

# Athletic Manual

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**For Parents, Athletes & Coaches**

**2025-2026 School Year**

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## MESSAGE FROM THE ADMINISTRATION

This handbook is shared with you because your student would like to participate in interscholastic athletics in the Hilliard City School District. You have also expressed your willingness to allow your student to compete. We appreciate your family's interest in our athletic programs, and we believe that participation in sports provides a wealth of opportunities and experiences that add to our students personal growth and development.

The Hilliard City School District is interested in the development of our young people through Education-Based Athletics. We believe that well-organized sports programs meet the needs of the students for self-expression, mental wellness and physical growth. It is our hope to maintain a solid foundation that will further build each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parent/guardian of an athlete. We would like to take this opportunity to share with you the specific policies that we have in place in our athletic program.

It is the role of the athletic department to make rules governing interscholastic competition. These rules need full community support to be fully effective. This is achieved through communication between the athletic department and the parents/guardians of our athletes. It is our hope to accomplish this goal through this athletic handbook for students, parents and coaches.

Yours in scholarship, sportsmanship and success,

**Bradley HS/Memorial MS**

Chad Bobek, Athletic Director  
Justin Lemmermen Asst. Athletic Coord.

**Darby HS/Heritage MS**

Chris Ludban, Athletic Director  
Jay Smith, Asst. Athletic Coord.

**Davidson HS/Weaver MS**

Gregory Gantt, Athletic Director  
Jay Cauley, Asst. Athletic Coord.

## STATEMENT OF HILLIARD CITY SCHOOL DISTRICT ATHLETIC PHILOSOPHY

The Hilliard City School District Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The purpose of athletics in the Hilliard City School District is to provide for the pursuit of competitive excellence in all sports, with the understanding that the pursuit of that excellence is educational in purpose. The prime concern is to develop the student-athlete physically, mentally, socially and emotionally in a positive environment among all coaches, faculty advisors and participants. This means that the physical well-being and overall development of the student-athlete is the first consideration rather than the maximum use which the school or any team can get from their abilities.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost!” The Board discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity. Infractions are all inclusive for disciplinary purposes no matter the nature of the offense.

## ATHLETIC GOALS AND OBJECTIVES

Goal – The student athlete shall become a more effective citizen in a democratic society.

### Specific Objectives

- The student athlete shall learn teamwork: To work with others in a democratic society, a person must develop self-discipline, and respect for authority and the spirit of hard work and sacrifice. *Athletes must place the team and its objectives higher than personal desires.*
- To have fun: The main reason people participate in sports and games.
- To be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- Sportsmanship: To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- To improve: Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- Enjoy athletics: It is necessary to acknowledge all of the personal rewards we derive from athletics, and to give sufficiently of ourselves in order to preserve and improve the program.
- To develop desirable personal health habits: To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

## RESPONSIBILITIES OF A HILLIARD ATHLETE

Being a member of a Hilliard City School District athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. It takes hard work of many people over many years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over the years, our teams have achieved numerous league and tournament championships. Many individuals have set records and won All-Conference and All-State honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

### **Responsibilities to Yourself**

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible outcome from your school experiences. Your studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.

### **Responsibilities to Your School**

Another responsibility you assume as a student athlete is to your school. You assume a leadership role when you join an athletic team. Your classmates, teachers, and administration expect you to be a good role model in both sport and scholarship. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

### **Responsibilities to Your Community**

As a student athlete, you also bear the responsibility to your community. You should practice and play to the best of your ability every day, regardless of who is watching. The younger students look up to you for advice, support and leadership. The community will look at you for your poise, character, and civic contributions. Set good examples for all community members to ensure that we are meeting the traditions of the past and the expectations of the future.

## SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

The Hilliard City School District Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We, therefore, expect school administrators, coaches, athletes, and spectators to know and embrace the following fundamentals of sportsmanship.

Respect should be demonstrated for an athletic opponent and for their school at all times. Hilliard should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules.

All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.

All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

### **Coaches**

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Instruct their players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit as well as the letter of the rules.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unacceptable behavior.
4. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous.
5. Respect the officials' judgment and interpretation of the rules.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials and opposing coaches before and after contests.



Coaches should avoid the following inappropriate behaviors:

1. Use of profanity.
2. Ejection from contest.
3. Berating officials or players.
4. Inciting spectators/players to inappropriate behavior.

Suggested disciplinary actions:

1. Conference/hearing with school official.
2. Growth plan for improvement.
3. Possible suspension/termination.

### **Ejection of Coaches from Athletic Contests**

By adoption of the Ohio High School Athletic Association ([OHSAA](#)), any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest including halftime or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with OHSAA Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

### **Players**

Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate.
3. Exercise self-control at all times, accepting the judgment of the officials as the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.
4. Accept both victory and defeat with pride and compassion.
5. Congratulate opponents in a sincere manner following either victory or defeat.
6. Accept seriously the responsibility and privilege of representing the school and community.

