

# **MARTINS FERRY HIGH SCHOOL**

## **ATHLETIC HANDBOOK**

## **ATHLETIC**

### **I. PHILOSOPHY:**

- A. The general philosophy underlying Martins Ferry City School's Athletic Program emphasizes the development of self-discipline, positive attitudes, cooperation, teamwork and sportsmanship on the part of the student-athletes, the coaches, the faculty and the administrators of the Martins Ferry City School District.**

**The primary duty of the Martins Ferry City Schools is to provide experiences, to assist all students to reach their full potential in life, to recognize their duties as a citizen of the school and community and to understand the rights of others. Toward this end, opportunity for every student to participate in a structured, wholesome, athletic program is offered as an integral part of the Martins Ferry City School's educational program.**

**Martins Ferry is a member of the Ohio High School Athletic Association, the Ohio Valley Athletic Conference and the Buckeye 8 Conference and will conform to the principles, policies and regulations governing athletics as prescribed by these organizations.**

**The local Board of Education retains the right to establish higher standards than these organizations.**

### **B. Educational Values of Athletics:**

**We believe in interscholastic athletics.**

**We believe there are substantial educational outcomes from a soundly conceived and executed program of the players, the student body and the school as a whole.**

**We believe the potential values to the participants are genuine. Rigorous competition under prescribed regulations and policies provides for students the opportunity to develop ideas and habits of health, fair play, initiative, achievement and emotional control.**

**We believe students can be taught to win gracefully and to lose in the same fashion.**

**We believe that many students have found a purpose in their school work and in their lives through the program of athletics.**

We believe that athletics provide tangible values for the student body. Athletics can make a substantial contribution to morale, and can provide an outlet for enthusiasm.

We believe the Athletic Program, though differing in nature from the Academic Program, does justify its existence by providing a profitable educational experience for the participant.

We believe the welfare of the individual student is always to be the primary concern. The game exists for the student, never the student for the game.

## **II. ATHLETIC ADMINISTRATION**

### **A. The Ohio High School Athletic Association (O.H.S.A.A.)**

1. Both Martins Ferry High School and Martins Ferry Junior High are members in good standing of the O.H.S.A.A. All participants and teams shall meet the standards of the O.H.S.A.A.
2. The local Board of Education retains the right to establish higher standards than the O.H.S.A.A. has established.

### **B. The Ohio Valley Athletic Conference (O.V.A.C.)**

1. Martins Ferry High School belongs to the O.V.A.C. All members must abide by the constitution and regulations established by the O.V.A.C.

### **C. The Buckeye 8 Conference**

1. Martins Ferry High School belongs to the Buckeye 8 Conference. All members must abide by the constitution and regulations established by the Buckeye 8 Conference.

### **D. Administration of the Athletic Program**

#### **THE SUPERINTENDENT:**

The superintendent is responsible to the Board of Education and the community for the total school program of which the Athletic Program is an integral part. The Superintendent delegates authority and responsibility for all athletics to the Principal of each school. There must be mutual understanding of policy between the Superintendent, Principal, Athletic Director, Coaches, community and the Board of Education. The Superintendent shall have the responsibility for seeing that the Board of Education is kept informed on the athletic program and policies. The Superintendent shall be responsible for making any written reprimands deemed necessary.

#### **THE PRINCIPAL:**

The Principals are responsible for the entire operation of the athletic program and shall delegate such authority and responsibility as they deem proper to the Athletic Director and the coaching staff. The Principals shall make certain that all athletics function under the rules and regulations set up by the Ohio High School Athletic Association. The Principals shall see that athletics are an integral part of the total educational program of the school.

#### **THE ATHLETIC DIRECTOR:**

The direct responsibility for the Athletic Program is the primary function of the Athletic Director. The Athletic Director is responsible to the Principals for all phases of the program. The Athletic Director may be the delegated representative for the School Principals in all athletic matters involving the schools.

#### **THE ASSISTANT ATHLETIC DIRECTOR:**

To assist the Athletic Director in coordinating, supervising and evaluating the total athletic program.

#### **THE COACHES:**

The Head Coach of each sport is directly responsible to the Athletic Director for the total operation of their respective program. The Head Coach of each sport is responsible for directing the activities of all assistant coaches assigned to their sport. Assistant coaches shall follow the directions of the Head Coach on all matters pertaining to the method, techniques and procedures to be utilized that were decided by the Head Coach. All coaches shall have a complete understanding of the administrative procedures and athletic policies of the school. The coaches shall bring real educational technique into the coaching of each sport and shall remember that they must set the example and be responsible for the behavior and sportsmanship of the students under their direction.

#### **THE ATHLETIC BOARD:**

The Athletic Board will consist of two (2) Board of Education members, the Superintendent, High School Principal and the Middle School Principal.



They will meet periodically to establish and review policies and to discuss matters of concern to the Athletic Program.

### **III. STUDENT GUIDELINES FOR PARTICIPATION IN THE ATHLETIC PROGRAM**

To practice for, or participate in, athletics at Martins Ferry, a student must:

#### **A. Maintain Grade Eligibility**

1. Eligibility is met by a high school student passing five (5) academic subjects, or the equivalent of five (5) academic subjects.
2. Junior High students must be passing five (5) academic subjects.
3. The eligibility/ineligibility period is the nine-week grading period.
4. Ineligibility prohibits participation in any extra-curricular contest.

