

***Home of the Greyhounds***



**2018-2019**

**Manchester JR/SR High  
School  
Athletic Handbook**

## **Ethics**

1. Ethics is the discipline of dealing with what is good or bad. Ethics deals with moral duty and obligation.
2. Ethical behavior is being honest, truthful, and doing the right thing even at the expense of self-interest.
3. People who practice ethical behavior realize that it is hard work and commitment that are the sources of excellence, regardless of the endeavor.
4. A person who behaves ethically calls upon every participant to treat others with the respect he or she would want from them.

### **Training Rules and Regulations**

Due to the physical and emotional demands of interscholastic athletics upon high school age students, all head coaches are authorized to enforce training rules and regulations pertaining to discipline and conduct in connection with the particular squad members they are supervising.

Any boy or girl who is a member of the athletic squad who is removed from the squad for disciplinary reasons or quits the team will be ineligible for membership on any squad for the remainder of that sport season unless given written permission through an appeal. This regulation does not apply to anyone who is removed from a squad for lack of ability.

It is required that a student-athlete be afforded full “due process” rights and procedures before he or she can be removed from a team. If a student-athlete is to be removed for any disciplinary reason this should be done by the head coach after “due process” has been afforded the student. The student-athlete will not participate in practices or games until the Athletic Appeals Board meets regarding the appeal.

### **Conduct, Character, and Discipline**

#### Scope

All players, managers, and students associated with the team are subject to the following rules. These rules apply on and off school property.

#### Sportsmanship

Any student-athlete who displays behavior that the coaches deem inappropriate and unsportsmanlike according to the established rules shall be disciplined.

## Absences

Students must be in attendance for all practices and games. A student will not be tardy for practices or games unless excused by the coach. The same criteria for excused tardy to school will be in effect. If such time the absences become a detriment to the team, the coach has the discretion to remove the athlete from the team.

## **Personal Appearance / Freedom of Expression**

It should be noted all athletes participating in sports at Manchester High School represent not only themselves but also their team and the high school. Any student detracting from the positive image of Manchester High School or their squad due to his/her appearance will be denied participation until such time as the condition or problem has been corrected to the satisfaction of the coach and the administration. This rule applies to, but not limited to such things as visible tattoos, hair styles not in the mainstream, piercing, etc. Uniforms will be worn in accordance with OHSAA guidelines.

## **Ejection for Unsportsmanlike Conduct- Students (OHSAA)**

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the next two contests. If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of times as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way of traveling to, during or traveling after the contest (s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

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

## **Transportation of Athletic Teams**

All athletic teams will travel by bus or van provided by the Board of Education. Transportation of athletic teams should involve only those members identified as being part of the team plus appropriate chaperones when deemed necessary. All

students must ride the team bus to and from all events, unless prior arrangements have been made with the administration.

### **Hazing and Bullying**

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

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes either 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.

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

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may 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 which might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's Web site.

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 elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with 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 law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

## **MANCHESTER LOCAL SCHOOL DISTRICT ATHLETIC RULES & REGULATIONS**

### **I. GENERAL FACTS AND EXPECTATIONS**

Participation in athletics is a privilege and can be one of the most memorable parts of a student's school career. It can have lasting effects that impact the course of their life. As a student-athlete, a child is expected to accept seriously the responsibility and privilege of representing the school and community while participating in interscholastic athletics. School and athletic department personnel expect athletes to treat opponents with respect; respect the judgment of contest officials; abide by contest rules; display no behavior that can incite fans or other participants in the contest or which is intended, ridicule, or demean others under any circumstances including on the basis of race, religion, gender, or national origin; cooperate with officials, coaches, school officials, and other participants to ensure a fair contest; and conduct themselves in a manner which positively representing the Manchester Local School District.

In order for a student's participation in interscholastic athletics to be successful, it requires dedication, self-discipline, and a willingness to work toward team goals. It is important to strive for academic excellence while maintaining a rigorous physical program. Participation on an athletic team is more than a decision; it is a commitment to represent family, school, community, and most importantly, yourself. Students must abide by all regulations of the Ohio High School Athletic Association as well those established by the district.

### **II. CODE OF REGULATIONS FOR PARTICIPATION AND CONDUCT**

The establishment of rules for proper conduct is essential to ensure that an athletic program is safe and successful for all participants. It also clarifies the expected behaviors that will positively reflect the student, their family, the school, community, and district.

A student is designated an athlete upon participation in their very first practice of a school sponsored athletic team at the Junior High or High School level. Rules and regulations established by the OHSAA and the Manchester Local School District apply to a student at all times during grades 7-12, including summer months and off seasons whether on or off school property.

