ATHLETIC DEPARTMENT
Granville Exempted Village School District
located at
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www.granvilleschools.org/granvilleathletics_home.aspx
Follow us on Twitter for Scores & Updates: www.twitter.com/GV_Blue_Aces
This handbook has been prepared in order to define the division of duties and responsibilities, to help prevent duplications of effort and misunderstanding of intentions, and to express in practical form the aims and objectives of the Granville Middle and High School activities program.

As in any program involving the efforts of professional personnel, it is understood that they bring to their positions the skills acquired through training and experience which will be utilized in accord with the philosophy of the Granville Exempted Village Schools. This handbook is set forth as a guide to assist in solving the problems which may arise and to promote uniformity in the operation of the various phases of the program.
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BOARD POLICY

Participants and the responsible adults approved by the Board of Education to supervise these programs are expected to demonstrate the same level of responsibility and behavior that occurs in the educational classroom. The game activities and practice sessions should provide many opportunities to teach the values of competition, good sportsmanship, ethics, and integrity in extracurricular activities. The board encourages that all extracurricular activity participants, coaches, fans, parents, and support groups uphold and assist in the development and promotion of sportsmanship, ethics, and integrity at Granville Schools. The board further encourages demonstration of good sportsmanship, ethics, and integrity in the classroom and extended into the community. The Student Activities Handbook shall elaborate on acceptable and unacceptable behavior by all involved.

SPORTSMANSHIP, ETHICS, AND INTEGRITY
STATEMENT FROM THE BOARD OF EDUCATION

The Granville School Board and Administration believe that extracurricular activities are an integral part of the education of our students. Our coaches/directors are professionals who have spent countless hours learning the skills, strategies, and requirements of their position. Our amateur participants have also spent many hours in preparation for each contest/event. From tryouts and squad selection to end-of-activity the highest level of respect, courtesy, and sportsmanship is expected from our coaches, participants, parents, and fans. No verbal, emotional, or physical abuse of a coach/director, participant, or official will be tolerated.
PHILOSOPHY OF THE GRANVILLE SCHOOL DISTRICT’S EXTRA-CURRICULAR AND CO-CURRICULAR PROGRAM

The extra-curricular and co-curricular programs of the Granville Exempted Village School District should be designed to complement the district’s curricular program. As such, they should be a valuable and integral part of the student body’s total academic experience, and participation should be viewed as an opportunity available to all students rather than as a privilege. The district should seek, therefore, to create a wide range of programs designed to afford as many students as possible opportunities to participate in a broad spectrum of activities.

The programs’ mission and goals should be consistent with the district’s broad mission statement: the pursuit of growth, harmony and scholarship in a challenging curriculum promoting integrity and individual excellence.

Programs should be developmentally responsive and age appropriate, with reasonable expectations from participants, coaches and directors, parents, and community that positively benefit the individual and the team or organization. Participation in such programs should heighten students’ self-esteem, increase their interest in sports and non-sports, expand on socialization and teamwork skills, build character, enhance personality development, and lead to a more balanced set of formal educational experiences. At each level playing time and playing positions are earned and are at the sole discretion of the coach(es) responsible for that activity. The district should recognize that many activities take place in an environment of formal competition. Participation in such competition should promote effort and dedication that allow students to reach for their maximum potential. Such participation should occur in the context of good sportsmanship at all levels so that participants may learn valuable lessons of the total life experience: fair play, honesty, integrity and respect for other performers and competitors.

The pursuit of individual and group excellence is a life-long strategy, no matter the endeavor. Proper participation at the highest levels in extra-curricular and co-curricular activities should thus provide social, physical, emotional and psychological experiences that help prepare students for life beyond high school.

DEFINITION OF EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

1. An “extracurricular activity” is defined as a program of out-of-class pursuits, usually supervised and/or financed by the school, in which students enjoy freedom in selection and participation.
2. Extracurricular activities are not a part of the regular school curriculum, are not graded, do not involve earned credits, generally take place outside of the classroom time, and often involve performance before an audience or spectators.
3. At the high school level, extracurricular activities many include, but are not limited to, athletic teams, cheerleaders, student council, musical performance groups, dramatics, (plays and Drama clubs), special interest clubs, service clubs, etc. The building Principal or the Athletic Director may use discretion in determining whether a student may participate in an activity of short-term duration.
4. At the middle school level, extracurricular activities may include, but are not limited to athletic teams, cheerleaders, student council, musical and dramatic performance groups, etc. The building Principal or the Athletic Director may use discretion in determining whether a student may participate in special interest clubs, service clubs, and activities of short term duration.
5. Co-curricular activities may be connected with curriculum experiences in a regular classroom situation (e.g. band, drama, journalism, etc.). When performance is a part of course requirements for earning a grade and/or credits, these eligibility requirements do not apply.
6. These requirements may be reviewed on an annual basis by the Activities Advisory Council and the Parents Activities Advisory Council.
7. Athletic teams are fully funded and administered or cooperatively funded and administered. Athletic teams are all recognized and approved by the Board of Education and are required to abide by all District, League, and State rules and regulations. These rules include, but are not limited to the following:
Athletic teams are supported by a combination of district funds, gate receipts, and Athletic Booster Club donations and parent support.

These funds provide:

- Transportation
- Coaches and Administrative Salaries and Benefits
- Facilities and Maintenance
- Officials' fees
- Uniforms
- Utilities
- Supplies
- Equipment
- Awards and Entry Fees

A listing of all teams may be found on page 13.