### **Ejection of Student-Athletes from Athletic Contests**

By adoption of the Ohio High School Athletic Association (OHSAA), any student-athlete ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for

contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student-athlete shall be ineligible for the same period of time as stated above in the next sport in which the student-athlete participates. A student-athlete under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student-athlete who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

### **Cheerleaders**

Cheerleaders are representatives of the student body. By setting a good example, the cheerleaders can influence and control the actions of the student spectators. They should:

1. Establish standards of desirable behavior in keeping with the fundamentals of good sportsmanship for the cheerleaders and pep club.
2. Use positive cheers, which encourage their own team without demeaning their opponents.
3. Use discretion in deciding when to cheer and which cheers to use.
4. Give encouragement to injured players on both sides.
5. Never attempt to distract opposing players or in any way interfere with their performance.
6. Serve as hosts for visiting cheerleaders.

Participants (players and cheerleaders) should avoid the following inappropriate behavior:

1. Taunting officials, opponents or spectators.
2. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

Suggested disciplinary actions:

1. Benching of participant.
2. Removal from contest.
3. Suspension of a portion of the season.
4. Restitution.
5. Conference/hearing with school official.

**Spectators**

Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is unacceptable.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials.

Spectator inappropriate behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators through: chants, signs, cheers, and profanity.

Unacceptable interruptions of a contest:

1. Throwing objects on playing area.
2. Entering playing area.
3. Disruptive behavior.

Suggested disciplinary actions:

1. Removal from contest.
2. Conference/hearing with school officials.

We believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. We also recognize the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise. The quality of our athletic program depends upon this natural respect. We also believe that being proactive is vital to the education of our students and spectators and therefore offer the following suggested related activities:

- P.A. announcements at contests
- Letter to community
- Insert in game programs
- Team night promotion of sportsmanship
- Beginning year assemblies
- Sportsmanship award given at each sports banquet

## **FAN CODE OF CONDUCT**

The Hilliard City School District, in association with the Ohio High School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator of the Hilliard City School District we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

Failure to be an example of these athletic practices and/or ejection from an athletic contest may result in the following procedures to be taken:

**First Offense:** Removal from the next two home athletic contests and/or one calendar week (7 days) of the same sport. A letter will be sent by the athletic director of the respective school to the spectator in question notifying them of the ejection and the dates that they must be absent from the contests.

**Second Offense:** Removal from all home athletic contests for that season. If applicable, relinquishing their season pass to the athletic department. A letter of ejection will be sent from the office of the Assistant Superintendent notifying the spectator of the ejection.

**Third Offense:** Removal from all home Hilliard City School District athletic contests for the year. If applicable, relinquishing their yearly pass to the athletic department. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection.

Any athletic official, including but not limited to, officials, athletic directors/coordinators, principals, assistant principals, site directors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

## REQUIREMENTS FOR PARTICIPATION

In the conduct of interscholastic athletic programs, the bylaws, regulations and limitations outlined by the Ohio High School Athletic Association must be followed. Tryouts, coaching and instruction may begin as dictated by the OHSAA-approved schedule for each sport program.

Cheerleading—Although the OHSSA does not list cheerleading as an interscholastic sport, the Hilliard City School District holds cheerleading to the same schedule and limitations for tryouts, coaching and instruction as all other OHSAA interscholastic sports. Tryouts will take place one week prior to the scheduled season start date for the football and basketball seasons.

Eligibility requirements for participating in athletic programs must conform to the regulations and bylaws of the OHSAA. As an athlete, you are not eligible to participate in any sport until the following items have been completed:

- Attend a rules meeting accompanied by parent(s)/guardian(s) prior to the start of the school year.
- Pay-to-participate fees are paid (fees established and reviewed annually).
- All academic eligibility requirements have been satisfied.
- Uniform and any other miscellaneous fees are paid.
- Completion of the following forms (available on line):
  - Athletic responsibility acknowledgment and pledge form
  - Physical examination completed and on file in athletic office
  - Emergency Medical Form returned to coach
  - Concussion form
  - Lindsay's Law

If a student in grades 9-12 transfers at any time after establishing eligibility, the student is eligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, and are ineligible for the remainder of the regular season contests and ineligible to participate in OHSAA tournaments in the sports until the one-year anniversary date of enrollment in the school to which the student transferred. If the transfer takes place during

the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season and the student must finish fulfilling their transfer consequence, for only that sport in which the mid-season transfer occurred, at the commencement of the sport season during the next school year and is ineligible for all preseason and regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50% of the maximum allowable regular season contests in that sport. Exceptions to the eligibility provisions are outlined in the OHSAA Bylaws.

