STUDENT-ATHLETE HANDBOOK & CODE OF CONDUCT

Student-Athlete & Parent Expectations

Revised – February 2026

Arcadia Athletic Department

Arcadia Local Schools

19033 OH-12, Arcadia, Ohio 44804

(419)-894-6431 ext. 106

Arcadia Athletic Department

Mission: To foster an environment through athletic offerings in which students learn skills to achieve sustained success.

Vision: To develop and promote a distinguished athletics program that facilitates lifelong Arcadia School and individual pride.

We Value: Positive sportsmanship, exemplary work ethic, spirited competition, and every student, coach, and community participant

Goals:

1. Provide thoughtful, intentional communication and instruction in sport
2. Promote participation in multiple athletic programs, fostering well-rounded athletic experiences
3. Support student-athletes in academic and athletic endeavors while keeping multidimensional aspects of wellness a priority (physical, mental, emotional, social, and intellectual) serving the whole child.
4. Engage and support coaches in program development and professional growth
5. Foster exceptional relationships and collaboration between school and broader community.

Arcadia Local School believes that the goals and objectives of this community are best achieved by a variety of learning experiences, including those that are not conducted in a regular classroom but are supplemental to an educational experience. Arcadia Local Schools has established the criteria for co-curricular and extracurricular activities consistent with its philosophy of and goals for education. All activity programs must meet these criteria:

- Student activities must have educational value for students.
- Student activities must be in balance with other curricular offerings in the schools & be supportive of, not in conjunction with the academic program.
- Student activities must be managed in a professional manner.

STATEMENT OF PURPOSE

Arcadia Local Schools, is a member of the Ohio High School Athletic Association (OHSAA) with authorization of the local Board of Education. This state association with its Constitutions and Bylaws, govern, promote, regulate, and supervise interscholastic competition among its members in the state.

Arcadia Local Schools, is a member of the Blanchard Valley Conference (BVC). Its present membership of this conference is made up of area schools managed by an athletic committee composed of the local superintendents or designated representative of each member school. All sporting activities in which at least one more than half of the members participate on a league basis may be approved as a league activity. The following are the BVC activities which Arcadia is competing in: Football, Volleyball, Golf, Boys' and Girls' Basketball, Boys' and Girls' Wrestling, Boys' and Girls' Track and Field, Baseball, and Softball. The BVC also determines the following for each member a schedule for each sport, appoints league game officials, sets and determines the admission prices, individual and team awards, and conducts a conference tournament whenever necessary.

The OHSAA/HS Principal of the school is held ultimately responsible in all matters pertaining to the athletic activities involving the school. Services and the duties performed by the Athletic Director, assistant Athletic Director(s), coaches, and Principal(s) assist in conducting a sound program of athletics at the local level. The primary objective of the Arcadia Athletic Department is to promote, regulate, supervise and administer interscholastic competition and to provide such a program as to be an integral factor in the total educational program of the school.

The Arcadia Athletic Council will follow the policies, procedures, and guidelines contained herein. Any amendments must be submitted to the school superintendent and the Board of Education for approval. The local Arcadia Athletic Council follows all local policies, with guidelines set forth by the Arcadia Board of Education, the OHSAA, and the Blanchard Valley Conference.

The Arcadia Athletic Department believes interscholastic sport opportunity exist for the purpose of:

1. Providing students who have interest and ability in sports an opportunity to pursue those interests and abilities.
2. Promote the student-athlete experience of important lessons of life, experienced through sport. As an example:
    a. The opportunity to see that many limitations, physical/mental, can be conquered.
    b. The ability to accept limitations which cannot be overcome.
    c. The joys of teamwork as well as individual accomplishments.
    d. The ability to accept both victory and defeat gracefully.
    e. The opportunity to develop habits of health, fair play, initiative, emotional control.
    3. Providing tangible values for the student body. Athletics can make a substantial contribution to morale and can provide an outlet for enthusiasm.
    4. Making sure 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.***

While a desire to compete and to win is a primary objective of our athletic programs, the Arcadia Athletic Department feels life lessons may be more easily taught in a winning environment. However, the general philosophy is guided by the policies of the Board of Education which must emphasize not merely the winning of games, but the development of team and self-discipline, cooperation, and sportsmanship on the part of the students, the faculty, and the residents of the Arcadia School District. We as a community need to understand that participation in an athletic activity is a privilege not a right.

OBJECTIVES

1. The athletic programs shall aim to:

• Provide each participant with desirable learning experiences.
• Fit harmoniously in the overall educational program.
• Be controlled by designated school authorities.
• Be operated in a first-class manner reflecting positively on the participants, the coaches, the school and the community.