**GUIDE TO ABBREVIATIONS USED IN THIS HANDBOOK**

**GEVSD** – Granville Exempted Village School District

**OHSAA** – Ohio High School Athletic Association

**BOE** – Board of Education

**MSL** – Mid-State League

**AD** – Athletic Director

**C.H.O.I.C.E.S.** - Choosing Healthy Opportunities for Integrity Excellence and Success

**AAC** – Activities Advisory Council

**SAAC** – Student Activities Advisory Council

**PAAC** – Parent Activities Advisory Council

**GPA** - Grade Point Average

**CHAIN OF COMMAND – ORGANIZATION CHART**

- Board of Education
- Superintendent
• Building Administrators
• Athletic Director
  -- MS Dean of Students
  – Activities Advisory Council (AAC)
  – Parent Activities Advisory Council (PAAC)
  – Head Coach/Director
  – Assistants
  – Student Participants

BOARD OF EDUCATION

The Granville Exempted Village Board of Education is the highest authority within the school district and final decisions concerning the operation of any phase of the school program rest with this Board.

SUPERINTENDENT

The Superintendent of School is the chief executive officer of the District and has the authority to direct and supervise all District personnel and program.

BUILDING ADMINISTRATORS

The District building administrators are responsible for the overall operation of all aspects, both curricular and extracurricular, in their respective buildings. These individuals are to direct and supervise all personnel and program involving the students under their respective charge.

ATHLETIC DIRECTOR

The Athletic Director shall be jointly responsible to and under the immediate supervision of the Principals and the Superintendent for the administration of the extracurricular activity programs.
1. **Physical Exam Forms** (see Appendix) must be completed by all athletes and be on file in the Athletic Director’s office before an athlete may practice or compete.

2. **Emergency Medical Forms** (see Appendix) must be completed and signed by the parent or legal guardian. A copy must be on file in the Athletic Director’s office and a copy carried by the coach to the practice area and all athletic contests. No student shall participate until this is done.

3. **Proof of Insurance Coverage or Waiver of Insurance** (see Appendix) must be on file in the Athletic Director’s office prior to participation.

4. **OHSAA Eligibility/Health Information Privacy Act (HIPA) Forms** (see Appendix) must be completed by each athlete and kept on file in the Athletic Director’s office.

5. **Eligibility information and Rosters** (See Appendix) should be provided to the Athletic Director by each coach at least 10 days prior to the first contest/scrimmage.

6. **Team and Individual Pictures** at the middle school and high school level must be taken by the photographer(s) approved by the Principal and/or Athletic Director.

7. **Evaluations of Directors and Head Coaches** (see Appendix) will be performed by the Athletic Director. Each Director/Head Coach shall distribute evaluation forms to each participant and their parent/guardian. These evaluations will be shared with the Head Coach.

8. **Requisition Procedures** (see Appendix for sample) require that a purchase order be used for any expenses related to the activity. These requests should be submitted a minimum of two weeks prior to the actual expenditure being made. No payment will be released without an invoice or receipt accompanying the payment request.

9. **State and Local Affiliation:** The GEVSD will adhere to all rules and regulations of the OHSAA and the MSL. The Athletic Director and all Head Coaches or their designated assistant must attend required rules interpretation meetings of the OHSAA. The Athletic Director will be the designated representative of the Superintendent of schools and will represent Granville at all MSL and District Board of Control meetings.

10. **Conditioning/Open Gyms/Contact Period:** The OHSAA governs conditioning, open gyms, and coaching contact days. Coaches shall stringently follow these rules and make the athletes aware of the rules. These rules vary by sport and each coach should consult with the Athletic Director for an interpretation. Out-of-Season gym use requires the individual in charge to fill out a Use-of-Gym Request form (See Appendix for form). The availability of the fitness center will be established by the A.D. in coordination with the coaches. The fitness center will be supervised by the Weight Training Coach. Athletes involved in an in-season activity shall not participate in conditioning or open gym programs for another sport without the agreement of the coaches.

11. **Anti-hazing Policy:** It is the belief of the GEVSD Board of Education that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee or volunteer of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act, including an 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. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this statement.

12. **Equipment:** Uniform items such as jackets, jerseys, or warm-ups will only be worn to contests and not used as outside general wear except as authorized by the Athletic Director. Equipment that is property of the Granville Board of Education is not to be borrowed.

13. **Keys:** All Keys will be issued by and returned to the building secretary (See Appendix). Requests for keys should be made through the Athletic Director or Building Principal. Keys will be issued to Head Coaches, Directors, and assistants who maintain an individual practice/rehearsal schedule only.
The Granville Board of Education establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics and extracurricular activities. It is important that students meet the following academic requirements in order to be eligible for any extracurricular activity.

1. A student must earn a 2.0 grade point average for a nine-week period to be eligible for interscholastic competition. The GPA will be applied separately for grades 7-8 and grades 9-12 and calculated each grading period. Eligibility can be maintained, gained or lost each grading period. A student’s eligibility will be determined by examining each nine-week GPA independent of the previous grading period. Semester and final exams are not to be calculated in the nine-week GPA assessment.

2. A student must also qualify under all rules established by the Ohio High School Athletic Association (OHSAA).

3. Academic probation requires a waiver and may be granted upon request by the student’s parents if the following procedures are followed.
   A. The parents and student develop a written academic improvement plan stating specifically the ways the student will improve his/her grades.
   B. The parents and student meet with the Athletic Director and have the academic improvement plan approved.
   C. Academic probation may be granted twice during a student’s four years in the high school, but only once during each school year. A middle school student can receive one academic waiver during his/her two years in the middle school.
   D. The academic waiver can be revoked if at any time during this period the Athletic Director the student fails to follow the requirements set forth in the improvement plan. Weekly eligibility checks will be a part of all granted waivers. These will begin the third week of the grading period. Students who have been granted an academic waiver must maintain a 2.0 GPA or above and be passing a minimum of 5 credits as shown on these required eligibility checks in order to participate in contests/performances.
   E. Students who have an IEP or a 504 plan must pass at least five credits towards graduation for a nine-week period to be eligible for interscholastic competition. Eligibility can be maintained, gained or lost each grading period. A student’s eligibility will be determined by examining each nine-week GPA independent of the previous grading period.
   F. Eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period.

