Allen East Athletic and Extracurricular Handbook

ATHLETIC HANDBOOK INFORMATION

Dear Parent,

The Athletic Code of Conduct can be viewed on the school website or you may obtain a paper copy from the Athletic Office. Included with the Athletic Code of Conduct are the following sections:

- Football Helmet Warning Form (for football)
- Ohio Department of Health Concussion Information Sheet for Interscholastic Athletics
- Return to Play
- Drug Testing Policy/Procedures
- Acknowledgement of Risk

Please read the above sections which are included in the following Athletic Code of Conduct Handbook. You will complete an electronic signature online for the new school year, acknowledging your understanding of this document.

Allen East Athletic and Extracurricular Handbook
Allen East High School
9105 Harding Hwy.
Harrod, OH 45850
419-648-3333
Athletic Office
419-648-3333
419-649-8900 FAX
www.ae.k12.oh.us

Athletic Director: **Allan King, Jr.**

Fall Sports
Boys/Girls Cross Country
Cheerleading
Football
Boys/Girls Golf
Volleyball
Girls Soccer
Boys Soccer

Winter Sports
Boys Basketball
Girls Basketball
Cheerleading
Wrestling

Spring Sports
Baseball
Softball
Track

Individual Sports Schedules can be found by using the following websites.
Schedules are subject to change.

www.ae.k12.oh.us (click on) **Athletics**

Message to Student/Athletes and Their Parents

This handbook is being presented to you because your son/daughter has a desire to participate in interscholastic athletics at Allen East High School. The school is very pleased that they have made this decision and we hope that the experience will be positive as well as educational. Participation in athletics provides the student the opportunity to learn leadership skills, gain confidence, self-discipline, organization, decision-making skills, and to set goals. Once the decision is made to participate in athletics, there are often many questions, which both you and your son or daughter may have regarding the Allen East High School Athletic Program. In order to assist in making the athletic experience a positive one, this handbook has been assembled to answer questions about the guidelines and philosophy of the Allen East High School Athletic Program. We hope this will be of assistance, and we encourage you to use it as a reference throughout the year. If you have additional questions, please feel free to contact the Allen East Athletic Office at 419-648-3333 X 2013.

Philosophy

It shall be the purpose of Allen East High School to provide a well-planned and well-balanced program of interscholastic athletics for our students. Competitive sports are an important part of the total education program for students in our school. Student-Athletes develop physically, mentally, socially, and emotionally, while participating in athletics. The Athletic Department will offer athletic programs that will instill pride and reinforce a sound value structure that helps promote an individual's self-image, as well as the image of the school district and the community. Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of activities. Every attempt will be made to provide numerous opportunities for students to participate in activities, which promote growth and development, teach social and recreational skills, and develop leadership qualities. It is the mission of the Allen East High School Athletic Department to offer as many of these educational opportunities as possible so students can compete in a manner that will help them develop personally, foster teamwork, and teach important life skills necessary for becoming a valued member of society. The interscholastic athletic program will operate and be managed under the policies and guidelines set forth by the Allen East Board of Education, the Ohio High School Athletic Association, and the North West Conference. The athletic program shall be based on the following premises:

1. That interscholastic athletics are an integral part of the overall educational program.
2. That the total development of the student is our main concern.
3. That the fundamental functions of the school are academics and that extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
4. That the contest rules, regulations and supervision of the programs should insure the maximum protection of the health and safety of the participants.

Junior High/High School Athletic Teams

Fall

Boys/Girls Cross Country (JH, Var) Football (JH, JV, Var) Girls Volleyball (JH, JV, Var) Boys/Girls Golf (Var) Cheerleading (JH, JV, Var), Boys/Girls Soccer (JV/Var)

Winter/ Spring

Boys Basketball (JH, 9, JV, Var) Boys Baseball (JV, Var) Girls Basketball (JH, 9, JV, Var) Girls Softball (JV, Var) Wrestling (JH, JV, Var) Boys Track (JH, JV, Var) Cheerleading (JH, JV, Var) Girls Track (JH, JV, Var)

*All teams listed above are dependent upon roster numbers.

