

SHELBY CITY SCHOOLS



EXTRACURRICULAR ACTIVITIES HANDBOOK *2020-21*

Revised July 2020

TABLE OF CONTENTS

Section 1- Code of Conduct for Students Participating in Extracurricular Activities	2
Section 2- Shelby City Schools Drug Testing Policy	5
Section 3- Penalties for Extracurricular Code of Conduct Infractions	12
Section 4- Review of Code of Conduct Violations	13
Section 5- Miscellaneous Information	13
● Academic Eligibility Information	
● “Opt In” option	
● Spectator Behavior Guidelines	
● OHSAA “ <i>Respect the Game</i> ” Information Sheet	
● OHSAA/Shelby Athletic Dept. Communication Guide	
● Ohio Department of Health Concussion Information Sheet	
● Sudden Cardiac Arrest & Lindsay’s Law Information Sheet	
● Instructions for Completing Online Extracurricular Form	

SECTION 1- CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

The Shelby School System recognizes that the period of adolescence is a difficult time of change, growth, both physical and mental, decision-making, experimentation, and confusion. Great demands are placed on our youngsters while influences and pressures are constantly present.

The ability to participate in extracurricular activities, including interscholastic athletics is a privilege and not a right. The coaches, activity advisors and administration of the Shelby City Schools believe certain standards of behavior are important in the development of a sound extracurricular program. Students who voluntarily participate in extracurricular activities are expected to accept the responsibilities that accompany this privilege, including regulating his/her personal life in ways that make him/her a worthy representative of Shelby Schools. Failure to comply with these expectations may jeopardize a student's entire extracurricular career.

In addition, all students who participate in extracurricular activities at any time must comply with this code of conduct all twelve months of the year, in any season, and in all locations.

1. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE NOT A RIGHT.

A student participating in extracurricular activities is expected to conduct him/herself in a manner that reflects good citizenship and brings honor to him/herself, one's family, one's school and one's community, both in the classroom, on and off the performance stage or athletic field, as a member of a school club, during and out of season. In keeping with this philosophy, any student involved in any activity that will bring discredit to our school, community, or any team may be suspended or removed from extracurricular activities. Students may also be suspended or removed from extracurricular activities for violations of the Student Code of Conduct or the supplemental training rules for the particular activity in which they participate.

2. NO SELLING OR DISTRIBUTION OF DRUGS OR ALCOHOL

A student shall not sell, transmit, or distribute alcoholic beverages or look-alikes, illegal drugs, controlled substances (including steroids), or narcotics. School personnel must have documented evidence and/or criminal charges must be filed relative to the violation of this rule.

3. NO POSSESSION, PURCHASE OR USE OF TOBACCO, ALCOHOL OR NON-PRESCRIBED DRUGS

Students shall not possess, use, handle, transmit, or conceal alcohol beverages, or look-alikes, tobacco or tobacco products (including any type of electronic cigarettes or similar device), narcotics or any drug, look-alike drugs, or substance which is thought to be a drug.

Drugs include but are not limited to:

steroids	stimulants	narcotics
hallucinogenic	marijuana	non-prescribed medications

For the purposes of this Code of Conduct, the term “drug” includes over-the-counter medication or prescription medication, controlled substance(s); and illegal substance(s). Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or manufacturer's guidelines.

A positive test under the Shelby City Schools Drug Testing Policy (See Section II below) constitutes a violation of this rule.

4. PROHIBITED ATTENDANCE AT GATHERINGS OR PARTIES WITH ALCOHOL AND/OR DRUGS

Students will not attend gatherings or parties where the consumption of illegal drugs or the illegal consumption of alcohol (i.e., underage drinking) is taking place. Students must make a conscientious and timely effort to leave any such party or gathering immediately.

Remaining as a bystander at such gathering or party constitutes a violation of this rule.

5. DISCIPLINARY ACTION IN SCHOOL

Students involved in Student Code of Conduct violations/disciplinary action in the classroom or school related activities during the current season where out of school suspension results will be subject to denial of participation for an equal length of time. If a coach or activity advisor's additional Supplemental rules are violated, the specified penalty will be followed.

6. ATTENDANCE DAY OF CONTEST

Students must be in school at least ~~one-half (1/2) day on the date of the contest~~ *the second half of the school day in order to participate in extracurricular activities scheduled on that date. Activities are defined, but not limited to, practice, contests, meetings, etc. which take place after the school day is completed.*. One-half day is determined by the attendance office. Exceptions can be granted by the Principal, Assistant Principal, Activity Advisor, or Athletic Director.

Rules 7 & 8 are Applicable Only to Student-Athletes:

7. ALL STUDENT-ATHLETES MUST ABIDE BY THE RULES PUT FORTH BY THE OHSAA.

8. COMMITMENT TO PARTICIPATE

A student-athlete who quits a sport after the official start of the respective sports season (as defined by the OHSAA) or after “athletic cuts” or if removed from the team for rules violations will be unable to participate in any sports program until the sport he/she quit has completed its season, forfeit any awards for that sports, and return all issued equipment, uniforms, etc. Being unable to participate as a result of quitting or being removed from a team includes but is not limited to any conditioning, open gyms, weight room use, practices, scrimmages, games, etc. that is in preparation for another athletic program and/or as a member of another in-season program. However, a variance of this rule may be granted with the agreement of all involved coaches and the Athletic Director.

