

**GENOA AREA LOCAL SCHOOLS
ATHLETIC DEPARTMENT HANDBOOK**



**Guide of Expectations, Policies, and Regulations
for the Genoa Area Schools Parent and Athlete
Updated August, 2023**

GENOA COMET ATHLETIC CODE OF CONDUCT

Genoa Area Schools offers a vast program of interscholastic athletes for students to participate. Genoa Area is a member of the Northern Buckeye Conference and is also a member of the Ohio High School Athletic Association. It has adopted the eligibility standards of the OHSAA. Genoa currently offers these sports:

Cross Country	Track	Softball (GAHS)
Football	Volleyball	Golf (GAHS)
Soccer (GAHS)	Basketball	Cheerleading
Baseball (GAHS)		Wrestling

THE ATHLETIC COUNCIL is the advisory body for athletics at Genoa Area Schools. The council is composed of the high school principal, middle school principal, athletic director, associate athletic directors, all head coaches, two board of education members, and an athletic booster representative. It is this group, in accordance with the Genoa Area Board of Education and the OHSAA, that established the policies and regulations that appear in this document now referred to as the Comet Athletic Code of Conduct.

MISSION STATEMENT of GENOA ATHLETICS: The Genoa Athletic Department, through its administrative staff and coaches, is duly commissioned to promote a student-athlete's interscholastic participation academically, mentally, and physically. Such promotion will be done with and in respect for rules, of and for sportsmanship, proper training, and enhancement of (one's) competitive spirit. Success will ultimately be measured by an athlete's attempt to fulfill his/her fullest potential individually and/or within the confines of team membership, during their prep experiences and beyond.

STATEMENT OF GENOA ATHLETIC POLICY: The Athletic Department of Genoa Schools, believes that athletics, under prescribed rules, provide the opportunity to develop ideas and habits of health; fair play, initiative, achievement and emotional control. The coach is in an enviable teaching situation and the character-building aspects of athletics, (although sometimes lightly considered), can and should be real. Students can be taught to be humble in victory and gracious in defeat. Many examples can be cited in which students have found a purpose in their school work and their lives through athletic programs.

- The well being of the students is of primary importance. This involves academic vigilance, supportive parental involvement, quality medical care in first aid, diagnosis and treatment, current training and coaching methods, well maintained facilities and equipment, well attired, and safe and secure transportation means.
- Fair play, honesty, collaboration, tolerance, respect for opponents, officials, and fans, and other possible virtues can emphasize the true educational value of athletics.

ATHLETIC ELIGIBILITY

Eligibility rules exist to help maintain competitive balance in school sports and promote the purpose of education based athletics. As a student-athlete, YOU are primarily responsible for your compliance. The OHSAA and Genoa Area Schools have established eligibility rules to be abided by.

GENERAL STANDARDS:

- Student-Athlete must be officially enrolled in Genoa Area Schools
- Student-Athlete must have a biological and/or adoptive parent who lives in Ohio

AGE STANDARDS:

- High School students will be ineligible whenever they turn 20 years old
- Seventh and eighth grade students who turn 15 before August 1st are also ineligible for 7th and 8th grade sports but MAY BE eligible to participate in high school athletics.

ACADEMIC STANDARDS:

- Pass at least 5 credits (High School) or 5 classes (Middle School)
- GPA of 1.6 or greater
- No more than one (1 F) failing grade
- Eligibility is based on grades from the previous quarter.
- Semester and yearly grades have no effect on OHSAA eligibility
- All incoming 7th graders are eligible regardless of previous academic achievement
- Students taking college credit plus must comply with OHSAA scholarship standards
- To attempt to regain OHSAA eligibility, summer school grades, college creditplus and other educational options shall not be used to bring a student into compliance with the OHSAA

NON-SCHOOL AND OUT OF SEASON STANDARDS:

- You may be deemed ineligible if you are a member of a school team competing on a non-school team in the same sport during your schools team's season (example: club soccer team during school soccer season)

TRANSFER STANDARDS:

- Genoa High School will defer to the governing body of the OHSAA on all eligibility standards in regards to transferring districts.