Levels of Competition

Freshman

The emphasis at the freshman level is on participation, success and further development of their skill development. If the program supports a freshman squad, squad limitations may occur at this level and attempts will be made to play as many students as possible during each contest, while striving for victory for the entire team.

Junior Varsity

The emphasis at this level of competition begins to focus on skill refinement. Squad limitations may occur at this level and it is possible that not every player will play in every game.

Varsity

The perfection of skill, putting the best players in the game, and winning is the emphasis at this level. While winning at all costs is not a part of the athletic department's philosophy, no apology should be necessary if the varsity team does all it can to win each contest within the bounds of ethics, integrity and sportsmanship. In certain sports, squad limitation may be used at this level and it is extremely likely that not every player will play in every contest.

Pre-Season Parent's Meeting

Each Head Coach shall set up and conduct a pre-season meeting with the parents of his/her team. This meeting should inform the parents of the coaching staff's expectations for their children as well as to go over school/team policy. Items to discuss are (but not limited to): coaching philosophy, code of conduct policy, eligibility requirements, attendance policy, doubling policy (if applicable), lettering requirements, and training rules of the coach. Items not appropriate to discuss includes (but not limited to): playing time, other athletes and other sports.

Training Rules

All athletes and parents must sign a Code of Conduct form online, prior to being allowed to participate. Athletes and parents need to sign a new online form each school year. All head coaches may establish additional training rules for his/her sport (i.e. curfew hours, dress, school conduct, etc.). Any additional rules will be subject to approval of the AD and principal. These rules shall be placed in writing and given to athletes and parents for signatures as to the knowledge of their existence. Any athlete under a disciplinary suspension from school is not eligible for participation in either practice or competition during the suspension. In-school suspension is considered being under suspension.

Participation/Doubling

All junior high/high school students at Allen East High School who qualify under OHSAA rules and the policies of the Allen East Board of Education will be given the opportunity to participate in the athletic program. Permitting an athlete to participate in more than one sport in a season is based on the philosophy that we need to allow the athlete to fully develop his/her interests and talents. Coaches must place the good of the individual and the total athletic program ahead of any feeling of needing "to win" a single contest. Coaches are expected not to discourage students from broadening their athletic interests and abilities by participating in more than one sport. A student will be permitted to participate in two sports in one season provided that:

1. The participant must declare to the coaches of the involved sports his/her intention to participate in two sports and must declare in final forms which sport is to be their priority sport.

2. The participant must attend practices in both sports.
   In all cases of schedule conflicts, the participant will be expected to participate in his/her declared priority sport. The only exception to this will be if a major sport non-league or non-tournament contest conflicts with a secondary sport's league contest (in sports where each contest counts toward league title) or an OHSAA tourney contest. The participant will be expected to miss a practice of his/her major sport to compete in a contest in the secondary sport.

Eligibility

In order for a student to be eligible to participate in athletics, a student must be currently enrolled and must have been enrolled the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation as well as 1.0 GPA. (5-credit rule) All coaches should remind athletes to be taking at least 6 credits each grading period. Per OHSAA Junior High Eligibility Guidelines – Passing grades must have been received in a minimum of four subjects in which the student was enrolled in the immediately preceding grading period. All courses in which a student receives a grade count toward this eligibility requirement.

1. Junior High/High School athletes that are ineligible may practice at the coaches discretion. Dressing for a game is prohibited.

Awards

Each season will have its own awards ceremony, planned by the AD and coaching staff, and made to honor its athletes at the conclusion of their season.

1. All athletes who complete a sport season in freshman, reserve, or varsity competition will receive an award. Awards will be made at the end of each sport season as determined by the head coach of each sport.
2. Additional awards beyond the above certificates are:
   a. A Varsity Letter "A" will be awarded only once in an individual's career/per sport. Letter winners will be determined in each sport by the head coach.
   b. In each sport, first-time letter winners will receive a pin for their letter denoting that sport.
   c. 2nd year awards will receive a certificate.
   d. 3rd and 4-year letter winners will receive a plaque.