**Requirements for STEM/STEAM/Community School Students** (Ohio Revised Code [3313.537](#))

Resident students attending a STEM/STEAM or community school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

**Requirements for Chartered & Nonchartered Nonpublic School Students** (Ohio Revised Code [3313.5311](#))

Resident students attending a chartered or nonchartered nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

**Requirements for Homeschooled Students** (Ohio Revised Code [3313.5312](#))

Resident students receiving home education in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, must fulfill the same nonacademic and financial requirements as any other participant, and must fulfill either of the following academic requirements:

- (1) If the student received home education in the preceding grading period, the student shall meet any academic requirements established by the state board of education for the continuation of home education.
- (2) If the student did not receive home education in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the school district.

**Enrollment Procedures for STEM/STEAM/Community, Chartered/Nonchartered Nonpublic & Home Educated Students**

Students will need to enroll in Hilliard City Schools the same as all other students. The registration process is a four step process that is completed online at <http://www.hilliardschools.org/welcomecenter/>. Parents or legal guardians are responsible for providing all required documents to complete the registration process.

- Step 1: Verify your home address to confirm eligibility.
- Step 2: Provide the following documents: Proof of Residency, Birth Certificate, Official Immunization Records, and Custody Paper (if applicable).
- Step 3: Complete online form
- Step 4: Schedule an Appointment with the Records Compliance Office to complete the enrollment process.

Once enrolled, parents/students can sign-off on all forms through Final Forms and pay participation fees through mypaymentsplus.com.

## CONDUCT OF ATHLETE

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

### **In the classroom**

In the academic area, a good athlete becomes a good student. A person must give maximum effort in the classroom at all times. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior.

### **School discipline referral**

Any student referred to the office for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the coach or the Athletic Director.

### **Truancy**

A healthy athlete should have a good attendance record. Never cut classes. Any student who is declared truant will be ineligible for a period of one week after infraction is discovered.

### **Citizenship/Character**

Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law, may cause the participant be declared ineligible by the administrative office.

### **On the field**

In the area of athletic competition, a true athlete does not use profanity or illegal tactics, and learns fast that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

## CODE OF CONDUCT OF ATHLETE

Hilliard athletes take pride in their school, in superior conditioning, playing as a team, and giving 100 percent to win the game.

It is a privilege to be a member of the school's athletic team; a right which can only be earned when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. We want to be proud of their efforts.

Any student participating in any school athletic program shall carry either the district's student insurance or provide a written statement signed by the student's parents or guardians that the parents or guardians are providing the insurance.

**Rules Concerning Appearance**

At the beginning of each sports season, the coach and players shall determine appearance rules.

Suggested guidelines are:

1. Uniforms should be clean and neat and in good repair.
2. The school Dress Code will be in effect.

**Rules Concerning Eligibility**

Ohio High School Athletic Association rules concerning eligibility are to be discussed with the squad.

1. In order to be eligible, a student must have passed five (5.0) credits that count toward graduation during the prior grading period. The five (5.0) credits may be a combination of high school and college courses.
2. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
3. In order to play in a game, players must be in attendance the day of the game. (Attendance means being in school the full day.) If the activity or sport takes place on the weekend, the student must be in attendance the last school day before the event.
4. It is recommended that a student be a member of no more than one interscholastic team at any one time. When a player is removed or quits a team, organized conditioning or participation on another team is forbidden until the original sport regular season (as defined by the OHSAA) is completed.
5. A student may be declared ineligible by the administrative office for reasons of discipline (which may include, but is not limited to a violation of state, local, or federal criminal or juvenile law).
6. Medical clearance and insurance waivers are required prior to participation. Physicals are valid for a period of time as defined in the OHSAA Handbook (if the pre-participation athletic evaluation is conducted between May 1 and June 1, the pre-participation evaluation, signed by the medical examiner, is valid for one calendar year plus the remainder of the next school year).

**Practice Rules**

1. Individual coaches will establish written rules and regulations regarding practice, attendance and conduct at games.

**Travel Rules**

1. Rules for school bus travel shall be essentially the same as for students being transported to and from school. Exceptions may be permitted by agreement between coach and driver, provided safety is not compromised.
2. Athletes must always travel with the team unless the coach/advisor excuses a player to travel with their parent(s).

**Behavior Rules**

It shall be the responsibility of the principal, athletic director, or coach to discipline an athlete for:

1. Violation of the rules listed above.
2. Violation of Board policies and school rules.
3. Violation of established team rules.
4. Violation of Ohio High School Athletic Association Rules. Copies shall be available in the school office.
5. The Code of Conduct for athletes applies seven days a week, twenty-four hours a day.

**Students may be removed from the team for the following offenses**

1. Use or possession of alcoholic beverages, drugs, or other mind-altering substances.
2. The use of tobacco in any form.
3. Destroying or stealing athletic equipment.
4. Violation of athletic manual rules, team rules, Board of Education policies, and/or OHSAA rules.
5. Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law.