GENERAL ATHLETIC GUIDELINES

OUT OF SEASON SKILL WORK

Out of season skill work is an activity in which the doors/gates are unlocked and open for unstructured play, and no one is restricted from observing. The school may designate the sport to be played. Athletes may participate provided:

- a. Participation is not limited to a select group of students.
- b. There is no designation of who shall play on which team or who shall play whom except by the students who participate.
- c. Regulation timing or scoring may not be kept.
- d. Coaching or instruction is limited to rules set forth by the OHSAA.
- e. A faculty member or coach must be present at all times to supervise the students/facility use.
- f. Athletes shall NOT be required to attend open gyms.

INTERSCHOLASTIC (VARSITY) AND CLUB SPORTS:

Those sports that have been formally recognized by the Board and abide by OHSAA regulations are deemed interscholastic. Club sports are typically established to evolve into varsity programs. Club sports exist for a probationary two-year period with no expectation of funding support from athletic sources, staffing is of a voluntary (II) basis, and only seniors of (club sports) are eligible for lettering and awards. Athletes must conform to Code regulations including eligibility and drug policies. Should an individual wish to participate in OHSAA events for GHS unrecognized sports (i.e. swimming, bowling, diving, gymnastics, etc.), no expectation of any financial support from school sources should occur. The individual's coach must however, be Board approved and the sport entry must be registered through the athletic department to the OHSAA. No awards of GHS should be expected. Eligibility questions should be directed to the athletic director.

AWARDS AND LETTERING POLICY:

Lettering policies established by respective coaches and subsequently approved by the Athletic Director will be shared with athletes at each season's start. A letter "G" will be given only once, when the athlete's FIRST varsity letter is achieved. For each letter won thereafter, appropriate pins will honor the accomplishment(s). Awards may be withheld and denied, if the athlete fails to attend the season ending ceremony of that sport. An athlete must recognize that any disregard for the Code of Conduct may compromise his/her opportunities for accolades.

STUDENT PARTICIPATION AND SPORTSMANSHIP:

Student participation in athletic contests is a privilege. As a student athlete you are expected to conduct yourself in an exemplary manner at all times. Sportsmanship is the #1 priority of Genoa Schools. In perception and practice, good sportsmanship shall be defined as those qualities which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others.

A student's paid or complimentary admission to any athletic event entitles the student to enjoy an exhibition of skills developed by our students in an educational setting. Attending athletic events

is a privilege. Booming, taunting, or intimidating the officials and opponents are unacceptable behaviors.

Student athletes may be denied participation in athletics for a specified period in accordance with OHSAA and further discipline by School Administration.

Students suspended in school may lose practice/game eligibility. Out of school suspensions/expulsions will forfeit participation in practice and/or contests.

REGULATIONS REGARDING THE STUDENT:

Conduct – the student is expected to obey the rules of conduct, grooming, etc. as established by administration for all students. The student must obey any additional regulations established by his/her coach or advisor as long as they are reasonable and are not contrary to school policy. If any conflict arises between the coach and the student in regard to these regulations, the athletic director, then the principal (if needed) shall make a decision after a conference, the conference referred to in this section shall consist of the student being given the opportunity to discuss the alleged rule violation and present to the administration his/her side of the story, to which the student is entitled to be held. If the student then fails to comply with the rules, the coach is justified in dismissing that student from the squad for the remainder of the season or until corrections have been made.

RECRUITMENT OF ATHLETES:

Genoa Athletic Department and athletic staff including all coaches should encourage and promote student participation in multiple sports. Coaches employed by Genoa Area Schools should not actively recruit athletes away from sports in the same season.

SOCIAL MEDIA POLICY:

Student-athletes who misuse or abuse social media can be subject to loss of eligibility as deemed by a coach or school administrator. Misuse or abuse includes social media posts that are inflammatory, offensive, or inappropriate in regards to teammates, coaches, opponents, school administration or the school district in general. Messages posted in school provided group chats also fall under this policy. This policy also applies to parents/guardians of student-athletes. Disciplinary action will be taken in accordance with the Genoa School Fan Code of Conduct.

QUITTING / DISMISSAL / DENIAL OF PARTICIPATION:

Dismissal from program may occur under the following:

- Violation of the OHSAA ejection policy
- Violation of the Student Code of Conduct
- Violation of the Athletic Code of Conduct
- Violation of training rules and individual team rules as specified by the coach in team meetings.