Facility Usage

No student is to use any facility (gym, weight room, etc.) without a staff member being present.

Financial Obligations

For most teams, uniforms and gear are provided by the school. Students are responsible for the care of the uniforms/gear that are given to each athlete. Make certain that there are proper markings in the gear such as a number to identify which uniform the student-athlete is responsible. Students/parents will be held responsible for any lost, stolen or damaged (beyond normal wear and tear) gear they have been issued. Parents will be charged a replacement cost for the uniform or gear. Student athletes do not have to purchase such things as team shoes or a team spirit package to participate on any team at Allen East. It may be requested by the coach that all team members have the same shoes but it cannot be required for participation. Student athletes cannot be forced to participate in any team fundraiser. Team fundraisers can be used to defer the costs of camps, shoes, spirit packs, etc., but cannot be a requirement for participation. Once a student-athlete agrees to participate in a fundraiser, they will be held responsible for any financial obligations associated with the fundraiser. All checks should be written out to a

pre-approved organization associated with the sport. Do not write out any checks to any individuals or give cash unless a receipt is given to acknowledge cash has switched hands.

Missing Practice

Practice is an integral part of the athletic processes where coaches determine the abilities and capabilities of their athletes as well as building team cohesiveness. It is very important that athletes do not miss practice. If an athlete has to miss practice, he/she must directly consult his/her head coach before missing practice. Never rely on a teammate to deliver this message! Missing practice or a game without good reason will be dealt with according to specific team rules. Head coaches will state penalties for missing practice in their rules specific to their sport.

Cancellation of Athletic Contests

In the event that school should be canceled due to inclement weather, the decision to cancel any scheduled contest will be determined by the principal and the AD. The decision to cancel will be made as early as possible so that all concerned can be given notice. It is usually the visiting or traveling team that will make the final decision on whether or not the contest will be held. Practices on inclement weather days may only be held with AD's permission. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will an athlete be required to attend a practice, if in the mind of the student/parent; the safety of the student (due to road conditions) is in question. Practice sessions on inclement weather days will not be announced via the team app. The head coach will already have a prearranged schedule or a telephone calling system developed in case of no school. When a contest is canceled, the AD will notify the transportation director to cancel transportation. Also, the AD and/or the head coach will notify the through school messenger.

Transportation of Teams

1. Bus transportation will be provided to transport all participating school personnel to contests. Coaches need to turn in transportation sheets to the Transportation Supervisor for each away contest prior to the start of their season or a minimum of 10 days prior to the contest.
2. Coaches are to remind athletes that they will travel on the bus both to and from contests. The only exception is when the parent/guardian gives the coach written permission signed by the principal releasing the athlete to their custody. The coach may deny this request due to team considerations. The athlete may not travel home with anyone other than the parent/guardian. Student athletes will not be permitted to be transported in a private vehicle other than with their parents or guardian.
3. Coaches that drive their respective teams will develop and enforce a seating chart. This will tell who is on the bus and where they are seated.
4. Coaches are responsible for the conduct of their players while on the bus. Conduct must be in a manner befitting a representative of Allen East High School.

Absence from School

1. Student/Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility.
2. If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extra-curricular activities on that day. Exceptions will be made with the approval of the administration.

Squad Selections
It is the philosophy of Allen East High School that athletic participation be open to as many students as possible. However, due to limitations of space, equipment, and numbers of players needed, it is sometimes necessary to limit the number of athletes on a particular squad. The criteria and date for squad selections will be established by the head coach and explained to all candidates.

