards must meet the following criteria:
 - A. Varsity Softball & Baseball
Must either average three innings of play per game during the entire season or be a regular starting pitcher during the baseball/softball season.
 - B. Varsity Basketball
Must participate in at least one-half of the total quarters.
 - C. Varsity Football
Must participate in at least one-half of the total quarters.
 - D. Varsity Soccer/Volleyball
Must participate in at least one-half of all scheduled games.
 - E. Varsity Track
Must average one point per meet or score in MSL/district, regional, or state meet.
 - F. Varsity Cross Country
Must finish in the top 7 of the school's runners in at least one-half of all meets.
 - G. Varsity Wrestling
Must finish first or second in a varsity tournament, score 100 match points, wrestle in two-thirds of all varsity matches, win twenty matches, or be a district qualifier. Must do 3 out of 5 of these.
 - H. Special Cases
An athlete who does not meet the criteria for a letter as stated may receive this award under special conditions upon the recommendation of the head coach. These special conditions may include:
 1. Service to a team as a senior such as participating for two or three years, but not playing enough to earn an award.
 2. Late development and resulting excellent play.
 3. Injury before completion of season or before earning an award, but having been participating at an award-earning rate.
 4. Other (in consultation with athletic director).
 - I. An athlete who has apparently met the requirements for an award may not receive the award under certain situations:
 1. Quits the squad.
 2. Presents an undesirable attitude toward the squad, coaches, or school in general.
 3. Is dismissed from the squad.
 - J. All high school managers shall receive the same awards as athletes in the sport for which they serve.

- | | | |
|----|-------------------|---------------------------------|
| K. | Awards | |
| | Freshmen | Numerals |
| | Sophomores | Panther Head |
| | 1st varsity award | Letter with insert |
| | 2nd varsity award | Small wooden plaque and insert |
| | 3rd varsity award | Large wooden plaque and insert |
| | 4th varsity award | Larger wooden plaque and insert |

- L. Special Awards
Special awards will be determined by the head coach and the athletic director. All special awards, with the possible exception of the MVP award, will consist of framed certificates.

M. All awards given must not exceed OHSAA guidelines.

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MIDDLE SCHOOL AWARDS

- A. First year award:
Letter with insert and certificate.
- B. Second year award:
Certificate (8 x 10) suitable for framing and second year bar.

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ATHLETIC BANQUETS

- A. Athletic banquets must be attended by all coaches and athletes involved in that season's sports.
- B. An athlete must be present or be excused by his head coach in order to receive any award.
- C. The organization of the banquet will be the responsibility of the in-season coach.
- D. Middle school banquets will be the responsibility of the middle school principal and coaches.

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BOOSTER CLUB

1. The Booster Club is recognized as a valuable contributor to the athletic program.
 2. The Booster Club will not become involved in policy and procedural matters affecting the athletic program.
 3. The athletic director shall serve as the liaison between the athletic program and the Booster Club. All requests of coaches for assistance from the Booster Club should be presented through the athletic director.
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BUDGETING & APPROPRIATIONS

1. State law requires adequate records to be maintained for audit which include appropriations and budgeting. An adequate balance must be maintained to cover major expenditures necessary for the operation of the program and meet emergency needs.
2. The total amount of the interscholastic budget will be based on the gate receipts for the preceding four years and the projected receipts for the coming year.
3. The budget shall be prepared by the athletic director prior to the March Athletic Council meeting and be submitted for approval at that meeting.
4. The administrative appropriation for each sport will be figured separately from the sport appropriation.
5. Financial statements will be issued to the Board of Education and Athletic Council at each council meeting.
6. The sport appropriation shall be set up by the athletic director in conference with the head coach.
7. The budget shall include separate appropriations for each of the following sports: football, volleyball, cross country, boys golf, girls golf, boys basketball, girls basketball, wrestling, boys track, girls track, softball, and baseball.
8. The athletic director is responsible for anticipating major expenses in each sport such as uniforms, and reflecting this in long-range budget appropriations.
9. The administrative appropriation for the athletic director shall include the following: awards, entry fees, officials, security, training supplies, transportation and miscellaneous expenses.