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If the need arises, transportation by private vehicles is permitted only if previously approved by the appropriate administrator.

Students may be permitted to drive or ride in private autos for field trips under the following conditions:

1. They have parental permission to do so.
2. They are legally allowed to drive (e.g., not operating without a valid license).
3. They are not in an obvious physical or mental state which suggests they should not.
4. They voluntarily wish to drive and indicate they are properly insured.
5. No official school transportation is available.

If it is necessary to use private vehicles, evidence must be presented upon request to the appropriate administrator that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

## INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY (GRADES 7-12)

The Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities and further recognizes the incentives which participation in interscholastic extracurricular activities provide to students to achieve success in the classroom. Interscholastic extracurricular eligibility will be evaluated during each nine-week grading period. Therefore, in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements.

**Grades 7-9**

- In the immediately preceding grading period, a student must receive a minimum GPA of 1.5 on a 4.0 scale. This does not apply to students entering the seventh grade for the first time.
- Students whose GPA falls between 1.5 and 1.75 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period. Please be advised that the college/university may not supply weekly progress checks for the grading periods.
- Students whose GPA falls below 1.5 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 7-9.



**Grades 10-12**

- In the immediately preceding grading period, a student must receive a minimum GPA of 1.75 on a 4.0 scale.
- Students whose GPA falls between 1.75 and 2.0 will be on academic probation; to maintain eligibility they must show acceptable academic performance with weekly progress checks throughout the current grading period. Please be advised that the college/university may not supply weekly progress checks for the grading periods.
- Students whose GPA falls below 1.75 for the immediately preceding grading period may be eligible to participate by taking a waiver and agreeing to go on Academic Probation under the criteria listed in the paragraph above in this section. This waiver provision can be applied only once in the three academic years 10-12.

**Additionally**

- Students receiving one or more failing grades for any class or course in the school district's graded course of study for the previous grading period will not be automatically excluded from interscholastic extracurricular participation provided they meet the grade point average requirements listed above and be passing five academic courses.
- The definition of interscholastic extracurricular activities is defined as a school-sponsored student activity involving more than one school or school district.
- "Interscholastic extracurricular activity" does not include any activity included in the school district's graded course of study.
- Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
- A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried in the preceding grading period in which the student was enrolled.
- The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a student must have passed five credits that count toward graduation during the prior grading period. The five credits may be a combination of high school and college courses.
- Summer school grades earned may not be used to substitute for grades from the preceding grading period of the regular school year.
- In addressing O.R.C. [3313.535](#) (D), the Board has adopted these policies and they shall apply to all students enrolled in this District.
- Cumulative GPA in grades 7 & 8 is defined as that year to date computation and in grades 9-12 is defined as the computation cumulative since entering grade 9. Cumulative GPA will be defined as the cumulative GPA from the previous semester.
- If a student received home education in the grading period preceding participation, the student must meet any academic requirements established by the State Board of Education for the continuation of home education to be eligible to participate in the program.

If a student did not receive home education in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic standards established by the District for eligibility to participate in the program.

Any student who commences home education after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible.

**Weekly Progress Checks for Students on Academic Probation**

Students on academic probation will be given a Weekly Progress Card listing all academic subjects including a student conduct section. This card will be blue in color. Cards are distributed on Thursday afternoon and returned to the Athletic Director or designee by 3:00 p.m. on Friday. Any high school student who receives a total of 1 or more unsatisfactory (U) or fails to turn the card in on time will be ineligible for Monday through Sunday of the next week. Any middle school student who receives a total of 2 or more unsatisfactory (U) marks or fails to turn the card in on time will be ineligible for Monday through Sunday of the next week. A student shall receive an unsatisfactory (U) for academics if their **grade for the week is below a 70%**. A student shall receive an unsatisfactory (U) for conduct if the teacher deems the student has been a repeated disruption in class or disrespectful to the teacher. The Athletic Director/designee of each secondary building will maintain the Weekly Progress Cards.

This information will be e-mailed to staff prior to the beginning of the grade checks. This will ensure all staff will understand what the expectations are for the student-athlete and how to properly fill out the forms.

## STUDENT DRUG, TOBACCO & ALCOHOL POLICY—INTERSCHOLASTIC ATHLETICS

Participating in extracurricular activities with the Hilliard City School District is not a right but a privilege which may be regulated by the Board of Education. It is required that students participating in athletic activities become familiar with and understand the rules and regulations required of students participating in athletic activities within the Hilliard City School District. Students participating in athletic programs are required to abide by the rules and policies as set forth in the policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, on private property or at a private party.