The coach and/or administration depending on the individual circumstances of the violations will determine denial of participation/removal from team/squad. The student shall first be given the opportunity to discuss the alleged offense and to present his/her side of the story to the administration. During any denial of participation, the student may be allowed to practice with the team and to attend all contests but will not be in uniform.

Any athlete who quits a team or is dismissed after the first scrimmage or regular season contest shall not be permitted to participate in another sport whether it be in or out of season, or a school sponsored activity such as open gym or skill training in that same season. If a student-athlete wishes to utilize the weight room, they must get approval from the coach of the sport they quit / were dismissed from in writing.

EJECTION FROM A CONTEST:

Any student ejected from an athletic contest will follow the procedures adopted by the OHSAA and in addition be subjected to possible GMS/GHS discipline.

RESPONSIBILITIES FOR EQUIPMENT:

- At the end of the season, the student-athlete is required to return all equipment or pay the full cost of replacing the equipment/uniform lost or unnecessarily damaged, due to the student's neglect or malice.
- The student shall not receive an award nor participate in another sport until this obligation is fulfilled; the head coach and athletic director shall determine the cost of the damages. Grades and transcripts may be withheld.
- School equipment issued to a student is to be used only for its intended use and only by the person to whom it is issued. Any equipment loaned out must be signed for by the student. The student must pay for the replacement of lost, stolen, or damaged equipment.

PARTICIPATION CLOTHING:

No student shall be permitted to wear, at practice or in contests, any equipment identified with another high school. Only school authorized apparel is to be worn in contests.

ATTENDANCE:

Students involved in athletics must be in school by 8:00 a.m. and/or for a minimum of 4 periods unless excused by the (athletic) administration. Failure to do so may compromise an athlete's privilege of participation in practice and/or contest for that day. Absences prior to weekends/holidays that may affect one's participation may be rendered excused by the administration.

CONFLICTING COMPETITION:

If an athlete desires to participate in two potentially conflicting sports during the same season, written approval must be secured by BOTH COACHES ADVISORS and submitted to the athletic director at least 5 days in advance of the first scheduled contest. The written notification must be SIGNED BY PARENTS AND INDICATE WHICH ACTIVITY TAKES PRECEDENCE SHOULD THERE BE CONFLICTING CONTESTS.

TRAVEL:

All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department, unless prior arrangements are made by the administration. Athletes will remain with their squad and under the supervision of the coach when attending away contests.

In unusual or emergency circumstances, students may ride with parents, guardians, or a person approved by the parents or guardians, but only with the consent of both the coach

in charge and the Athletic Director. Digital requests (text or email) must be sent to both the coach and Athletic Director for approval by a Parent/Guardian.

When a bus or van is unavailable, squads will travel by cars under the supervision of the coach. Students making trips in private cars must gain permission via digital communication from the Athletic Department prior to the trip.. Each driver of a private car must be properly licensed and insured and of age 21 or older, *if* this becomes a necessity.

PHYSICALS, EMERGENCY MEDICAL FORMS, INSURANCE AND INJURIES

- **Physical exams:** All student-athletes must have a physical exam at least once every 13 months and an examination form filled out as required by the OHSAA. This form must be either posted in the district adopted form program (i.e Final Forms) or on file with the Athletic Department.
- **Form Programs:** All Student-Athletes and their Parent/Guardian must complete all required forms in the district adopted software (Final Forms)
- **Insurance:** Every student participating in sports must be properly insured. This may be done by the parents purchasing the student accident insurance (if available) at school or by providing written evidence of insurance that will be fully responsible financially for any injury incurred by the student as a result of participation in a sport. It should be understood that school insurance may not cover all sports (especially football) and the school's purpose of providing it is not solely for the athletes. Forms pertaining to school insurance policies may be available in the high school office. Evidence of insurance must be shown before the student is permitted to practice or compete in a regular season practice or contest, or in a pre-season conditioning program.
- **Injuries:** When an athlete incurs an injury requiring medical treatment by a doctor, the athlete shall not be permitted to return to practice or participation in a contest without the written permission of a physician. Athletes are responsible for reporting injuries to their coaches.