2. The program shall operate with the goal each participant realizes these rewards:

• Development of moral values.
• Development of sense of competition.
• Development of a spirit of cooperation.
• Development of emotional maturity.
• Development of physical skills.
• Development of social competence.
• Development of self-discipline.
• Development of health and happiness.
• Understanding of the democratic process.
• A realization of group goal

STUDENT ATHLETE HANDBOOK

The Student-Athlete Handbook & Code of Conduct (student-athlete & parent expectations) exist so athletes and their parents may better understand their responsibilities and rights when a student-athlete participates in Arcadia Local Schools athletic programs. Parents and athletes, we urge you to read all information carefully so that you knowingly understand, acknowledge, and agree to all forms, policies and procedures set forth in this code of conduct.

In order for a student to participate in athletics at Arcadia Local School the following pages must be read and signed verifying your acceptance of the following conditions.
A current physical form must to be on file before a student participates. Physicals are only valid for one calendar year.

PHILOSOPHY

Arcadia student-athletes represent our school community in more ways than the general student body does, and because of that – are held to a higher standard.
No one is guaranteed a place on our teams. Participation is interscholastic athletics is a privilege, not a right. An opportunity to participate is afforded to student-athletes where coaches consider sport-based skill or talent, academic ability – game IQ, emotional control, cooperation, leadership, a positive attitude, trust, responsibility, and self-discipline. All of which contribute to a conducive team environment and fosters on and off-field success.

Student-athlete conduct while representing their team - traveling to or from an event, or in the community, is seen as a direct reflection of Arcadia Local Schools and standards of the Arcadia Athletic Department. Upholding these Redskins standards are non-negotiable for our student-athletes.

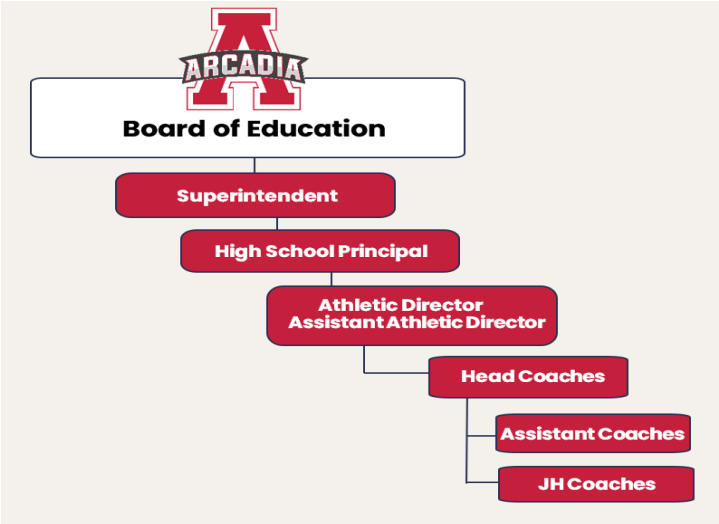
When our student-athletes fall short on upholding these standards and do not positively represent their team, school, and community must understand - consequences may extend beyond the school year into a new school year.
Thank you for a commitment to represent the best of Arcadia Athletics on the field, sidelines, hallways, and in our community.

High School Sports	Fall:	Winter:	Spring:
	Cheerleading	Cheerleading	Baseball
	Football	Basketball – Boys'	Softball
	Golf	Basketball – Girls'	Track & Field
	Volleyball	Wrestling – Boys'	
		Wrestling – Girls'	

Junior High Sports	Fall:	Winter:	Spring:
	Cheerleading	Cheerleading	Track & Field
	Football	Basketball – Boys'	
	Volleyball	Basketball – Girls'	
		Wrestling – Boys'	
		Wrestling – Girls'	

The Arcadia Board of Education and Athletic Council recognize all of the above activities as extra-curricular privileges afforded the students of Arcadia Local Schools. Because they are privileges, they may be revoked at any time for any reason. Therefore, student-athletes are subject to additional rules, procedures, and expectations beyond those of the general student population as detailed in the Arcadia Athletic Code of Conduct.

ADMINISTRATIVE CHAIN OF COMMAND



The Athletic Director is responsible for all areas of interscholastic athletics and reports to the Principal for all matters therein. Coaches should follow the line of authority on all matters pertinent to the athletic program. If, however, a coach feels that a matter should be discussed with the Principal it shall be permitted. The Principal however, may request the Athletic Director be present. Ethical procedure demands issues in the athletic program originating at any level shall proceed upwards through each office of responsibility, or inversely, it shall follow the same line of authority downward. To bypass any office not only delays consideration, but causes misunderstanding creating an atmosphere incompatible with harmonious procedure.

CONCERNS/COMPLAINTS

With few exceptions, the chain of command should be followed in dealing with problems, questions, or complaints. Do not confront coaches before or after contests or practices. Call to set up an appointment with the coach. If a meeting with the coach did not result in a satisfactory resolution, then call to set-up an appointment with the Athletic Directors. Failure to follow chain of command will only delay any resolution.

