

Covington Middle School

Student Handbook



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GENERAL INFORMATION

2026-2027

Covington Middle School Student/Parent Handbook

Welcome to Covington Middle School. It is a pleasure to have you as a student and we will do our best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education approves this updated Student/Parent Handbook annually to explain students' opportunities, rights, responsibilities and consequences for misbehavior.

Parents are **expected** to read, review and discuss the information in this handbook with their children. Teachers will also review this handbook with students at the beginning of the school year.

We have high expectations for all of our students here at Covington Middle School. It is our hope that each student will come to school with a positive attitude and a desire to be successful. We also expect each student to be courteous, respectful, and to follow the rules and regulations as set forth in this handbook.

It is our responsibility, as a staff, to do whatever is necessary to help you be successful. We are here for you and we encourage you to make the most of your time at CMS. There are numerous clubs, sports teams, and organizations which you can join. However, you must always remember, gaining an education is the reason we are here. ***Academic success creates limitless options for your future!***

Again, please take the time to become familiar with the important information in this Handbook. If you have any questions, please contact us at 937-473-2252.

Thank you, and have a great year as a Covington Middle School Buccaneer!

Website

www.covington.k12.oh.us

Social Media

Instagram: @buccsmiddleschool

Civil Rights Compliance

The Covington Exempted Village Schools District Civil Rights Compliance Officer is the Superintendent. The Superintendent may be reached through the school district office at (937) 473-2252.

Regular Bell Schedule

1st Period	8:10 - 8:53
2nd Period	8:56 - 9:39
3rd Period	9:42 - 10:25
4th Period	10:28 - 11:11
5A Class	11:14 - 11:57
*5A Lunch	11:14 - 11:44
5B Class	11:47 - 12:30
*5B Lunch	12:00 - 12:30
6th Period	12:33 - 1:19
7th Period	1:22 - 2:05
8th Period	2:08 - 2:54
Dismissal of CMS students:	2:54 pm

Homeroom Schedule

1st Period	8:10 - 8:48
2nd Period	8:51 - 9:29
3rd Period	9:32 - 10:11
4th Period	10:14 - 10:54
Homeroom	10:56 - 11:11
5A Class	11:14 - 11:57
*5A Lunch	11:14 - 11:44
5B Class	11:47 - 12:30
*5B Lunch	12:00 - 12:30
6th Period	12:33 - 1:17
7th Period	1:20 - 2:04
8th Period	2:08 - 2:54
Dismissal of CMS students:	2:54 pm

2 Hour Early Dismissal Schedule

1st Period	8:10 - 8:37
2nd Period	8:40 - 9:08
3rd Period	9:11 - 9:38
4th Period	9:41 - 10:08
6th Period	10:11 - 10:38
7th Period	10:41 - 11:11
5A Class	11:14 - 11:57
*5A Lunch	11:14 - 11:44
5B Class	11:47 -12:30
*5B Lunch	12:00 - 12:30
8th Period	12:33 - 12:54
Dismissal of CMS students:	12:54 pm

2 Hour Delay Schedule

1st Period	10:10 - 10:39
2nd Period	10:42 - 11:11
5A Class	11:14 - 11:57
*5A Lunch	11:14 - 11:44
5B Class	11:47 -12:30
*5B Lunch	12:00 - 12:30
3rd Period	12:33 - 1:01
4th Period	1:04 - 1:29
6th Period	1:32 - 1:57
7th Period	2:00 - 2:25
8th Period	2:28 - 2:54
Dismissal of CMS students:	2:54 pm

Announcements

All announcements shall be emailed by the organization's advisor to both the middle and high school secretary by 7:50 AM daily. These should also be dated and specified how many times the announcement is to be given. Daily announcements may be made at 12:33 PM during 6th period.

Assemblies

Assemblies are held at various times throughout the school year. A variety of assemblies are held to enhance the cultural experiences of the students and to promote school spirit. Students will be seated at assemblies according to classes and teachers. Students should follow the PrideBuccs behavior expectations for assemblies.