#### **B. Have a physical examination.**

All students who represent the school in athletics must have the O.H.S.A.A. Pre-Participation Physical form on file in the Athletic Director's office prior to the start of the sport they are involved in. A medical physical is good for one calendar year.

#### **C. Provide Proof of Insurance\***

To practice or participate in athletics, the student must provide proof of insurance to the coach or must show current proof of insurance to the Athletic Director. All proof of insurance documentation will be filed in the Athletic Director's office.

#### **D. Have filed a signed copy of the Martins Ferry High School Athletic Code.\***

#### **E. Have filed a signed copy of the Acknowledgement of Risk form.\***

#### **F. Abide by school rules in the student handbook, the high school athletic code and by the training rules for the sport.**

**\*NOTE:** See section XXVI for these forms.

## **THE APPEALS PROCESS**

Before a student is denied the opportunity to participate in athletics for disciplinary reasons, the following due process procedure must be followed.

(See section VI of the Athletic Code)

### **IV. ATHLETIC CODE OF CONDUCT**

#### **Preamble**

Participation in athletic activities is not a right, but a privilege that will be regulated by the Board of Education and the school administration.

The athlete's intent to abide by this code shall be evidenced in an agreement, which shall be signed by the athlete and the athlete's parent or guardian.

The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules promote order and safety, and assist participants to reach maximum performance potential.

The Athletic Department believes that due to their high visibility the student-athletes have a strong influence on members of the student body as well as the community. Their conduct, while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of the school.

With this belief we set the following policy as a minimum standard for the Athletic Department of the school, fitting with the rules and regulations of the Board of Education, and the Ohio High School Athletic Association. It must also

be remembered that participation in athletic activities is not a right but a privilege that will be regulated.

1. The Athletic Code applies to all student-athletes in grades 7-12 of the school. It must be adhered to by the student-athlete during his/her tenure as an athlete in the Martins Ferry City School District, both in and out of season. Consequences may extend beyond the school year into a new school year.
2. Student-athletes must adhere to all provisions in the Student Handbook.
3. Student-athletes must adhere to any additional rules established by the coach(es) of the sport(s) in which the athlete participates.
4. Student-athletes will be subject to random drug screenings prior to each sports season (fall, winter, spring). The principals, or designee, will select a random 10% of student-athletes to be tested. Parents and athletes will be given a copy of the policy and return signature pages from both the parents and the athlete. Failure to give permission to the drug testing will result in denial of participation. All athletes will be subject to random testing, which is conducted once a month through the school year, or if the principals, or designee, have reasonable suspicion.

### **STUDENT-ATHLETES**

Playing and competing for Martins Ferry City Schools is a privilege, not a right. The District's student-athletes are held in high regard and are seen as role models in the community. As role models, student-athletes have the responsibility to portray the team, the District and themselves in a positive manner at all times. This includes not only during practices and competitions, but also during the school day. In addition to school sanctions, chronic discipline may result in a student-athlete being suspended from participation in athletic competition as deemed necessary by the building principal.

## O.H.S.A.A. Sanctions

Student-athletes who are ejected from an athletic competition and receive sanctions through the O.H.S.A.A. may also be suspended from participation in athletic activities, as determined appropriate by the building principal.

### A. DEFINITION

1. Athlete: Any student participating in an athletic sport as a contestant, manager, or a cheerleader.
2. Sport Season: The season begins with the first day of organized practice and terminates when that athlete is no longer eligible for State Tournament Competition, as per O.H.S.A.A. Handbook and awards program. The student must complete the season in good standing to complete the season.
3. Possession: The custody and control of property.
4. Drug/Alcohol Rehabilitation Program: A recognized treatment program with a history of tangible positive results. *\*All costs for assessment, treatment, rehabilitation, or counseling shall be the sole responsibility of the athlete and his/her family.*
5. Penalty Carry Over: Consequences carried over into another sport season or school year.

### B. ELIGIBILITY RULES

1. Athletes must meet all eligibility requirements of the school and any governing agency, such as the Ohio High School Athletic Association, including but not exclusive to those requirements pertaining to age, residency, attendance, academics, physical examinations and insurance requirements.
2. All parents/guardians and athletes are expected to sign the Athletic Code certifying that they have read the code and will abide by all the rules and regulations. Failure to abide by the code may result in denial of participation from the team or all athletics.

### C. CONDUCT RULES AND CONSEQUENCES (Notes of Clarification)

All violations under 1, 2, 3, 4, 5 (SEE BELOW) will count towards the total for an individual athlete. *This code of conduct will apply to athletes in grades 7-8, but if a junior high athlete has only had one violation before the start of his/her ninth grade year, they will have that violation expunged when they start high school. If a junior high athlete has two or more violations before the start of their ninth grade year, their first violation of the Code of Conduct in high school will count as their second violation.*

Participation in practice shall be required for first, second and third violations. The athlete will travel with his/her team and sit with the team

during the contest. All training rules and requirements of the sport must be followed by the participant. The athlete must complete the entire season in which the suspension is served in "good standing". "Good standing" is in effect until the completion of that sports award ceremony.

If an athlete is found to be in violation of conduct rules 1-5 and it is late in his/her current athletic season, the appropriate penalty will be imposed, but may overlap into the next season participated in by said athlete.

If an athlete is found to be in violation of conduct rules 1-5 and is not currently involved in an athletic season, the appropriate penalty will be imposed in the next athletic season participated in by said athlete.