4. A failing mark in any course(s) at the end of a grading period or at the end of the semester will not make a student ineligible for participation if that student maintained at least 2.0 GPA in all subjects unless they fall below the OHSAA 5 credit requirement for HS.
5. **New Scholarship Standards for students in Grades 7-8**

With the passage of the changes to bylaws 4-4-4 and 4-4-5, students who are enrolled in a member 7-8th grade school for the 2010-11 school year will be required to pass a minimum of five courses of all subjects taken in the preceding grading period.

Beginning August 1, 2010, which means that the **bylaws become operationally effective at the end of the first grading period of the 2010-11 school year**, the revisions read as follows:

4-4-4- A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

4-4-5 – A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

We understand that some schools may have to add a course for students who are only taking four courses. For students taking just five courses, there will be no margin for error as failing even one course will cause a student to be ineligible for a grading period. Please keep in mind that all subjects in which the student will receive a grade or a P/F or S/U will count. Thus, if a student is taking three electives in a grading period, each of the grades in those subjects would count toward this standard.

The OHSAA will monitor this change as the school year proceeds, and we are interested in hearing your feedback.

6. Students and parents are encouraged to track the student’s grades regularly using the Parent Internet Viewer (PIV).
CHOOSING HEALTHY OPPORTUNITIES FOR INTEGRITY, CHARACTERS, EXCELLENCE AND SUCCESS
(C.H.O.I.C.E.S.)

Purpose: The purpose of Granville Schools' extracurricular program is to provide every participant the opportunity to grow mentally, emotionally, and physically. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline includes compliance with the laws and regulations concerning mind/mood-altering substances, as well as compliance with the School District's rules and regulations regarding tobacco and substance abuse.

Each season will begin with a mandatory general meeting for all students and parents interested in participating in extracurricular activities. These meetings will be held on, or as close to the first official day of each new sport season as possible. A sport-specific meeting will immediately follow the general session.

BASIC POINTS OF C.H.O.I.C.E.S.

1. Students are the leaders of this program.
   A. Student leaders must make a commitment to the program to ensure their classmates abide by the substance abuse policy.
   B. Student leaders are not being asked to turn in other classmates, but to work as a team to follow the substance abuse policy.

2. C.H.O.I.C.E.S. encourages honest communication among the coaches and the players.
   A. The coaches must talk openly and honestly with the students about the C.H.O.I.C.E.S. program.
   B. Communication concerning the abuse of illegal substances must be effective and offered regularly.

3. Positive peer pressure is a key to the success of the program.
   A. For the C.H.O.I.C.E.S. program to be effective, it is essential that we encourage the students to use positive peer pressure.
   B. Team members are asked to turn negative peer pressure around to pressure their teammates to avoid the use of illegal substances.
   C. Students should know they have the right to apply pressure on teammates who are not following the policy/pledge.

4. The substance abuse policy will be enforced in a fair and consistent manner.
   A. Each year inform the students in grades 7-12 and their parents what the rules and regulations are regarding the use of illegal substances while involved in an extracurricular activity. Each participant will be invited to sign a pledge at the beginning of their first season of participation of the school year stating that they will avoid the use of illegal drugs, tobacco, and alcohol during their school career. Refusal to sign the pledge does not exclude the participant from consequences of choices and/or school substance abuse policies. A copy of the Super Pledge is in the Coach’s Manual.
   B. A Student Activities Advisory Council (SAAC) shall be established to serve as an advisory group to the Athletic Director in the area of program and handbook revision and sportsmanship matters.

5. The Student Activities Advisory Council may provide follow-up assistance for students who violate the substance abuse policy and students who voluntarily ask for assistance.
   A. After a student is disciplined, offer help.
   B. Make sure the student understands we do not approve of what the student did to violate the policy, not that we are disapproving of him/her.
   C. To develop healthy substances abuse-free activities for students in the Granville School District.
TEAM/ACTIVITY LEADERSHIP

1. Each team or activity will have a designated representative on the SAAC for the school year or time that the activity is in progress.
2. Each team or activity leadership group will develop its own pledge which will include the basics of the sample pledge below.
3. Each member and coach/director of the activity would be invited to sign the pledge if s/he feels s/he can support its tenets.
4. Team meetings shall be held at least five times during the duration of the activity. These meetings may be planned by the coach/director, the participants, or a combination. Each meeting should be summarized using the C.H.O.I.C.E.S. log form found in the Coach/Director’s Handbook and turned in to the Athletic Director at the end of the activity.
5. In the event a violation occurs the Athletic Director and the Principal will review the violation and make a final determination.

SAMPLE PLEDGE

Each pledge should contain the following statements in addition to activity-specific guidelines. A copy of each activity’s pledge should be filed with the Athletic Director.

I pledge to:

- Support my fellow classmates by setting an example and abstaining from the use of and/or misuse of alcohol, tobacco products, and drugs during the season
- Not enable my fellow classmates who use these substances. I will hold my fellow participants responsible and accountable for their actions.
- Insist that my fellow classmates follow the C.H.O.I.C.E.S. program and display good sportsmanship
- Seek information and assistance in dealing with my own or my fellow participants' problems.
- Be honest and open with my coach/director and other school personnel when the best interests of my fellow participants are being jeopardized.
# C.H.O.I.C.E.S.

