

# Cedarville Middle and High School Student Extra-Curricular Handbook

## **PHILOSOPHY**

The mission of the Cedar Cliff Local School's extra-curricular program is to complement students' educational experience by providing a program that continuously supports the development of character, school pride, and personal skills.

Our Beliefs:

- We believe that students' academic success is our highest priority and can be enhanced by extra-curricular involvement.
- We believe a quality extra-curricular program develops lifelong values and skills.
- We believe a quality extra-curricular program should mirror the requirements of our present athletic participation program as the same lessons can be achieved via participation in both programs.

## **DEFINITIONS**

- **Extra-Curricular Participant** – A student is considered a participant once he/she has attended a practice of an official group/activity. All members of the group are considered members and must obey the same rules. Further, any student choosing to participate in extra-curricular activities or athletics must be considered a full-time student as defined by Cedar Cliff Local School district policy (unless participating through the home-school option). A student is considered full-time by enrolling in (5) courses in a (7) period day. These courses can be a combination of high school campus courses, CCP coursework, or courses taken through the Greene County Career Center. The student must enroll in five (5) periods regardless of the quantity of credit issued per period (1/4, 1/2, or 1 credit courses all meet this requirement).
- **Extra-Curricular Program** – Extra-curricular activities are those activities that are sponsored, supported and identified by the Cedar Cliff Local School Board of Education. These programs are considered an extension of the “normal” school day.
- **Co-Curricular Program** – Co-curricular activities are out-of-class activities and competitions tied to a specific class. Participation in co-curricular activities is generally limited to students enrolled in the specific class. Participation may be mandatory and grades may be issued; however, students enrolled in the associated class do not have to meet extra-curricular eligibility requirements. Examples are: Mock Trial in Business Law, Marching and Concert Bands in Band, FFA activities in Agricultural Science, etc.

- **Season** – The date established by the OHSAA for a sport to begin organized practice or any sub group to begin organized practice.

\* For the purposes of this extra-curricular handbook, the following ‘seasons’ shall be assigned:

- Pep Band – Winter
- Quick Recall -- Winter
- Drama Productions – Winter

## **RULES AND REGULATIONS**

The basic rules and regulations governing the extra-curricular participation at Cedarville Middle and High School are divided into three categories:

- Those rules which are set forth by the Board of Education adopted policies and student handbooks.
- Those rules set forth by the Ohio Heritage Conference.
- Those rules set forth by the Administration and advisors of the extra-curricular program in question.

The following rules will be distributed and reviewed by each participant before the first practice of each season in which the athlete participates.

\* The extra-curricular program timeline shall be defined as commencing on the first audition, try-out, practice, or event and shall end on the last official activity or performance.

## **EXTRA-CURRICULAR PARTICIPATION FORMS**

*CEDAR CLIFF LOCAL SCHOOL POLICY* – Before a student can participate in a practice, contest, or audition, he/she must turn in ALL required participation forms. These forms must be properly completed and signed by both the student and the student’s parent/guardian and can be completed on-line.

The forms that must be on file with the principal are...

- Emergency Medical Authorization Form
- Handbook Agreement Form
- Student Release Form
- Parent Release Form

## **PRACTICE PERIODS**

The Cedarville High School Administration and advisors believe that practices are essential for preparation and quality programming. ***Excused Absences*** for participants include serious illness or injury, family emergencies or circumstance discussed/approved by the ***advisor prior to the missed practice/performance***. Just as the students in the

academic classroom are required to do academic “make-up” work, students who have excused absences may also be required to do “make-up” activities. ***Unexcused Absences*** are any practices missed without the advisor’s prior knowledge or permission and result in disciplinary action as well as the possibility of being suspended from specific games and/or removed from the activity.

***Consequences for unexcused absences are at the advisor’s discretion as stated in his/her team rules as expressed to the participants prior to the season commencing.***

Individual advisors have the discretion to determine a practice attendance policy. While the district strives for consistency in its programming, the administration understands individual seasons and activities are faced with unique circumstances. Therefore, parents and students must understand there may be different requirements for excused/unexcused absences based on individual advisor parameters.