The chain of command is as follows:

1. Direct Coach (JV, Freshman, Junior High)
2. Head Coach
3. Athletic Director
4. Principal
5. Superintendent
6. Board of Education

Inappropriate issues to discuss with coaches:

1. Game strategy
2. Play calling
3. Playing time
4. Other student athletes

PARTICIPATION STATEMENT

Students, grades 7-12 who wish to participate in an Arcadia Athletics must be willing to accept and adhere to guidelines, rules, and regulations of the activity that they have chosen to participate in. Students are expected to maintain a high standard of personal appearance and exhibit acceptable conduct at all times as a representative of the Arcadia School community. Prior to any practice for any sport or activity under Arcadia Athletic jurisdiction, coaches are to hold a meeting for parents and student-athletes for the purpose of reviewing participation rules, additional training rules specific to that sport or activity, safety procedures, and good sportsmanship.

The Arcadia Athletic Code of Conduct will be in effect for all athletes from the first day of the school year until dismissal on the last day of school with the following exceptions:

- The policy will commence for student-athletes in fall sports as their first day of practice according to the OHSAA official start date.
- The policy will remain in effect for athletes in spring sports (Baseball, Softball, and Track and Field) until their team and all teammates are done competing for the season.

The Athletic handbook applies to all students in grades 7-12 of the school. Students during the full duration of their athletic career must adhere to it. Students are subject to this policy when they declare their interest in athletic participation. They will remain subject to this policy for the dates listed above which could include time before the official start of their season and/or official end of the season. In other words, this policy is in effect for all student-athletes for the entire school year, regardless of their number of seasons.

ELIGIBILITY

Students must conform to the rules of the Ohio High School Athletic Association (OHSAA) regarding academic eligibility. To be academically eligible, a student in grades 9-12 must have passed 5 or more credits during the preceding grading period. We strongly recommend our student-athletes carry more than the minimum 5 credits. Some classes are worth 1 full credit; some ½ credit; etc. A student in grades 7-8 must have received passing grades in the immediately preceding grading period in 75% of subjects in which enrolled. This also applies to beginning 9th graders. Summer school grades may not be used for eligibility purposes. In addition, the Arcadia Board of Education requires that student athletes must maintain a minimum GPA of 1.70. If the athlete's quarter GPA is below the 1.70, the student athlete is required to follow study table guidelines to maintain eligibility. Any student suspended from school will be ineligible for the period of suspension. No student shall participate in any school activity on the day of a suspension.

DUAL PARTICIPATION AGREEMENT

In order to participate in (2) sports in a single season, the following must take place:

1. The athlete will pick a primary sport and a secondary sport. This selection cannot change once the regular season begins.
2. Both in season coaches will come to a written agreement of what parameters must be followed during the season. This agreement must be signed by both of the coaches, student athlete, Athletic Director, and parents/guardians.

REQUIREMENTS FOR VARSITY LETTERS BY SPORT

Football - Participate in 50% of total quarters of varsity contests during regular season. A quarter is defined as two consecutive scrimmage plays.

Golf - Participate in 50% of matches throughout the regular season.

Volleyball - Participate in 50% of total varsity games. Participation in a game is defined as two consecutive plays.

Basketball - Participate in 50% of total quarters of varsity contests during the regular season.

Wrestling - Participate in 50% of total Varsity meets.

Cheerleading - Participate in 100% of the games the squad cheers in that season unless medically excused for being injured or sick.

Baseball - Participate in 50% of total innings played by the team that season.

Softball - Participate in 50% of total innings played by the team that season.

Track & Field - Participation in 50% of Varsity meets.

NOTE: Extenuating circumstances may provide exceptions to the above requirements. These cases will be judged by the Athletic Director upon request by the head coach.

TRAINING RULES

Participants are encouraged to set a proper example in all areas of training. The Athletic Department believes that all participants covered by these rules are persons who have a great opportunity to have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of showing positive leadership to those with whom they come in contact. Thus, all participants are to refrain from the use or possession of drugs, alcohol and tobacco in any form.

Including:

1. The sale or distribution of drugs, drug paraphernalia, tobacco, and/or alcohol at any time for any purpose is prohibited.
2. The possession or use of drugs and/or drug paraphernalia (except as medically required), tobacco, and/or alcohol, or being under the influence of drugs or alcohol (except as a consequence of required medical use) is prohibited.

Violation on the part of students of any one or more of the above rules of conduct will result in denied participation. Athletes meeting one or more of the following criteria are to be bound to this policy. For this purpose, the term "athlete" includes manager, statistician, and mat-maid.