## Participating Teams and Non-Athletic Extracurricular Activities

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<th>Boys' Interscholastic Sports</th>
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<td>Swimming and Diving</td>
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### Non-Athletic Extracurricular Activities *

- Quiz Team
- Pep Band

High School and Middle School Plays and Musicals (cast, orchestra, and crew)

### GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT EXTRACURRICULAR SUBSTANCE ABUSE/TOBACCO POLICY

I. **Policy:** No student extracurricular participant shall possess, use, apply, show signs of use or consumption, distribute, or buy any substance which is represented as or understood to be a mind/mood altering substance, tobacco, counterfeit drugs, or drug paraphernalia.

II. **Violations:** Violations must be reported to the building principal and/or Athletic Director. Violations must be observed or verified by employees of the Granville Exempted Village School District and/or law enforcement official/s.

III. Consequences for Violations
At all violation levels the student/athlete must enroll in and be working toward completion of: 1) an assessment conducted or supervised by a licensed chemical dependency counselor approved by the Ohio Department of Alcohol & Drug addiction Services and 2) any education or counseling recommended by the counselor to its completion. If an athlete refuses to be assessed by a licensed chemical dependency counselor, refuses to follow the recommendations of the counselor, and/or fails to provide documentation showing enrollment, active participation and completion in a prescribed program, then the athlete will be denied participation until the prescribed program is completed. The student/athlete and parent(s)/guardian(s) must be willing to waive all rights to privacy and allow the Athletic Director to monitor the progress of the assessment program and report any failure of compliance to the building principal. In the event that the student/athlete and parent(s)/guardian(s) revokes such rights, then participation, (including in season and out of season activities) may be denied by the Athletic Director until the appropriate documentation is provided. Any cost for the assessment and follow-up program shall be the responsibility of the student/athlete and parent(s)/guardian(s).

1. **First Offense during the student’s school career**

   A. Loss of any leadership position activities for the remainder of the year and may not receive MVP or other post-activity school honors.
   
   B. Suspension from 10% of the scheduled regular season athletic contests. Any partial game suspensions shall round to the next whole game (Ex: 2.1 = 3).

   *For non-athletic groups which are competition or performance-based the Coach/Director of that activity shall recommend an appropriate consequence directly to the Principal.
   *Middle School violations will be handled per the Middle School handbook.

   C. The percentage of suspension not completed would carry over to the next season/activity.

2. **Second Offense during the student’s school career**

   A. Loss of any leadership position activities for the remainder of the year and may not receive MVP or other post-activity school honors.
   
   B. Suspension from 25% of the scheduled regular season athletic contests. Any partial game suspensions shall round to the next whole game (Ex: 2.1 = 3).

   *For non-athletic groups which are competition or performance-based the Coach/Director of that activity shall recommend an appropriate consequence directly to the Principal.
   *Middle School violations will be handled per the Middle School handbook.

   C. The percentage of suspension not completed would carry over to the next season/activity.

3. **Third Offense during the student’s school career**

   1. The student is removed from all extracurricular activities for one calendar year from the date of the infraction meeting.
   
   2. After one year of the suspension has been served, the student may apply to the Athletic Director for reinstatement. The final determination of reinstatement is at the sole discretion of the Athletic Director and Principal. The student may apply each year for reinstatement.

4. **Fourth Offense during the student’s school career**

   1. The student is removed from all extracurricular activities permanently from the date of the infraction meeting.

IV. **Appeals:** Suspension from extracurricular activities may be appealed to the principal according to the District’s “due process” guidelines.
V. **Self/Parent Referrals:** If a student/athlete, as well as parent(s)/guardian(s) with their children, seek assistance to deal with a tobacco, drug, or alcohol problem by self-referral to their Coach, Principal and/or Athletic Director prior to being accused of school rule violations or criminal misconduct, and agrees to follow recommendations for treatment, the athlete will be denied participation in one (1) season contest. The referral will be considered a “first offense” for purposes of the substance abuse policy. Any subsequent refusal or failure to follow requirements of an approved treatment program will be considered a “second offense.” The cost of assessment, treatment, rehabilitation or counseling shall be the responsibility of the student/parent/guardian. If a student is observed or it has been verified the student has violated the policy prior to the self-referral, the policy violations will be enforced. A student may not use a self-referral more than one time in middle school and one time in high school.

**DEFINITION OF TERMS**

1. **Extracurricular:** Extracurricular activities are those out-of-class pursuits which may or may not be associated with a specific class, in which students enjoy freedom in selection and participation and which carries no grade or academic credit.

2. **Possess:** Possession includes, without limitation, retention on the student’s person without any attempt to distribute. This not only includes articles being found on one’s person, but also in purses, wallets, backpacks, lockers, desks or vehicles on school property.

3. **Show Signs of Use or Consumption:** Signs of use or consumption may include behavioral observations such as uncoordinated physical movement, slurred speech, etc. Signs may also include physical manifestations such as alcohol on breath, dilated pupils, etc., regardless of whether there are any observable behavioral changes.

4. **Distribute:** Distribution includes, without limitation, delivering, selling, offering to sell, giving as gift, passing, or sharing.

5. **Mind/Mood Altering Substances:** Mind/mood altering substances shall include all alcoholic beverages, all pills, and all other drugs or other substances which may have the effect of exciting, relaxing, or otherwise changing moods. Examples include but are not limited to beer, wine, wine coolers liquor; household aerosols, solvents, adhesives, and fuels used as inhalants; steroids, marijuana, hashish, cocaine, in all forms, hallucinogens, opiates, heroin, barbiturates, stimulants, and designer drugs. (Designer drugs are those drugs with an altered molecular structure, but otherwise identical to another recognized drug.)