CARE & ISSUING OF EQUIPMENT

1. The head high school and middle school coaches shall issue all school equipment that is pertinent to the sport.
2. The athlete assumes full responsibility for all equipment issued and confines the use of the equipment to practice, games, or meets.
3. The athlete agrees to pay the full replacement cost for any equipment not returned at the end of the season.
4. The athlete and the athlete's parents must complete and return the equipment pledge form to the head coach of the sport involved.
5. The head coach may at the time of issuance of equipment inform the athlete as to the replacement cost of the equipment issued.

CLINIC

1. Each coach will receive one (1) professional leave day per sport coached to attend clinics.

2. Registration fees to attend clinics in each sport shall be paid by the athletic program, with approval of the athletic director.
3. Additional professional leave days for other clinics may be approved at the discretion of the superintendent.
4. All other expenses involved in attending clinics will be the responsibility of the individual coach.

COACHES EVALUATION PROCEDURE

1. The high school building principal, in consultation with the athletic director, will evaluate all varsity head coaches.
2. The building principal, in consultation with the athletic director and the head coach, will evaluate all assistant coaches. The middle school principal, in consultation with the varsity head coach, will evaluate all middle school coaches.
3. The athletic director and the building principal will be responsible for the contract recommendation.
4. The evaluation is to be completed within 30 days after the conclusion of the season involved.
5. The written evaluation will be reviewed in a conference with the coach, athletic director, and principal.
6. A coach may write a rebuttal to the evaluation.
7. The evaluation form may be designed by the superintendent.

CODE OF CONDUCT, ELIGIBILITY AND DUE PROCESS

LICKING VALLEY HIGH SCHOOL & MIDDLE SCHOOL INTERSCHOLASTIC ATHLETIC CODE

I. Student Rights and Responsibilities

- a. Licking Valley High School and Licking Valley Middle School students have the opportunity to join and participate in interscholastic athletics. All participants in interscholastic athletics are obligated to adhere to the Code of Conduct, Eligibility and Due Process as well as the Student Handbook of the school.
- b. Participants have the right to expect reasonable and just treatment from the school and employees of the school.

II. Eligibility

A. Academic

- i. All OHSAA (Ohio High School Athletic Association) regulations regarding academic eligibility should be followed.
- ii. The athletic director shall be responsible for checking and certifying the eligibility of all athletes.
- iii. (Board Policy #2431) High School sStudents will have to achieve a 1.66 GPA for each grading period.
- iv. (Board Policy #2431) Students who have not achieved a passing score on one or more state-mandated tests (such as the OGT/end of course exams) after the first attempt shall participate in all subsequent administrations of the test(s) for which they have not achieved a passing score, including summer administrations, until they achieve a passing score(s). Students who refuse or fail to participate in the above described intervention programs and/or state-mandated test administrations shall be ineligible to participate in any extracurricular activity, including athletics for the period of one year or until they pass the above mentioned tests whichever occurs first.

B. Attendance

- i. An athlete must be present a minimum of one-half of the school day in order to participate in that day's athletic contest.

C. Drug testing

- i. All students who are involved in any extra-curricular activity in which they must maintain academic eligibility will be drug tested. The guidelines for drug testing are listed in the Board of Education Policy #2431.01 in the back of this publication.
- ii. No player who fails to complete a pre-season drug test (Board Policy #2431.01) shall be eligible to participate in scrimmages or games until such time as he or she has completed the pre-season drug test.

D. Pre-season student-parent meeting

- i. Any player who fails to attend (or, whose parent fails to attend) a regularly scheduled pre-season student-parent meeting shall be ineligible to participate in scrimmages or games until such time as he or she has successfully completed the scheduled make-up meeting.