Clubs & Organizations

Covington Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include Scholarship Club, Student Council, FFA, Board Game Club, Art Club, Robotics Club, and BUCC Club.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right. Authorized school personnel may prohibit students from all or part of their participation in such activities.

Classes and clubs may have money-making projects and activities scheduled throughout the year. Projects may be dances, bake sales, candy sales, etc. These groups, under the guidance of their faculty advisor, may organize projects according to their financial needs. Special activities and/or money-making activities must be approved by the administration. Individual students are not permitted to have their own fundraisers on campus throughout the year unless it has been authorized by administration.

Please be advised that all students involved in extracurricular activities could be subjected to random drug testing per the drug testing policy adopted by the Board of Education.

Family Communication with Students

The secretary will take incoming calls for students and messages will be delivered to them when it is convenient. Students will not be called to the phone during class time unless it is an emergency concerning parents or immediate family. Phone calls for homework or other forgotten items as well as personal calls will not be permitted.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular program and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent, and signed/completed Final Forms. Students must be in good academic and attendance standing to attend field trips. The Student Code of Conduct applies to all field trips. Students who violate the Code of Conduct may lose privileges to go on future field trips.

Lockers

Student lockers are the property of the school and may be inspected at any time. Each student is assigned a locker at the beginning of the school year. It is to be used for storing books, coats, and other personal possessions. Students are encouraged to keep their lockers locked. Students must use a lock purchased from Covington Schools. Locks are available from the high school office at a cost of \$5. The office is not responsible for items stolen from lockers. **DO NOT LEAVE VALUABLES IN YOUR LOCKER.** Students are to use the locker assigned to them by the office. Students at

Covington take pride in their school and will make every effort to keep their lockers clean, orderly, free from food and pop containers and free from markings. Students will also refrain from putting up posters or clippings that depict any type of drugs and/or paraphernalia, alcohol, tobacco products and pornographic material. Lockers will be inspected on a periodic basis. **THE BOARD OF EDUCATION OR ITS DESIGNEE RESERVES THE RIGHT TO SEARCH STUDENT LOCKERS AT ANY TIME.**

Lunch Room & Cafeteria

Covington Middle School operates on a closed lunch period. Students are not permitted to leave the school grounds to obtain their noon meal. Students MAY NOT order food to be delivered to the school. Students should add money to their electronic accounts between 7:50 and 8:10 am. Parents may also apply money to their child's account through PaySchoolsCentral.com. A link for *PaySchoolsCentral* is on the District website under the "Parents and Students" tab. A student lunch is \$2.85 for the school year. Extra milk is \$.50 and breakfast is \$1.50. Food is to stay in the K-8 Cafeteria and should only be in classrooms with the permission of administration; such as a pre-approved reward celebration. Drinks are to be in a spill-proof container.

Planner / Agenda

Your planner/agenda is an important tool for your everyday life, in & out of school. From tracking homework and assignments to scheduling activities, it will help keep you organized. Each day, teachers will provide time for students to record assignments in their agenda and reward students for habitual usage of the agenda using PrideBuccs tickets. Teachers may require students to use the pass list in the back of the agenda to leave class to use the restroom, get a drink, or visit their locker. Pass lists that are not attached to the agenda will not be accepted. If the student is out of passes, the teacher can refuse to release them to their desired destination until a more-appropriate time arises within the class period. If a student loses their planner, they may purchase another one from the office for \$10. Any replacement agendas will have the pass list amended to reflect the days remaining within the current academic quarter at the discretion of the building principal or designee.

Report Cards

Report cards are issued through ProgressBook after each nine-week grading period. Students and parents can view and print grade cards from Progress Book. If a parent does not have access to Progress Book, they can request a printed interim report from the office.

Safety & Evacuation Drills

Fire, tornado, and evacuation (ALICE) drills will be held periodically during the school year. The purpose is to acquaint each student with correct procedures to be used in an emergency. Fire drill and tornado drill procedures are posted in each classroom. Students are responsible for knowing the exit route from each of their classrooms. Students are to move quickly and quietly to their exit area by following the directions given by your teacher. Any misbehaviors during a safety drill will be disciplined.