If an athlete participating in sport "A" either quits the team or is denied participation for a violation, he/she is not eligible to join organized conditioning or try out for sport "B" until all the other members of sport "A" are also eligible. If an athlete is "cut" from the team before the regular season begins and is not in violation, he/she will be eligible for sport "B".

1. **TOBACCO** – Do not use, provide, and/or possess tobacco in any form (cigarettes, cigars, chewing tobacco, electronic smoking devices, pods, etc.)
  - a. *First Violation:* Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through a tobacco use counseling program approved by the school administration, and follows the program recommendations, no denial of participation will occur.
  - b. *Second Violation:* Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through an extensive tobacco use counseling program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 20% of the competition dates.
  - c. *Third Violation:* Denial of participation for a calendar year. If the athlete in violation agrees to go through an extensive tobacco rehabilitation program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 50% of the competition dates for one season (or combination of seasons if the violation comes in the midst of a season).
  - d. *Any additional violation(s) will result in denial of participation for one calendar year.*

2. **ALCOHOL** – Do not use, provide and/or possess alcohol.
- a. *First Violation:* Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through an alcohol/drug use counseling program approved by the school administration, and follows the program recommendations, no denial of participation will occur.
  - b. *Second Violation:* Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through an extensive alcohol/drug rehabilitation counseling program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 20% of the competition dates.
  - c. *Third Violation:* Denial of participation for a calendar year. If the athlete in violation agrees to go through an extensive alcohol/drug rehabilitation program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 50% of the competition dates for one season (or combination of seasons if the violation comes in the midst of a season).
  - d. *Any additional violation(s) will result in denial of participation for a calendar year.*
3. **DRUGS** – Do not use, provide, and/or possess drugs (narcotics, hallucinogenic, or counterfeit drugs) and/or substances.
- a. *First Violation:* Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through a drug/alcohol use counseling program approved by the school administration, and follows the program recommendations, no denial of participation will occur.
  - b. *Second Violation:* Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through an extensive drug/alcohol rehabilitation counseling program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 20% of the competition dates.
  - c. Denial of participation for a calendar year. If the athlete in violation agrees to go through an extensive drug/alcohol rehabilitation program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 50% of the competition dates for one season (or combination of seasons if the violation comes in the midst of a season).

- d. *Any additional violation(s) will result in denial of participation for a calendar year.*

#### 4. STUDENT-ATHLETES AND SOCIAL MEDIA

In recent years, Facebook, Twitter, Instagram, SnapChat, TikTok and other social media networking sites have increased in popularity and are used by the majority of student-athletes in the District.

Student-athletes may not be aware that third parties, including the media, faculty, future employers, parents and others can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by all third parties affects the perception of the student, the athletic department and the District.

The following inappropriate and offensive behaviors concerning participating in online communities may result in the implementation of penalties against the offending student-athlete:

- A. *Posting photos, videos, or comments indicating the personal use of alcohol, tobacco, or associated paraphernalia, including holding alcohol cups, bottles, cans, or glasses.*
- B. *Posting photos, videos, or comments that are of a sexual nature. This includes links to websites containing pornographic content or inappropriate material.*
- C. *Posting pictures, videos or comments that condone illegal drug related activity. This includes, but is not limited to, images that portray the personal use of illegal drugs and drug paraphernalia.*
- D. *Using inappropriate or offensive language in any comment, video, or other online posting. This includes threats of violence or derogatory comments about race and/or gender.*
- E. *Negatively commenting about a teammate, a coach, an official, an opponent, or member of the staff of the District.*

If a student-athlete's online activity is found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties.

1. *First Violation:* A warning will be issued to the student-athlete and the post will need to be removed. Parents/guardians will be contacted



2. **Second Violation:** Denial of participation in 10% of contests for the in-season sport (10% of the full scheduled number of games).
3. **Third Violation:** Denial of participation in 20% of the contests for the in-season sport (20% of the full scheduled number of games).
4. **Additional Violation(s):** Denial of participation for one calendar year from infraction date.
5. Student-athletes must adhere to any additional rules established by the coach(es) of the sport(s) in which the athlete participates.

Suspension(s) will be carried over into the next athletic season as necessary. For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information, as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your accounts. Many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

If you are ever in doubt of the appropriateness of your online public material, consider whether it positively reflects your own values, ethics and whether it reflects positively on the District and its athletic department. Remember to present a positive image, and do not do anything to embarrass yourself, the team, your family or the District.

#### **STUDENT-ATHLETES AND VIDEOTAPING/SHARING**

If a student videotapes and/or shares photos or videos involving students that are of a sexual nature, then the following will apply:

**First Offense:** Student sits out 50% of the season.

**Second Offense:** Student does not compete for the remainder of the school year.

Game suspension(s) will be carried over into the next athletic season as necessary.

If you receive any inappropriate material on your cell phone, please let an adult know as soon as possible. Do not forward material to another person.

#### **5. CRIMINAL ACTIVITY OR VIOLATION OF CIVIL LAW**



An athlete who is arrested, fined, and/or cited or charged with a violation(s) of the law and/or criminal activity by duly constituted legal authorities will have that incident count as a violation of the Athletic Code of Conduct. If the incident falls solely under 1, 2, or 3 above, the appropriate penalty will be imposed. If the incident does not relate to 1, 2, or 3 above or combines multiple categories of violation of the Athletic Code of Conduct, and recognizing the varying degrees of severity of violations (misdemeanors vs. felonies), the penalty imposed will range from the minimum to the maximum under each level of violation (first, second, third, or fourth violations) as determined appropriate by school administrators.