TREATMENT OF FACILITIES:

Students are to treat physical facilities with respect and keep them clean. Students will pay for damages caused by neglect and may be removed from the team.

SUPERVISION:

Students are not to remain in or enter any building unless accompanied by school personnel.

HAZING/BULLYING/HARASSMENT PROHIBITION:

The O.R.C. 3313.666(A) defines harassment, intimidation and bullying as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

It is the policy of the Genoa Area Board of Education and school district that hazing activities of any type, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

If hazing or planned hazing is discovered, students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent,

CONFLICT RESOLUTION

There are occasions where conflicts arise throughout a season that may necessitate remediation. Communication between parents, athletes, coaches and administration is very important. Our coaches are encouraged to have an open door policy with our student athletes and our student athletes are encouraged to communicate openly with their coaches. This communication is vital to having a successful athletic program. The following chain of command will be followed to help resolve conflicts.

Chain of command

1. Dialogue between the athlete and the coach should always be first.
2. Head Coach and Staff / Parent / Athlete
3. Athletic Director / Head Coach / Parent / Athlete
4. Principal / Head Coach / Parent / Athlete
5. Superintendent / Head Coach / Parent / Athlete

The following rules will be followed by all parties involved.

- All will follow the 24 hour rule before communicating.
- Any meetings will be with the parent, athlete, and coach.
- Playing time is at the discretion of the coach and is not to be the subject of a meeting

CALAMITY DAY POLICY

When school has been closed due to inclement weather, all scheduled activities are canceled. The Superintendent has the authority to waive the calamity day policy on special occasions and tournaments at his discretion. Practices will not be held without the approval of the superintendent on calamity days.

SUNDAY PRACTICES/WORKOUTS

Sunday practices are never encouraged by Genoa Area Schools; however it is understood that under some circumstances an isolated need for a Sunday practice may occur. Therefore, Sunday practices may be held if there is a Monday game or a similar contest that requires a Sunday practice. All Sunday practices must be cleared with the Athletic Director and/or the Superintendent prior to their occurrence.

Out of season sports may hold voluntary workouts on Sundays pending the approval of the Athletic Director. Athletic programs may host events/practices on Sundays for youth sports.

GENOA AREA LOCAL SCHOOLS' DRUG TESTING POLICY

The Genoa Area Local Schools Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Genoa Area Local Schools students. The Genoa Area Local Schools Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Genoa Area Local Schools Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. Genoa Area Local Schools has selected student athletes, students who drive to school and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all student athletes and drivers in grades 7-12.

Purpose Statement

The Genoa Area Local Schools Board of Education hereby implements a drug testing program. This policy is being implemented to accomplish the following goals:

- A. Providing for the safety of all student participants in athletics, competitive extracurricular activities, clubs and those driving to school.
- B. Providing safety for all students;
- C. Providing student participants with the opportunity to become leaders in the student body for a drug-free/alcohol-free school;
- D. Deterring the use of drugs/alcohol and providing support for students who test positive for drug/alcohol use; and
- E. Undermining the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or consume alcohol.

This policy applies to all student athletes in grades 7-12 and all students who drive to school.

The Drug Testing Program does not affect the current policies, practices or rights of the District regarding student drug possession or use where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-disciplinary. Thus, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

Additionally, no student will be penalized academically for testing positive for banned substances. The results of a drug/alcohol test will not be documented in any student's academic record. Information regarding the results of a drug test will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the Genoa Area Local Schools Board of Education will not solicit. All students and parents/guardians/custodians must sign an "Informed Consent Agreement" for drug testing in order to be eligible to participate in athletics and extracurricular activities. The principal/designee will make all final decisions regarding any drug testing procedural issues within his/her building.

*Note: For the purpose of this policy, the word "drug" is defined as any illegal/illicit drug and/or alcohol.

DEFINITIONS

- A. DESIGNATED OFFICIAL
- B. ATHLETICS
Any student participating in a Genoa Area Local Schools athletic program which includes, but not limited to: Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Track & Field, Soccer, Softball, Volleyball and Wrestling.
- C. RANDOM SELECTION

The Designated Official shall prepare and maintain an updated list of Student Participants and will submit that list to the Vendor. To randomly select Student Participants, the Vendor shall use a computer system designed to ensure Student Participants are selected in a random fashion.