### **PRACTICE GUIDELINES**

Practice sessions are a very important part of the learning process in athletics. Athletes are expected to attend all practice sessions. Coaches will have team rules covering missed practice and games. Facilities, personal work schedule of the coach, conflicts with other activities and the weather has an effect on when practices are scheduled.

**Practice or team activities on Sundays and legal holidays (very rare occasions) must be approved by the High School Principal.** These practices will not be mandatory. Practice on a school day is limited to three hours in length (two hours recommended). A practice schedule with dates and times will be handed out at the beginning of the season by the faculty member/advisor.

Please be aware schedules do have to be changed from time to time. Advisors will try their best to have participants out on time. If picking up a student on time becomes a problem, the member will be dismissed from the activity! Advisors are not permitted to leave the facility until all their players are gone.

\* All practice and contest guidelines will follow OHSAA, ODH, and Cedar Cliff COVID-19 protocols as long as those guidelines are required/suggested.

### **GROOMING AND UNIFORMITY IN ATHLETIC APPEARANCE**

Appearance, expression, and actions always influence people’s opinions of participants, the event, and the school. Once you have volunteered to be a member of a program, you have made a choice to uphold certain standards expected of students in this community. It is a privilege and honor to participate in Cedar Cliff Local School’s Extra-Curricular Program. In order to outwardly reflect the spirit of “Indian pride”, all participants must abide by the CHS guidelines. Participants must also dress for contests in a manner consistent with CHS guidelines:

## **PROFANITY AND OBSCENITY**

A participant will not be permitted to use profanity or obscenities during any practice and activity in which he/she is representing the Cedar Cliff Local School District. Advisors will administer disciplinary action for profanity and obscenity. In severe cases, the participant may also be referred to the administration offices for disciplinary action.

## **HAZING/INAPPROPRIATE CONDUCT**

All participants shall abide by a code of ethics earning them the honor and respect that participation and competition in the interscholastic program affords. In addition, the community, school administrators and the teaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the students is our major consideration and transcends any other consideration.

***Therefore, any conduct that results in dishonor to a participant, the group or the school will not be tolerated.***

Example acts of unacceptable conduct include actions such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of the law. ***Hazing or any type of initiation of students will not be permitted.***

Due to the serious nature of this rule, the advisor involved, and the Principal shall meet and determine the penalty according to the degree of the infraction. The penalty can be a maximum of denial of participation for the remainder of a student's high school career.

## **TRAVEL TO/FROM ATHLETIC COMPETITIONS**

Travel to and from contests or performances will be in buses provided by the school, or in special cases, adults in private automobiles approved by the principal.

\* Students who do not wish to meet COVID-19 requirements may be excused from the transportation requirements with administrative/coach approval provided they are being transported by their own parent/guardian.

## **PARTICIPANT SUPERVISION AND CONDUCT AT AWAY EVENTS**

Students are especially reminded that at away events they are the guests of the host school; therefore, they should treat the opposing students with the utmost respect. Participants are under the supervision of their advisor from the moment they step onto the bus until they return to the school.

An advisor and/or his/her representative must be in attendance before, during and after a practice or if his/her students are in the building.

## **OVERNIGHT TRIPS**

Regardless of whether the trip is co-curricular or part of a class/grade experience, the trip ***shall not*** be mandatory for parent expense or student participation.

Any overnight trip should be an extension of the educational programs and shall not be chosen merely as an "entertaining" or "fun" experience.

The administration shall consider the cost to the student's family before approving and/or recommending a trip to the Board of Education for approval. The understanding that not all families have the same resources should be strongly considered.

The Booster groups should not be approached or expected to fund any overnight trips as this puts one group against others in rank of importance.

The administration should consider time away from school/classes and avoid missing class time at all costs--this is for both the student and staff consideration/benefit.

All chaperones shall be thoroughly vetted and take part in a criminal background check prior to assisting in overnight experience with Cedar Cliff students.

Advisors/Staff should have the overnight trip approved *prior* to any meetings with students/families in an effort to alleviate any misunderstanding about the certainty of the trip/experience. In essence, the individual in charge should, at the very least, "run it by the administration" for guidance before expressing to students/the public about the trip's itinerary.