Students participating in athletic activities must become familiar with and understand the rules and regulations for students participating in athletic activities. Students are expected to abide by all rules and regulations as well as any and all other training rules or organization rules associated with the athletic activity. Violation of these rules and regulations and/or the Hilliard City School District Code of conduct are prohibited and will result in disciplinary action. Such disciplinary action could lead to suspension, expulsion or removal from school and/or the athletic activity in accordance with these rules and the Ohio Revised Code. The student code of conduct and all extracurricular organization rules shall be posted either in a team locker room or the team's central location in the school building.

It must be understood by all students and their parents/guardians that a condition to participating in the athletic program at the Hilliard City School District requires a commitment to follow the rules, regulations, policies and procedures established by the District for the implementation of its athletic program. It should also be understood that a student who violates these rules, regulations, policies and procedures shall face disciplinary action. Such disciplinary action may include removal from participation in athletic activities and possible suspension, expulsion, or removal from school pursuant to the student code of conduct and the Ohio Revised Code [3313.66](#). A student removed from participation in athletics shall be given an informal hearing with the building principal.

All students who have been denied participation for a season or longer shall forfeit any athletic awards earned for the activity for that season from the Hilliard City School District or any other association as a result of participation in the athletic activity.

**Extracurricular Drug, Tobacco and Alcohol Use**

For purposes of these policies and regulations, the following definitions shall apply but not be limited to:

**Alcohol**—Any liquor, wine, beer or other beverage containing intoxicating substances.

**Alternative Nicotine Products**—An electronic cigarette or any other product, device, or parts and pieces thereof, that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to chewing, smoking, absorbing, dissolving or inhaling.

**Drugs**—Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances and clove cigarettes.

**Drug Paraphernalia**—Equipment, apparatus, or parts and pieces thereof, designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles and cocaine spoons and kits.

**Electronic Cigarette**—Any electronic product, device, or parts and pieces thereof, that produces a vapor that delivers nicotine or any other substance to the person inhaling from the device to simulate smoking and is likely to be offered to or purchased by consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe.

**Tobacco**—Any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, or parts and pieces thereof, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

**Under the Influence**—Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language or any other behavior or physical appearance not normal for the particular student (determination by school authorities as to what constitutes “under the influence” is distinct and separate from any such determination by the courts).

**Distributing**—Making available to or passing on to another individual, even if not for profit or trade, any alcohol, drug or tobacco products.

**Extracurricular/Cocurricular**—Those activities sponsored by, supported by, and identified by the Board and are an extension of the “normal” school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school-sponsored and Board-approved trips and National Honor Society. (Because of the rules of the National Honor Society organization, the student’s membership can be retained, but their participation will cease.) This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

**One Calendar Year**—One calendar year is defined as 365 days from the date of the infraction.

**Leadership Position**—Any elected or appointed office in a school-recognized sport, club or activity.

The Board believes extracurricular activities are an integral and important part in the development of a student’s educational program. Participation in extracurricular activities is encouraged. Students who volunteer to participate in extracurricular activities are expected to accept the responsibility accompanying this privilege of participation by maintaining a higher degree of conduct.

The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

The Board recognizes that the use of alcohol, drugs and tobacco has a negative effect on behavior, learning and performance. In addition, such use affects fellow participants, family members and other significant individuals in one's life. The Board further recognizes that representing Hilliard in any contest is a privilege, not a right, that calls for students to demonstrate the highest qualities of leadership and citizenship throughout the entire year. Therefore, a year-round code of conduct is established for students involved in extracurricular events.

Students shall not possess, use, sell, give, or otherwise transmit or be under the influence of any drug, alcohol or tobacco as a member in any school sponsored extracurricular activities during their school career.

This policy is to be subject to enforcement and/or disciplinary action for twelve (12) months of the year. Violations shall be determined on the basis of significant, relevant evidence. Additionally, offenses in violation of this policy are accumulative. Elementary school accumulation ends at the conclusion of the sixth grade. Middle school accumulation ends at the conclusion of the eighth grade. High school accumulation begins with ninth grade and concludes with high school graduation.

### **Offenses and Disciplinary Action**

Use, sale or possession of tobacco products, alcohol, drugs, controlled substances, inhalants, electronic cigarette, personal vaporizer (e.g., JUUL), electronic nicotine delivery system, look-alikes and/or other illegal substances, including drug paraphernalia, lighters, matches and other flame producing materials, etc., is strictly prohibited throughout the calendar year (365 days). Any extracurricular participant hosting or attending (as confirmed by a law enforcement agency or school district employee) a party where tobacco products, alcohol or other drugs are consumed shall also be prohibited.

A student's second infraction builds on the student's first infraction no matter what type of offense. For example, a student with a disciplinary incident of citizenship/character as a freshman and then an alcohol/drug/tobacco offense as a junior will be dealt with on the second offense level and vice versa.