Physical Examinations
All athletes and cheerleaders grades 7-12 must pass a physical examination yearly. The parent or guardian must sign the physical examination form. It is the responsibility of the coaching staff to see that no athlete or cheerleader participates in a practice or competition until the proper proof of the physical examination is on file.
Students who do not take the exam at the time scheduled by the athletic department will have to make their own appointment and pay the cost of the physical.

Insurance
The parent/guardian should provide evidence of health or accident insurance coverage. If the parent/guardian does not have health or accident insurance for the student athlete, the parent can ask the Athletic Director to inform them of the availability of coverage through a carrier approved by the Board of Education.

Emergency Medical Forms
Each coach will be given copies of the emergency medical forms of his/her athletes. These forms must be with the teams at all times.

Emergency Medical Attention
Injuries that appear to be serious will be handled by the trainer (coach if no trainer is available) who will stay with the athlete until the parent/guardian arrives. If there is danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be called. In all cases, the parent/guardian will be called as soon as possible. Coaches must have copies of emergency medical forms of all players with them at all contests/practices.

Summer Camps
In order to avoid conflict with other sports activities and events, all sports camps coordinated by a Head Coach will be scheduled in cooperation with the Athletic Director. Summer camps and programs can cause some students/athletes to be pressured to be involved in as many as three different sports activities at once. With the coaches cooperation with the Athletic Director we will be able to prevent any conflicts between programs. Any coach planning a summer camp or summer program will submit a schedule of this to the Athletic Director prior to the end of the school year.

Dress Code
School wide dress code policies apply to all athletic contests. Coaches may require guidelines that exceed this policy. Exceptions or deviations to this policy may be permitted by teams that dress at home or do not appear publicly; only with the express permission of the Athletic Director.

Uniforms
Allen East athletes will be issued uniforms that are the property of the athletic department. Uniforms are to be worn only in athletic contests in which the athlete is a participant. No other

student should wear your uniform. Athletes who fail to turn in any uniform or equipment at the end of a sport season will NOT play in their next season's contests until the uniform or equipment is turned in or have paid for the loss. The athlete MAY practice. Coaches should encourage athletes to keep uniforms at home where they are safe and keep them locked when they are brought to school.

Sportsmanship Guidelines

The Allen East Local School District believes that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship. Players/Staff/Team Personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. Any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sports until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in that last contest of the season, the student or staff member shall be ineligible for the same period of time in the next sport in which the member participates. A student or staff member under suspension may not sit on the bench, enter the locker room or be affiliated with the team in any way traveling to or from a contest.

A student who is ejected a second time will be denied participation for the remainder of the season in that sport. Allen East High School is committed to upholding the ideals of good sportsmanship, ethics and integrity. It is important that the actions of the participants, coaches, and spectators be a positive reflection on the school community.

Hazing

It is the position of the Allen East High School Athletic Department and the Allen East Local Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited. Under no circumstances will hazing be tolerated. Hazing is defined as any act of coercion or harassment toward another, including the victim, into actions that create substantial risk of mental or physical harm to any person as part of an initiation. (For a complete definition of hazing please refer to the school handbook.)

Parent/Coach Relationship

A clear line of communication is important between a coach and a parent. Parenting and coaching are extremely difficult endeavors. The Allen East Local School District in conjunction with its Athletic Department follows the chain of command listed below. We ask that you observe the order of this line of communication.

Assistant Coach (if applicable)
Head Coach
Athletic Director
Building Principal
Superintendent
Board of Education

If the coach can't be reached, call the Athletic Director at 419-648-3333 X 2013. An appointment with the coach will be arranged. Please do not attempt to confront the coach before or after a contest or practice session. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

The Role of Parents in Interscholastic Athletics

As a parent, make sure no matter what happens; win or lose, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Try your best to be completely honest about your child's athletic ability, competitive attitude, and actual skill level. Don't coach them. Love them. Teach them to enjoy the thrill of competition. Try not to relive your athletic life through your child in a way that creates pressure. Don't pressure your child because of your pride. If they are comfortable whether winning or losing, they are on their way to maximum achievement and enjoyment. Don't compare the skill, courage or attitude of your child with other members of the team.