E. Required forms for participation

- i. No player shall be eligible to participate in tryouts, practices, scrimmages or games until such time as all of the following forms are completed, signed and returned to the head coach of the sport:
 1. Athletic policies
 2. Physical form
 3. Athletic Insurance Coverage & Liability Form Agreement
 4. Team-specific rules
 5. Emergency Medical Form

F. Quitting and dismissal

- i. An athlete who quits or is dismissed from a squad shall not participate in another sport or conditioning in another sport until the conclusion of the season of the sport from which he/she quit or was dismissed, unless agreed to by both coaches.

III. Code of Conduct

A. Student handbook infractions

- i. Suspension from school which results from violations of the Licking Valley High or Licking Valley Middle School School Code of Conduct includes denial of participation in interscholastic athletics for the period of the suspension.
- ii. Due Process: Building principal or designee shall inform student and parents in writing of the suspension, and contact the coach to inform him or her of the suspension.

B. Drug, alcohol and tobacco offenses

i. Offenses:

1. The athletic director shall deny participation in interscholastic athletics to those students who test positive for, possess, deliver, arrange for deliver, use, sell, offer for sale, conceal or are under the influence of any narcotic, alcoholic beverage, inhaled intoxicants, marijuana, counterfeit controlled substance, drug, or controlled paraphernalia, including but not limited to all e-cigarettes and vaporizers. Also, the use of any tobacco products, including cigarettes, cigars, snuff, etc. at any time will also result in denial of participation.

ii. Consequences:

1. First offense consequence: denial of participation for 100% of season (or split between two seasons if in the middle of a season.

If the participant is found to have committed the offense through the drug/alcohol/tobacco testing program, the participant can earn the ability to have the denial period reduced to 20% of a season if the participant attends a meeting with the Athletic Director and the participant's coach(es) at which time the participant is forthright and honest in their explanation of their actions that led to the failed drug/alcohol/tobacco test.

If the participant is found to have committed an offense through an investigation by the administration and when questioned is cooperative and truthful, the participant can earn the ability to have the denial period reduced to 20% of a season. If through the investigation the participant is not cooperative and truthful, the administration has the discretion to not reduce the denial period or reduce the denial period to a percentage they deem appropriate.

In all three cases described above:

- The administration has the discretion to pull the participant for every random drug/alcohol/tobacco test conducted for the duration of the participant's athletic career
- The participant must successfully complete an approved substance abuse program before returning to competition
The participant must also complete 5 hours of community service set-up by their current coach(es).

2. Second offense consequence: denial of participation for 100% of season (or split between two seasons if in the middle of a season.

If the participant is found to have committed the 2nd offense through the drug/alcohol/tobacco testing program, the participant can earn the ability to have the denial period reduced to 50% of a season if the participant attends a meeting with the Athletic Director and the participant's coach(es) at which time the participant is forthright and honest in their explanation of their actions that led to the failed

drug/alcohol/tobacco test.

If the participant is found to have committed an offense through an investigation by the administration and when questioned is cooperative and truthful, the participant can earn the ability to have the denial period reduced to 50% of a season. If through the investigation the participant is not cooperative and truthful, the administration has the discretion to not reduce the denial period or reduce the denial period to a percentage they deem appropriate.

In all three cases described above:

- The participant must successfully complete an approved substance abuse program before returning to competition
- The participant must complete 10 hours of community service set-up by their current coach(es).