Work Permits

Students under the age of 18 who are holding a part or full time job during the school year are required to have a work permit. The forms for this permit may be picked up and turned in at the main office. A work permit is issued for a specific job and each time a student changes jobs he/she must apply for a new work permit.

STUDENT SUCCESS

School Counseling Information

The school counseling department of Mrs. Ayres, Mrs. Crawford, and Mrs. Bell is an integral part of CMS. Each student, teacher and parent has the opportunity as well as the responsibility of using the meaningful services provided by this department. You are encouraged to take advantage of these services.

Methods of referral:

- (a) Self-referrals can be made by simply contacting the school counseling staff-or by using the "Visit a Counselor" referral link in the Clever Portal at any time.
- (b) Staff referrals are made when a teacher feels that a student, or group of students, is in need of counseling.
- (c) Parent referrals can be made by calling the main office or contacting a guidance counselor directly.

Academic & Attendance Awards

Students are honored for academic achievement at the end of each nine-week grading period as well as at the end of the school year. Criteria for selection are as follows:

Principal's List: All A's

Honor Roll: All A's & B's

Perfect Attendance: No Hours Missed

Academic Assistance & Recovery

Credit for tutoring, summer courses, college coursework and correspondence, other than home instruction, shall be granted in cooperation with the principal and guidance counselor. Students transferring in from non-accredited schools will receive credit based strictly on the decision of the principal. The number of correspondence course credits allowed will be the decision of the principal.

Assignment Definitions & Weights

Classroom assignments in the core subjects will be categorized as either "Practice" or "Mastery". Each category has a weighted percentage of the overall grade for the quarter:

- **Practice:** In-Class Activities, Homework, Classwork, etc. **(40% of overall grade)**
 - **-10% per day late, No credit after 5 days**
- **Mastery:** Tests, Quizzes, Projects, Labs, Writing Assignments, etc. **(60% of overall grade)**
 - **-10% per date late, can be completed for 50% credit maximum after 5 days**
 - No Late Work policy needed for Tests/Quizzes - Refer to Student Absence Policy (pg. 13)

Exams: Midterm & Final

Midterm exams/projects will be administered in all middle school classes over the course of the final three days prior to Winter Break. All middle school classes will utilize the extra time of the midterm exam period for chapter tests, projects, and/or presentations.

Final exams will be administered in all middle school classes over the course of the three days prior to the end of the school year. The exams will be comprehensive evaluation tools that cover the material from the entire course.

All middle school students are required to be in attendance for all semester and year-long classes (other than study hall) regardless of whether an actual exam is taking place or not. 7th & 8th grade students who have a study hall or quarter-length class during their day are afforded the opportunity to "leave early" or "arrive late" each day based on the exam schedule and all students are afforded the opportunity to leave at the start of the "Make-Up Exam Period" each day with signed parent/guardian permission. Students will not be permitted to come and go mid-day. If students are unable to find a way home, they must report to the HS Library for study hall and wait for their bus at the end of the day. All buses will run at normally scheduled times on exam days.

Based on the number of 8th grade students who choose to attend the Washington DC Trip, 8th grade final exam schedules may be altered to accommodate the lower number of students in classes per the principal's discretion. Students and parents/guardians will be notified of any change prior to the start of final exam week.

SAMPLE EXAM SCHEDULE

Day #1

8:10–9:40am – 1st Period Exam
9:44–11:11am – 3rd Period Exam
Normal 5th Period Class & Lunch
12:33–2:03pm – 5th Period Exam
2:07–2:54pm – Make-up Exam Period*

Day #2

8:10–9:40am – 2nd Period Exam
9:44–11:11am – 4th Period Exam
Normal 5th Period Class & Lunch
12:33–2:03pm – 6th Period Exam
2:07–2:54pm – Make-up Exam Period*

Day #3

8:10–9:40am – 7th Period Exam
9:44–11:11am – 8th Period Exam
11:14–11:44am – Lunch & Recess
11:47–12:54pm – Make-up Exam Period*

**Any student in the building not scheduled to take an exam should report to the HS Library during this time.*

Grading Scale & Grade Point Average (GPA)

A 90 - 100 B 80 - 89 C 70 - 79 D 60 - 69 F 0 - 59

In computing grade point average, both the High School and Middle School use a four point grading scale with the following quality points: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.