9. SUPPLEMENTAL PARTICIPATION/TRAINING RULES

Supplemental participation/training rules are those rules that a head coach or activity advisor may implement for his/her program. These rules are beyond those set forth in this code of conduct. Supplemental rules may vary from team to team and activity to activity and only apply to the program of the coach/advisor that implements them during the specified season. Copies of any such Supplemental rules will be distributed to each student. Supplemental rules shall not deal with tobacco, alcohol, or drugs.

SECTION 2- SHELBY CITY SCHOOLS DRUG TESTING POLICY

OVERVIEW

The Shelby City School District Board of Education Drug Testing Policy was developed in an effort to deter Shelby students in grades 7-12 from using and abusing alcohol and prescription and illegal drugs. This policy reflects the Shelby City School District Board of Education and the community’s strong commitment to establish a drug and alcohol free school program.

The Board has selected all: (1) interscholastic student-athletes; (2) students who are issued a permit to drive and park on District property; and (3) students who participate in extracurricular activities to be subject to this Policy.

In addition, any student whose parent voluntarily consents to have them tested under this Policy (or opts-in) will be included in the testing pool. This policy applies to all students listed above in grades 7-12.

PURPOSE OF POLICY

1. To continue to provide a healthy and safe environment to all students.
2. To prevent the negative impact illegal drugs, alcohol and tobacco have on the learning centers of the brain and allow students to achieve their full academic potential.
3. To encourage students to remain drug free and provide a legitimate reason for students to refuse drugs and alcohol.
4. To provide solutions for students who violate the drug free policy.

EFFECT OF POLICY

This Policy is not intended to affect or restrict Shelby City School District's authority to perform tests to determine the use of prohibited substances upon individualized "reasonable suspicion" for any student, regardless of whether they participate in an extracurricular activity or park on District property. Drug, alcohol, or tobacco possession and/or use in violation of the Student Code of Conduct (i.e., discovered without the use of random drug testing) shall be subject to discipline under the Student Code of Conduct.

No student will be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances. The results of a drug test will not be documented in any student's academic record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities without legal compulsion by valid and binding subpoena or other legal process, which the Shelby City School District will not solicit.

CONSENT

All students and parents/guardians/custodians must sign the "Informed Consent Agreement" form for drug testing in order to be eligible and/or participate in interscholastic athletics, district supported extracurricular activities and/or driving to school and parking on school property.

If the student is age 18 or older, only the student must give consent for testing. This Policy also applies to all students involved in an activity in "club" or "pilot" status.

DEFINITIONS

For the Purposes of this policy, these terms are defined as follows:

1. ALCOHOL

Any liquor, wine, beer or other substance/beverage as defined in the Ohio Revised Code § 4301.01. The term "alcoholic beverage" includes any liquid or substance which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

2. ATHLETICS

Any person participating in the Shelby High School or Shelby Middle School athletic programs and/or contests under the control and jurisdiction of the Shelby City Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders. The athletic program includes, but is not limited to, Baseball, Basketball, Cross Country, Golf, Swimming/Diving, Tennis, Track & Field, Cheerleading, Football, Softball, Volleyball, and Wrestling.

3. DRUG ASSESSMENT AND COUNSELING

A District-approved program designed to assess the degree of dependence of a student on mood-altering chemicals or other illegal substances. As part of drug assessment and counseling, a student may be required to complete an education component designed to teach the harmful nature of the mood-altering chemicals and any follow-up counseling and/or treatment deemed necessary by the assessing agency. The District will not approve any program not certified by the Ohio Department of Health of the Ohio Department of Alcohol and Drug Addiction Services.

The costs 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.

4. EXTRACURRICULAR

Any out-of-class pursuits, club, group, team, or activity sponsored by the Shelby City School that does not involve a curriculum or have a grade associated with participation. The Board will typically issue a supplemental contract to an advisor, supervisor, or coach for extracurricular activities. Such activities include, but are not limited to the following: Student Council, Interact, Academic Challenge/Quiz Team and Whippet Theater.

5. ILLEGAL/ILLICIT DRUGS

Any controlled substance (as defined by the Ohio Revised Code § 3710.01). The term “drug” as used within this policy includes over-the-counter medication or prescription medication, controlled substance(s), and illegal substance(s). Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or manufacturer's guidelines. The District may also test for nicotine and steroids.

6. RANDOM SELECTION

A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of selection each time selections are made.

7. SELF-REFERRAL

Self-referral is deemed an act of the student seeking help. A self-referral, to the principal, athletic/activities director and/or the head coach/school activity advisor, is not to be used as a means of avoiding the consequences of a Policy violation. Policy violations already reported or pending violations cannot be “self-referred.” Students may self-refer only once during their school career. A student cannot be self-referred if police intervention has taken place.

- a) A student may seek assistance from a District approved program for drug/alcohol problems. The Superintendent or designee will establish the necessary criteria for sanctioning of drug/alcohol programs.

- b) Self-referrals will be considered for first violations, however, no reduction of season or activity will be assessed if the student agrees to follow the student drug assessment and counseling procedure.
- c) Parent/guardian-referral may be treated as a self-referral.
- d) If the student fails to complete the drug assessment and counseling, the penalty will be enforced in full.
- e) Each self-referral will be evaluated and approved by the school administration. Approval will be based on the participants' past history and disciplinary record.

8. **STUDENT DRIVER**

Students who drive to school and apply for a permit to park on school property.

TYPES OF TESTING AND SELECTION FOR TESTING

1. **RANDOM TESTING**

At the beginning of each season and/or school year, all student-athletes, students participating in extracurricular activities and student drivers parking seeking a permit to park on school property are required to provide the head coach or advisor/instructor the “Informed Consent Agreement” for drug testing completed by their parents/guardians/custodians (or student if age 18 or older). The completion of this form is a requirement for participation/parking permit.