6. **Counterfeit Drugs:** Counterfeit drugs are those non-prescription substances which may have mind/mood altering properties. (Also referred to as “drug look-alikes.”)

7. **Drug Paraphernalia:** Drug paraphernalia includes any utensil or item as defined by ORC 2925.12 and 2925.14 and/or that which in the school’s judgment can be associated with the use of mind/mood altering substances. Examples include, but are not limited to, roach clips, pipes, rolling papers, measuring scales, spoons, razor blades, and syringes. Drug paraphernalia may also include pagers, beepers, and other devices as defined by ORC 3313.7537.

8. **Enrolled:** From the first day the participant is registered to attend Granville Schools until that student leaves or graduates from the Granville Schools. Under special circumstances, the Athletic Director can determine the end of the season.

9. **Season:** From the first day the Ohio High School Athletic Association (OHSAA) allows a team to practice – until the awards banquet for each particular sport. Under special circumstances, the Athletic Director can determine the end of the season.

10. **Verified:** Shown to be the truth, to the satisfaction of the Building Principal and/or Athletic Director, or a law enforcement officer, by the presentation of evidence or testimony.
EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

The opportunity to participate and represent Granville in extracurricular activities is a distinct privilege. In order to earn this privilege and keep it, there are certain rules and regulations that a student must follow.

All students, who participate in school-sponsored programs, must conduct themselves in a way so as to reflect favorably on themselves, their school and community. It is expected that they will follow the instructions of their coaches/advisors. All students involved in extracurricular activities must abide by both the student and extracurricular code of conduct. The Granville extracurricular code of conduct is in effect from August 1 through July 31 of each school year. The student will not demonstrate unsportsmanlike conduct.

1. Personal grooming will be governed by the guidelines stated in this handbook.
2. The coach/advisor has the right to develop and enforce rules and regulations that are necessary to maintain a well-balanced climate for each activity. These rules and regulations must be consistent with board policies, be approved by the Athletic Director and be on file prior to the start of the season. Each participant will be given a copy of these rules.
3. Each participant is responsible for his/her equipment and uniforms. All equipment and uniforms must be returned to the coach/advisor or paid for in full for new replacement.
4. Students must behave in an appropriate manner while participating in the extracurricular activity. Such actions as, but not limited to, insubordination, fighting, negative attitudes, inappropriate language or gestures are in violation of the code of conduct.
5. Students must follow all rules and regulations listed in the Granville Schools Student Code of Conduct.
6. Any student serving a suspension (in or out of school) or Saturday school may not participate in extracurricular activities that day. *If a contest is held on the same afternoon or evening as the day ending a suspension or Saturday School, participation is up to the discretion of the coach.
7. Students are not exempt from Saturday school because of activity participation or practice.
1. Coaches/advisors have the right to use appropriate penalties when a student violates the rules developed for each activity. The coach/advisor can use a variety of penalties ranging from a verbal warning to a denial of participation from the activity. The coach/advisor shall prepare in writing a list of participant rules for the activity participants and possible penalties for violation of these rules. All students must be afforded proper due process in the administration of penalties.

2. If the coach/advisor has sports-specific rules, he/she shall submit a copy of these rules and possible penalties to the Athletic Director at least three weeks prior to the official starting practice date as determined by the OHSAA for athletics or prior to the first meeting of a non-athletic activity. Once approved the coach/advisor shall give a copy of the rules and penalties to each member of the activity at the beginning of the activity’s season. The student and parent will acknowledge in writing he/she has read the rules and understands the consequences of a violation.

3. Participants in an extra-curricular/co-curricular activity should be well groomed. Hairstyles are to be maintained in a neat and clean manner.

4. Participants should dress presentably at all times, while on trips, at assemblies, at home contests and at banquets.

5. Only uniforms approved by the Department of Athletics will be permitted to be worn for contests. Seniors may purchase their uniforms at the end of their senior season as long as identical replacement items are available and the purchase amount covers the cost of replacement.

6. Coaches and directors have the right to make grooming and dress requirements beyond normal school district standards, subject to approval of the Athletic Director.

7. Coaches and directors may establish reasonable curfews and guidelines about when participants should be home.

8. Coaches and directors may not prohibit participation in outside-of-school activities, so long as their schedules do not conflict with the extra-curricular activity. It is permissible for a coach or director to explain the possible harmful effects of certain out-of-school activities.

9. Coaches and directors have the right to assess appropriate penalties for inappropriate behavior – i.e. insubordination, fighting, negative attitude, inappropriate language or gestures, and unsportsmanlike conduct – during extra-curricular activities. Any denial of participation in excess of one contest should include parent notification and follow procedures outlined in the student handbook including, but not limited to the due process procedure.

10. Any athlete not completing a season for any reason will not be permitted to practice/conditioning with another team in that same season, until the previous team has completed its season (including tournaments).
The following are guidelines and procedures that will be used when selecting a squad or participants in an activity.

1. It is appropriate for a coach/director, with input from the head coach/director, to determine the size of an athletic team/performance group based on the criteria of: talent and work ethic of those trying out, number of individuals trying out, and optimum number determined by the coach/director to conduct productive practices/rehearsals and ensure adequate substitutes.

2. Prior to trying out, the coach/director shall provide the following information in writing to all candidates: the extent of the try-out period; the criteria used for team/performance selection; the number of team/performance members to be selected; and the practice/game/performance commitments for those who make the team.