Personal Conduct Violations

The code of conduct not only covers tobacco, drug and alcohol situations but personal conduct in and out of school. A student who has committed to participating in extracurricular activities places him or herself in a role where much more is expected of the student in regards to personal conduct in that the student is representing Allen East Schools at many functions. Therefore the 7-12 School principal and/or Athletic Director has discretion of suspending a student's right to participate in extracurricular activities for the following reasons:

a. Violating federal, state or local ordinances, including felony or misdemeanor acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the code of conduct but will be determined by an independent school investigation.

b. Violating any student code of conduct behaviors outlined in the student handbook. (At the discretion of Building and Athletic Administration)

DRUG TESTING POLICY

Extracurricular Code of Conduct

ALLEN EAST HIGH SCHOOL

Refer to Board Policy for Full Up-to-date Policy

The Allen East Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by students at Allen East. The Allen East 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 Allen East 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 our society, Allen East has selected student athletes, students who participate in extracurricular 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 7-12.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program year around.
2. To discourage all students from using 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.

DEFINITIONS

1. STUDENT ATHLETE

Any person participating in the Allen East High School (Grades 7-12) athletic program and/or contests/activities under the control and jurisdiction of the Allen East Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and female wrestlers.

2. EXTRACURRICULAR

Any activity that does not involve a grade.

3. ATHLETIC 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 awards programs for that sport for the Allen East Schools. There are three athletic seasons: Fall, Winter and Spring. The policy is a year around policy enforced during non-participation seasons and summer.

4. 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.

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. We 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.

7. TOBACCO

Athletes shall not use or have in their possession tobacco products including, but not limited to, cigarettes, e-cigarettes, smokeless tobacco or items that use vapor products or alternative nicotine products. This provision shall include tobacco imitation products such as mint chew.

8. ALLEN EAST HIGH SCHOOL.

This encompasses grades 7-12.

TYPES OF TESTING

1. TEAM TESTING

At the beginning of each season, all eligible students will submit to urine drug and alcohol testing. This testing will 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 students 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. No student will be permitted to compete in a scrimmage, contest or approved activity until the informed consent agreement is signed.

2. RANDOM TESTING

In-session random testing shall be done throughout the season. Each team or extracurricular 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 students involved in extracurricular activities:
The vendor will have a list of students to test. They will randomly select the test group.

b. Scheduling of random testing:
Random testing will be unannounced. The Athletic Director and/or building administrator will select the day and date. The athletic director cannot call for random testing without first consulting with a building administrator. Random testing may be done weekly.

3. RANDOM TESTING ONLY

If only the random testing process is used, students in all extracurricular activities for all seasons (Fall, Winter and Spring) must declare their intent to participate in August, prior to the start, to be included in the list for random sampling throughout the year. If a student does not declare their intent to participate in August and decides to try out or participate in an extracurricular activity they will be subject to a mandatory drug test during the month prior to the start of the season. They will then be included in the random sampling list for the remainder of the year.

1. DRUGS FOR WHICH ATHLETES 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.

2. COLLECTION PROCESS (Urine Screens)

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/Student Advisor or Principal. No exceptions will be allowed. Drug testing area must be secured during the testing. Only lab technicians and students will be witness to the test. Privacy must be kept for all students. The Athletic Director/Student Advisor 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, money 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 pants and t-shirts or dresses may be worn in the collection area. 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 adulteration 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: We will treat adulterations and diluted samples as first time offenses. They are not called positives but 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 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. Any student that tests positive will be subjected to testing every time the school conducts testing with drug counseling and testing at the expense of the student and or parent. Testing will be done by a Board approved licensed company.

3. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the school counselor, who in turn will notify the parents/guardians/custodians and student. Parents at their own expense can appeal the result of the drug screenings lab. Parents can have the questioned specimen sent to another approved lab as long as the chain of custody is not jeopardized. All positive specimens will be frozen and kept by the drug screening company up to
one year. If a test result comes back positive for a banned substance for a student and the parent can verify the student has a valid, active prescription for the substance that can be legally used for medical purposes in the state of Ohio and the United States, the positive result will be changed to a negative result.