Once such form is received, the student shall be placed into the pool for the random drug testing. Random testing may be done throughout the season and/or school year.

Upon selection, the student will be directed to report to the Board approved drug testing facility. The collection (and retesting, if necessary) of all samples shall be governed by the standard operating procedures of the Board approved drug testing facility.

- A. Random Selection of Students: The drug testing company will utilize a random number generator to select students for testing. Students may be tested more than once per season and/or school year.
- B. Scheduling Random Testing: Random testing will be unannounced. The drug testing dates and times will be selected by the principal/designee. The frequency and percentage of students tested each time will be determined by the principal/designee.

The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

2. **“OPT IN” STUDENT DRUG TESTING PROGRAM**

Parents/Guardians/Custodians that do not have students involved in athletics, extra-curricular activities and/or parking on school property may elect to have their students participate in the drug-testing program at the expense of the District. Interested parents/guardians/custodians should contact their building principal for additional information.

DRUGS FOR WHICH STUDENTS MAY BE TESTED

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any controlled substance (as defined by the Ohio Revised Code § 3710.01). This definition also includes 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.

REFUSAL TO TEST

Refusal to submit to a random test will constitute a violation of the drug testing policy and will be treated as a positive test result. If a student is unable to provide a urine sample, they will be given no more than 40 ounces of liquid to drink. The student must remain in the testing area. The student will be given no more than three (3) hours to produce a sample. The district also has to option to use an alternative method (hair, mouth swabs, etc) to collect a sample. Refusing to submit a sample through an alternative method will constitute a refusal to test.

RESULTS OF A POSITIVE TEST

In the event of a positive result, the specimen will be reviewed by a certified Medical Review Officer (MRO) at the drug testing facility for verification. Positive tests will be reported to the District by the testing facility. The following procedures will be followed:

1. The Superintendent or the Principal will obtain the result of the tests from the testing agency.
2. The Superintendent or Principal will immediately notify parents, student(s), the advisor, supervisor or coach. Due to student confidentiality laws, the only information revealed to the advisor, supervisor or coach will be that the Policy was violated. No information regarding the substance discovered by the test will be disclosed by the district. *Parents should be notified first.
3. Once the parent/guardian/custodian is notified, the student will then be informed of the positive results. The principal/designee will then provide a written notification to the parent/guardian/custodian via U.S. mail.
4. The MRO will review all “non-negatives” or suspected adulterations.
5. The MRO is responsible for determining whether any of the prescribed medications resulted in a positive drug screen.
6. If the parent/guardian/custodian or student wishes to contest the results, the drug testing facility will arrange for a retest of the specimen to be submitted to either the same laboratory or a different laboratory (if requested by the parent/guardian/custodian) approved by the principal/designee. 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.

Note: 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 testing results.

CONSEQUENCES OF A POSITIVE TEST RESULT

1. Upon the first positive test, the student will lose any leadership position or lead position on the team, squad, or activity roster for at least the remainder of the current school year and up to one calendar year. If there are any additional positive tests, the student will lose any leadership positions for the remainder of their high school career.
2. **FOR STUDENT-ATHLETES:**
 - a) **FIRST INFRACTION:** The student-athlete will be denied the right to participate in athletics and/or cheerleading for the remainder (100%) of his/her remaining high school career.

Any student-athlete in violation of this Policy who agrees to participate in drug assessment and counseling at his/her own (or at his/her parents') expense, may have the penalty outlined above reduced to 30% of the current sport/season. In such cases, the student-athlete will be denied participation during the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed.

b) SECOND INFRACTION: For second infraction of this Policy, the student-athlete will be denied the right to participate in athletics and/or cheerleading for the remainder (100%) of his/her remaining high school career.

Any student-athlete in violation of this Policy a second time, who agrees to participate in drug assessment and counseling at his/her own (or at his/her parents') expense, may have the penalty reduced to one (1) calendar year. The calendar year begins from the date of notification of the infraction. *The athlete forfeits all season awards and may be removed from the roster/team should any portion of the season remain and/or the post season banquet has not occurred. The athlete will not be able to participate in post season ceremonies, including team or league banquet.*

- c) In order to continue to be part of the team, the student-athlete must continue to follow all rules during a period of removal. The student will continue to practice with the team and sit with the team during contests. However, the student-athlete may not wear a team uniform during the period of denied participation. Per OHSAA regulations, scrimmages are not considered to be contests and will not be counted in the percentage of games missed.

d) Any student-athlete who has had a positive drug test or violated Extracurricular Code of Conduct Rule 3, and elects to participate in drug assessment and counseling, will be subject to testing by the District's selected testing vendor upon reinstatement for one calendar year.

3. FOR ALL OTHER EXTRACURRICULAR ACTIVITIES:

FIRST INFRACTION: The student will be denied participation for 30 calendar days of all extracurricular activities, with any remaining days of the denial of participation applied to the next season of participation if needed. A student who agrees to participate in drug assessment and counseling at his/her own (or at his/her parents') expense, may have this penalty reduced by 50%.

SECOND INFRACTION: The student will be denied participation in extracurricular activities for one (1) calendar year. The calendar year begins from the date of notification of the infraction.

The student must participate in an approved drug assessment and counseling at his/her own (or at his/her parents') expense during the denial of participation period in order to be eligible to participate after (1) calendar year.