### 1. Code of Conduct

Students engaging in any type of conduct listed below shall be subject to the disciplinary action (where indicated) as established by the district:

Suspensions of a partial or full season imposed under Sections A, B, C, and D apply beginning in the current athletic season if the student is participating in a sport at the time of the infraction, or to the next full athletic season in which the student participates if he or she is not currently in a school sport. If a student currently involved in a sport that is more than 50% through the regular season contests at the time a full-season suspension is imposed, the student will be suspended for the remainder of the current season as well as half of the next season the student participates in a sport. Calculation of the duration of a partial-season suspension is based on the full season of regular athletic contests. All calculations are rounded up to the next whole number. For example, a 25% suspension for an athlete in a 10 game regular season results in a 3 game suspension. If few contests remain in the regular season than are to be imposed for the suspension, the suspension will be carried over into the post-season and/or next athletic season in which the student participates.

#### A. Use or possession of tobacco products\*\*:

1<sup>st</sup> offense: Student and Parent or Guardian will have a conference with A.D. and Coach to discuss possible future infractions and tobacco prevention. Student will be assigned In-School Suspension.

2<sup>nd</sup> offense: Suspension from ten percent (10%) of athletic contests\*  
The student may continue to practice with a team and sit with a team during contests. The student may not wear a team uniform during this denial of participation.

3<sup>rd</sup> offense: Suspension of all athletic participation for remainder of the sport season.

#### B. Use or possession of alcohol, drugs, and/or drug paraphernalia\*\*:

1<sup>st</sup> offense: The parent/guardian/custodian of the student will be made aware of community resources available to assist in the cessation of use of the substance or substances. Suspension from twenty-five percent (25%) of athletic contests\*

The student may continue to practice with a team and sit with a team during contests. The student may not wear a team uniform during this denial of participation.

- 2<sup>nd</sup> offense: The parent/guardian/custodian of the student will be made aware of community resources available to assist in the cessation of use of the substance or substance. In addition, the student is denied participation in extra-curricular activities for one calendar year. The calendar year begins from the date of notification of the violation.
- 3<sup>rd</sup> offense: The parent/guardian/custodian of the student will be made aware of community resources available to assist in the cessation of use of the substance or substances. In addition, the student will be immediately denied participation in extra-curricular activities for two (2) calendar years from the date of notification of the violation. In order to be reinstated after this two (2)-year denial of participation, the parent/guardian/custodian must present to the High School principal evidence of a negative comprehensive drug screen conducted no more than two (2) weeks prior to the conclusion of the period of denial of participation. This drug screen must be obtained at the expense of the parent/guardian/custodian.
- 4<sup>th</sup> offense: The parent/guardian/custodian of the student will be made aware of community resources available to assist in the cessation of use of the substance or substances. In addition, the student will be immediately and permanently excluded from participation in extra-curricular activities from the date of notification of the violation.

Violations for alcohol, drugs, and/or drug paraphernalia are accumulative throughout the student's secondary school career.

\*Not to include scrimmages, previews, or benefit games.

\*\*Student Handbook – Rule 5: Tobacco, Drugs, Alcohol – *“A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any tobacco products (this includes e-cigarettes), alcoholic beverages, illegal drugs, prescription or non-prescription, look-alike drugs, narcotics, or any mind-altering substance while on school property or at any school activity. The use of illicit drugs and the unlawful possession and use of alcohol and tobacco products is wrong and harmful. Included in this prohibition is the possession of any drug related paraphernalia. Medicine prescribed by a duly licensed physician shall not constitute a violation. Written consent of parent is necessary for possession of prescribed medication.*

- C. Suspension or Expulsion:  
Out of school suspension or expulsion - A student serving an out of school suspension or an expulsion is considered to not be in attendance as is required below in Section J. Therefore, any student under such school discipline is suspended from all athletic participation (contests and practices) for the duration of the suspension or expulsion.
- D. Being arrested for or charged with any criminal act will result in suspension for the duration of any arrest and any period during which charges are still pending (including through a trial). Should any consequence be imposed (including probation, plea to lesser charges, offender registry, etc.), the athlete's suspension shall continue through the duration of the consequence.
- E. Hazing, Harassment, Intimidation, and Bullying  
Acts of hazing, harassment, intimidation, and bullying shall be prohibited. Hazing, harassment, intimidation, and bullying is defined as an act of participation in an act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student or a member of the school staff.
- F. Unnatural coloring of hair (blue, green, red, etc.) will result in a denial of participation in any sport team until the situation is corrected.
- G. Wearing of earrings' during sports seasons at practice and during contests is prohibited (In accordance with OHSA). Piercings anywhere on the body other than the ears must not be worn during any athletic participation, including practices, contests, and travel to and from athletic contests.
- H. Boys' facial hair must be neatly trimmed. This includes beards, mustaches, goatees, etc. Participation will be denied until the situation is corrected (if not neatly trimmed).
- I. All tattoos must be covered during contests.
- J. School attendance is required in order to participate. Students must be present a minimum of four periods to be eligible for contests, practices, etc, unless prior approval is obtained from administration in extreme circumstances.
- K. Students are expected to ride the bus to and from all games. Exceptions may be made in EXTREME/EXTENUATING cases but permission must be secured in writing from the administration PRIOR TO THE CONTEST. Permission may be secured after the contest in special circumstances.