3. Third offense consequence: denial of participation for the remainder of the student athlete's enrollment in the LVLSD.
4. Team leadership positions: Athletes guilty of offenses specified in this section will have all current team leadership positions revoked.
5. Coach's penalties: Each coach has the option to develop and communicate in writing to participants and their parents/guardians penalties which may be more harsh than those specified in this code of conduct.(Board policy 2431.01)

iii. Due Process

1. Due process for drug / alcohol / tobacco offenses discovered through drug testing shall follow paragraph E of board policy 2431.01 ("Positive Results During Drug Testing")
2. Due process for drug / alcohol / tobacco offenses not discovered through drug testing shall follow this procedure:
 - a. Upon discovering the offense, the athletic director shall meet with the participant and discuss the consequences of the offense.
 - b. The offending student shall be given written notice on a denial of participation form that the activity will not be open to the offending student. The notice shall include the date of the meeting, right to appeal information, and the reasons for the denial of participation.
 - c. The athletic director will notify the parents of the offending student of the denial of participation.
 - d. If student is participating in a sport at the time of the denial of participation, the athletic director will inform the appropriate coach of the denial of participation.

iv. Costs of assessment, treatment, rehabilitation or counseling shall be the responsibility of the student.

v. Denial of participation in one activity may be cause for denial of participation in all interscholastic athletics.

C. Criminal offenses

i. Offenses

1. The Athletic Director shall deny participation in interscholastic athletics to those students who are convicted of or held responsible for a felony or misdemeanor in the first- through fourth- degree.
2. Conviction of a Minor Misdemeanor: Will not result in an athletic suspension unless drugs, alcohol, or tobacco are involved in the determination for which the student is held responsible. (Refer to drug, alcohol, and tobacco offenses; also, see "E. Team-specific rules and consequences")

3. No athlete may be in an establishment where you must be 19 to enter unless accompanied by parents or a legal guardian.

ii. Consequences

1. Conviction of a felony: Denial of participation for the entire upcoming season. If the offense occurs during the season, the denial of participation will begin immediately and the remainder of the penalty will be served in the participant's next season of participation in an interscholastic sport.

2. Conviction, adjudication, or held responsible for a first- through fourth-degree misdemeanor (i.e. placed on diversion for an M1-M4 misdemeanor) or infraction involving an athlete being in an establishment where you must be 19 to enter unless accompanied by parents or a legal guardian: The athlete will be suspended for a number of contests equal to 20% of a regular season's contests. (Soccer 3, Cross Country 3, Football 2, Volleyball 4, Golf 3, Girls basketball 4, Wrestling 4, Boys basketball 4, Softball 5, Baseball 5, Track 3) Offenses that occur near the end of the season which result in the students' being unable to fulfill his or her 20% suspension will result in the completion of the suspension in his or her next season of an interscholastic sport.

3. Team leadership positions: Athletes guilty of offenses specified in this section will have all current team leadership positions revoked.

iii. Due process

1. Due process for criminal offenses shall follow this procedure:

a. Upon the adjudication of the court, the athletic director shall meet with the participant and discuss the consequences of the offense.

b. The offending student shall be given written notice on a denial of participation form that the activity will not be open to the offending student. The notice shall include the date of the meeting and the reasons for the denial of participation..

c. The athletic director will notify the parents of the offending student of the denial of participation.

d. If student is participating in a sport at the time of the denial of participation, the athletic director will inform the appropriate coach of the denial of participation.

D. Other conduct detrimental to the program and school:

i. Expectation: Athletes are expected to be leaders in the classroom and promote a positive image in the community, as well as display an attitude that is consistent with team goals.

ii. Consequences: Licking Valley Local School District administrators reserve the right to deny participation for up to one season to student-athletes for actions that are not consistent with this code or would otherwise significantly discredit the athletic program or the school.

iii. Due Process:

1. Due process for other conduct detrimental to the program and school shall follow this procedure:

a. The athletic director shall meet with the participant and discuss the consequences of the offense.

b. The offending student shall be given written notice on a denial of participation form that the activity will not be open to the offending student. The notice shall include the date of the meeting, right to appeal information, and the reasons for the denial of participation.

c. The athletic director will notify the parents of the offending student of the denial of participation.