A Student participant may be tested more than once a year. Drug testing is unannounced and is to be randomly conducted. The day and dates are selected by the Designated Official and confirmed by the Vendor.

D. ILLEGAL/ILLICIT DRUGS

Any substance included in 21 U.S.C. 802(6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal Law. This definition also includes steroids, all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

E. ALCOHOL

Alcoholic beverages means intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor and malt beverages as defined in Ohio Revised Code 4301.01. The term "alcoholic beverages" also means any liquid substance (such as "near beer") which contains alcohol in any proportion or percentage.

F. DRUG ASSESSMENT AND COUNSELING

A program designed to assess the degree of dependence of a student on mood-altering chemicals or other illegal substances. Such a program shall include an educational component designed to teach the harmful nature of the mood-altering chemicals and any follow-up counseling and/or treatment deemed necessary by assessing agency. The cost of any such chemical assessment, educational component, counseling and/or treatment shall be the responsibility of the student and/or his/her parent/guardian/custodian.

TYPES OF TESTING

A. RANDOM TESTING

At the beginning of each season and/or school year, all student-athletes and students participating in competitive extra-curricular/club activities will be eligible for the random urine drug testing. The collection process will take place on school property or at the Board of Education approved testing facility. The head coach or advisor/instructor for each competitive extracurricular/club activity and the Designated Official are responsible for ensuring that all student athletes, students participating in competitive extra-curricular/club activities, and their parents/guardians/custodians properly sign the "Informed Consent Agreement" for drug testing. Random testing may be done throughout the season (including summer months) and/or school year. In the event of a non-negative result, the specimen will be sent to a laboratory and a certified Medical Review Officer will verify the results.

1. **Random selection of students:** The drug testing company will utilize a random number generator to select students for testing. Student Participants may be tested more than once per season and/or school year. The random selection of students will be a number not to exceed thirty percent (30%) of the participants in the selection pool at the time of testing. The Student Participant becomes eligible for the selection pool at the beginning of his/her sport season, and/or involvement in extracurricular activities.
2. **Scheduling random testing:** Random testing will be unannounced. The drug testing date and times will be selected by the Designated Official. The frequency and percentage of students tested each time will be determined by the Designated Official. The frequency of drug testing is not to exceed ten (10) times

in a calendar year and the percentage of students tested each time is not to exceed thirty percent (30%) of the testing pool.

B. GROUP TESTING

At the beginning of a season and/or school year, all eligible students in a particular group (groups include athletics and student drivers) may be required to take a drug test. The collection process will take place on school property or at the Board of Education approved testing facility. The head coach or advisor/instructor for each extracurricular/co-curricular activity and Designated Official are responsible for ensuring that all student athletes, student drivers and their parents/guardians/custodians properly sign the "Informed Consent Agreement" for drug testing. Random testing may be done throughout the season (including summer months) and/or school year. In the event of a non-negative result, the specimen will be sent to a laboratory and a certified Medical Review Officer will verify the results.

C. REASONABLE SUSPICION TESTING

School officials will have the right to have a student tested for use of drugs when there is "reasonable suspicion" of drug and/or alcohol use that does not rise to the level of discipline under the School Code of Conduct and/or the Student Participant handbook. This applies to all student athletes in grades 7-12 and all student-drivers.

D. "OPT IN" STUDENT DRUG TESTING PROGRAM

Parents/Guardians/Custodians who have students not involved in athletics and/or driving to school may have their students participate in the drug testing program at the expense of the parent. Interested parents/guardians/custodians should contact the Designated Official for additional information.

DRUGS FOR WHICH STUDENTS MAY BE TESTED

LSD, alcohol, marijuana, amphetamines, anabolic steroids, methaqualone, barbiturates, nicotine (tobacco), benzodiazepines, opiates, cocaine, propoxyphene (Darvon), or any substances included in 21 U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for the medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive test result.