3. “Cut” lists should not be posted. Rather, a private conference should be held between the immediate coach/director and each candidate, during which the coach/director explains the reasons why the student did not make the team/performance group and suggests possible alternatives for improving skills or possible other activities.

4. Prior to conducting the selection of the participants the coach/advisor must communicate the following items to the participants:
   A. The length of the selection period.
   B. The procedure that will be used to select the participants.
   C. The criteria that will be used in the selection process.
   D. The minimum and maximum number of participants who will be selected.
   E. The commitments that the participants will be obligated to perform if selected for the activity.

5. The coach/advisor will communicate the student selections via an individual conference with each person who is being cut. The coach should explain the reasons and encourage the student to continue to improve on the skills needed to participate in this activity.

6. It is appropriate to “bring players up” (9th grader to reserve squad or 9th/10th grader to varsity squad) under the following conditions. The player’s maturity level, the likeliness of having opportunities to participate at the higher level, and parent concerns should be considered. Before bringing a player up to the varsity level the ability of that player to “letter” should be the controlling factor.
PARTICIPATION, SCHEDULES, HOLIDAYS AND CONFLICTS

Coaches and directors have a right to establish a reasonable set of scheduled activities out of season, including the summer (prior to the first official day of practice) for participants and to encourage their participation. Furthermore, they have the right to expect some reasonable amount of participation by prospective team/organization members throughout the off-season, including summer. Students must understand that off-season practice offers an excellent opportunity for individual improvement in skill level. However, coaches/directors must recognize that students may be faced with competing time demands. Therefore, such participation shall be considered voluntary. No penalties should occur as a consequence of non-participation.

Coaches/directors have the right to expect students to begin participation on the first officially scheduled day of in-season practice. Appropriate penalties may result from non-compliance.

Students are expected to attend scheduled competitions/performances during holidays. Penalties shall be at the discretion of the coach/director and should be clearly stated in published team/organization guidelines and rules.

1. No practices or competitions are to be scheduled on Sundays or on the following holidays: Thanksgiving Day, Christmas Eve, Christmas Day, Easter or Good Friday without the permission of the Athletic Director and Superintendent. Students may observe their own religious days and holidays without penalty.

2. A period of at least five consecutive days is set aside over the Winter Break for families to celebrate the holidays. No practices or contests may be scheduled. For HS teams this may be reduced to three consecutive days which must include Christmas Day and Christmas Eve providing that the team’s calendar designates a minimum of two additional practices on school nights off during the season. A school night is defined as an evening prior to a school day.

3. Students should be freed of any obligations during half of spring break. For HS teams this may be reduced to four consecutive days off which may include the first practice at the end of the school day after which spring break commences. For example, when school ends on a Friday the team could take off Friday, Saturday, Sunday, and Monday.

4. Once competition begins, the number of practices/contests per week should not exceed six at the high school and five at the middle school.

5. High school practices should be limited to 120 minutes and middle school practices should be limited to 90 minutes exclusive of set-up and take-down time. Scheduling of practices during end-of-season tournament time may be adjusted with the approval of the Athletic Director/Principal. Two additional 20-minute periods per week may be used for such activities as team meetings, weight training, film sessions, and C.H.O.I.C.E.S. meetings. No more than two practices per day for high school and one for middle school shall be permitted.

6. If facilities are available, as determined by the Athletic Director, athletic team practices should conclude by 7:00 p.m. for the middle school and 7:30 p.m. for the high school on school nights. All athletic and non-athletic practices (music, drama, etc.) should conclude on a school night by 9:00 p.m. Practice time for the latter should not exceed two hours. Two full dress rehearsals are permitted prior to the first performance. Home athletic contests on a school night involving both a reserve and varsity contest should start no later than 6:00 p.m. Contests on school nights involving a varsity game only should start no later than 7:30 p.m.

7. Once the school year begins any morning practices for high school teams on school days must be approved by the Athletic Director and/or Principal and shall be used as the only practice for that day.

8. The maximum number of middle school athletic contests on school nights permitted per week is two (any exception to this must be approved by the Athletic Director and/or MS Principal).

9. A student must be present a full school day if they are to participate in a contest/performance on that school day. However, students are allowed two tardies (arrive to school prior to 8:20 a.m.) per semester. After the two tardies they must be present the full day if they are to participate in a contest/performance on that day. Special exceptions such as medical or dental appointments can be approved by the principal prior to the appointment. A student must be in attendance for four full periods before he/she is permitted to participate in practice/rehearsal for that day. Attendance at practices and contests is still required.
10. The following regulations for snow day/early dismissal days due to weather conditions or other similar school closing.
   a. No practices or contests for those students in middle school without the approval of the MS Principal and/or the Athletic Director.
   b. Practice times for snow days for high school students will be established at the beginning of each week throughout the season. Contests scheduled on calamity days will be held upon the mutual agreement of the schools involved.
   c. On days that school has been dismissed early due to weather conditions, no practices or home contests will be held.
   d. It is up to the discretion of the high school coach/advisor to decide if a practice should be held on a snow day. Students missing a practice on a snow day will not be penalized. A calling list should be established by the coach/advisor for purposes of calling off or changing practice schedules.
11. Coaches/advisors should have a written practice plan and provide each participant with weekly or monthly calendars.
12. All athletes must take five consecutive days off before beginning practices for the next sport. Exceptions to this rule may be approved by the Athletic Director, upon affirmative consensus of the coach, parent, athlete, and trainer.
13. Whenever possible the District Transportation will provide transportation to and from activities outside the district. All participants are to travel to away contests on transportation approved by the school district. Participants may return home in transportation provided by or approved by the parent (as long as the driver is at least 20 years old) at a time determined appropriate by the coach/advisor. A signature of the parent indicating approval and appointment of driver is required prior to the granting of approval.
CONFLICT RESOLUTION

1. When a student’s dual participation in extracurricular activities results in a conflict, the following policy will apply. A “performance,” athletic contest, or musical concert will have priority over normal practices, meetings, and rehearsals. In the event a practice, meeting, or rehearsal is scheduled at the same time as an athletic contest in which the student participates, the athletic contest has priority and the student is to be excused without penalty from the activity. Conversely, in the event a music or other activity performance conflicts with an athletic practice, the performance take priority and the athlete is excused from the athletic practice without penalty.