- d. If student is participating in a sport at the time of the denial of participation, the athletic director will inform the appropriate coach of the denial of participation.
- e. Team-specific rules and consequences
 - i. Expectation: Coaches may establish additional rules and policies which are not stated above. Each participating student must be given a copy of the published rules previous to the season of concern. Parents and guardians are to affix their signatures and the agreement is to be on file with the coach.
 - ii. Consequences: Consequences for team-specific rules infractions will be at the discretion of the head coach of each individual sport, up to but not including denial of participation for the remainder of a season.
 - iii. Due process:
 1. Only in circumstances in which a coach desires to deny a student participation for the remainder of the season, the following due process shall apply:
 - a. The athletic director shall meet with the participant and the coach and discuss the consequences of the offense.
 - b. The offending student shall be given written notice on a denial of participation form that the activity will not be open to the offending student. The notice shall include the date of the meeting, right to appeal information, and the reasons for the denial of participation.
 - c. The coach will notify the parents of the offending student of the denial of participation.

COMMUNITY COACHES

1. Community coaches must have satisfied all sports medicine and CPR requirements set forth by the State of Ohio and a BCI (fingerprint) check.
2. Community coaches will be informed by the Athletic Director concerning their legal liability.

After Board approval, a supplemental contract for employment will be issued. The individual will not be eligible for any benefits of employment (tenure, mileage, fringe benefits, etc.). Other duties as required by the superintendent must be satisfied prior to payment.

COMPLIMENTARY PASSES

1. All LCL courtesy passes shall be issued at the discretion of the athletic director.
2. All Licking Valley school employees will be admitted free of charge, with the appropriate pass, to all home athletic contests when following procedures set by the athletic director and superintendent.

CONDITIONING PROGRAM

Each head coach is responsible for organizing and scheduling an appropriate conditioning program with his/her staff.

INJURIES

1. It is the responsibility of the coach, athletic trainer, and athletic director to be familiar with the following procedures involving an athletic injury.
2. In the case of an injury requiring emergency attention, the following procedures are to be followed:
 - A. The emergency service for that community must be called.
 - B. Parents or guardians of the injured athlete must be notified and information regarding where the athlete should be transported.
 - C. In case a parent or guardian cannot be contacted, consult the Emergency Medical Form for information as to who the parent or guardian wishes to be contacted next.
 - D. The coach, athletic director, or a designated official of the school should accompany (if possible) the athlete to the hospital. This person must remain until relieved by a member of the family, guardian, or person(s) indicated on the emergency section of the Emergency Medical Form.
 - E. Fill out an accident report for all injuries regardless of the severity. NOTE: This report must be filed at the school office the day following the injury.
3. Any athlete restricted or excluded from an activity by a physician must have written approval by a physician in order to participate.
4. The Emergency Medical Form should be available to the coach at all times whether at home or away.

DRUG TESTING

All students who are involved in any extra-curricular activity in which they must maintain academic eligibility will be drug tested. The guidelines for drug testing are listed in the Board of Education Policy #2431.01 in the back of this publication.

OUTSIDE FACILITY SECURITY ARRANGEMENTS

1. All keys will be issued by the building principal at the request of the head coach prior to the beginning of the sports season.
2. The head coach is responsible for all keys issued and must return them to the principal within two weeks after the conclusion of the season.
3. No keys are to be copied or duplicated in any manner at any time.
4. Coaches are to unlock any gate or door and relock it upon leaving the facility.
5. Coaches who leave a gate or door unlocked shall be required to surrender their keys immediately.
6. The high school principal shall maintain a key list so that all keys are traceable. Coaches are to give the principal a list of everyone who has a facility key (gates, doors, field house, concessions stand, etc.).

PRACTICE TIMES

Practice times can be assigned by the athletic director, if necessary, after consulting the head coach involved.

PURCHASING

1. All purchase orders shall be completed by the athletic director.
2. All purchasing must be done through the athletic director and within the guidelines of the athletic budget.