#### A. First offense:

- 1) Student will be suspended from participation for 20% of that sport's maximum allowable regular season contests.
- 2) May reduce suspension consequence to 10% of the maximum allowable regular season contests by completing an Educational Diversion Program.
- 3) Must attend all practices/team required activities during the suspension if the coach allows.

#### B. Second offense:

- 1) Student will be suspended from participation for 50% of that sport's maximum allowable regular season contests. If there is less than 50% of the maximum allowable regular season contests, the remaining percentage will carry over to the next sport.
- 2) Completion of an Educational Diversion Program required for reinstatement.
- 3) Must attend all practices/team required activities during the suspension if the coach allows.

#### C. Third offense:

- 1) Student will be suspended from participation in all athletic activities for one calendar year.
- 2) Completion of an Educational Diversion Program required for reinstatement.

#### D. Fourth offense:

- 1) Student will be suspended from participation in all athletic activities for the remainder of their school career.

### **Educational Diversion Program (EDP)**

Eligibility for the EDP requires a written letter of application by the student and parent/guardian to the building principal. Such an application may be made only after a student has scheduled a consultation with a district approved smoking cessation or drug/alcohol counselor within a fourteen (14) day period or ten (10) school

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days, whichever is less, and agrees to carry out the recommendations. A written copy of the assessment must be sent to the principal regarding the fitness of the particular student to return to athletic activities with Hilliard City Schools.

Upon the student's completion of the assessment, the principal may refer the student's case to the Athletic Advisory Council. The Athletic Advisory Council may consist of:

1. assistant principal
2. athletic director
3. head coach
4. student's school counselor
5. Core Team chairperson/student assistance coordinator.

A principal may assign other individuals as members of this committee at the principal's discretion.

The Athletic Advisory Council shall meet with the student and their parents or guardians. The Athletic Advisory Council shall then make a recommendation to the building principal concerning whether or not the student may be considered to return to participation in athletic activities with the Hilliard City School District. A student shall be suspended from all participation in athletic activities with the District for the duration of any hearing with the principal or EDP.

### **Self-Referral Policy**

The self-referral option is available to students only on the first infraction (no prior violations on record). If a student seeks assistance in dealing with an alcohol, tobacco-related or other drug problem by self-referral to their coach, advisor, school administrator or Athletic Director and agrees to participate in an assessment and carry out the completion of an Educational Diversion Program, the student may be held out of athletic contests up to 10% of the season. The Educational Diversion Program must be completed at the earliest possible date. Refusal or failure to complete the assessment will result in the full penalty as provided in this policy. Self-referrals which result in no prohibition from participation are still considered first violations in the event of a subsequent second violation.

A self-referral cannot be used by a student athlete as a method to avoid consequences once the policy has been violated and a student has been identified as having violated such policy.

All self-referrals under this policy will be reported to the principal/assistant principal, school counselor and athletic director.

### **City of Hilliard Diversion Program**

Consequences may be reduced, at the discretion of the administrator, when a student has been referred to and accepted into the City of Hilliard Youth Diversion Program for the same conduct that is the subject of discipline and the parents/guardians and student have agreed that the student will participate in the Diversion Program.

### **Follow-Up Services**

Upon return from residential or out-patient treatment, the following support services will be provided:

1. Student, parent(s), counselor and administrator (when available) will have a readmission conference to develop educational plans.
2. We will carry out the re-entry plan and any supported plan from the treatment facility.

### **Notification Procedures**

The student participant and their parent or guardian will be provided with a copy of the Extracurricular Drug, Tobacco and Alcohol Policy in the Athletic Manual at the beginning of each season, activity or time of entry into a program. This policy is to be explained to the student by the coach, advisor, director or teacher.

**Relationship of These Policies/Regulations to the Code of Student Conduct**

These policies and regulations supplement the District's code of student conduct and are administered independently of that code. A violation of these regulations may also independently violate the code of student conduct and result in suspension or expulsion from school or removal from curricular or extracurricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

**Costs**

All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

**EXCLUSION FROM PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students may be removed from cocurricular or extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from a cocurricular or extracurricular activity, such removal may include all noncurricular aspects of the activities in which the student is involved.

Prior to exclusion from participation, the student/parent will be given written notification of the intention to exclude and the reason(s) for the intended exclusion. The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with coach, advisor designee or administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation. Per Board Policy IGD, the student and/or their parents retain the right to appeal such action to the appeal committee in their respective school. The decision of the appeal committee will be final.

**HARASSMENT**

Students are responsible to treat each other with dignity and respect. Any type of disrespectful comments or actions directed toward other students, whether intentionally or unintentionally, which cause interference with the educational process and opportunities of the school will be considered harassment.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

The following may be considered examples of sexual harassment. Any of the following conduct could be, but not limited to these behaviors which represent a violation of the student code of conduct:

- a. Unwanted hugs, touches, grabbing or brushing against another student.
- b. Unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality.