#### **ABSENT FROM SCHOOL ON A CONTEST DAY**

Students must be in attendance by **8:25 A.M.** to participate in extra-curricular activities. Any participant absent during any of the seven class periods for legal or medical appointments must bring an excuse from the legal or medical professional on the day of the appointment to the middle/high school office as well as the coach/advisor to be able to participate. Other circumstances will be at the discretion of the high school principal.

*It is the student's responsibility to inform his/her coach and/or advisor that he/she is not permitted to practice or participate in extra-curricular activities when failing to meet attendance requirements. If a student violates the attendance policies and participates in practice competitions or performances, he/she will not be permitted to participate in the next two day's practices/activities/performances upon discovery of the infraction.*

\* Students who face quarantine due to a COVID-19 illness will not be permitted to participate in athletics or extra-curricular activities during the quarantine period.

#### **MEDICATIONS**

Advisors shall not administer medication, including aspirin, to participants at any time. They are permitted to dispense Tylenol to a student with prior written parental consent.

#### **INCLEMENT WEATHER**

When hazardous road conditions exist to close school or exist on non-school days, special attention is given to assure the safety of all students involved in extra-curricular activities.

**ALL** activities at the Middle School level will be cancelled. Decisions about holding events at the High School level will be determined by the Superintendent. **Practices, if held, will not be mandatory.**

## **ELIGIBILITY**

### **CREDIT REQUIREMENTS**

The number of credits passed, NOT the number failed, as well as a grade point average (GPA) determines academic eligibility. A pupil must have passed subjects the preceding grading period that would be equivalent to five (5) or more credits that count toward graduation. In addition, a GPA of 1.5 or higher must have been earned the previous nine-week grading period. If the grading period is the last one in the semester, the student must also pass five (credits) for the semester. **Students must meet the requirements of academic eligibility to try-out, practice, travel with and/or compete in extra-curricular activities and/or on athletic/academic teams, effective after the completion of the first nine weeks grading period in the fall.**

Only credits earned on campus and approved CCP count toward eligibility. CCP students must have faculty members assure CHS, in writing, of passing grades at the end of the nine weeks and at the completion of the course(s). An incomplete may be made-up within the specified time to regain eligibility (two weeks after the grading period ends); however, students are not permitted to participate in scheduled competitions until the incomplete work has been handed in and graded accordingly. Failing grades cannot be made up after the completion of the grading period. Summer school, night school, correspondence classes, etc. cannot substitute for failed courses.

\* For the 2021-2022 school year, all students will be eligible for Extra-Curricular participation at the beginning of the school year, but will be required to meet all eligibility requirements for subsequent grading periods.

### **RESIDENCY REQUIREMENTS**

A student is eligible at the school located in the Ohio school district where the parent or legal guardian resides when all other eligibility standards are met. When there has been a change of custody, the student must reside in the same school district with the legal guardian.

While homeschool students may be able to participate in interscholastic athletics for district teams, they still must meet the same residency requirements as students attending district classes. Therefore proof of residence may be required for students in question.

A student from a foreign country may be eligible to participate in accordance with Cedar Cliff Local School District Policies.

## **DRUGS, ALCOHOL, AND TOBACCO ATHLETIC SUBSTANCE ABUSE POLICY**

Cedarville junior-high and senior high students shall abstain from the purchase, personal possession and/or use of:

1. tobacco or tobacco look-a-like
2. an alcoholic beverage
3. an illegal drug or and drugs of abuse or their look-a-likes
4. paraphernalia for illegal drug use

*\* Students caught using banned substances, or found to be in possession of banned substances, or having images posted in possession of banned substances via social media, shall be considered the same as a positive drug testing offense and therefore, placed in the appropriate consequence (refer to pages 12-13).*

*\*\*Further, if any inappropriate student behavior takes place on school grounds, at a school sponsored event, or in school transportation, additional punitive building-level consequences shall be addressed in accordance with school policy.*

### ***DRUG TESTING POLICY CEDARVILLE HIGH SCHOOL***

The Cedar Cliff Local Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Cedarville High School students *and a sincere belief that some students would benefit with a valid a reason to avoid destructive decisions.* The Cedar Cliff Local Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Cedar Cliff Local School Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program.

Because of the pervasive nature of drug use in many local schools, Cedarville High School has selected student athletes, students who participate in competitive extra-curricular activities, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities from grades 9-12.