Criteria:
1. An athlete who may intend to participate in athletics or a sport.
2. An athlete attempting to participate in a sport.
3. An athlete participating in a sport.

Definitions:

In-season The first day of practice as allowed by OHSAA to the morning after the last contest.

Under the influence Inconsistent or incoherent behavior and/or aroma of alcohol, drugs, or tobacco.

This policy and regulations described are in reference to conduct both on and off the school premises as this conduct will directly affect the good order and welfare of the athlete and the Arcadia School. Any team sports camps held on or off school premises will be subject to all rules and regulations that are included in the student code of conduct in the student handbook. This will be in effect throughout the entire year, i.e. during the school year, as well as during the summer and holiday breaks.

ADDITIONAL IN-SEASON POLICIES:

1. Any employee of the Arcadia Local School, Board of Education, or a law enforcement officer, who witnesses a student-athlete in violation of a training rule, is considered a credible source and denial proceedings will occur. All other witnesses will be considered for credibility by the Principal and denial proceedings will occur.
2. If a student-athlete is found to be under the influence of drugs, alcohol, or tobacco, the Principal, Athletic Director, and student-athlete will meet and render a decision regarding disciplinary action.
3. A student-athlete serving a suspension (out-of-school) is ineligible for any athletic participation the day(s) of the suspension. Friday suspension will make the student-athlete ineligible for weekend contests and practices.

4. In order to participate in an athletic contest or practice a student athlete must be in attendance before 3rd period begins. In addition, a student must be in school on Friday before 3rd period begins in order to participate in athletic contests over the weekend. Exceptions: Field trip, college visits (2 per year), funeral, doctor or dentist appointment, driver's permit exam, and family emergency, excused by the Principal. Student athletes must be able to verify their appointment; if not, they will be denied participation.
5. If a student-athlete is found guilty of breaking a criminal law, the Principal and Athletic Director will meet and render a decision regarding action.

PLAYER RESPONSIBILITY

1. Athletes shall abide by all rules and regulations established by the OHSAA, the Arcadia Board of Education, the Athletic Council and members of the coaching staff, as explained/administered by the coaching staff.
2. The athlete is expected to know the training rules as outlined by the Athletic Department.
3. All equipment issued to a player is to be utilized/worn only at practice/game involving that sport, unless exceptions are made by the head coach after granted approval from the Athletic Director.
4. Each athlete is individually responsible for all equipment issued to him/her.
5. Athletes will not receive equipment or uniforms for another sport if they have not returned all equipment or paid for them in a previous sport.
6. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, school, student body and Arcadia Local School.
7. Athletes must be in school by the beginning of 3rd period in order to practice or play in an athletic contest that night. An athlete must be in school by the beginning of 3rd period on Friday in order to participate in athletic contests over the weekend.
8. All athletes shall uphold the traditions of sportsmanship and fair play.
9. Athletes may not quit one sport or squad and join another the same season.
10. Any athlete who quits before the official sport season ends may forfeit their right to participate in another sport for the remainder of the school year. In order to remain in good status for other subsequent sports, the athlete must complete and return an Athlete Withdrawal Form to the head coach before the end of the season.
11. Athletes are expected to dress properly when representing their school in all athletic contests. They should create a positive image of themselves and their team in the eyes of their fellow classmates, student body, and the Arcadia community. School dress code must be followed at all times.
12. Student athletes must be in good standing and not under disciplinary action in school in order to be eligible for interscholastic competition.
13. Athletes must notify the coach if they are going to be absent or late for a practice.
14. Unexcused absence from practice will result in disciplinary action by the coach.
15. All participating school personnel (coaches, players, cheerleaders, statisticians, student managers etc.) must be transported by school-provided transportation to and from games. Any special

arrangements for individual transportation must be requested by the parent and approved by the Principal, Athletic Director, assistant Athletic Director, and/or superintendent and head coach. The parent or legal guardian must initiate the request in written form. Athletes will be given permission to ride only with their parent or guardian.

16. Athletes will not be able to participate until all of the following forms have been completed and turned in:

a. PPE Physical/OHSAA Authorization form
b. Emergency Medical Form
c. Injury and Insurance/Assumption of Risk
d. Code of Conduct and Equipment Contract
e. Record of attendance at OHSAA pre-season meeting
f. Informed Consent Agreement (Student and Parent)