Note: In order to continue to be part of the club/group, the student must continue to follow all rules during a period of removal. The student may not attend club meetings, may not participate in performances or contests, and may not participate in any off campus trips or special events.

4. FOR DRIVERS:

FIRST INFRACTION: The student will be denied 30 school days of driving/parking privileges. A student who agrees to participate in drug assessment and counseling at his/her own (or at his/her parents') expense, may have this penalty reduced by 50%.

SECOND INFRACTION: The student will be denied driving/parking privileges for one (1) calendar year. The calendar year begins from the date of notification of the infraction.

5. THIRD INFRACTIONS FOR ALL STUDENTS:

The student will be permanently denied participation in athletics, extracurricular activities, and/or driving/parking privileges.

If the student agrees to follow the drug assessment and counseling program, he/she must submit to the athletic/activities director or principal or his/her designee evidence of:

- a) Successful participation, as determined by the principal or his/her designee/ athletic/activities director, of the drug assessment and counseling program; and
- b) An ongoing commitment of non-drug/alcohol use.

Any positive drug test will result in additional testing of the student by the District's selected testing vendor upon the student's reinstatement.

Violations are cumulative throughout the student's school career. (Grades 7-12)

- Exception 1: If an infraction of Rule 3 or 4 is the first infraction by a student in grades 9-12 who has had one (1) previous middle school infraction of Rule 3 or 4, the first infraction consequence will be enforced.
- Exception 2: If an infraction of Rule 3 or 4 is the first infraction by a student in grades 9-12 who has had two (2) previous middle school infractions of Rule 3 or 4, the second infraction consequence will be enforced.
- Exception 3: A middle school athlete that is removed from extracurricular participation for an infraction of Rule 3 or 4 will be able to return to extracurricular participation upon entering high school provided any required reinstatement program is completed. However, when in high school, the first infraction of Rule 3 or 4 will result in a third infraction consequence and the student will be denied participation in extracurricular activities for the remainder of their high school career.

SECTION 3- PENALTIES FOR EXTRACURRICULAR CODE OF CONDUCT INFRACTIONS

1. **Penalties for infractions of the Extracurricular Code of Conduct Rule #1** may include but are not limited to:
 - a. Removal from a team, club, or activity for the remainder of the season or for a temporary period.
 - b. Denial of participation in tryouts, open gyms, fitness programs, practices, competitions, and contests.
 - c. Denial of participation for the remainder of the student's high school career.
2. **Penalty for Extracurricular Code of Conduct Rule #2 infraction:** Immediate denial of participation for student's high school career.
3. **Penalty for Extracurricular Code of Conduct Rule #3 infraction:** Penalties will reflect those outlined within the "Consequences for a Positive Test Result" section of the foregoing Drug Testing Policy.

4. Penalty for Extracurricular Code of Conduct Rule #4 infraction:

- 1st offense- denied participation for 30% of the season

NOTE- Successive violations of Rule #3 and/or#4- A successive violation is defined as an offense of Rule #3 or Rule #4 that follows having a prior violation (or violations) of Rule #3 or Rule #4. For the purposes of imposing penalties for successive violations of Rule #3 and/or #4, violations of either rule will be considered both equivalent and interchangeable. Therefore, in the event of a successive violation of Rule #3 and/or #4 the penalty imposed will be consistent with a second or third offense under Rule #3.

In order to continue to be part of the team, the student-athlete must continue to follow all rules during a period of removal. The student will continue to practice with the team and sit with the team during contests. However, the student-athlete may not wear a team uniform during the period of denied participation. Per OHSAA regulations, scrimmages are not considered to be contests and will not be counted in the percentage of games missed.

SECTION 4- REVIEW OF CODE OF CONDUCT VIOLATIONS

In the event that a student is in violation of the Extracurricular Code of Conduct, the Principal, Coach, or Activity Advisor will be notified. An informal meeting with the student will be held with the principal or his/her designee and the student will be permitted to respond to the alleged rules infraction.

At the conclusion of the meeting, the Principal, Coach, or Activity Advisor will make a determination with respect to the penalty to be imposed for the rules infraction and will communicate that to the student and his/her parents.

While there is no right to appeal a suspension or removal from an extracurricular activity, the student may request, in writing, that either the Principal (in the case of athletics) or Superintendent (in the case of all other activities) review the penalty imposed. The decision of the Principal or Superintendent with respect to the review of the suspension or removal shall be considered final.

SECTION 5 MISCELLANEOUS INFORMATION

1. ACADEMIC ELIGIBILITY FOR ATHLETES:

Shelby High School and Shelby Middle School offers its students, both boys and girls, the opportunity to observe and participate in sports. Shelby is a member of the Mid Ohio Athletic Conference as well as a member of the Ohio High School Athletic Association, and as such, must abide by the academic eligibility rules and bylaws set forth by these organizations. In order to be academically eligible to participate in athletics, each student must meet the OHSAA

Eligibility Requirements. These requirements are found on the OHSAA website, www.ohsaa.org/eligibility, in the guidance office and/or in the athletic office. Furthermore, all questions and/or decisions concerning academic eligibility must be directed to the principal.

Per OHSAA rules, students who are academically ineligible may not participate in any contest and/or scrimmage during the period of ineligibility. However, ineligible athletes may continue to practice and attend contests with a team prior to and after the current grading period interim report, provided a student's interim grades are such that they meet the OHSAA academic eligibility standards. Should an athlete's interim report fail to meet the OHSAA academic eligibility standards, the student will be denied participation for the remainder of the current grading period.