4. IF A POSITIVE TEST OCCURS:

The first violation

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

A) Having a mandatory meeting with the school social worker with at least one parent/guardian being present. The social worker may determine if an assessment must be conducted by an outside agency. If determined by the social worker that the student does not need an assessment, the student must participate in our in-house drug and alcohol educational meetings with the social worker. The social worker will set the meetings and activities. If it is determined that the student must receive an assessment from an outside agency, the parent must sign a waiver to allow the social worker access to the results. The recommendations from the assessment must be followed. The parent/guardian is responsible for all expenses associated with the assessment and/or drug/alcohol program prescribed by the outside agency.

B) If the student/parents choose option A, there will be no missed games/contests or extra-curricular activities. The student may NOT participate in any contests/activities until the meeting is complete with the school social worker. The student will not miss any games/activities after the initial meeting with the social worker as long as he/she follows through with the program recommended by the school social worker and/or the health care facility. Any missed timelines or failure to follow through with any aspect of a drug/alcohol program will result in missed contests/games or activities as determined by the building administrator. The student will also be required to submit to testing every time a random test is administered at school for the remainder of the school year.

C) For a first time tobacco offense, the student will have to participate in a school sponsored anti-tobacco program. The student will miss no games, contests or activities as long as the student agrees to participate in the program. Failure to follow through with the program will result in missed games, contests and/or activities as determined by the building administrator. The student will also be required to submit to testing every time a random test is administered at school for the remainder of the school year.

D) Denial of participation in interscholastic athletics and/or extracurricular activities for one calendar year if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

The second violation

A) Student and parent must participate in a mandatory meeting with the school social worker. The school social worker will refer the student/ parents to the appropriate agency to get the student help. Parents must give the social worker permission to talk to the drug/alcohol agency. The student will be held out of all games/contests until the student completes a drug/alcohol assessment and attends the first session of the program. If the student misses subsequent sessions of the drug/alcohol program without an excuse approved by the principal or fails to follow through with the entire drug/alcohol program, the student will be denied participation in all extra-curricular activities for 12 months from the date of discovery of the violation. The parent/guardian is responsible for costs associated with the assessment and drug/alcohol program.

B) The student will also be required to submit to testing every time a random test is administered at school for the remainder of the student's junior high/high school career.

C) A second tobacco offense will result in the student having to complete a tobacco program offered by an outside agency at the parent's expense. The student will be withheld from all extracurricular events until he/she goes to the first session. Failure to complete the program or missing subsequent sessions without approval from the principal will result in a 12 month suspension from extracurricular activities from the date of discovery of the violation. The

student will also be subjected to testing every time a random test is administered at the school for the rest of the student's junior high/high school career. Parents must give the social worker permission to talk to the agency providing the tobacco education program.

D) Denial of participation in interscholastic athletics and/or extracurricular activities for one calendar year if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

The third violation

A) Student and parent must participate in a mandatory meeting with the school social worker. The school social worker will refer the student/ parents to the appropriate agency to get the student help. Parents must give the social worker permission to talk to the drug/alcohol agency. The athlete will be held out of all games/contests until the athlete completes a drug/alcohol assessment and completes a drug/alcohol program approved by the school. If the student fails to follow through with any portion of the drug/alcohol program, they will be denied participation in all extra-curricular activities for the remainder of their school career (Grades 7-12). The parent/guardian is responsible for the costs of the assessment and drug/alcohol program.

B) Third tobacco offense will result in the athlete being held out of all extracurricular activities until the student completes a tobacco treatment program at the parent's expense. Parents must give the social worker permission to talk to the agency providing the tobacco education program.