Students who feel they are being harassed either sexually or otherwise are responsible for bringing this to the attention of a staff member or administrator. If the harassment continues, stronger disciplinary measures may be taken. Administrators will conduct investigations when a complaint is made.

## HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

**Physical Bullying:** **Repeatedly** using force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

**Verbal Bullying:** **Repeatedly** using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal-intent). Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.

**Cyberbullying:** **Repeatedly** using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, social media fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean forwards.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, or electronic means are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited

behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

The Superintendent/designee will provide the Board President with a summary of all reported incidents and post the summary on the District's website, to the extent permitted by law. Bullying report forms are available on the district website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because they file a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

## INTIMIDATION

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Intimidation is defined as the harassment or intimidation of a person or group through the use of racial or religious slurs, items of apparel, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

This policy of the Board of Education is subject to enforcement and or disciplinary action:

1. On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.



2. At any school-sponsored or sanctioned activity or event away from or within the district.

**Disciplinary Actions**

Violations of this policy will be cumulative over the course of the school year and punishment shall, most ordinarily, be administered as follows:

First Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned an out of school suspension

Second Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a longer period of out of school suspension.

Third Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a ten (10) day out-of-school suspension and may be recommended for expulsion.

**School administrator has the right to move to third offense discipline when situation dictates.**

Unless otherwise noted in the individual section, the above code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

**NON-DISCRIMINATION STATEMENT**

No student shall, on the basis of race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, be denied the opportunity to participate in, or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student (or their parent) may formally lodge a complaint of discrimination is available in the school office and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of Education has appointed the Executive Director of Human Resources to act as the District's compliance officer/civil rights coordinator of such policies and procedures. Concerns or questions may be directed to the Human Resources office at 2140 Atlas Street, Columbus Ohio, 43228, telephone (614) 921-7000.

## 504 NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Hilliard City Schools regularly reviews and updates its policies and procedures. In fact, the district's 504 (Non-Discrimination on the Basis of Disability) policies and procedures have been updated and are available online at <https://www.hilliardschools.org/departments/student-support-services/what-is-a-504/>. Hard copies are available at the district's Central Office, 2140 Atlas Street, Columbus, OH 43228 and/or your child's school.

Grievances concerning any violation of this policy should be submitted in writing to Hilliard City Schools, Attn: Director of Student Well-Being, 2140 Atlas Street, Columbus, OH 43228 or by calling (614) 921-7000.

## TITLE IX INFORMATION

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates Executive Director of Human Resources, 2140 Atlas Street, Columbus, Ohio 43228, (614) 921-7000, <http://www.hilliardschools.org/contact-us/>, to serve as the District's Title IX Coordinator.

## SEXTING, TEXTING AND EMAILING

In accordance with [House Bill 1](#) and Ohio Revised Code [2907.323](#), the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

## INDIVIDUAL SPORT RULE

Coaches may establish additional rules and regulations for their respective sports. Penalties will be designated/handled by their respective coach(s). Participants and parents will be informed in writing before the season.

## FINANCIAL OBLIGATIONS AND EQUIPMENT

### **Equipment**

All athletes are responsible for the proper care and security of equipment issued to them.

1. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (e.g., jerseys).

2. Before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.
3. Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Hilliard City School District is not responsible for lost or stolen equipment. Athletes are required to use a lock on athletic lockers to avoid theft.
4. All athletic equipment is the property of the Board of Education and the Athletic Department, therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the Athletic Director.
5. All equipment issued to an athlete must be returned at the end of the school season. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for.
6. Under certain circumstances, equipment (e.g., helmets) can be sold to team members at the end of the season. This sale will be controlled by the head coach and the Athletic Director. The price will be set by the Athletic Director. The money will be collected by the head coach prior to equipment being given to the athlete.

### **Lockers**

Section [3313.20](#) of the Ohio Revised Code authorizes a Board of Education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of the Hilliard City School District while on loan to students and are therefore subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions, or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

### **Pay-To-Participate Fee Guidelines**

1. Payment is due prior to the start of the competitive season. Students may not participate in the competitive season until the fee is paid-in-full.
2. Refund Guidelines
  - 100% returned if the student has a season-ending injury prior to the start of the competitive season
  - 50% returned if an injury occurs before the halfway-point of the competitive season
  - No refund for loss of academic eligibility unless determined prior to the start of the competitive season
  - No refund if a student quits the team or is removed from the team.
3. Hardship Cases are handled on an individual basis.

## **Uniforms**

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become their property.

## **MISSING CONTESTS OR PRACTICES**

An athlete should consult their coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be good reason for missing practice or game.

All athletes, including cheerleaders, are to make participation on the school squad/team their priority. Athletes are not permitted to miss school squad/team contests or practices for participation in any other group.