EMERGENCY MEDICAL ATTENTION

1. It is recommended that local physicians be encouraged to attend athletic events through a letter of invitation and extension of a "courtesy pass".
2. Each coach shall keep accurate and up-to-date emergency medical authorization forms for all players, managers, mat-maids and statisticians on hand at all times.
3. In case of a serious injury the supervising coach or her/his designated assistant shall summon the rescue squad (ask for first responders) and remain by the injured player until the rescue squad (first responders) assumes responsibility.
4. The supervising coach shall notify the parents as soon as possible following injury.
5. If an athlete is injured either during practice or during a game and has to be transported to a hospital, someone must accompany the athlete. If the parent is unable to travel with the emergency unit, then a representative of the school must accompany the injured athlete. This representative will stay with the athlete until the parents assume supervision or the athlete is allowed to come home.
6. Inform the Athletic Director or Principal about the injury as soon as possible.
7. Make no commitment as to the school paying any bills or the liability of anyone involved.
8. Complete an accident report as soon as possible and give a copy to the Athletic Director and Principal.
9. The trainer shall notify the coaches of the details of the injury.
10. The injury waiver forms must accompany teams to all contests.

INSURANCE

1. All students are required to have some type of student insurance.
2. If the family wants additional coverage or does not have family insurance, then the school offers an insurance policy that can be obtained from the sport's head coach or the high school office.
3. All injuries should be reported to the Athletic Director as soon as possible.
4. If the athlete is insured through the school insurance program, the proper form should be completed as soon as possible following the injury.
5. All necessary forms are to be on file before the player participates in any practices.

DRUG TESTING FOR STUDENT ATHLETES

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed. Accordingly, the policies established by the Arcadia Schools' administration are based upon the following beliefs:

1. We believe that there is no such thing as responsible use of controlled substances/mood altering chemicals, alcohol, nicotine products or tobacco by any high school student. Adolescent use is not only against the law---it jeopardizes the student's health and safety, and it inhibits attainment of the individual's potential. Therefore, any use of controlled substances/mood altering drugs, alcohol, nicotine products, or tobacco by student athletes will not be tolerated.
2. We believe that participation in athletics is a privilege, not a right. Student athletes are in a highly visible setting of leadership and/or competition/performance. Therefore, these student athletes will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Arcadia Schools.
3. We believe that the parent/guardian(s) of a student athlete have a right to be informed. Therefore, the parent/guardian/custodian(s) will be contacted by school staff regarding findings.
4. We believe that violating the drug policy in a school or community setting reflects poorly on the individual, family, team/organization and school. Therefore, violations of this nature will carry penalties in regard to competition/contests/performances.
5. We believe that the coaches, trainers, guidance counselor and administration are interrelated.

Therefore, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol and tobacco free. Professional judgment will be used regarding the sharing of confidential information shared with school staff; however, we believe that when all resources are called upon for assistance, more help can be provided to the student.

PURPOSE

1. To provide a healthy and safe environment to all student athletes participating in the athletic program.
2. To discourage or provide a deterrence for all student athletes from using drugs or alcohol.
3. To provide solutions for the student athlete who does use drugs and/or alcohol.
4. To provide the athletic department with guidelines and disciplinary policies for violations of the drug free policy.

DEFINITIONS

1. Student Athlete – Any person participating in the Arcadia High School athletic program and/or contests under the control and jurisdiction of the Arcadia Local Schools and/or the Ohio High School Athletic Association. The term athlete includes manager, trainer, statistician, mat-maid, cheerleader, etc.
2. Athletic Season – In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continues until the completion of all contests for that sport for the Arcadia Local Schools.
3. Random Selection – A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.
4. Illegal/Illicit Drugs – Any substance included in USC 802(6), in which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal Law. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use by the prescription or the manufacturer.
5. Alcohol – Any intoxicating liquor, alcohol, wine, beer, mixed beverage, or malt liquor/beverage, as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverages" includes any liquid or substance, which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer, and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for use or (b) an over-the-counter medicine.
6. Assessment – A screening program operated by a certified chemical dependency counselor or at an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.
7. Possession – Having a substance in your control or ownership. This can include being in a vehicle or in your immediate control whether or not you are the owner, driver or passenger.
8. Trafficking – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance.
9. Controlled Substance – Means a drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code.
10. Mood-Altering Chemicals – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as "white out", glue, gasoline, aerosols, cleaning solutions, etc., used for its mood-altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name & directions for proper use.

11. Paraphernalia – Instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.

12. Tobacco/Nicotine – All types of tobacco products, including smokeless or vapor.

13. Counterfeit Substances –

a. Any drug that bears or whose container or label bears a trademark, trade name or another identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;

b. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;

c. Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood altering chemical or is a different controlled substance/mood altering chemical;

d. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

14. Under the Influence – Inconsistent and incoherent behavior and/or aroma of alcohol, drugs, or tobacco.

TYPES OF TESTING

RANDOM TESTING: In-season random testing will be done throughout the season. An athlete may be randomly tested more than once per season. Once an athlete has participated in a sport, they are subject to random testing throughout the school year, regardless of how many sports they participate in during the year. In the event of a positive result, the athlete may have the original sample re-tested within 24 hours at his/her own expense.

a. Random Selection of Student Athletes is used to ensure that students are selected in a random fashion. This system includes computer generated list of eligible athletes.

b. Random testing is unannounced. The day and date are selected by the Principal.