### **PURPOSE OF THIS POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using tobacco, drugs and alcohol. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students

who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances unless the student is found to be using banned substance on school property, on school transportation to a school event, or during a school event. The results of drug tests will not be documented in any student's academic record.

Any student in grades nine (9) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. Athletics B. Extra-curricular activities other than athletics (i.e. Quick Recall / Drama Productions / Pep Band / Cheerleading).

## DEFINITIONS

1. **STUDENT PARTICIPANT:** Any person participating in the Cedarville High School extra-curricular program and/ or contests under the control and jurisdiction of the Cedar Cliff Local School District.

2. **EXTRACURRICULAR:** Any activity of a competitive or performance nature that does not involve a grade.

3. **ATHLETIC AND/OR EXTRA-CURRICULAR SEASON:** In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of Cedarville High School awards program for that sport. There are three athletic seasons: Fall, Winter, and Spring. *Once entered, the student will participate in the drug testing program for 1 year from date of signing consent.*

\* The extra-curricular program timeline shall be defined as commencing on the first audition, try-out, practice, or event and shall end on the last official activity or performance.



4. **RANDOM SELECTION:** A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

5. **ILLEGAL/ILLICIT DRUGS:** 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. The Cedar Cliff Local School District may also test for Nicotine and Steroids.

6. **ALCOHOL:** Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” 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, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use or b) an over-the-counter medicine.

**POTENTIAL TYPES OF TESTING:**

*\* The administration reserves the right to utilize one or both of the following testing methods.*

1. **TEAM TESTING:** At the beginning of each season, all eligible students may be required to submit to urine drug and alcohol testing. This testing may be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach/Advisor is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team. *If a student selected for testing is absent or unavailable, he/she will automatically be scheduled for an alternative testing session.*

**Students who have prior administrative approval and miss a team testing session will be eligible for performances/competitions and practices. Students who do not receive prior administrative approval and miss the testing session will be ineligible from performances/competitions until the next testing session, but may continue to practice with the team.**

**However, students who missed the team testing session and wish to remain eligible may be able to participate in performances/competitions by scheduling a drug-testing session with the district drug-testing company but at family expense.**

**2. RANDOM TESTING:** In-session random testing shall be done throughout the season. Each team/group may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

*a. Random selection of student participants: The administration will select a testing company that will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.*

*b. Scheduling of random testing: Random testing will be unannounced. The day and date will be selected by the Principal/Athletic Director and confirmed with the building administrator. Random testing may be done weekly.*

**3. DRUGS FOR WHICH PARTICIPANTS MAY BE TESTED:** LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (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.

**4. COLLECTION PROCESS:** (Urine Screens) Other testing types may apply. The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.

Drug testing area must be secured during the testing.

*Only lab technicians and participating students shall be present in the actual testing area, but school personnel may be utilized to assist in set-up of the testing area and locating students selected for testing.” Privacy must be kept for all students.*

The Athletic Director/Principal is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.

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.

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 one layer of clothing is permitted to be worn during the testing collection (Undergarments are not considered a layer of clothing for this purpose, therefore, clothing is limited to pants, one shirt/top, etc).* Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: The administration may treat adulterations and diluted samples as first time offenses. They are not called positives but may have the same consequences. A retest will be required within 24 hours.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

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.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

**5. RESULTS OF A POSITIVE TEST:** Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

**6. IF A POSITIVE TEST OCCURS:**

*The first violation:*

FIRST OFFENSE – (For Pep Band/Quick Recall) Loss of participation in 40% of the activity's contests, or 20% with enrollment in a drug education program, and the student shall be required to participate in an additional drug screening as a condition for reinstatement in an activity (the drug screening may or may not have taken place before the suspension has been served, but the student shall participate in the next random drug screening as a condition for participation).

If there is not a sufficient amount of the season remaining to meet the 20% threshold, the penalty shall carry over to the next athletic and/or extra-curricular season. For example, should a student be held from activity during the quick recall seasons (3 games) but only one contest remains during the offense, the remaining 10% would carry to the next season/activity. If this were baseball, then 10% of the baseball season (3 games) would be required to be in good standing.