C) Denial of participation in interscholastic athletics and/or extracurricular activities for the remainder of the student's time at Allen East High School (Grades 7-12) if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

D) The student will also be required to submit to testing every time a random test is administered at the school for the remainder of the student's junior high/high school career.

The fourth violation:

A) The student will be denied participation from extracurricular activities for 12 months from discovery of the violation. The student will not be considered for reinstatement until all the following conditions are met:

- Students complete a certified drug/alcohol program at the parent's expense.
- Student during the 12 month suspension agrees to be tested every time a random test is administered at the school at the parent's expense.
- Student will be required to be tested every time a random test is administered at the school for the rest of the student's junior high/high school career.
- No further violations occur.

B) Denial of participation in interscholastic athletics and/or extra-curricular activities for the remainder of the student's time at Allen East High School (Grades 7-12) if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

The fifth violation:

The student will be permanently excluded from all extracurricular activities at Allen East High School (Grades 7-12).

A. Violations are accumulative throughout the student's secondary school career (Grades 9-12). The policy is in effect year around including summer months and vacations when the school is not in session.

B. If a student refuses to be tested, he/she will be held out of all extracurricular activities for at least a 12 month period depending on previous violations to the extracurricular code of conduct. Students are free to self-refer before any test is administered with the understanding that the student is now subjected to the violation phase of the code of conduct corresponding to the appropriate violation level.

C. Drug testing may occur when a district administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled or banned substance.

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FOOTBALL HELMET WARNING:
NO HELMET CAN PREVENT ALL HEAD OR NECK INJURIES
PLAYERS MIGHT RECEIVE WHILE PARTICIPATING IN FOOTBALL.
Do not use this helmet to butt, ram, or spear an opposing player. This is in violation of the football rules and such use can result in severe head or neck injuries, paralysis or death to you and possible injury to your opponent.

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CONCUSSION

1. Starting April 26th, 2013, parents and athletes are required to sign and submit a concussion information sheet for each school year for each sport, which will be done electronically.
2. Coaches and referees must remove an athlete from play if the athlete is exhibiting the signs and symptoms of a concussion during practice or a game. These can include: Loss of consciousness, headache, dizziness, confusion or balance problems or concentration or memory problems.
3. The student athlete cannot return to play on the same day that the student is removed.
4. The student athlete is not permitted to return to play until they have been assessed and receive written clearance by a physician (MD or DO) or by any other licensed health care provider approved by the school district. PLEASE NOTE: It is important to review your school's policy regarding which health care providers are authorized to clear an athlete to return to play. For More Information Ohio Department of Health - Ohio's Return to Play Law: www.healthyohioprogram.org/concussion

Centers for Disease Control and Prevention - Heads Up in Youth Sports:
www.cdc.gov/concussion/HeadsUp/youth.html

Centers for Disease Control and Prevention – Returning to School after a Concussion:
www.cdc.gov/concussion/HeadsUp/schools.html

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Ohio Department of Health Concussion Information Sheet For Interscholastic Athletics
Dear Parent/Guardian and Athletes,
This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete returns to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

Signs and Symptoms of a Concussion

Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

Signs Observed by Parents of Guardians

- Appears dazed or stunned.
- Is confused about assignment or position.
- Forgets plays.
- Is unsure of the game, score or opponent.
- Moves clumsily.
- Answer questions slowly.
- Loses consciousness (even briefly).
- Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).
- Can't recall events before or after hit or fall.

Symptoms Reported by Athlete

- Any headache or "pressure" in the head. (How badly it hurts does not matter.)
- Nausea or vomiting.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy.
- Concentration or memory problems.
- Confusion.
- Does not "feel right."
- Trouble falling asleep.
- Sleeping more or less than usual.

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season… or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities. No athlete should return to activity on the same day he/she gets a concussion. Athletes should NEVER return to practices/games if they still have ANY symptoms. Parents and coaches should never pressure any athlete to return to play.

The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to

participate in any physical activity before they are cleared by a qualified healthcare professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion. www.healthyohioprogram.org/concussion

Returning to daily activities?