SEASON END REPORT

1. Each coach in charge of a team will submit to the athletic director a season end report within two weeks after the completion of the season.
2. The season end report will contain the following:
 - A. Player roster
 - B. Season award record
 - C. Season resume
 - D. Season comments and suggestions
 - E. Equipment inventory
 - F. Any required evaluations

SCHOOL CLOSINGS

1. No home athletic contests will take place on days when school has been closed due to inclement weather unless varsity contests are approved by the administration.
2. Practices on days in which school has been closed due to inclement weather are at the discretion of the head coach involved with the approval of the athletic director.
3. Middle school practices on days school is canceled due to inclement weather must be approved by the middle school principal.

TEACHER STRIKE POLICY

All after school practices and/or games will be canceled in the event of a teacher strike.

TRANSPORTATION

1. Students participating on athletic teams shall be transported in one of the following ways:
 - A. School transportation.
 - B. Private cars driven by school personnel and/or parents authorized by the coach and athletic director.
2. No athlete will return home from away trips with anyone except on the school sponsored transportation, unless pre-approved by the principal.
3. Policy #2340 shall be followed:
Field And Other District-Sponsored Trips

Transportation will be provided by the district for all school sponsored trips involving students, if possible. If such is not possible, or is not practical, students may travel in private cars only if drivers are parents or staff members. No student may drive to an away school event in which he/she participates. (An exception may be made for the senior class approved trip to allow eligible seniors to drive.
4. Guidelines for trips shall be enforced.

GUIDELINES FOR ALL TRIPS-FIELD/ATHLETIC

1. Bus capacity is 65 passengers. Figure three to a seat. Each seat used for storage, deduct three passengers. Each two adults deduct one passenger.
2. Do not block center aisle on bus.
3. Do not store anything around the driver or in his/her area.
4. No coolers are to be used on trips. Plastic coolers tied down to a seat will be an allowable exception.
5. No glass is to be transported.
6. No animals are to be transported.
7. Any use of drugs, alcohol, or tobacco in any form is prohibited.
8. Bus driver will be responsible to set departure time for return field trips.
9. A certified employee will be responsible for keeping order on the bus.
10. All state laws and regulations will be enforced.
11. Emergency medical forms should accompany the students. The certified employee on the bus shall be in charge.

12. Exceptions to these rules may be granted by the superintendent upon written request by the employee in charge.
13. A list of chaperons and authorized passengers must be kept.
14. Bus driver should be notified of the meal plans for the trip.

SCHOOL BOARD POLICIES

- 2340—Field and Other District-Sponsored Trips
- 2431—Interscholastic Athletics
- 2431.01—Mandatory Drug Testing for Extra-Curricular Participants
- 5500—Student Conduct
- 5610.05—Prohibition From Extra-Curricular Activities

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FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

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Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State before any fund-raising plans are initiated.

The Superintendent shall approve all other such trips.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

R.C. 3327.15
A.C. 3301-83-12, 3301-83-16(A)(B)(E)
Auditor of State Bulletin 2000-006

Revised 8/12/02

INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.66 grade-point average for the grading period prior to the grading period in which s/he wishes to participate.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District. (See Policy 2430)

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

Any student who has not made a passing score on all required sections of State-mandated tests after their first attempt shall willingly and actively participate in all District sponsored intervention programs designed to help students achieve a passing score, including, but not limited to, intervention programs offered during and after the established school/student day and year (e.g., summer test intervention programs occurring in June, July or August when students would typically not be in school). Furthermore, students who have not achieved a passing score on one or more State-mandated tests after the first attempt shall participate in all subsequent administrations of the test(s) for which they have not achieved a passing score, including summer administrations, until they achieve a passing score(s). Students who refuse or fail to participate in the above described intervention programs and/or State-mandated test administrations shall be ineligible to participate in any extra-curricular activity, including athletics.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;

- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

“Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.”