## **CONFLICTS IN EXTRACURRICULAR ACTIVITIES**

An individual student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise the sponsors will meet and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the principal will have to make the decision based on the following:

- The relative importance of each event.
- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parent(s) or guardian(s).

## **COLLEGE RECRUITMENT POLICY**

In the event an athlete should be contacted personally by a college recruiter, they have an obligation to work through their coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information is available in the Athletic Office.

## **VACATIONS POLICY**

Vacations by athletic team members during sport season are extremely discouraged. When an absence due to a vacation is unavoidable, an athlete must:

- Be accompanied by their parents/guardians/custodians while on the vacation.
- Contact the head coach prior to the vacation.
- Be willing to assume the consequences related to their status on that squad as a starter, 2<sup>nd</sup> string, 3<sup>rd</sup> string, etc.

## RISK OF PARTICIPATION

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation. Hilliard City School District will use the following safeguards to make every effort to eliminate injury:

- Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- Instruct all athletes about the dangers of participation in the particular sport.
- Athletes and parents need to report injuries to the Trainers. Trainers are to assist and assess all sports-related injuries.

## PARENTAL ACKNOWLEDGEMENT OF ATHLETIC POLICIES

Upon entering the Hilliard City School District or at the time a student tries out for an athletic team, they will be presented with this handbook containing all the necessary forms and information for participating in athletics.

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Hilliard City School District. This signed document will be filed in the Athletic Director's office.

## INSURANCE

Students participating in the athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school insurance waiver form signed by the parents stating that they have adequate insurance coverage.

The OHSAA has purchased a lifetime catastrophic insurance plan that will cover any athlete who is injured to the extent of, or more than \$25,000 in medical expenses. This is above what accident and health insurance carried by the family pays above \$25,000.

## TRAINERS, MANAGERS AND STATISTICIANS

Managers, statisticians, and student trainers will earn post-season awards under the following guidelines:

- 1st year: Freshman certificate
- 2nd year: Junior Varsity certificate
- 3rd year: Varsity Letter plus numerals
- 4th year: Second year varsity award

If a student participates after their freshman year, they will still be considered a first year award winner and receive a first year certificate or participation certificate.

## TRANSFERS

The transfer bylaws of the OHSAA apply to all students enrolled in grades 9-12.

### **Middle School & High School Intra-District Athletic Eligibility Guidelines**

Student athletic eligibility is determined by the Ohio High School Athletic Association (OHSAA). Information regarding eligibility is located in Bylaw 4 – Student Eligibility, Section 7 – Transfers. A copy of the OHSAA Bylaws

can be obtained through the athletic office by contacting OHSAA at 614-267-2502 or on-line at [www.ohsaa.org](http://www.ohsaa.org).

In addition to OHSAA's eligibility bylaws, the following shall also apply to intradistrict transfer requests:

1. Students may only participate in the building where academically registered/enrolled.
2. A student is ruled eligible and eligibility can only be changed by the OHSAA Commissioner's office.
3. Failure to request a transfer to maintain continuity in an academic program will result in a student being declared ineligible for one calendar year from the effective date of the academic transfer.
4. The student's custodial parent/guardian has moved to the other high school or middle school's attendance area and the student has requested a consequent change in eligibility. Such request will be automatically submitted to OHSAA for approval.
5. In cases of joint-custody by parents, eligibility remains at the school where the student initially participated in an interscholastic contest or enrolled.
6. In case of a change of custody, which results in a change of school, the court approval must be submitted to the OHSAA for approval prior to participation.
7. All eligibility guidelines apply to all transfers granted in grades 7-12, including from grade 8 to grade 9.
8. At the middle school level, transfers are for the two years of middle school education. Transfers at the 7<sup>th</sup> grade level will be for a two-year period for athletic eligibility purposes. Transfers at the 8<sup>th</sup> grade level will result in loss of eligibility. \*\*Changing middle schools without checking address and home high school assignment may result in eligibility issues.

## ADDITIONAL CONCERNS

### **Banquet**

If any student athlete is not a team member in good standing as a result of violating an existing Board of Education policy or not proving substantial effort to complete the required educational assistance program or assessment and follow-up program, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

### **Failure to Follow Through**

If at any time a student athlete fails to follow through with a recommended educational assistance or assessment and follow-up program, the applicable first or second violation penalties will result until the educational assistance program is resumed.

### **Middle School Cheerleading**

- The middle school football cheerleading squad (fall season) will consist of no more than 12 cheerleaders.
- The middle school basketball cheerleading squad (winter season) will consist of no more than 10 cheerleaders.

## RECOGNITION CEREMONIES

The Athletic Department is extremely proud when any student-athlete has the opportunity to continue their athletic career at the collegiate level. The Athletic Department will honor the accomplishments of these student-athletes by having a recognition ceremony in the fall, winter and spring.