## **V. DUE PROCESS**

Procedural rules and regulations for the school community will be followed.

The constitutional rights of individuals assure the protections of due process by law; this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Martins Ferry City School system.

- A. The hallmark of the exercise of disciplinary authority shall be fairness.
- B. Every effort shall be made by administrators and activity heads to resolve problems through effective utilization of school district resource in cooperation with the student and his/her parent or guardian.
- C. A student must be given an opportunity for a hearing if he/she or his/her parent or guardian indicate a desire for one. A hearing shall be held to allow the student and his/her parent or guardian to accept or contest the facts which may lead to disciplinary action, or to accept or contest the appropriateness of the action imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness on the part of the school district official responsible for the discipline. The hearing must take place within 24 hours of notification.
- D. The hearing authority may request to the student and parent or guardian to attempt conciliation first, but if the student and the parent or guardian decline this request, the hearing authority shall schedule the hearing as soon as possible.
- E. The following procedural guidelines will govern the hearing:
  - 1. Written notice of charges by the athlete's coach against a student was given to the student and his/her parent or guardian. The principal, A.D. and coach involved are to attend the meeting.
  - 2. Parent or guardian may be present at the hearing.
  - 3. The student, parent or guardian may be represented by legal counsel.

4. The student, parent or guardian or his/her counsel shall be given an opportunity to give his or her version of facts and their implications. He or she shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student, parent or guardian or their counsel shall be allowed to question any witness.
6. The hearing shall be conducted by an impartial authority (administrative assistant or other designee of the Superintendent) who shall make his or her determination solely upon the evidence presented at the hearing.
7. The hearing authority shall state within 48 hours after the hearing his or her findings as to whether or not the student charged is guilty of the conduct charged and his/her decision, if any as to disciplinary action.
8. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian within 48 hours after the hearing.
9. The student and his/her parent or guardian shall be made aware of the right to appeal the decision of the hearing authority to the Superintendent. The appeal must take place within 72 hours of the hearing. Further appeals can be made to:
  - i. The Board of Education
  - ii. The Courts

Every effort shall be made on the part of the administration to apply the proper discipline to the infraction, keeping in mind that the administrator, through utilizing cooperation of school resources, parents and students, will handle each case with the student's welfare foremost.

The Board of Education recognizes and protects the rights of pupils as individuals. The Board seeks to balance these rights with the interest of an orderly and defective educational process in a school environment suitable for healthy growth and development of all students.

A pupil accused of violating a school rule or committing an act of misbehavior shall be so informed and shall have an opportunity to express his or her viewpoint before a decision is made about the type of disciplinary action to be taken.

Students attend Martins Ferry City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in return, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

## **ATHLETIC CODE OF CONDUCT AGREEMENT**

**I/we have read the rules and regulations of the Martins Ferry Athletic Code of Conduct and agree to support the rules. I/we will encourage our child to abide by those rules.**

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**Signature of Parent/Guardian**

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**Date Signed**

**I have read the rules and regulations of the Martins Ferry Athletic Code of Conduct and agree to abide by the regulations.**

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**Signature of Athlete**

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**Date Signed**

## MARTINS FERRY CITY SCHOOL DISTRICT'S DRUG AND ALCOHOL TESTING POLICY FOR STUDENT-ATHLETES

This section will outline the Drug and Alcohol testing policies in detail. Please read them carefully.

### Statement of Purpose

The Board believes that interscholastic athletics can be an important aspect of a student's overall educational experience. The Board believes that the experiences gained while involved in interscholastic athletics can have a lifelong impact. Student participation in interscholastic athletics, however, is a privilege and not a right.

The Board is certainly aware of the pressure that the youth of today face, especially in the area of drugs and alcohol. It also realizes that due to the nature of athletic activities the use of drugs and/or alcohol can lead to added risks including injury to the student-athlete and others.

The following expectations and consequences are in effect for student-athletes and are enforced for twelve (12) months of the year. The consequences in certain situations may carry over to the next season of participation.

### Students Tested

All students who wish to participate in the interscholastic athletic programs sponsored by Martins Ferry High School are subject to urine drug testing. This testing takes place at the beginning of each athletic season (fall, winter and spring). A random 10% of all student-athletes will be tested at the beginning of each season (fall, winter and spring). Following the initial testing, a random 10% will be tested each month thereafter, or a student-athlete may be tested if the administration has reasonable suspicion. Random urine drug testing continues throughout the academic year.

### Consent

Each student-athlete is provided a copy of the policy, a "Student Consent to Perform Testing for Drugs and Alcohol" form and a "Parent/Guardian Consent to Perform Testing for Drugs and Alcohol" form. The Athletic Director/designee distributes these documents at the beginning of each season, no later than two weeks

prior to the beginning of the official O.H.S.A.A. starting date of the athletic season. Consent provided under this policy is valid through the shorter of:

1. One year from the date of consent;
2. The date of graduation, or;
3. The date of written notice of withdrawal from participation in all athletic programs for the current academic year

The student-athlete reads, signs and dates the informed consent agreement as a condition of eligibility prior to participation in interscholastic athletic practices or competition. The student-athlete and the designated parent/guardian shall also sign the "Student and Parent/Guardian Consent to Perform Drug Testing for Drugs and Alcohol" forms before the student-athlete may participate in interscholastic athletic practices or competition.