Middle School Students Taking High School Courses

If a student takes Algebra I and/or Spanish I as an eighth-grade student, they have the opportunity to earn a high school credit towards their total for graduation requirements. In order to receive this credit, students must successfully pass the high school course for the school year, as reflected by their final grade for the year.

1. In the event a student fails the course, they will not receive the credit and will be required to repeat the course before graduation.
2. If a student is removed from the course because of violating class rules, refusal to do assignments, disrespect toward the teacher etc., credit will not be issued.

NWEA MAP Growth Testing

All CMS students will participate in the collection of high-quality student data through the use of MAP Growth testing in Math, ELA, and Science. These tests will be administered on student chromebooks in the Fall, Winter, and Spring. 8th grade students taking Algebra are not required to complete the spring math testing session. Test results are not linked to graduation requirements or classroom grades, and are strictly used for research and data collection purposes. Parents/Guardians can request a copy of their student's results by contacting the middle school principal.

Ohio State Testing Information

8th grade students taking Algebra will take the Ohio End of Course Exam (EOC). All other CMS students participate in State mandated testing in Math, ELA, and Science from March through May. These tests are not linked to graduation requirements and are used for research and data purposes.

PrideBuccs Incentive Program

PrideBuccs, the CEVSD approach to Positive Behavioral Interventions and Supports is an initiative designed to teach and model positive behavior throughout the school, along with reteaching desired behavior when appropriate. The creation of a positive environment in classrooms, hallways, cafeteria and on the school grounds is the responsibility of everyone. Through the positive incentive emphasis of the PrideBuccs Program, we hope to inspire continued excellence in the three fundamental areas of schooling for our students – academics, attendance and behavior. A rewards program has been developed to recognize positive behavior exhibited by students.

In the following guidelines, an *Absence* is defined as any time a student is not in school for any personal reason, such as medical appointments, illness, injury or other NON SCHOOL related reason.

Quarterly Events

1. No Ds or Fs on the quarter grade card.

2. No office-issued disciplinary action:
 - a. office detentions, in-school assignment, out-of-school suspension, suspension from extracurriculars, failure of drug test, removal from bus, etc.

End of Year PrideBuccs Award:

1. No absences or tardies through May 1st.
 - a. Absence(s) due to a death in the family (parent, grandparent, aunt/uncle and sibling) will be waived.
 - b. School related absences (with the principal's prior knowledge and approval) do not count towards the absence.
 - c. Absences associated with Court or Military service will be waived.
2. No Cs, Ds, or Fs on the grade card.
3. No office-issued disciplinary action (office detentions, in-school assignment, out-of-school suspension, suspension from extracurriculars, failure of drug test, etc.)

Final Exam Exemption (Algebra I and/or Spanish I):

1. Students must have quarter grades consisting of any combination of As and Bs.
2. The student's attendance record must indicate no more than 26 total EXCUSED or UNEXCUSED hours (or the equivalent of four school days) for the year due to medical appointments, illness, injury, etc.
3. Absences due to school related activities do not count towards the absences.
4. Absences due to a death in the immediate family (parent, grandparent, uncle/aunt, sibling, etc.) will be waived.
5. Excessive class tardies should be noted and the exam exemption forfeited if a student is regularly tardy to any class (teacher/principal decision).
6. No disciplinary action (2 or more office detentions, in-school assignment, out-of-school suspension, suspension from extra-curricular, or any other disciplinary action initiated by the principal).
7. Students that are exempted have the option to take the final exam or complete the project if they wish.