Parents will be responsible for paying any expenses incurred during the drug education/counseling process, but the district will pay for additional testing requirements per this policy. Additionally, financial assistance for counseling *may* be available to those students receiving financial assistance from the district as indicated by the free-reduced lunch program, but only after any/all private insurance coverage has been utilized by the parents/guardians.

(For a Drama Performance Group) Loss of participation in the activity entirely, or be placed back in the activity at a lesser role/activity with enrollment in a drug education program.

Additionally, if a student were involved in multiple winter activities (Quick Recall, Pep Band, and Drama simultaneously), he/she would be reinstated after satisfactory enrollment in a counseling program. However, the student would be denied participation in the next five contest by chronological order (i.e. quick recall/pep band activities).

For the first positive result, the student participant will be given the option of:

A) The student 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/custodian is responsible for all counseling expenses and for providing the building administration with documentation that the participant completed all recommendations of the counselor. The student will be denied participation for a minimum of 20% of the event (for Quick Recall and Pep Band). The parent/guardian/custodian and student will meet with the Principal and the advisor, to determine reinstatement. The student will be required, to participate in an additional drug screening in order to be reinstated in any activity.

### The 2nd violation

SECOND OFFENSE – Loss of participation for one calendar year or enroll in a drug education program, pass three subsequent drug tests, and the penalty will be reduced to a loss of the remainder of the current athletic season/extra-curricular event, AND 30% of the next two seasons/activities in which the student participates. For example, if a student has a positive result during the football season, he would miss the remainder of the season and, if enrolled in a treatment program, will miss 30% of the next two seasons/activities that student participates. Additionally, the student must finish each season/activity in good standing (not quit or removed from team/activity).

Any removal from an activity shall not constitute one of the two seasons necessary to meet the mandates under this section of the protocol.

For Quick Recall, Drama, and Pep Band a second offense penalty after successful enrollment in an educational program would be 10 activities/contests, but would still be 30% of an athletic season should a student participate in both athletic and extra-curricular activities.

Parents will be responsible for paying any expenses incurred during this process for both additional drug testing and drug education/counseling protocol. However, financial assistance for counseling may be available to those students receiving financial assistance from the district as indicated by the free-reduced lunch program, but only after any/all private insurance coverage has been utilized by the parents/guardians.

*The next two /extra-curricular/athletic seasons are defined as Fall, Winter, or Spring.*

### The 3rd violation

The student is permanently denied participation in athletics/ extra-curricular activities in the Cedar Cliff Local School District.

Violations are accumulative throughout the student's secondary school career.

## **7. SELF REFERRALS:**

A participant may give one self-referral, when the student feels/believes he/she may have a substance abuse problem. This may only be done during their high school tenure. Self-referrals can only happen before a test is done. Counseling and additional testing are required and no other punitive action is to be taken.

## **VIOLATION OF SUBSTANCE ABUSE POLICY**

When the principal determines that there is a preponderance of evidence, or reliable evidence from a staff member of the Cedar Cliff Board of Education and the Greene County Career Center: *The preponderance of evidence shall constitute a violation and the following penalties will apply to any Cedarville student that has violated one of the above rules at anytime during the school year (August 1-June 10):*

All hearings related to possible violations of the rules on the use of tobacco, alcoholic beverages, and drug shall be held in the presence of the principal and the athletic director (if applicable) of Cedarville High School. The principal of Cedarville High School shall be responsible for notifying the athlete/participant, his or her parents, and the athletic director (if applicable) of any denial of participations, disciplinary action, or probation involved as the result of the rule violations.

## **ADMINISTRATIVE INVOLVEMENT**

The administrative head of the high school (principal) shall be held responsible in all matters in the high school which concern interscholastic athletics and extra-curricular activities.

Cedarville High School (if necessary and relevant, in conjunction with its Department of Athletics) follows the chain of command listed below. We ask that parents observe the order of this line of communication, if they elect to pursue any concern they may have with regard to the athletic program:

1. Head Coach/Advisor
2. Athletic Director (If athletic issue)
3. Principal
4. Superintendent
5. Board of Education

## **EQUIPMENT**

All equipment purchased by or donated to the school is the property of the school. Any participant caught stealing any equipment will be denied participation for the remainder of the season. If the student is not involved in an activity at the time, they will be denied participation in all extra-curricular activities for the next two sports/activity seasons. The participant will also be disciplined under the rules and regulations of the Cedarville Student Handbook.