COLLECTION PROCESS

The following procedures will occur after students report to the collection site:

- A. All students must have a picture ID or be identified by the Principal/designee. No exceptions will be allowed.
- B. The testing area must be secured during testing.
- C. Only lab technicians, students and designated school personnel will be present for the testing as privacy must be maintained for all students.
- D. The Designated Official is responsible for ensuring that all of the required forms have been completed and signed by parents/guardians/custodians and students. No student is to enter the collection site until forms are completed and proper ID has been presented or student identification has been made by the Principal/designee.
- E. When students arrive at the collection site and cannot give a sample, they will be asked to drink water or juice provided by the Official.

- F. No bags, backpacks, purses, containers or drinks will be allowed to enter the collection area. All extra coats, vest, jackets, sweaters, etc. must be removed before entering the collection site. Any infringement of the rules will result in the student taking the test again.
- G. Students processed by the lab technicians who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test and this will be considered a refusal. They are not to have contact with anyone until after the sample is given.
- H. Students will be asked to hold out their hands and sanitizer will be placed on their hands. The lab technician will add a dye to the toilet.
- I. Students will be asked to urinate directly into the collection cup given to them by the lab technician. The lab technician will stand outside the stall/restroom.
- J. If any adulteration of the specimen is detected, it will be considered a violation of the drug testing policy and the student will receive consequences as outlined in the policy. (The lab checks every sample for adulteration, such as additives that a student might drink or add to urine to change the sample.) They are not called positives but have the same consequences. Adulteration: Adulteration is the intentional tampering with urine sample by a donor to avoid detection of illicit drug or alcohol use.
- K. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
- L. The sample must be taken in one attempt and be at least thirty (30) ml in size. The student must return the cup to the lab technician.
- M. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he/she will be required to give a new sample immediately or the sample will be invalid.
- N. While the student is watching, the lab technician will recap the sample and return it to the student who must then return it to the intake technician. The student will note the specimen number and sign the specimen intake sheet verifying the specimen number and student identity. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be given. If the student leaves the collection area the sample is invalid and the student will have to give another sample. The student will wash his/her hands prior to returning to the classroom.
- O. The specimen will be checked by the lab technicians at the time of testing using a rapid screen panel. Any "non-negatives" will be placed in the transport bag and sent to a laboratory and a certified Medical Review Officer will determine the results.
- P. This collection procedure is subject to change because of procedural requirements by the testing agency. The Board of Education reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

PROCEDURE IN THE EVENT OF A POSITIVE TEST

- A. The Medical Review Officer will review all "non-negatives" or suspected adulterations.
- B. Depending upon the substance found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the student is taking any prescribed medication from a physician.
- C. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication from a physician.
- D. The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen.
- E. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of illicit or banned substances from the body. If the Medical Review Officer believes the

quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result can be reported.

- F. Finally, the Medical Review Officer, based upon the information given, will certify the drug test results as positive or negative. Positive results will be reported to the Principal/designee by telephone.
- G. The Designated Official, within one (1) school day of receiving the test results from the drug testing company, will attempt to notify the parent/guardian/custodian (first and preferably by telephone) of the positive results. Once the parent/guardian/custodian is notified, the student will then be informed of the positive results. The Principal/designee will then provide written notification to the parent/guardian/custodian via U.S. mail.
- H. If the parent/guardian/custodian or student wishes to contest the results, the drug testing company will arrange for a retest of the specimen to be submitted to either the same laboratory or a different laboratory approved by the Principal/designee (if requested by the parent/guardian/custodian). The parent/guardian/custodian or student must pay for this expense. Such a request must be made to the Principal/designee in writing within five (5) school days from the first notification of the positive test results.
- I. Consequences for violations of the Drug Testing Policy are immediate, unless specified otherwise in this policy, and cannot be delayed due to the contesting of drug test results.
- J. If a positive drug test occurs and there is less than the designated suspension period left in the designated season or school year, the suspension will continue into the Student Participant's next activity, including the following year. If a student chooses to quit before a suspension has been served in its entirety, the suspension will carry over to the next competitive activity in which the student chooses to participate.

SELF-REFERRAL

A self-referral occurs when a student admits to using drugs and/or alcohol and asks a coach, advisor, director, counselor, administrator or other school personnel for help and an assessment prior to any known violations of this policy and prior to being called randomly for testing. Self-referral will not be subject to any disciplinary action provided that:

- A. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the Athletic Director and/or Principal attending.
- B. The student/athlete must go through school-approved appropriate counseling or attend an insight group (an approved program which would cover many areas including drug education and feelings).