The Athletic Director/designee is required to obtain the informed consent forms prior to the administration of the drug and alcohol tests under this policy. The consent forms are maintained in the Athletic Office.

#### Testing Frequency

The urine drug and alcohol tests are administered:

1. When a student-athlete is chosen in a random 10% draw at the beginning of each athletic season (fall, winter and spring) as described above;
2. When student-athletes are chosen due to reasonable suspicion, and/or;
3. When a student-athlete is chosen in a monthly random 10% draw.

#### Random Selection Guidelines

Random selection of in-season and out-of-season student-athletes for additional testing is conducted during the school year. Student-athletes are randomly selected from a master list of identification numbers of all eligible athletes maintained by the Athletic Director. The student-athletes selected are notified by the Athletic Director/designee and directed to report to the designated collection site and provide a urine sample for testing within the time parameters established by this policy.

#### Reasonable Suspicion Testing Guidelines

Reasonable Suspicion Testing occurs when the District has reason to suspect a student-athlete may be in violation of this policy. A reasonable suspicion test may occur based on:

1. Observed behavior, such as direct observation of drug and/or alcohol use or possession or physical symptoms of drug and/or alcohol use;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for drug and/or alcohol related offense;
4. Information provided either by a credible source or independently corroborated regarding a student-athlete's drug and/or alcohol use, or;
5. Evidence that the student-athlete has tampered with a previous drug and/or alcohol test.

Any documentation used to support reasonable suspicion testing is documented in writing by the Athletic Director/designee and maintained in the student's record.

#### Confidentiality

Because the selection and reporting process for the student-athlete is confidential, the selection, collection, chain-of-custody documentation and reporting of results are accomplished using identification number codes. The Athletic Director/designee establishes a master list of athlete's names and unique code numbers. The list is maintained in a secure and locked location. The Superintendent and Athletic Director/designee are the only persons with access to the list. This code numbers are used to select the pool to be tested for random testing.

The Athletic Director/designee coordinates the scheduling of student-athletes for the collection of urine samples.

The Athletic Director/designee shall be present at the collection site for the purpose of coordinating the identification of the athlete and assignment of the code number master list. From that point on, the code number is utilized for specimen identification and reporting. The collection site master list is used to record prescription or over-the-counter medications that the athlete has identified as used in the five (5) days prior to the collection.

The collection site master list is then used by the Athletic Director/designee to identify the student-athlete's parents when positive, confirmed results or when inconclusive adulterated or suspect results are reported by identification number by the testing laboratory in accordance with this policy.

### Collection Site

Collection sites are chosen based on the location and physical layout of available bathroom facilities. Such facilities shall limit access to all persons, except authorized monitors and student-athletes during collection times. Facilities for female student-athletes shall have private stalls with working closures.

Adequate clerical space to process designated forms must be available at or closely adjacent to the collection area.

There should also be sufficient room to hold waiting athletes who must remain supervised at the collection site until collection is complete. Upon initially entering the collection site, athletes must remain at the test site until collection is complete or until excused by the Athletic Director/designee.

### Collection

Upon reporting to the collection site, the athlete will remove outer garments (coats, jackets, sweatshirts, etc.); select a sealed, sterile specimen container; verify the assigned identification number by signing the collection site master list; and disclose in writing all medications, both prescription and non-prescription taken in the past five (5) days.

One athlete shall enter a secure bathroom facility accompanied by a monitor; wash his/her hands, empty pockets to pants or jacket and proceed to the urinal or toilet stall and open the sealed specimen container.

Male athletes shall remain fully clothed with their back to the monitor. The monitor stands 6-10 feet behind the student and listens for normal sounds of urination.

Female athletes are allowed to close the door to an enclosed bathroom stall. The monitor stands and listens for the normal sounds of urination.

If unable to provide a sample, the athlete must take the empty unsealed specimen container to the monitor pending a later attempt. The monitor maintains control of the specimen container until given to the student-athlete for the next attempt. The student-athlete must remain in the holding area until able to produce a specimen or until excused by the Athletic Director/designee.

Students who are absent when scheduled or are otherwise unable to provide an acceptable sample when scheduled are not eligible in the athletic program until a retest can be scheduled and an acceptable sample obtained.

If partial but insufficient sample is collected, the original container is retained by the monitor who checks the temperature of the sample. The student-athlete shall remain in the holding area until able to produce an additional specimen in a second sample container. The monitor tests the temperature of the second sample. If the



temperature of both samples is within the established testing parameters, the samples may be combined in the presence of the student-athlete.

Because temperature of a freshly voided sample may be used as criteria for suspected tampering and dilution, the student-athlete shall deliver the sample to the central processing area within four minutes of collection. If delayed for any reason, the student-athlete must verify the temperature on the indicator strip on the container with the monitor. If upon initial testing the urine temperature is outside the testing parameters, the sample is deemed invalid and the student is required to provide another sample. If no sample can be provided that day, the student is not eligible for participation in athletic activities until a rescheduled test is completed by the student.

The labeled samples are maintained securely by the collection monitors so as to maintain proper chain-of-custody and safeguard the rights of the student-athletes.

### Testing

The samples are sealed by the monitors and sent to a certified laboratory where testing may include any, or all, of the following:

- Anabolic Steroids
- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine Metabolite
- LSD
- Methadone
- Methaqualone
- Nicotine
- Opiates
- Phencyclidine
- Propoxyphene

The urine sample is also tested for adulterants that may include examination for glutaraldehyde, nitrate, chromate chlorine bleach, pH, specific gravity and/or creatine.