2. Practices, meetings, and rehearsals should be scheduled as not to conflict with the “standard practice” times of other ongoing activities. Knowing that this is not always possible, there will inevitably be conflicts. When conflicts do occur, the supervisors are to be the first line of resolve. If compromise or agreement cannot be reached with these parties, then the Athletic Director will arbitrate the conflict. Normally, the Athletic Director will suggest that the student choose the activity in which he/she will participate. When such a decision is reached the student shall participate in the chosen activity and be excused from the other.

3. In the event a music event or another non-athletic event conflicts with an athletic event, the student is again permitted a choice without penalty. In conflicts of this nature the Athletic Director may act as an arbitrator, taking into consideration the impact of the student’s participation or nonparticipation in the two conflicting event. When considering the impact of participation such factors as the level of competition, make-up of the squad or activity, travel arrangements and other factors will be considered. Participation typically ranges from normal practices/rehearsals to state level competition, and will be prioritized accordingly.

4. If a student, or his/her parents, chooses to attend a practice or performance contrary to these guidelines, the offended activity advisor/coach may apply an appropriate consequence to the student. Exceptions to the norm may be made by the school’s administration.
GRANVILLE SCHOOL DISTRICT ATHLETIC AWARDS

Certificates .......................... All seventh grade participants
Chenille small “G” ................................ All eighth grade participants
Numerals (graduation) ......................... All first-year High School participants
Certificates .................................. All second- and third-year non-letter participants
Chenille letter “G” and Sport Pin .................. First-year Varsity Award
Certificate and Bar ................................ Second-year Varsity Award
Certificate and Bar ................................ Third-year Varsity Award
Picture Plaque and Bar .................. Fourth-year Varsity Award
Team Sportsmanship Award .................. One per team per season

Any student who has lettered who wishes to have their graduation numerals may request them at any time. Only one (1) set of numerals and one (1) letter will be awarded per student.

CRITERIA FOR AWARDS

1. A student-athlete must complete the season in good standing to receive his/her award.
2. A student-athlete who becomes injured before meeting the criteria for awards may receive the award, with the approval of the Head Coach and the Athletic Director.
3. A senior who has been a four-year participant may receive an award even though the requirements may not have been met.
4. Criteria for individual sports vary by sport and are available in the Athletic Director’s office. Typically, to earn a varsity letter requires playing time in half the contests or quarters.
5. Any student-athlete who advances beyond the District in an individual sport may receive an award even if the seasonal criteria were not met.
6. Any team who reaches the State Semi or Final competition may receive their awards en masse even if the seasonal criteria were not met.
7. No other awards will be paid by the Athletic Department with the exception of those prescribed by Department regulations – e.g. MVP, MIP, etc.
8. Additional individual awards at the non-varsity levels must be approved in advance by the Athletic Directors and will not be paid for by the Athletic Department or the Athletic Boosters.
9. Managers letter in their first year at the varsity level. Statisticians and Video Tapers letter in their second year at the varsity level.
10. Other awards include: Captain’s Star; Most Valuable and Most Improved (both are voted by team members)
11. Special awards (i.e. League Champions, state qualifier, state finalist patches, etc.) may be ordered through the Athletic Director.
12. Students’ attendance at the awards ceremony is mandatory in order to receive an award.
FUNDRAISING

Fundraising is discouraged other than the traditional Booster Club-sanctioned activities. Additional fundraising activities undertaken by a member of and for the Activities Department should be approved in advance by the Athletic Director. Any coach/director who receives approval for a fundraiser is totally responsible for the organization and execution of the event. Approval will include the designation of the funds raised. (See Athletic Director for fundraising form.)

Any camp created and/or conducted by a coach/advisor or other school personnel should be approved in advance by the Athletic Director. The coach/advisor’s request shall include a detailed description of costs for participants, schedule of activities, location of activities, and anticipated expenses/profits. All camp profits will be accounted for by the Head Coach/Director of the activity and a balance sheet provided to the Athletic Director upon request.

Donated funds which are specifically designated for a particular activity shall be deposited with the appropriate Booster organization’ designated fund for use only by that activity.

See Coach’s Manual for a Booster Club membership form.

INJURY PROCEDURES

All coaches must have the “Emergency Care Plan” (in Coach’s Manual) completed and a copy on file with the Athletic Director prior to the first practice each season. These plans should include the address of all away opponent game sites to give parents and EMT directions.

In the event of an injury the director/coach shall:

1. Apply necessary emergency first aid (consultation with the Athletic Trainer is advised when practical).
2. If the injury is serious call 911.
3. The individual’s Emergency Medical information should be reviewed immediately.
4. In the event of serious injury the director/coach should notify the student’s parent or legal guardian as quickly as possible.
5. File an injury report (in Coach’s Manual) with the Athletic Director and Athletic Trainer within 24 hours.
**PARENT CONCERNS**

Parents have the right to discuss issues involving their child with the coach or director. This discussion should take place under the following conditions. Concerns should not be raised immediately before, during or immediately following a contest. An appointment should be made, no earlier than the next day, with the coach/director directly or through the Athletic Director. Parents should not attempt to address issues without an appointment. Either party may have a third person present as an observer. Violations should be reported to the Athletic Director and appropriate action may be taken in response.