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician; and/or parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. criteria for judging these important qualities;
- B. procedures by which these values will be communicated to students, parents, and supporters;
- C. means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;

- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.752, 3315.062
Ohio High School Athletic Association

Revised 6/29/06
Revised 11/12/07

Licking Valley Local School District
Bylaws & Policies

2431.01 - MANDATORY DRUG TESTING FOR EXTRA-CURRICULAR PARTICIPANTS

This document outlines the procedure for mandatory and random drug testing of all participants in extra-curricular activities (1) in the Licking Valley School District. This document is not intended to affect or restrict Licking Valley School District's authority to perform drug tests for "reasonable suspicion or probable cause" for any student, regardless of whether they participate in an extra-curricular activity.

A. Overview

The Licking Valley School District Board of Education recognizes that the extra-curricular program is an integral part of the entire educational program. Through participation in extra-curricular activities, students are provided an opportunity for educational, character-building, and leadership experiences.

The Board also realizes that a student participating in the District's extra-curricular program and who uses illegal drugs, alcohol or tobacco places himself/herself and others at a heightened risk of physical harm. To address this risk and to prevent injury to all participants in extra-curricular activities, the Board has adopted the attached Mandatory Drug Testing Policy for all participants, the details of which are set forth below.

Prior to participating in any extra-curricular activity, all participants and a parent or guardian must consent to the drug testing procedure described within this document. Consent to the testing must be received by the School District before the participant may engage in any extra-curricular activity. The participants will be tested one time per year prior to the start of their first season of participation in any extra-curricular activity. Once they are tested, they stay in the pool until they graduate or are removed from the pool by parent approval. If an athlete is removed from the pool with parent approval, they are ineligible to participate in extra-curricular activities for one (1) calendar year starting from the date of parent approved removal. To be able to participate in extra-curricular activities after the one (1) year ban, the athlete must be drug tested to be re-entered into the pool. Random testing of ten percent (10%) of the participant pool (2) will take place regularly each sports season. This procedure shall not affect the authority of the School District to perform drug tests based upon "reasonable suspicion" of use of illegal substances.

The results of the drug tests taken pursuant to this policy will not be documented in any student's academic records. Information regarding

the results of the drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid subpoena or other legal process. (3)

B. The Pre-Season Test

1. Pre-season drug tests will occur one (1) time prior to the start of an athlete's first season of participation in an extra-curricular activity.
2. Participants will be subjected to only one (1) "pre-season" drug test prior to the start of their first season of participation in an extra-curricular activity.
 - a. This test must occur prior to the participant engaging in any performance/contest.
 - b. The results of the "pre-season" test will be delivered to the parents/guardians by the agency performing the test and will not be revealed to school officials unless the parent or guardian wishes to do so.
 - c. Participants receiving a "pre-season" positive drug screen may enlist the assistance of the School District without penalty to the participant.
 - d. Counseling options will be made known to the families and the participants.
 - e. Parents of participants who receive positive "pre-season" drug screens and who notify the School District will be informed of their responsibility to help their child become drug free as well as the heightened risk of danger to an extra-curricular participant who is under the influence of drugs.
 - f. Any counseling expenses will be the responsibility of the parents.

C. Random Tests

1. Ten percent (10%) of the participant pool will be tested on a regular basis throughout the extra-curricular season.

2. The participants will be selected randomly by the testing agency retained by the School District to perform the tests.
3. Students may be tested at school or they may be asked to report to the site of the agency retained by the school to perform the tests.
4. The results of these random tests will be reported to the School District pursuant to the rules set forth in Section E.

D. Drug Screen For Reasonable Suspicion

The procedures in this document are not intended to restrict the authority of the School District to require any student to submit to a drug screen when the school administration has a "reasonable suspicion" the student has violated the law or school rules regarding drugs or alcohol.