The District upon recommendation by the Superintendent may ask the laboratory to test for additional drugs for an additional charge. Additional testing may take place without prior notice to the student-athlete or without written change to this policy.



Specimens must be initially screened using an Immunoassay and/or Chromatographic method, with all presumptive positives then confirmed by the Gas Chromatography (GC), or Gas Chromatography/Mass Spectroscopy (GC/MS) methods.

No positive results are reported until screening results are confirmed.

The laboratory director certifies all urine drug screens as negative, positive, adulterated, inconclusive or suspect, reports all findings other than negative findings in a confidential manner to the Superintendent/designee. This notification is followed by a final written report to be mailed to the office of the Superintendent. No other person will have access to confidential reports.

The Athletic Director translates the identification code to establish the identity of any student-athlete that has tested positive, adulterated, inconclusive or suspect. The laboratory director and/or a qualified medical review officer is then contacted by the Health Service Department designee to obtain an interpretation of the results after consideration of medications listed by the student-athlete on the collection master list as these medications may explain a positive, inconclusive, adulterated or suspect result. This additional review is concluded before a positive test result is reported.

#### Retesting Procedure

Upon notice of inconclusive, adulterated or suspect results or results that reveal that testing acceptable criteria have not been met, a second urine test is obtained from the student-athlete. The athlete is required to provide a second urine sample for testing upon request by the Athletic Director. The student-athlete is not permitted to participate in the athletic program until the retest is scheduled and completed. Failure to submit to this additional test constitutes a policy violation.

#### Notification Chain for a Positive, Inconclusive, Adulterated or Suspect Result

When the Superintendent receives notice of a result that is inconclusive, adulterated or suspect, the Superintendent contacts the Athletic Director to obtain the athlete's identity. The Superintendent/designee attempts to contact the parent/guardian of the athlete within 24 hours of notification that a retest is required. The Athletic Director then contacts the student-athlete to reschedule the test.

When the Superintendent receives notice of a positive result, the Superintendent contacts the Athletic Director to obtain the student-athlete's identity. The Superintendent/designee attempts to contact the parent/guardian of the athlete within 24 hours. Following verbal notification or the failed attempt at verbal notification, the Athletic Director contacts the parent/guardian by letter within 24 hours to explain the student-athlete's due process rights under this policy.

Following the notification of the athlete and the parent/guardian, the Athletic Director notifies the head coach and building principal of the positive test.

### **Policy Violation**

The following actions of the student-athlete constitute policy violations

1. Failure to report to collection site after notification unless excused by the Athletic Director.
2. Refusal to submit a urine sample during the initial testing.
3. Tampering with the sample for testing or attempting to subvert the collection/identification process.
4. Confirmed positive test results for banned substances.
5. Aiding and/or abetting another student-athlete in violating this policy.
6. Refusal to submit to a retest when required following an inconclusive adulterated or suspect result.
7. Failure of the student-athlete and or the student-athlete's parent/guardian to sign the testing consent form(s) and return them to the Athletic Director/designee prior to testing.

### **Due Process**

After notification of a positive test, the Athletic Director notifies the parent/guardian by the telephone and then certified mail of their right to a meeting with the Athletic Director/designee and head coach to explain the athlete's rights under this policy.

If the parent/guardian fail to contact the Athletic Director or his/her designee within 24 hours following receipt of said notice to schedule a meeting to review or appeal the test results, the results are deemed conclusive for purpose of further action under this policy and the parent/guardian and the student-athlete are deemed to have waived their right to challenge the test result.

The student-athlete has the right to appeal the test result and the policy consequences to the building principal without first meeting with the Athletic Director/designee. In such cases the appeal must be delivered to the principal in writing within seventy-two (72) hours of the first notice of a positive result. Failure to comply with this time limit shall bar further appeal under this policy.

Any penalties authorized under this policy are in effect during the pendency of an appeal. The building principal issues a decision within forty-eight (48) hours of receipt of the appeal. Notice of the decision is given by phone if possible and then by certified mail.

If not satisfied with the decision of the building principal, the student-athlete may appeal in writing to the Superintendent within forty-eight (48) hours of the receipt of the appeal. The Superintendent's decision will be in writing and final.

**Policy Violation Consequences Resulting from a Positive Drug/Alcohol Test (this includes tobacco and nicotine)**

**1. First Violation**

- A. Loss of any leadership position in student-athletic programs for the remainder of the academic school year.
- B. Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through a drug/alcohol (this may include tobacco/nicotine) use counseling program approved by the school administration, and follows the program recommendations, no denial of participation will occur. Participation denotes competing in events against outside competition at all levels (Varsity, JV and freshman) including dressing for contests. The athlete may practice with the team and may sit with the team (out of uniform) for all contests for which they are suspended.
- C. The denial of the privilege to compete begins following the last contest in which the student-athlete has been eligible to compete prior to the violation of any part of this policy. For clarification purposes, any percent of any denial resulting in partial game denial is rounded up to include an additional contest. Any denial occurring at the end of the season is carried over to the athlete's next eligible season.
- D. A first positive drug and/or alcohol violation shall result in additional testing through an assessment program or through the school drug testing vendor.