## **FUNDRAISERS**

On occasion, student groups will have fundraisers to help support their program. The fundraiser will be coordinated by the advisor and have the approval of the Principal. All money received will be deposited into the account for that organization.

### **INDIVIDUAL ADVISOR/COACH'S RULES**

Advisors may establish additional rules and regulations for their respective activities with the approval of the Principal. These rules must be given in writing to all members and explained fully at the start of the season. Penalties for violation of group rules shall be administered by the advisor and reported to the administration.

### **SQUAD SELECTIONS**

In accordance with our philosophy of athletics, our desire to see as many students as possible participate in athletic programs while at Cedar Cliff Local Schools, we encourage advisors to keep as many students as they can without upsetting the integrity of their event. Time, place, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. Choosing the members of the extra-curricular activity is the sole responsibility of the coach/advisor of that group.

### **VACATION POLICY**

Vacations by group members during a season are strongly discouraged. Parents who wish for their child who is involved in an extra-curricular activity to attend vacation with them are required to...

1. Inform the advisor **TWO WEEKS PRIOR** to the vacation.
2. Assume the consequences related to their status on that squad as a lead performer, starter, 2<sup>nd</sup> string, 3<sup>rd</sup> string, etc.
3. Be willing to make up skills/work that they missed.

# **CEDARVILLE MIDDLE SCHOOL AND HIGH SCHOOL STUDENT EXTRA-CURRICULAR HANDBOOK**

Please sign, detach, and return the signatures selection below to the advisor or principal.

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We have read and agree to abide by the Cedarville Extra-Curricular Handbook.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student Grade \_\_\_\_\_

Activity Participating in \_\_\_\_\_



**CEDARVILLE HIGH SCHOOL INFORMED CONSENT AGREEMENT**

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

**AS A STUDENT:**

- I understand and agree that participation in extra-curricular activities is a privilege that may be withdrawn for violations of the Cedarville High School Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any covered program I will be subject to initial and/or random drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any covered program activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the Cedar Cliff Local School District.

\_\_\_\_\_ STUDENT  
SIGNATURE    DATE

**AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the Cedarville High School drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in extra-curricular activities in the Cedar Cliff Local School district.
- I pledge to promote healthy lifestyles for all student athletes in the Cedar Cliff Local School system.
- I understand that my son/daughter, when participating in any covered program, will be subject to initial and/or random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any covered activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter is a participant in athletics in the Cedar Cliff Local School District.

\_\_\_\_\_ DATE  
PARENT/GUARDIAN/CUSTODIAN SIGNATURE

\_\_\_\_\_ WORK PHONE  
PARENT GUARDIAN/CUSTODIAN PRINTED NAME

**INFORMED CONSENT AGREEMENT**  
**(For Parents/ Guardians who Opt-In for the Drug Testing Program)**

We hereby consent to allow the student named on the reverse side to undergo drug testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Cedar Cliff Local School District.

We understand that testing will be administered in accordance with the guidelines of the Cedar Cliff Local School District Drug Testing Policy for student participants.

We understand that any sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Cedar Cliff Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of drugs.

We further give our consent to the company selected by the Cedar Cliff Local Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Cedar Cliff Local Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

**Opt In Student Drug Testing Consent**

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

AS A STUDENT: I understand that I may be drug tested with my parents' consent under the Opt In student drug testing program. I understand this agreement is binding while I am a student in the school system.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

AS A PARENT/GUARDIAN/CUSTODIAN: I understand that by signing this consent I will allow the school district to perform drug and/or alcohol testing on my son or daughter, the results of which will be released to me and only me.

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PARENT/GUARDIAN/CUSTODIAN SIGNATURE

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DATE

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PARENT GUARDIAN/CUSTODIAN PRINTED NAME,

-----  
ADDRESS

( )  
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PHONE

**CEDARVILLE MIDDLE  
SCHOOL AND HIGH SCHOOL  
EXTRA-CURRICULAR  
HANDBOOK**