REASONABLE SUSPICION TESTING:

School officials have the right to have student-athletes tested for the use of illicit or banned substances when there is "reasonable suspicion" surrounding a particular student athlete. This reasonable suspicion will be left solely to the judgment of the school official (Coach, Athletic Director, and Principal). The High School Principal is responsible for ensuring that all student-athletes and their parents/guardians properly sign the INFORMED CONSENT AGREEMENT prior to the testing. Any student moving into the District may be tested prior to the time they join a sport.

REFUSAL TO TEST

Any student athlete refusing to submit a urine sample during a pre-season, random or reasonable suspicion test will be equivalent to a 1st, 2nd or 3rd offense violation of the Drug Policy (this is dependent upon any previous violations).

DRUGS FOR WHICH ATHLETES MAY BE TESTED

Marijuana, LSD, Alcohol, Amphetamines, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Methadone, Anabolic Steroids, Methaqualone, Opiates, Cocaine, Propzyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

APPROVED BOARD OF EDUCATION TESTING FACILITY

The only facility in which the Arcadia Local Schools will accept test results from is:

GREAT LAKES BIOMEDICAL
25660 DIXIE HWY
PERRYSBURG, OH 43551
(419) 872-5343 OFFICE/ (419) 872-7464 FAX

COLLECTION PROCESS

The selected student will be notified to report to the collection site at the school. A specimen of urine is collected following this process:

1. Drug testing area must be secured during the testing.
2. Only lab technicians and students will be witness to the test.
3. Privacy must be kept for all students.
4. The Athletic Director is responsible for ensuring that the Informed Consent Agreement is completed and signed by both parent/guardian and student.
5. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz., the human body will need to urinate.
6. Any student who is taking a medication must notify the technician prior to testing and have the medication listed on the Informed Consent Agreement.
7. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dress may be worn in the collection area.
8. Students processed by the technician who cannot produce a sample will be kept in a secured area to wait until they can test. They are not to have contact with anyone until after they have tested. If they leave this area, they may not be allowed to test.

9. Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a dye to the toilet.
10. Students will be asked to urinate directly into the collection cup given to them by the lab technician. The technician will stand outside the stall and listen for normal sounds of urination.
11. Any and all adulterations or diluted samples of the specimen will be detected and considered the same as a test refusal or drug policy violation. The lab checks samples for adulterations or diluted samples and requires a retest within 24 hours if so occurs.
12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets. In the event that a student flushes the toilet, they will be required to give a new sample immediately or the sample will be invalid.
15. With the student watching, the technician will recap the sample and hand it to the student who must then return it to the technician. In the event the student does not hand the cup directly to the technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk to anyone, the sample is invalid and the student will have to give another sample.
16. Any infringement of these rules will result in the student taking a retest.
17. This collection procedure is subject to change because of procedural requirements by the testing agency. The Arcadia Local Schools reserves the right to change the collection procedure to coincide with the testing guidelines as set forth by the agency.

CONSEQUENCES FOR VIOLATIONS OF DRUG POLICY

A. Possession of Alcohol, Controlled substance, Mood-altering chemicals, Tobacco
B. Positive Test Result (Drugs, Alcohol, Tobacco)
C. Selling/Attempting to sell alcohol, Trafficking in controlled substances/mood-altering chemicals

Student-athletes who in any way aid or abet another student will be disciplined as if he/she were the principal offender.

1st Offense

1. Loss of any leadership position in athletic activities for the remainder of the school year.
2. A letter shall be mailed to the parent/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation and informs the athlete of the consequences of further violations.
3. The athlete will be denied 20% of the regularly scheduled contests of the current sport season. This includes any post-season contests or will be extended through the next sport season. If extended into the next season, the athlete must stay in good standing while participating in practices and games. Good standing will be determined collectively by the head coach, athletic director, and school administration. The parent/guardian and athlete will meet with the Athletic Director, the coach, and

the administrator to determine reinstatement. The athlete may be required, at parent/guardian expense, to submit to weekly testing for the remainder of the current athletic season.

4. The athlete will complete 4 hours of community service prior to their reinstatement. This community service can be with any agency, non-profit, religious organization or community member outside of their immediate family (unless specifically assigned by the head coach of the program, Athletic Director, or a school administrator). Documentation must be provided.

5. The athlete will have to meet with a school administrator and complete a session of substance abuse awareness training.

*If the athlete does not comply with the first offense consequences (items 1-3), the student will be denied participation in interscholastic athletics for the remainder of the current season and the next athletic season. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which the violation of the substance abuse policy has been determined.