**2. Second Violation**

- A. Denial of participation for 100% of competition dates. If the athlete in violation agrees to go through an extensive alcohol/drug rehabilitation counseling program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 20% of the competition dates.
- B. The denial of the privilege to compete begins following the last contest in which the student-athlete has been eligible to compete prior to the violation of any part of this policy. For clarification purposes, any percent of any denial resulting in partial game denial is rounded up to include an additional contest. Any denial occurring at the end of the season is carried over to the athlete's next eligible season.
- C. A second positive drug and/or alcohol violation shall result in additional testing through an assessment program or through the school drug testing vendor.

### **3. Third Violation**

- A. Denial of participation for a calendar year. If the athlete in violation agrees to go through an extensive alcohol/drug rehabilitation program approved by the school administration, and follows the program recommendations, the denial of participation will be reduced to 50% of the competition dates for one season (or combination of seasons if the violation comes in the midst of a season).
- B. The denial of the privilege to compete begins following the last contest in which the student-athlete has been eligible to compete prior to the violation of any part of this policy. For clarification purposes, any percent of any denial resulting in partial game denial is rounded up to include an additional contest. Any denial occurring at the end of the season is carried over to the athlete's next eligible season.
- C. A third positive drug and/or alcohol violation shall result in additional testing through an assessment program or through the school drug testing vendor.

### **4. Additional Violation(s)**

- A. Any additional violation(s) will result in denial of participation for a calendar year.

\*Student-athletes who in any way aid or abet another student-athlete in violating this policy will be disciplined as if they were the principal offender.

\*\*\*If an outside rehabilitation program is recommended by the administration, all costs associated with such program will be the responsibility of the student-athlete's parent/guardian. Martins Ferry City School District will not pay for outside rehabilitation services even though they may be deemed necessary as part of this code.

### **Selling/Purchasing/Distribution of Illegal Substances**

- 1. First Violation- Dismissal from the team(s) for one full year from the date of infraction.
- 2. Second Violation- Forfeit remaining eligibility to participate in all Martins Ferry High School Athletics for the remainder of their high school career.

### **Financing**

Once a student-athlete has had a positive test confirmed, any and all additional tests or related costs incurred are the responsibility of the student-athlete and their parent/guardian.

**STUDENT CONSENT TO PERFORM DRUG AND/OR ALCOHOL TESTING**

**I have read the rules and regulations of the Martins Ferry City School District's Drug and Alcohol Testing Policy and agree to abide by the rules. I give consent to be tested under this policy.**

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**Signature of Athlete**

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**Date Signed**

**PARENT/GUARDIAN CONSENT TO PERFORM DRUG AND/OR ALCOHOL TESTING**

**I/we have read the rules and regulations of the Martins Ferry City School District's Drug and Alcohol Testing Policy and agree to abide by the rules. I/we give consent for our child to be tested under this policy.**

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**Signature of Parent/Guardian**

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**Date Signed**

## **SOCIAL MEDIA POLICY**

Playing and competing for Martins Ferry City Schools is a privilege, not a right. Student-athletes at MFCSD are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our School District and ourselves in a positive manner at all times. Sometimes this means doing things that are in an inconvenience to us, but benefit the whole team.

In recent years, Facebook, Instagram, Twitter, Snapchat, Finsta, TikTok and other social networking sites have increased in popularity and are used by the majority of student-athletes in the Martins Ferry School District.

Student-athletes may not be aware that third parties including the media, faculty, future employers, parents and others can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the Athletic Department and the Martins Ferry School District.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include, but not be limited to, depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol and/or tobacco (this includes all electronic smoking devices). No holding cups, cans, bottles, shot glasses and/or tobacco or nicotine products (this includes all electronic smoking devices) that may be deemed as containing prohibited substances.
2. Posting photos, videos and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material (as deemed so by a coach or administrator).

3. Posting pictures, videos, comments or posters that condone drug related activity. This includes, but is not limited to, images that portray the use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments about race and/or gender.
5. Negatively commenting about a teammate, a coach, an official, an opponent, or any faculty member of the Martins Ferry City School District.

If a student-athlete's profile and/or its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties as determined by the Athletic Department and/or the administrators of the school:

6. First Violation: A warning will be issued to the student-athlete and the post will need to be removed. Parents/guardians will be contacted
7. Second Violation: Denial of participation in 10% of contests for the in-season sport (10% of the full scheduled number of games).
8. Third Violation: Denial of participation in 20% of the contests for the in-season sport (20% of the full scheduled number of games).
9. Additional Violation(s): Denial of participation for one calendar year from infraction date.
10. Student-athletes must adhere to any additional rules established by the coach(es) of the sport(s) in which the athlete participates.

*\* Game suspension(s) will be carried over into the next athletic season as necessary.*

For your own safety, please keep the following recommendations in mind as you participate in social networking sites:

1. Set your security settings so that only approved people can view your profile/account.
2. You should not post your email, home address, local address, phone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a "friend" to your account(s). Many people are looking to take advantage of student-athletes or to seek a connection with student-athletes.

If you are ever in doubt of the appropriateness of your online, public material, consider whether it upholds and positively reflects your own values and ethics. You should also consider whether it upholds and positively reflects the values of the Martins Ferry City School District and its Athletic Department. Remember always present a positive image!



## **SOCIAL MEDIA POLICY CONSENT FORM**

**I have read the above Social Media Policy and accept my responsibility as a student-athlete in the Martins Ferry City School District.**

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**Signature of Student**

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**Date**

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**Signature of Parent/Guardian**

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**Date**

## **PARENT/GUARDIAN CODE OF CONDUCT**

### **EXPECTED CONDUCT**

A parent/guardian spectator represents his/her school the same as an athlete. The good name of the school is more valuable than any game. Accept decisions of officials without any dispute. Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent. Respect the players, coaching staff and game management at all times as they are there for everyone's safety. If you choose not to use good sportsmanship you will forfeit your right to be in attendance and will be asked to leave.