Once self-referral occurs, the student/athlete must go through A and B. Once the student/athlete goes through self-referral and a second violation occurs during the student's athletic career, the student/athlete goes directly to the second offense. Program arrangements, transportation and costs are at the expense of the student/parent. Self-referral option may only be used once in a student/athlete's athletic/activity career.

A self-referral will become a first offense and subject to consequences if:

- A. A law enforcement agency is involved in the investigation of a potential violation or either formal or informal charges have been filed before the student attempted to self-refer.
- B. Evidence of a violation is known by any staff member before the student attempts to self-refer. A self-referral may be used only once during the 7- 12 academic career of a student and may not be used after the student becomes a first offender.

CONSEQUENCES FOR VIOLATIONS OF THE DRUG TESTING POLICY

Consequences apply to all drivers and athletics that a student is involved in simultaneously. For example, if a student is a football cheerleader and plays volleyball, the consequence would apply to both activities.

Any student who tests positive will be subject to regular (random) testing for no less than one calendar year from the date of that violation.

INVESTIGATIVE SELF-REFERRAL (a student/athlete admits to a violation to the coach/advisor or administration upon questioning)

- A. A meeting with the student/athlete, parents or guardian, and coach must be held with the athletic director and/or principal attending.
- B. The student/athlete must go through a school approved appropriate counselor or insight group (an approved program which covers many areas including drug education and feelings).
- C. The student/athlete will serve a ten percent (10%) game/activity suspension with carry over in the next athletic/activity schedule. This suspension may be carried over to a different sport/activity if necessary to complete the suspension requirement. Once Investigative Self-Referral is selected, the student/athlete must go through A, B, and C. Once the student/athlete goes through investigative self-referral and a second violation occurs during the next 24 months, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent.

NON SELF-REFERRAL

- A. **First offense** occurs when the student/athlete does not self-refer (either type) and has broken the code of conduct.
 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the athletic director and/or principal attending.
 2. The student/athlete will miss twenty percent (20%) of the current season with carryover up to a maximum of twenty percent (20%). (Post season play such as playoffs, tournaments, etc. count towards working off the penalty and the student/athlete would not be allowed to participate.)
 3. The student/athlete must go through approved counseling or attend an insight group.
 4. A first offender who is not participating in a sport/activity at that time must miss twenty percent (20%) of his/her next sport/activity. The student/athlete must also complete Rule #3. Program arrangements, transportation and cost are at the expense of the student/parent.
 5. Student-drivers are denied driving privileges for two (2) weeks and must complete rule #3.
- B. **Second offense** occurs within a high school student's four (4) year career or a middle school student's two (2) year career (occurs when any type of self-referral or a first offender has broken the code of conduct again):
 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the Athletic Director and/or Principal attending.
 2. The student/athlete will miss fifty percent (50%) of the current season with carryover up to a maximum of fifty percent (50%). (Post season play such as playoffs, tournaments, etc. count toward working off the penalty and the student/athlete would not be allowed to participate.)
 3. The student/athlete must go through approved counseling or insight group.
 4. A second offender who is not participating in a sport/activity at that time must miss 50% of his/her next sport/activity. The student/athlete must also complete

Rule #3. Program arrangements, transportation and cost are at the expense of student/parent.

5. Student-drivers are denied driving privileges for six (6) weeks and must complete rule #3.
6. The student/athlete must go through a drug assessment and complete recommendations. Assessment, arrangements, transportation and cost are at the expense of the student/parent.

C. Third offense

A third infraction within a student's high school or middle school career will result in denial of participation for the remainder of that career.

All decisions will be reduced to written form for any type of consequence issued.

CLARIFICATIONS

Self-Referral: An athlete/student approaches the coach, advisor, trainer, Athletic Director or administrator and admits violating the Code of Conduct. This self-referral must occur before any type of investigation is started by coaches/advisors, administration or law enforcement agencies and must occur prior to being called randomly for testing. Self-Referral is a first offense option that may be used only **once** in a student/athlete athletic/activity career.