2nd Offense

1. Loss of any leadership position in athletic activities for the remainder of the school year.

2. A letter shall be mailed to the parent/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation and informs the athlete of the consequences of further violations.

3. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment, and then follow the recommendations of the counselor. The parent/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied 50% of the regularly scheduled contests of the current sport season. This includes any post-season contests or will be extended through the next sport season. The parent/guardian and athlete will meet with the Athletic Director, the coach, and the administrator to determine reinstatement. The athlete may be required, at parent/guardian expense, to submit to weekly testing for the remainder of the current athletic season.

4. The athlete will complete 8 hours of community service prior to their reinstatement. This community service can be with any agency, non-profit, religious organization, or community member outside of their immediate family (unless specifically assigned by the head coach of the program, Athletic Director, or a school administrator. Documentation must be provided.

*If the athlete does not comply with the first offense consequences (items 1-3), the student will be denied participation in interscholastic athletics for the remainder of the current season and the next athletic season. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which the violation of the substance abuse policy has been determined.

3rd Offense

The athlete is denied contest participation for one calendar year from the date of notification or the violation. Coaches, at their discretion, may allow an athlete to practice with a team. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian(s) is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The parent/guardian/custodian(s) and athlete will meet with the Athletic Director and the Principal to determine the reinstatement. The athlete may be required, at parent/guardian/custodian(s) expense, to submit to weekly testing for the remainder of the current athletic season.

4th Offense

The athlete is permanently denied participation in athletics in the Arcadia Local Schools.

REASONABLE SUSPICION

Reasonable suspicion is still part of the Athletic Code of Conduct. Therefore, athletes who use alcohol, tobacco, or drugs will be subject to denial of participation. The Athletic Department reserves the right to enforce its policy based upon reasonable suspicion. Disciplinary action based on reasonable suspicion will be the responsibility of the Athletic Director and Principal.

DISCIPLINARY PROCEDURES

1. When school personnel learn that a student has violated or is suspected to have violated any rule, the Athletic Director and Principal (designee) shall be notified immediately. The investigation shall be initiated within 72 hours of notification.
2. The student may be temporarily removed from an athletic contest and/or practice by the Principal (designee), Athletic Director, Coach responsible for supervision of that activity.
3. Athletic Dept. personnel and administration will meet to investigate the suspected violation.
4. An informal hearing with the student and the review committee will be held.
5. A final decision will be made regarding the suspected violation based on information gathered during the informal hearing.
6. The Principal/Designee will inform the student and the parents of the review committee's decision in writing. All decisions are final and may not be appealed.

ATTENDANCE

All student-athletes are expected to be present and on time to every practice.

1. Any student-athlete who is late to practice will be held after practice to make up the time they missed at the beginning of practice.
2. If a student-athlete is going to miss practice they must notify their coach prior.
    a. 1st Unexcused absence = miss game time at Coach's discretion
    b. 2nd Unexcused absence = 1 game suspension
    c. 3rd Unexcused absence = possible removal from team
3. In the case of an unforeseen emergency, parents must contact their specific coach as soon as possible.
4. The Arcadia Athletic Dept. policy states that a student-athlete serving a suspension (out-of-school) is ineligible for any athletic participation on the day(s) of the suspension. An out-of-school suspension on a Friday will make student-athlete ineligible for weekend contests and practices. To participate in an athletic contest or practice, a student-athlete must be in attendance before 3rd period begins. In addition, a student must be in school on Friday before 3rd period begins in order to participate in athletic contests over the weekend. Exceptions: Field trips, college visits (2 per year), funerals, doctor or dentist appointments, driver's permit exams, and family emergencies, excused by the Principal. Student-athletes must be able to verify their appointments; if not, they will be denied participation.

ACADEMICS

You are expected to be a student first and student-athlete second. Treat yourself with proper respect. To be a member of a team for Arcadia Local School, you must attend class regularly and represent the team by being respectful to other students and staff. Poor behavior and low achievement make all of us look bad. The academic and behavior of all team members will be monitored throughout the school year.

COMMUNICATION PROCESS

Coaches are hired to administer the program. They are responsible for determining the roster, assessing student-athletes, and assigning playing levels accordingly. The coaching staff sets the standards/expectations specific to their program. Playing time is earned and at the discretion of the coaching staff. Participation is a privilege, not a right, and can be revoked at any time. The coaching staff determines the coaching strategy. Acceptance of a position on the team includes acceptance of this policy. Therefore, these issues are not appropriate topics for parent involvement, and discussions with coaches are discouraged. It is NEVER acceptable for a parent to attempt to discuss playing time with a coach during a game or practice. It is also NEVER acceptable for a parent to attempt to discuss another participant's performance or playing time.