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.

2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.

3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.

4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.

5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.

2. Inform teacher(s), school social worker or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:

a. Increased problems paying attention.
b. Increased problems remembering or learning new information.
c. Longer time needed to complete tasks or assignments.
d. Greater irritability and decreased ability to cope with stress.
e. Symptoms worsen (headache, tiredness) when doing schoolwork.

3. Be sure your child takes multiple breaks during study time and watch for worsening symptoms.

4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or support can be removed gradually.

Returning to Play

1. Returning to play is specific for each person, depending on the sport. Ohio law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.

2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).

3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.

4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

5. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child's full recovery would take about one week once they have no symptoms at rest and with

moderate exercise.*

Sample Activity Progression*

Step 1: Low levels of non-contact physical activity, provided NO SYMPTOMS return during or after activity provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).

Step 2: Moderate, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).

Step 3: Heavy, non-contact physical activity, provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).

Step 4: Full contact in controlled practice or scrimmage.

Step 5: Full contact in game play.

*If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.

Ohio's Return-to-Play Law: What a Parent/Guardian Needs to Know – School Sports
For Athletes Participating in School Sports (Interscholastic Athletics):

UNDERSTANDING OF CONSENT AGREEMENT FOR DRUG TESTING

AS A STUDENT:

- I understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Allen East 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 extra-curricular program I may be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any extra-curricular 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 Allen East system.

AS A PARENT/GUARDIAN/CUSTODIAN:

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

Acknowledgement of Risks and Parental Consent form:

For your student to participate in extracurricular activities at Allen East, the following consent form must be signed by both the student and parent. By signing, you and your student agree to the following:

1. ATHLETIC CODE OF CONDUCT

AS A STUDENT:

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the Athletic Code of Conduct.
- I have read the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the Code of Conduct.
- I agree to assume full responsibility for all equipment issued to me, and to confine the use of that equipment to practice, games or meets.
- I further agree to pay for any and all equipment that I may lose, misplace or damage through carelessness or intent. Will not be allowed to participate in the next sport season until all equipment is turned in.

AS A PARENT/GUARDIAN:

- I have read the Code of Conduct and understand the responsibility of my son/daughter as a participant in athletic activities in Allen East Local Schools.
- I understand and realize that there is a risk of injury to my students when participating in athletic activities.
- Grant permission to the Juvenile Court Judge to release any alcohol/drug related offense to school officials.
- Grant permission to have a drug/alcohol counselor release information to school officials.

2. You have read the Ohio Department of Health's Concussion Information Sheet and understand that you have a responsibility to report your child's symptoms to coaches, administrators and healthcare providers. You also understand that you/your child must have no symptoms before return to play can occur.

3. You hereby consent to allow the student to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Allen East District. You understand that testing will be administered in accordance with the guidelines of the Allen East District Drug Testing Policy for students involved in extracurricular activities. You understand that any urine sample taken for drug testing will be tested only by a Board approved company. You hereby give your consent to the company selected by the Allen East School Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis testing for the detection of drugs. You further give your consent to the company selected by the Allen East Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. You understand that these results will also be available to you upon request. I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian. You hereby release the Allen East Board or Education, its employees or agents from any legal responsibility or liability for the release of such information and records. This will be deemed 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.

4. You have read The ST. RITA'S Sports Medicine Medical Information Release for 2025-26 School Year and agree to its terms.

5. We/I, the parent(s) and student athlete, do hereby acknowledge that we have been fully advised, cautioned and warned by the proper administrative and coaching personnel of Allen East Schools that a student athlete may suffer serious injury, including but not limited to sprains, fractures, brain damage, paralysis or even death, by participating in any sport at Allen East Schools. Notwithstanding such warnings, and with full knowledge and understanding of the risk of serious injury to our/my child, which may result, we/I give my/our consent to participate in any sports at Allen East Schools. This includes Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Track, Volleyball, Wrestlerettes and Wrestling.