2. "OPT IN" STUDENT DRUG TESTING OPTION

The Shelby City Schools will provide access to student drug testing at the request of the parents or legal guardian. With our Opt In student drug testing program we allow students not currently involved with extracurricular activities, as requested by parents within our school districts, to participate in the district's random student drug testing program. Results are 100% confidential and reporting goes directly to the parents.

How the program works

- The parent/guardian can obtain our Opt In student drug testing consent from the school's main office.
- Read, sign and return the Informed Consent Agreement. The student must also sign this agreement.
- Upon completion of the testing, the Medical Review Officer from the testing facility will finalize results and will notify the parent/guardian of any positive testing results. *Results will not be released to any other party without written consent of the parent/guardian.*
- If a positive test result occurs, the parent/ guardian may request counseling or follow up testing within the program.

Our Opt In program is available to any student who is enrolled within the Shelby City School District. The testing facility will not attempt to diagnose substance abuse problems. The "opt in" choice is another tool for parents and guardians in making informed decisions on what might need to be done to help their children. Interested parents must contact their student's building principal for additional information and/or an Opt In enrollment form.

3. SPECTATOR BEHAVIOR GUIDELINES

The Shelby City Schools expects all spectators to demonstrate good sportsmanship and respect to game officials, opposing players and fans and to our coaches, fans and athletes. According to Board of Education Policy (KGB), no person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District

employees or students. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams. Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Additional penalties could also be levied.

The Ohio High School Athletic Association

Serving member schools, coaches, student-athletes and contest officials since 1907

OHSAA Mission

The Ohio High School Athletic Association provides educational opportunities for students through participation in interscholastic athletics programs while also providing leadership and support for member school administrators, coaches and contest officials.



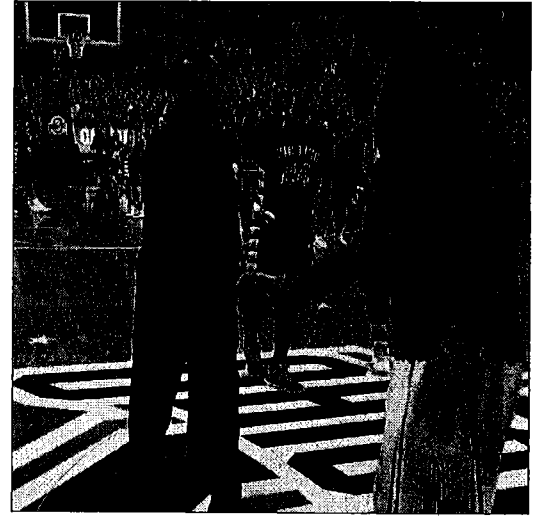
Respect THE GAME

*Act with Courtesy
Speak with Dignity
Play with Pride*

Preparing students not for the next level of sports, but for the next level of life.



Member of the
National
Federation
of State High
School
Associations



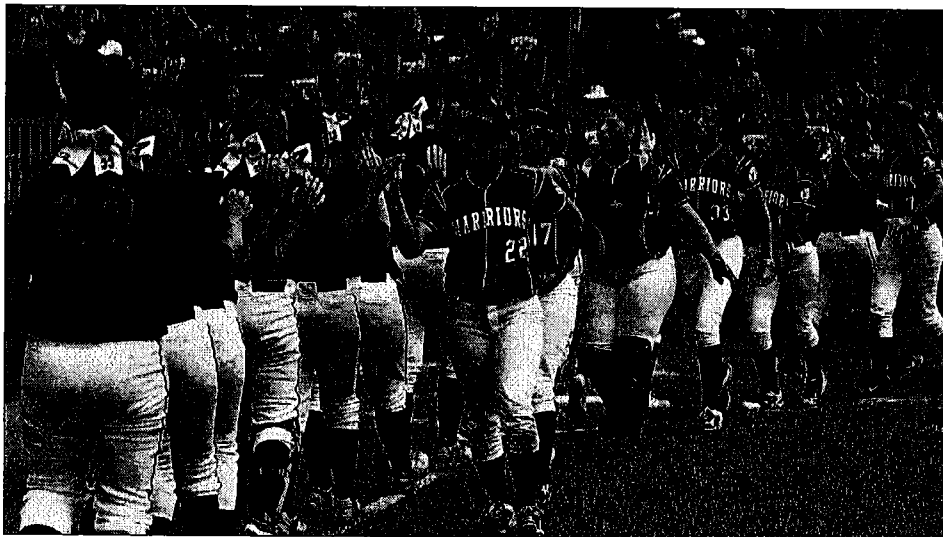
The OHSAA Believes That:

- Participation in interscholastic athletics programs is a privilege, not a right.
- Participation in interscholastic athletics programs complements a student's school experience and teaches lifelong lessons of hard work, teamwork and self-discipline.
- Participation in interscholastic athletics programs promotes citizenship and sporting behavior, instills a sense of community and promotes a lifetime appreciation for sports and healthy lifestyles.
- All students, regardless of ethnicity, race or gender, should have an equal opportunity to participate in interscholastic athletics programs.
- Sporting and ethical behavior are expectations in interscholastic athletics by all participants, coaches, administrators, officials and spectators.
- Coaches, administrators and contest officials should serve as positive role models who are critical to a student's development and success.
- In order to minimize health and safety risks and maintain ethical standards, it is mandatory that interscholastic athletics participants are free from use of anabolic steroids or other performance-enhancing drugs.
- All rules, regulations and facilities for and supervision of interscholastic athletics programs should ensure maximum protection of the health, safety and well-being of each participant.
- Limitations should be placed upon the length of sport seasons and the number of interscholastic contests played by participants.
- Students should engage in a well-rounded experience that encourages participation in a multitude of extracurricular activities.