Head Coach, student-athlete, and/or parent meetings may help to resolve OTHER issues creating concern or dissatisfaction. Such meetings MUST be scheduled beforehand and will be on campus. Any meeting with a parent may also include an assistant coach and/or an administrator. Meetings can be scheduled by contacting the specific coach through email or via the communication process set-up at the beginning of the season. If a meeting is requested, it should be done through the specific coach or the Athletic Department. The vast majority of student-athlete concerns will be worked out at this level. During the season, parents WILL NOT discuss student-athlete concerns (other than injuries) within the time period of 24 hours before a game to 24 hours after a game. A parent may send an email, but a response should not be expected within this time period.

INJURIES/HEALTH CONCERNS

If you have an injury or health concern, please schedule a time to see the Coaches before going to a doctor unless it's an emergency. Coaches will notify parents of any injury that occurs during a practice that needs more than ice or a simple Band-Aid. Players should report any updates on medical conditions or medications being taken to all of the coaches. Players should also report health conditions to all of the coaches so appropriate action can be taken that is needed. Any player injured and not participating in practice will spend practice cheering on their teammates. If a player is injured and out two weeks of practice, the player must have ten days of contact practice before they may return to play or five practices if released by a doctor providing a note. If a player shows any sign of concussion or talks of dizziness and feeling sick, the player should inform the coaches so that appropriate action can be taken to ensure that all student-athletes are well enough to participate. Players must communicate with all coaches if they are not feeling well or have an injury that needs assessment.

PARENT EXPECTATIONS

Be positive with your athlete. Let them know you are proud they are participating. Focus on the benefits of teamwork and personal discipline.

Encourage your athlete to follow all training rules. Stress the importance of a commitment to the team. Set a good example in your lifestyle. Allow your athlete to perform and progress at a level consistent with ability.

Stay calm in injury situations. Parents can help minimize the trauma by being in control and offering comfort. Allow medical staff to assess your child's injury. No parent is allowed on the court unless the training staff requests it.

Cheer for our team and players. Realize that young athletes will make mistakes. Your support is needed during these tough times. Remember, opponents and referees deserve respect.

Promote having fun and being a team player. Very few student-athletes receive scholarships. Concentrate on what is best for the team. Preoccupation with statistics can be very distracting. An athlete's self-confidence and self-image will be improved by support at home.

Comparison to others is discouraged. Encourage the athlete to do their best regardless of others' expectations or performances. Athletes mature at different ages; some are more gifted than others.
Winning is fun, but building positive team values is most important. The concept of working together to perform a task will have lasting benefits. Winning is a by-product of a positive, team-focused environment.
Find the time to be an engaged supporter of school activities. Help build a solid support system for coaches and athletes by joining the Arcadia Athletic Association (booster club). Volunteer for athletic community events.
Emphasize the importance of well-balanced meals and regular sleep patterns. An athlete functions best when care is taken to consume nutritious food and obtain sufficient rest.
Persistence and being able to accept a role are extremely important for the team to be successful. Not everyone will be a starter, but everyone is important to the team. Encourage them to be persistent.

FAN REMOVAL POLICY

Fans are expected to participate as positive, enthusiastic supporters of Arcadia Athletics or their respective opponents. At no time will poor sporting behaviors be tolerated.

1st offense – Fans who are removed from a contest by an Athletic official or school administrator are prohibited from the remainder of that contests, and all school contests on that same day. Fan will receive letter of warning after the removal, with expected sporting behaviors to review and sign agreement to return to Arcadia Athletic contests.
Fans will lose privileges to attend (2) Arcadia Athletic events until remedial steps are completed and privileges are reinstated by the Athletic Director. These offenses may include but are not limited to:

- Harassment of student-athletes, coaches, officials, or event administrators
- Fighting or threat of violence
- Foul or abusive language

This determination is at the discretion of the athletic event manager and school administrator.

2nd offense – Any fan removed or ejected from an Arcadia Athletic contest a second time, will be required to complete an online Sportsmanship class offered by National Federation of State High School Association (NFHS). Adults will be required to complete the "Positive Sports Parenting" class while students will complete "Sportsmanship" class. Both classes are free at www.NFHSlearn.com
After completion of the online class, they must schedule a conference with the Athletic Director and Principal to submit certificate of completion and discuss appropriate fan behaviors to reach good standing and be permitted to attend future athletic contests.

3rd offense – Any fan removed or ejected from an Arcadia Athletic contest a third time in a school year shall lose privileges to attend any Arcadia Local School Athletic events at home and away for one calendar year. Fans who commit sportsmanship offenses resulting in removal or ejection may be subject to attendance restrictions at *any* Arcadia Athletic event home and away.