PrideBuccs Tier II Intervention / Response to Interventions

A middle school program designed to assist students troubled by attendance problems, discipline problems, low grades, chemical use problems, domestic problems, or health-related problems. The program enlists the support and involvement of faculty members while utilizing existing resources. The program's response to these problems is systematic and professional. The program also provides prevention, intervention, instructional and support services to students.

The Response to Intervention Team is composed of the building principal, guidance counselor, school psychologist, and teachers.

The purpose of the team is to gather and review documentation from school staff that has contact with a student identified as experiencing a problem. Once sufficient factual data is documented indicating that a student has been having the identified problem, the intervention team will meet and the process begins.

Schedule Changes

Since students, parents, teachers, counselors, and administration are involved in the course selection process, requests for schedule changes after the request sheets are completed will generally be denied. Ample opportunity is given to all concerned to make valid choices after which the entire school resources are committed for the school year. Exceptions may occur only after a thorough review of the individual situation. Final approval of any schedule change shall rest with the building principal. Students must still carry a full load of subjects as defined by the administration.

SCHOOL POLICIES & REGULATIONS

Academic Dishonesty / Plagiarism Policy

Cheating will be considered as any work that is copied or taken from another source and turned in as the student's own for the benefit of a grade. This includes the use of AI apps such as ChatGPT, or other, for the purpose of completing work assigned to a student. While we recognize the value of such programs, the student's personal engagement in classwork is a fundamental component of school. Students who voluntarily allow another student to use their work, copy assignments, or who provides answers to another will receive the same consequences. The following are the potential outcomes when a proven incident of academic dishonesty has been determined:

- At the teacher's discretion, the student may receive a zero (0) grade, or partial credit for work that has been plagiarized.
- At the teacher's discretion, the student may be required to complete the assignment for accountability purposes. The teacher may determine if this work will be completed in VIP, or during a teacher-monitored detention.
- On work that will have a significant impact on the student's grade (tests, projects, reports, etc), a disciplinary referral will be made to the office, and the student's parents or guardians will be contacted.
- Disciplinary action may also be assigned to the student from administration.

Advertising of Student Activities Policy

No announcements or postings of student activities, both internal and external, will be permitted without the approval of the principal. A single copy must be submitted to the Principal with a minimum of twenty-four (24) hours advance notice to ensure that the principal has the opportunity to review the announcement or posting. The principal will indicate approval in writing ON the posting, and return it to the organization to be copied for distribution/posting. All signs and posters should be placed on bulletin boards rather than taped on the walls. Any unauthorized postings will be removed without notice. All signs/postings should be removed the day after the event has concluded, or before the last day of school. Students are encouraged to read/utilize bulletin boards in the commons area.

Attendance Guidelines

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

[see AG 5200-Attendance]

As used in this policy, parents shall include a parent, guardian or other individual having care of the student. Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support and understand Ohio's compulsory attendance laws.

Attendance Impacts

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 hours or 5%, or 65 or more school hours, or 10 days in a school year, the following will occur:

1. At 38 hours or 5% absent, excused or unexcused, the parent, guardian or custodian of the student will be notified by the school in writing that the student is considered at risk to become chronically absent.
2. At 65 hours or 10 days absent, excused or unexcused, the parent, guardian or custodian will be notified that the student will be required to provide written medical documentation for all subsequent absences for them to be considered excused.
 - a. Additionally, the student may be referred to the County Attendance Intervention officer at this point to determine root causes of absences, and develop interventions to support the family.
3. At 91 hours absent, excused or unexcused, the parent, guardian or custodian of the student will be notified by the school in writing that the student is considered chronically absent.
 - a. Additionally, the student WILL be referred to the County Attendance Intervention officer at this point to determine root causes of absences, and develop interventions to support the family, and initiate an Attendance Intervention Plan.
4. If a student's absences surpass the threshold for a habitual truant, 30 unexcused consecutive hours absent, 42 unexcused hours in a week, or 72 unexcused hours in a year, the student WILL be referred to the County Attendance Intervention officer to determine root causes of absences, and develop interventions to support the family, and initiate an Attendance Intervention Plan.
5. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team.
6. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian.