I hereby agree that if I fail to conform my conduct to the foregoing while attending a sporting event in the Martins Ferry City School District, I will be subject to disciplinary action, including, but not limited to, the following in any order or combination:

1. Verbal warning issues by a school official or game management.
2. Written warning issued by the Superintendent of the Martins Ferry City School District.
3. Suspension or immediate ejection from event issued by a school official who is authorized to issue such suspension.
4. Suspension from multiple sporting events issued by a school official who is authorized to issue such suspension.
5. Season suspension or multiple season suspension issued by the Martins Ferry City School District School Board.
6. The Athletic Code and Parent Code of Conduct are in effect twelve (12) months of the year.

### **APPROPRIATE CONCERNS ATHLETES/PARENTS/GUARDIANS MAY ADDRESS WITH THE COACHING STAFF**

1. The treatment of the athlete, mentally and/or physically.
2. Ways to help their child mentally and/or physically.
3. Concerns about the athlete's behavior in school/practice/games.

### **AREAS THAT ARE NOT PERMITTED FOR PARENTS TO DISCUSS WITH THE COACHING STAFF**

1. An individual's playing time
2. Team strategy
3. Play selection
4. The make-up of the team and the decision as to who plays on what team
5. Other members of the team, other parents and/or other coaches

#### **THE PROPER METHOD TO ADDRESS A CONCERN**

#### **PARENT(S)/GUARDIAN(S) SHOULD NOT EXPECT TO MEET WITH A COACH BEFORE OR AFTER A CONTEST. ALL MEETINGS NEED TO BE SCHEDULED**

1. The athlete speaks with the coach. Parents/guardians should help their child prepare to discuss his/her concerns with the coach, to empower them to take responsibility.
2. If the meeting between the athlete and coach does not resolve the concern, the parent/guardian should schedule a conference with the coach (with the student-athlete present). **DO NOT APPROACH A COACH BEFORE, OR AFTER, A CONTEST.** If the coach cannot be reached, the parent should contact the Athletic Director and he/she will arrange for the coach to contact the parent/guardian.
3. If the conference between the parent/guardian/athlete and the coach does not resolve the concern, the parent/guardian should contact the Athletic Director. The Athletic Director will schedule a meeting with the parent/guardian, student-athlete and coach. The Athletic Director will mediate the conference. The building principal may, or may not, also be present.
4. If there is no resolution, the parent/guardian must put in writing his/her concern(s) and submit it/them to the Superintendent. Within ten (10) days of the letter, the Superintendent will meet with the parent/guardian in an effort to resolve the concern(s).

*If the parent/guardian does not follow the proper procedure then it will be determined by the Superintendent and/or Athletic Board whether the parent will be permitted to attend any further contests.*

**Note: Parents should note that each head coach will establish policies relevant to their sport. This includes rules and regulations above and beyond the Athletic Code of Conduct.**

## **PARENT/GUARDIAN CODE OF CONDUCT AGREEMENT**

**I/We have read the above Parent/Guardian Code of Conduct and agree to abide by and support the rules.**

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**Signature of Parent/Guardian**

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**Date**

**STUDENT ACKNOWLEDGEMENT OF RISK AND RELEASE**

I, \_\_\_\_\_ (Name), hereby acknowledge that I have been properly advised, cautioned, and warned by the proper administrative and coaching personnel of the \_\_\_\_\_ (School District) that by participating in the sport of \_\_\_\_\_ (Sport) I am exposing myself to the risk of serious injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in the above sport, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating in the above sport.

I hereby release, discharge, and/or otherwise indemnify the \_\_\_\_\_ School District, and their employees against any claim by me on my behalf as a result of my participation in the sport of \_\_\_\_\_ (Sport).

**WITNESSES:**

(Sign) \_\_\_\_\_ (Student Sign) \_\_\_\_\_

(Print) \_\_\_\_\_ (Student Print) \_\_\_\_\_

(Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

(Print) \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT OF RISK AND RELEASE**

We/I, the parent(s) of \_\_\_\_\_ (Student), do hereby acknowledge that we/I have been fully advised, cautioned, and warned by the proper administrative and coaching personnel of the \_\_\_\_\_ (School District) that our/my child named above, may suffer serious injury, including but not limited to sprains, fractures, brain damage, paralysis, or even death, by participating in the sport of \_\_\_\_\_ (Sport) notwithstanding such warnings, and with full knowledge and understanding of the risk of serious injury to our/my child named above which may result, we/I give our/my consent to \_\_\_\_\_ (Child) participating in the sport of \_\_\_\_\_ (Sport).

We hereby release, discharge, and/or otherwise indemnify the \_\_\_\_\_ School District, and their employees against any claim by/or on behalf of the registrant as a result of the registrant's participation in the sport of \_\_\_\_\_ (Sport).

**WITNESSES:**

(Sign) \_\_\_\_\_ (Parent Sign) \_\_\_\_\_

(Print) \_\_\_\_\_ (Parent Print) \_\_\_\_\_

(Sign) \_\_\_\_\_ (Parent Sign) \_\_\_\_\_

(Print) \_\_\_\_\_ (Parent Print) \_\_\_\_\_

Date \_\_\_\_\_