Investigative Self-Referral:

- A. A coach/advisor suspects a violation and confronts an athlete/student and the athlete/student admits to breaking the code.
- B. A person tells the coach/advisor that an athlete has been seen violating the code. The coach/advisor confronts the athlete/student and the athlete/student admits to violating the code.
- C. A student admits to using drugs and/or alcohol prior to providing a sample for drug/alcohol testing.

Investigative self-referral option may only be used once in twenty-four (24) months.

Self-Referral and Investigative Self-Referral are first offenses and any type of additional violation is a second offense. An athlete/student cannot use both types of self-referrals in a twenty-four (24) month time period.

Non-Self-Referral:

Any other violations that the athlete/student does not self-refer or where there is not an investigative self-referral.

Addendum

Beginning with the 2020 – 21 school year, the above drug testing policy and its consequences will be applied to all students involved in all extra-curricular activities and clubs.

**GENOA AREA LOCAL SCHOOLS
PAY TO PARTICIPATE PROGRAM**

INTRODUCTION

The Genoa Area Local Schools have a Pay to Participate program for the purpose of reducing the cost to the General Fund of operating co-curricular and extra-curricular activities.

The Pay to Participate Fee shall apply to all co-curricular and extra-curricular activities where the participant competes or performs and where there is a co/extra curricular contract issued to a coach/advisor.

FEE STRUCTURE

Grade(s) 7 – 12

First Sport \$100.00

Second Sport \$100.00

Third Sport \$50.00

Individual maximum fee not to exceed: (Grades 7-12) \$250.00

Only the primary sport is assessed a participation fee.

SCHEDULE:

Fall Sports

- Window Opens August 15th
- Payment Due Date September 1st

Winter Sports

- Window Opens November 15th
- Payment Due Date December 1st

Spring Sports

- Window Opens March 15th
- Payment Due Date April 1st

Payment Plan Option (must be communicated to Athletic Director)

- \$25 due at scheduled due date, remaining balance due 1 month later.

GUIDELINES AND PROCEDURES FOR THE PAYMENT OF FEES

The following guidelines and procedures for the payment of fees will be utilized to administer the Pay to Participate program:

- Parents and students are advised that payment of fees does **not** insure playing/participation time. This advisory particularly applies to athletics.
- The Head Coach/Advisor shall provide a final official roster of the students participating in the activity to the Athletic Director/Building Principal (made available following final cuts and team members have been selected before the posting window opens).
- Payment may be made online or via check which must be dropped off to the Athletic Department office or the Board of Education office. (checks payable to Genoa Area Local Schools).

- If a student qualifies for the Free and Reduced Lunch Program, fees shall be waived by 50% for students qualifying for the reduced (lunch) program.
- Students that have not paid the fees by the assigned date (see schedule above) may be denied participation in practice or games until such fees are paid *unless* payment alternatives are approved by the Athletic Director.
- Students will be ineligible to participate in any future co-curricular or extra-curricular activity until prior activity fee is paid in full.
- Unpaid fees may be cause to suspend official grade card/transcript access.
-

GUIDELINES AND PROCEDURES FOR REFUNDING OF FEES

The following guidelines and procedures for refunding/reimbursing fees will be utilized to administer the Pay to Participate program.

- Quits/Dismissed
 - No refund will be issued if a student quits an activity
 - No refund will be issued if a student is dismissed from an activity
- Eligibility
 - No refunds will be issued if a student loses eligibility from any standard at any time during that sport season.
- Injury
 - No refunds will be given for season ending injuries after the 1st game or performance. 100% of the pay to participate fee will be returned if a student incurs a season ending injury prior to the start of scheduled contests

CODE OF CONDUCT DISCLAIMER

It is prudent to BOTH recognize and accept the premise that ALL athletic issues and circumstances cannot be sufficiently anticipated in this document. Hence, the Administration accepts the obligation to address such unforeseen events with pause and discretion in respecting the mission of Genoa athletics when rendering decisions and mandating policies.

GENOA AREA HIGH SCHOOL ALMA MATER

We stand in honor unto thee
And loyal we will always be
Ever proudly we will raise
Your name in victory and in praise
We love thee Genoa High,
With dedication true to you
We will always proudly say,
Our Alma Mater, WE LOVE YOU!