Appropriate concerns to discuss with the coach/director include, but are not limited to: (1) the treatment of the child, mentally and physically; (2) skill improvement and development; and (3) concerns about the child’s behavior. Topics about playing time, team strategy and play calling are not appropriate. Discussion of other athletes/performers is not appropriate.

If the coach’s/director’s response is not deemed satisfactory, parents may contact the Athletic Director first, then the building principal, and finally the superintendent in order to express concerns. The decision of the superintendent is final.

Parents have the right to expect written communication from the coach regarding the following: (1) schedule of practices and contests; (2) coach’s philosophy; (3) expectations for all players; (4) special requirements for team membership such as special equipment, fees and so forth; (5) when a child is injured during participation; and (6) for any disciplinary action that results in removal of the child from participation.

A parent or participant may be asked by the coach/director or Athletic Director to complete an “Athletic Department Incident Report” form (see Appendix) prior to any action being taken.

**DENIAL OF PARTICIPATION/DUE PROCESS**

**DENIAL OF PARTICIPATION DUE PROCESS**

A student who does not comply with the rules and regulations set forth in the extracurricular handbook or rules and regulations established by a coach/advisor for a specific activity may be denied participation from an extracurricular activity. Should it become necessary to deny participation in an activity for any length of time, the following procedures will be used:

1. The coach/advisor should inform the Athletic Director of the possibility of a denial of participation.
2. The coach/advisor or the Athletic Director will inform the student in writing of the intention to deny participation from the activity. The student will be told the reasons why this action is taking place and the length of time the coach/advisor intends to deny the student participation.
3. The student will be given the right of an informal hearing with the coach/advisor and/or the Athletic Director.
4. If the student does not receive satisfaction at the informal hearing, a formal hearing may be requested within 72 hours of the informal hearing with the principal. The student has the right to be represented by counsel at this hearing.

If the student does not receive satisfaction from the principal, the student then has the right to ask for a hearing from the superintendent. This request must be made in writing within 72 hours of receipt of the findings from the principal. The superintendent’s decision is final.
ADDITION OF NEW ACTIVITY OR SPORTS TEAM

The Board recognizes that additional teams may be organized in the school community. These teams may request District sponsorship and/or full or partial funding. The Administration will consider the following when making a recommendation to the Board for such sponsorship and/or funding.

Criteria for entry:

1. Fields and facilities are available for the new team.
2. Funds are available to support the new team.
3. Ability to fill a schedule with Central Ohio opponents of comparable size.
4. OHSAA or MSL-Ohio sponsors the activity, or a similar statewide governing body and post-season tournament exists.
5. Impact of addition of this team on current teams in terms of:
   a. Numbers
   b. Gender equity
   c. Facilities
6. Competent, local coach available to direct the activity.
7. Sport has to have been in existence as a club sport for a minimum of four years.
8. Club teams that show growth, consistency and sustainability may request full-funding as a “pilot sport” from the athletic department and the district after four years of existence. Acceptance will be determined by the GEVSD Board of Education. Growth, consistency and sustainability can be shown by:
   a. Growth in numbers to include a Varsity, JV, and/or Freshmen teams.
   b. Growth in numbers outside of the original group of participants, especially at the 9th/10th grade levels over time, to exhibit sustainability of the program for the future.
   c. Growth in popularity of the sport locally, statewide, and nationally.
   d. Ability to be competitive with other Central Ohio teams.
   e. Consistency in the following areas as it relates to our current teams:
      i. Coaching turnover, philosophy, and coaching certification
      ii. Practice and game scheduling
      iii. Positive representation of the community by the participants and coaches
      iv. Coaches and participants uphold current athletic department and school guidelines, policies, and procedures
9. The GEVSD Board of Education will determine if funding occurs, number of coaches and their supplemental levels, and number and level of teams based on the evidence from the criteria above. Acceptance will put the sport into a “pilot sport” phase.
10. Once a team has been accepted as a fully-funded sport, they will be placed in a two-year pilot program where they will be a fully-funded sport. This probationary period is to show continued growth and expansion of the sport’s popularity and participation amongst the student body. At the end of the two year pilot, the sport can request the athletic department to submit them as a permanent sport. The pilot may be extended for more than two years at the discretion of the athletic department, Superintendent Prebles, or the Board of Education, who has the final say in the matter.
11. Failure to show growth or maintenance of the sport during the pilot years may result in the removal of the sport from funding by the GEVSD. If this occurs, the sport would have to restart
their entry as a club team, and apply to be a fully-funded sport after four years of existence as a club.

STUDENT FINANCIAL OBLIGATIONS

The Board of Education may institute “Pay-to-Participate” fees. These fees will be determined annually after consultation with the Athletic Director and the Administration.

Participants may be expected to assume some “reasonable” incidental expenses associated with participation in an extracurricular activity (incidental is defined as under $100/participant unless written approval for a higher amount is granted by the Athletic Director after a majority vote of the participants and parents). Personally owned equipment and shoes are not considered in this $100 maximum unless a specific brand or piece of equipment is required for participation. Banquet expenses other than the cost of the meal (meals should not exceed $12/person) should be included in this $100 maximum. See Appendix for a request form. These additional fees must be paid prior to participation. It is the responsibility of the coach/director of each activity to collect and account for these fees. Copies of all “pay-ins” will be retained by the Athletic Director.