- All attempts should be made to accommodate students with disabilities in interscholastic athletics programs.
- Compliance with all school, OHSAA and state regulations along with contest playing rules is essential for everyone involved in interscholastic athletics programs.
- Student academic achievement and success take priority over athletics achievement and success.
- The success of a team is more important than individual awards.
- Interscholastic athletics programs exist to prepare students for the next level of life, not the next level of sports.
- Participation in interscholastic athletics programs can be a once-in-a-lifetime opportunity and create memories that will last forever.

Fan Fair Play Code

- I will remember that young people play sports for THEIR enjoyment.
- I will have realistic expectations and will understand that doing one's best is just as important as winning. I understand that ridiculing an athlete for making a mistake is not acceptable behavior.
- I will respect the official's decisions and will encourage others do the same.
- I will respect and show appreciation for the coaches and understand that they have given their time to provide sport activities for our young people.
- I will encourage athletes and coaches to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will show respect for my team's opponents because I realize there would be no game without them.
- I will not use bad language and will not harass athletes, coaches, officials or other spectators.
- I will always show good sportsmanship. Young people learn by example.



www.OHSAA.org



@OHSAAsports



[Facebook.com/OHSAAsports](https://www.facebook.com/OHSAAsports)





A Message from the Shelby Athletic Department and the NFHS/OHSAA

Whether you are a player, coach, parent or spectator, there are a few guidelines to keep in mind which promote the best interests of middle school and high school sports. The Shelby Athletic Department, its coaching staff, the National Federation of State High School Associations and the Ohio High School Athletic Association believe that school sports are vital to Ohio's youth. Additionally, several other beliefs create a foundation for all our sponsored sports programs. These beliefs include but are not limited to the following:

1. Participation is a privilege
2. Promotes citizenship and sportsmanship
3. Instill a sense of community pride
4. Prepare individuals for the next level of life
5. Teach individuals to act appropriately out of concern not anger
6. Serve as an extension of the classroom
 - a. Higher grade point averages
 - b. Lower dropout rates
 - c. Fewer discipline problems
7. Provide valuable lifelong lessons for practical situations
 - a. Teamwork
 - b. Personal sacrifice
 - c. Leadership
 - d. Self confidence
 - e. Respect for others
 - f. Strategic thinking
 - g. Skills to handle competitive situations

Furthermore, participants are reminded that certain guidelines govern coaching decisions and that specific behaviors are expected of them.

1. Participation is voluntary
2. Participation demands a healthy lifestyle
3. Loyalty to school, community and team over self
4. There is an emphasis on competition
5. Team decisions are based on the best interests of all participants, not the narrow interests of an individual player, parent, a specific coach and/or non-school groups.

Regardless of your role in this year's sports season, please assist all students to maintain the proper perspective in their journeys through all educational and extracurricular experiences.

(Excerpts taken from the National Federation of State High School Associations and the Ohio High School Athletic Association.)

Shelby High School Communication Guidelines

It is the expectation of all students, staff and parents to utilize effective communication skills. Effective communication is an essential 21st Century skill that must be taught to students and practiced by everyone. There are three main areas of focus to remember:

1. Always do what is in the best interest of students.
2. Always be professional.
3. Always follow the chain of command when problems or concerns arise.

It is extremely important to have a set process in place that allows dialogue and a procedure to address any concerns. Many times, concerns can be solved quickly by effectively communicating with the proper person. A good rule is that the concern should stay at the level at which it occurs unless there is some valid legal or ethical reason not to do so. Past practice has shown that concerns are addressed more efficiently and more quickly when concerns are addressed in this manner. If there is still a concern after an attempt to solve the problem at the lowest level, it is then appropriate to move to the next level.

It is also important to have communication expectations in place for all stakeholders:

- **Communication parents and students should expect from the teacher/coach/advisor**
 - Expectations the teacher/coach/advisor has for their students
 - Class/team/activity requirements
 - Care of any equipment issued (laptops, textbooks, sports equipment, etc.)
 - Class/team/activity rules or code of conduct
 - Requirements to earn any awards issued by the team/activity
 - Injury procedures
 - Locations and times of all practices/rehearsals/contests
 - Philosophy of teacher/coach/advisor
 - Timely feedback on the students' grades/abilities/progress
- **Communication teachers/coaches/advisors should expect from parents**
 - Concerns about the student should be expressed directly to the teacher/coach/advisor in a timely manner and at an appropriate time and place
 - Notification of any schedule conflicts should be communicated in advance
 - Specific concerns regarding the teacher's/coach's/advisor's philosophy and/or expectations should be expressed directly to that person
- **Communication teachers/coaches/advisors should expect from students**
 - Specific questions/concerns should be directed to the teacher/coach/advisor in a timely manner and at an appropriate time and place. This is especially important when a student is confused about content or curriculum in class
 - Questions on how the student can improve their skills
 - Any procedural questions should be addressed to the appropriate teacher/coach/advisor

- **Appropriate concerns to discuss with your teacher/coach/advisor**
 - The treatment of your child, mentally and physically
 - Ways to help your child improve their grade or performance
 - Concerns about your child's behavior
 - Setting individual goals for the student's participation in the class/team/activity
 - Future goals and potential courses to take
- **Issues not appropriate to discuss with the teacher/coach/advisor**
 - Personnel decisions and playing time
 - Team strategy and play calling
 - Content taught in the classrooms
 - Matters concerning other students or parents