E. Positive Results During Random Testing

1. Positive drug tests will be reported to the school Drug Prevention Coordinator by the drug testing agency.
 - a. The medical review officer shall notify parents first. The results will be reported to the Superintendent or the principal of the building in which the participant attends classes.
 - b. The Drug Prevention Coordinator, Superintendent, or the principal may obtain the result of the tests by telephone, but only upon providing a security code to the drug testing agency.
 - c. The Drug Prevention Coordinator will immediately notify the principal and the coach. The only information revealed to the coach and the principal will be the fact the test was positive and not the substance discovered by the test.
2. Consequences of Positive Results (4)
 - a. The first positive result from a random test will result in the participant being denied participation for the extracurricular activity in which s/he is currently participating or intends to participate. If the participant elects to complete an approved drug/alcohol treatment

program during this suspension, the participant may return to the area of participation after one-half (1/2) of the season has expired.

- b. The second positive result from a random test will result in the participant being denied participation in extra-curricular activities for twelve (12) months from the date of the violation. In order to regain participation privileges after the one-year (1) suspension, the participant must complete and document a successful rehabilitation and/or counseling program approved by the building administrator. A participant involved in more than one (1) extra-curricular activity per year may regain participation privileges for one-half (1/2) of one (1) activity season by completing community service, as defined by the building administrator, in the District elementary and/or middle schools, but only after s/he has completed his/her suspension for one (1) full activity season and documented his/her successful completion of the rehabilitation and/or counseling program.
- c. The third positive test result from a random test will result in the participant being denied participation in extra-curricular activities for the remainder of the participant's enrollment in the District, which includes any subsequent disenrollment and re-enrollment.
- d. Prior to denial of participation, the participant, the parent/guardians, the coach/activity advisor, and a building administrator will meet and discuss the consequences set forth in this document.

F. Parameters of Drug Screen

The drug screen performed under the terms of this policy will be designed to discover the following substances:

1. Any controlled substance listed in R.C. 3719.41 unless legally prescribed by a physician or other medical professional.
2. Any tobacco product.
3. Alcohol, including, but not limited to intoxicating liquor, wine, beer, mixed beverages, malt liquid and malt beverages as defined in Ohio Revised Code Section 4301.01. The term "alcoholic beverages" also means any liquid or substance, such as "near beer" intended for use as a beverage, which contains alcohol in any proportion or percentage. The term "alcoholic

beverage" does not include a substance used for medical purposes in accordance with the directions for use provided in a prescription or by the manufacturer and accordance with School District policy and rules related to the use of prescription and non-prescription drugs so long as the substance is (1) authorized by a medical prescription from a licensed physician and kept in the original container which container shall state directions for use.

Preseason, random or tests for reasonable suspicion may be given to determine the existence of any or all the above illegal substances.

G. Testing of Non-Participants

The Board feels so strongly about the positive elements of drug testing that it will offer, at the Board's expense, a drug screen to any student grade 7-12 that is not included in extra-curricular activities or to any staff member who volunteers for the testing. This test will take place concurrently with regularly scheduled pre-season drug tests. The Drug Prevention Coordinator must be notified in writing of the parent/guardians requests at least seven (7) days prior to the test.

H. Penalties

Each coach has the option to develop and communicate in writing to participants and their parents/guardians penalties which may be more harsh than those specified in this policy.

I. Appeals

The appeal procedure for penalties imposed under this policy is the same as the appeal procedure for any denial of participation and is set forth in writing on page twenty-six (26) of the athletic handbook.

- (1) For purposes of this document a "participant in extra-curricular activities" is defined as any student who must maintain academic eligibility."
- (2) The "participant pool" will include all active participants at any one time.
- (3) The restrictions in this paragraph shall not apply to drug tests performed for "reasonable suspicion" of the use of illegal drugs or for another test or method of discovery of drug uses not described in this document.
- (4) These consequences are not intended to restrict the School District's authority to impose additional consequences if the circumstances merit

more severe penalties.

Revised 8/11/08
Revised 7/9/12

policy

**BOARD OF EDUCATION
LICKING VALLEY LOCAL SCHOOL DISTRICT**

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STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

policy

**BOARD OF EDUCATION
LICKING VALLEY LOCAL SCHOOL DISTRICT**

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PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request.

R.C. 3313.664