- L. Social Media will be used only in a positive manner. Inappropriate comments/postings are a reflection on MHS and will not be tolerated. This will result in loss of playing time and possible dismissal from the team.
- M. Physical exams are required prior to participation in tryouts, practices, games, and any participation in a sport. Athletes are also required to maintain health insurance, either through a family policy or purchase of school insurance. These requirements are both issued by the OHSAA.
- N. Equipment and uniforms will be issued by the school. At the completion of the season, these uniforms will be collected by the coach on a date and time designated by the coach. If the uniform is not returned on or by that date, students will be ineligible for participation in any other sport (tryouts, practices, or competitions) until all equipment and uniforms are returned and grades may be withheld. Payment for lost or damaged equipment will be required.
- O. Eligibility- (OHSAA)
  - Eligibility for participation is first established by the OHSAA as well as policies established by the district
  - Athletes must maintain amateur status in order to be eligible.
  - Do not compete with or against professional athletes.
  - Do not accept prize money.
  - Do not accept an award in a non-school sport and convert it to money.
  - Do not accept an award or merchandise (engraving excluded) that is valued at more than \$400.00.

Students participating in any athletic program may only compete in that school sport program during the sports season. Competition in any other non-interscholastic program is not permitted.

Athletes in any Manchester Local District Program may not practice with a non-school team in that sport without prior consent from the athletic administrator.
- P. College Recruitment
  - Any athlete that is fortunate enough to have colleges interested in their services is required to meet with the athletic administrator prior to student-initiated contact with the college. This is to safeguard against possible violations that could leave the athlete in violations of the OHSAA.
- Q. Parking in the rear of the building has been reserved for officials and school personnel due to the limited amount of space and emergency precautions. Students are to park in the designated student parking lot at games and at other times as directed by coaches. Parents need to make arrangements to

have students picked up PROMPTLY after games, practices, and other events. Students should be picked up in the front of the building.

- R. Coaches will establish rules, guidelines, and sanctions pertaining to their own individual sports. They will be reviewed and approved by the athletic administrator and distributed to players prior to enforcement. They may include but are not limited to:
  - Playing Time (Playing Time is Coach's Discretion)
  - Cheating
  - Theft
  - Lying
  - Vulgarity
  - Improper player conduct on field or court
  - Skipping practice or required sessions
  - Unexcused tardiness to practices, etc
  - Disrespect to coaches and other individuals
  - Misconduct or any actions that would be construed as improper
  - Dress Code
  - Unsportsmanlike conduct
  - Curfew
  - Open or Closed Practices
- S. Dropping from an athletic team without the coach's/administrator's permission results in a player being ineligible for participation in all other sports for that sport season.
- T. MLSD will have an awards ceremony to recognize those students who have participated in any athletic program. In order to receive awards, students are required to attend the ceremony unless prior approval is obtained from an administrator.

### **III. CODE OF REGULATIONS FOR VIOLATIONS AND APPEAL**

#### Executive Hearing

Any student removed from an activity may ask for an appeal. This appeal will be made to the Coach/Sponsor, Athletic Administrator, Principal, and the Appeals Board in that order.

- A. If a suspension, expulsion, and/or denial of participation is being recommended by a coach, the student will be notified by the athletic administrator and the school administration. Opportunity for a hearing will be allowed.

- B. Should a student be denied participation on a team or other activity governed by these athletic policies, a hearing must first be held with the student, coach, and athletic administrator. Written notification of such denial of participation must be made within twenty-four hours following the hearing with copies forwarded to the following:

Student, parent or guardian, superintendent, principal, athletic administrator, coach, and board of education.

- C. Any suspension or expulsion may be appealed through the Chain of Command
- D. Notification of a request of appeal must be made to the A.D. and Principal by the parent or guardian in writing within twenty-four hours of the suspension. The building principal will review the decision of the Appeals Board and the recommended disciplinary action, and make the final decision.

**CHAIN OF COMMAND**

1. Coach
2. Athletic Administrator
3. Principal
4. Superintendent
5. Board of Education

**DUE PROCESS HEARING**

Student – Athlete Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Those present at hearing

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rule Violation

Student – Athlete Remarks:

Coaches Remarks:

Found in Violation \_\_\_\_\_ Not found in violation \_\_\_\_\_

Results:

Coaches Signature: \_\_\_\_\_

Student Athlete Signature: \_\_\_\_\_

**Send complete forms to principal immediately**

**Manchester Local School District  
Athletic Participation Contract**

I acknowledge that I have received a copy of the Manchester Local School District Athletic policies and rules. I agree to abide by these policies as a condition for participation in extra-curricular athletic activities and understand the possible consequences of a rule infraction.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge that I have received a copy of the Manchester Local School District Athletic Policies and Rules. I agree that my child will abide by these rules as a condition for participation in interscholastic athletics, and I will support him or her in the decision to participate on a team. I understand the consequences for rule infractions.

Parent/Guardian/Custodian Name: \_\_\_\_\_

Parent/Guardian/Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_