There are situations that may require a conference between a parent/coach/advisor and the parent and student. We absolutely encourage all parties to sit down and try to resolve all concerns. We also want to see the student involved in these conferences. It is important for the student to learn how to effectively communicate their concern and to practice self-advocacy, or to speak up for themselves. It is also important for all parties to have a clear understanding of each other's position. It is suggested that the following procedures be used to help promote resolution of the issue:

- The party with the concern should contact the other stakeholders to set up a time and date for a meeting. This may be a parent calling a coach or a teacher calling a parent.
- All parties should stick to the facts as he/she understands them.
- All parties are encouraged to think about what he/she expects to accomplish as a result of the meeting.
- Meetings should not take place immediately after contest, practice or event. These are emotional times for everyone. Confrontations during these times do not promote resolution of the problem and often escalate it.
- All parties are encouraged to get all sides of the story and situation. All parties should use wisdom in what is said to others, especially before the meeting takes place. If not, the issue can often escalate unnecessarily and make resolution more difficult.

Social Media

Social media has created many new ways to communicate a message to others and we will continue to use social media to inform parents and the community about what is happening at SHS. Social media has also created a method to express an opinion before gathering all the pertinent information. Through a variety of methods, Shelby High School strives to teach students to be good "digital citizens" and to inform students and parents about both the positive and negative aspects of social media. Our goal is that students, staff and parents always use positive social media practices.

Adhering to these guidelines will help to increase communication, allow for conflicts to be resolved and more importantly, allow everyone to practice effective communication skills.

("Chain of Command Steps Necessary When Dealing with Complaints", Dr. Darrell G. Floyd, High School Today Magazine, November 2017)

Ohio Department of Health Concussion Information Sheet

For Interscholastic Athletics

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

Signs Observed by Parents of Guardians

- ◆ *Appears dazed or stunned.*
- ◆ *Is confused about assignment or position.*
- ◆ *Forgets plays.*
- ◆ *Is unsure of game, score or opponent.*
- ◆ *Moves clumsily.*
- ◆ *Answers questions slowly.*
- ◆ *Loses consciousness (even briefly).*
- ◆ *Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).*
- ◆ *Can't recall events before or after hit or fall.*

Symptoms Reported by Athlete

- ◆ *Any headache or "pressure" in head. (How badly it hurts does not matter.)*
- ◆ *Nausea or vomiting.*
- ◆ *Balance problems or dizziness.*
- ◆ *Double or blurry vision.*
- ◆ *Sensitivity to light and/or noise*
- ◆ *Feeling sluggish, hazy, foggy or groggy.*
- ◆ *Concentration or memory problems.*
- ◆ *Confusion.*
- ◆ *Does not "feel right."*
- ◆ *Trouble falling asleep.*
- ◆ *Sleeping more or less than usual.*

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

- ◆ *No athlete should return to activity on the same day he/she gets a concussion.*
- ◆ *Athletes should NEVER return to practices/games if they still have ANY symptoms.*
- ◆ *Parents and coaches should never pressure any athlete to return to play.*

The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover.

During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.



OHIO INJURY PREVENTION
PARTNERSHIP
Child Injury Action Group

www.healthyohiprogram.org/concussion

What is a Concussion?

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or supports can be removed gradually.

Resources

ODH Violence and Injury Prevention Program
www.healthyohioprogram.org/vipp/injury.aspx

Centers for Disease Control and Prevention
www.cdc.gov/Concussion

National Federation of State High School Associations
www.nfhs.org

Brain Injury Association of America
www.biausa.org/

Returning to Play

1. Returning to play is specific for each person, depending on the sport. *Ohio law requires written permission from a health care provider before an athlete can return to play.* Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.
5. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child's full recovery would take about one week once they have no symptoms at rest and with moderate exercise.*

Sample Activity Progression*

Step 1: Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).

Step 2: Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).

Step 3: Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).

Step 4: Full contact in controlled practice or scrimmage.

Step 5: Full contact in game play.

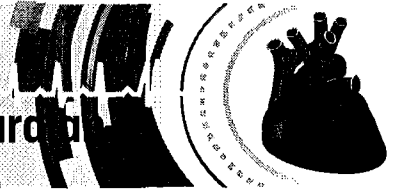
*If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.



Ohio Department of Health
Violence and Injury Prevention Program
246 North High Street, 8th Floor
Columbus, OH 43215
(614) 466-2144

www.healthyohioprogram.org/concussion

Sudden Cardiac Arrest and Lindsay's Law Information for the Youth Athlete and Parent/Guardian



- Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. This law went into effect in 2017. SCA is the leading cause of death in student athletes 19 years of age or younger. SCA occurs when the heart suddenly and unexpectedly stops beating. This cuts off blood flow to the brain and other vital organs. SCA is fatal if not treated immediately.
- "Youth" covered under Lindsay's Law are all athletes 19 years of age or younger that wish to practice for or compete in athletic activities organized by a school or youth sports organization.
- Lindsay's Law applies to all public and private schools and all youth sports organizations for athletes aged 19 years or younger whether or not they pay a fee to participate or are sponsored by a business or nonprofit. This includes:
 - 1) All athletic activities including interscholastic athletics, any athletic contest or competition sponsored by or associated with a school
 - 2) All cheerleading, club sports and school affiliated organizations including noncompetitive cheerleading
 - 3) All practices, interschool practices and scrimmages
- Any of these things may cause SCA:
 - 1) Structural heart disease. This may or may not be present from birth
 - 2) Electrical heart disease. This is a problem with the heart's electrical system that controls the heartbeat
 - 3) Situational causes. These may be people with completely normal hearts who are either are hit in the chest or develop a heart infection
- Warning signs in your family that you or your youth athlete may be at high risk of SCA:
 - o A blood relative who suddenly and unexpectedly dies before age 50
 - o Any of the following conditions: cardiomyopathy, long QT syndrome, Marfan syndrome, or other rhythm problems of the heart
- Warning signs of SCA. If any of these things happen with exercise, see your health care professional:
 - Chest pain/discomfort
 - Unexplained fainting/near fainting or dizziness
 - Unexplained tiredness, shortness of breath or difficulty breathing
 - Unusually fast or racing heart beats
- The youth athlete who faints or passes out before, during, or after an athletic activity **MUST** be removed from the activity. Before returning to the activity, the youth athlete must be seen by a health care professional and cleared in writing.
- If the youth athlete's biological parent, sibling or child has had a SCA, then the youth athlete must be removed from activity. Before returning to the activity, the youth athlete must be seen by a health care professional and cleared in writing.
- Any young athlete with any of these warning signs cannot participate in practices, interschool practices, scrimmages or competition until cleared by a health care professional.

- Other reasons to be seen by a healthcare professional would be a heart murmur, high blood pressure, or prior heart evaluation by a physician.
- Lindsay's Law lists the health care professionals who may evaluate and clear youth athletes. They are a physician (MD or DO), a certified nurse practitioner, a clinical nurse specialist or certified nurse midwife. For school athletes, a physician's assistant or licensed athletic trainer may also clear a student. That person may refer the youth and family to another health care provider for further evaluation. Clearance must be provided in writing to the school or sports official before the athlete can return to the activity.

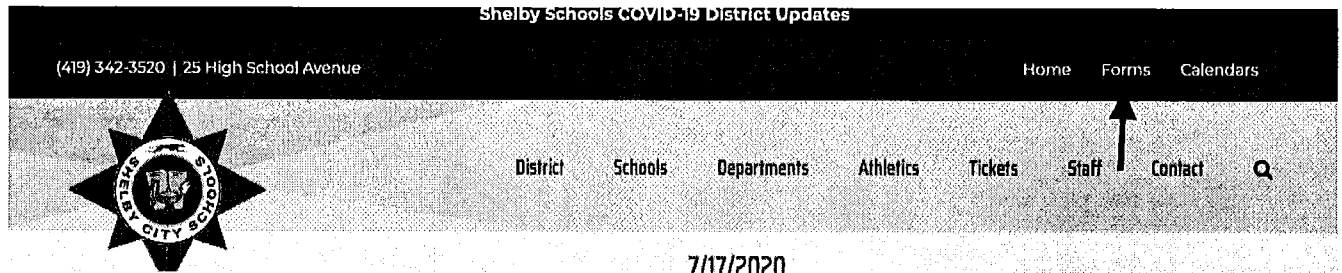
- Despite everyone's best efforts, sometimes a young athlete will experience SCA. If you have had CPR training, you may know the term "Chain of Survival." The Chain of Survival helps anyone survive SCA.
- Using an Automated External Defibrillator (AED) can save the life of a child with SCA. Depending on where a young athlete is during an activity, there may or may not be an AED close by. Many, but not all, schools have AEDs. The AEDs may be near the athletic facilities, or they may be close to the school office. Look around at a sporting event to see if you see one. If you are involved in community sports, look around to see if there is an AED nearby.
- If you witness a person experiencing a SCA: First, remain calm. Follow the links in the **Chain of Survival**:
 - ❖ Link 1: Early recognition
 - Assess child for responsiveness. Does the child answer if you call his/her name?
 - If no, then attempt to assess pulse. If no pulse is felt or if you are unsure, call for help "someone dial 911"
 - ❖ Link 2: Early CPR
 - Begin CPR immediately
 - ❖ Link 3: Early defibrillation (which is the use of an AED)
 - If an AED is available, send someone to get it immediately. Turn it on, attach it to the child and follow the instructions
 - If an AED is not available, continue CPR until EMS arrives
 - ❖ Link 4: Early advanced life support and cardiovascular care
 - Continue CPR until EMS arrives

- Lindsay's Law requires both the youth athlete and parent/guardian to acknowledge receipt of information about Sudden Cardiac Arrest by signing a form.

Online Extracurricular Form Instructions



All parents and students must complete both the Emergency Medical Form and the Extracurricular Signature Form online. Please follow the instructions below and complete as soon as possible.

1. Log onto the Shelby City Schools website at www.shelbyk12.org. Click on the Forms tab on the top right.



2. On the Forms page under the Yearly Student Forms section, click on form 1 Emergency Medical Form and form 5 Extracurricular Signature Form.

District Forms

 NEW STUDENT ENROLLMENT FORMS	 YEARLY STUDENT FORMS
<ul style="list-style-type: none">1. Preschool Application2. Transportation Request<ul style="list-style-type: none">• Federal Enrollment Requirement• Home Language Survey• Records Release• Student Enrollment Form	<ul style="list-style-type: none">1. Emergency Medical Form ←2. Computer, Internet Safety, and Network Acceptable Use Policy3. Free or Reduced Meal Application4. Medication Administration Record (MAR) Form (as needed)5. Extracurricular Signature Form (Required to Participate) ←6. Chromebook User Agreement Signature Form7. Parking Permit Registration

3. Be sure to complete all fields. You can either use the computer mouse to sign your name or have the program type your name.