At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.

Definitions:

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

A. EXCUSED ABSENCE

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness
2. Illness in the family
3. Quarantine of home
4. Death of relative
5. Work at home due to absence of parents or guardians. Any absence arising from this shall not extend beyond the period for which the parents or guardians were absent.
6. Observance of religious holiday
7. Emergency set of circumstances, which in the judgment of the principal constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension.
8. Pre-approved absences by the principal.

To Ensure Excused Absence:

When a student is absent from school, a parent/guardian is to phone the school that morning explaining the reason for the absence. In accordance with statute, the principal shall require from the parent or guardian of each student who has been absent from school or from class for any reason, a written statement of the cause for such absence. **Failure to provide a written excuse within two school days will classify the absence as unexcused.** The Board of Education reserves the right to verify such statements and to investigate the cause of each single or prolonged absence. After ten (10) excused or unexcused absences, which include vacation, college visit, or other types of absence, the Covington Board of Education may require a doctor's statement for further absences due to personal illness for the absence to be excused.

Parents are discouraged from taking students out of school for vacation purposes. However, no academic penalty will be imposed by the school on students who are absent five days or less per year because of a family vacation that occurs on school time. Additional days may be granted by the administrator assuming the student has not exceeded 10 absences for the year. Teachers are not expected to make long-range assignments for such students. Students will be permitted to make up tests that are missed during such absences from school. This must be done at the convenience of the teacher and within the time frame specified under the make-up work policy.

It is possible for a student to be unexcused even though parents give permission for the absence. Only the administration has the authority to determine if an absence is excused or unexcused. Absences due to causes other than the eight (8) listed above shall be considered unexcused and no make-up privileges will be granted.

Repeated infractions of Board policy on attendance may result in disciplinary actions being taken including, but not limited to, suspension or expulsion.

Students who are assigned to an Absence Intervention Plan (AIP) with the county attendance officer will lose certain school privileges, such as field trips, assemblies, crew day activities, or other special events until such time as the student is removed from the attendance plan.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

B. UNEXCUSED ABSENCE

Some examples of unexcused absences are truancy, trips not approved in advance, or any absence in which the proper procedures/documentation were not provided, or are deemed unexcused by the principal.

C. COLLEGE VISITATIONS

Both juniors and seniors will be granted two career days for college visitation. Arrangements for these visits must be completed in advance and be approved by the counselor and principal. College visits count as an excused absence.

D. FUTURE ABSENCE

A Future Absence Request Form from school form shall be completed and signed by all teachers and parents **at least three days prior to the absence.** Depending on the academic standing, and the number of previous absences (excused or unexcused) accrued by the student, the principal reserves the right to deny the request. **If the request is denied, the missed work, tests, etc. cannot be made up and the absence will be unexcused.**

E. APPOINTMENT/ILLNESS DURING THE SCHOOL DAY

One-or-two-period absences due to authorized doctor appointments (dentist, orthodontist, medical doctor) are excused when a pre-arrangement has been made with the office for medical appointments, either the

day before or the morning of. **An official note from the doctor or dentist must be turned in to the office.** There may be legitimate reasons for students to leave school during the day for scheduled appointments or illness. As a result, one-or-two period absences may also include an early dismissal due to illness. Appointments for doctor, dentist, orthodontist, etc. will require a note from the parent. If the student is out for more than two periods, that student will be marked a half-day absent. **All students returning to school must report to the office before returning to class.** Whenever possible, parents should make dental and medical appointments when school is not in session.

Students are not permitted to leave the school at any time during the school day when classes are in session. If a student must leave the building because of illness or any other emergency, they must secure permission from the office. Leaving school without permission is classified as truancy.

F. TARDINESS

- Students are expected to be on time to school, class, and study hall. School begins at 8:10 a.m. and students are expected to be in class at that time. Students who arrive late to school during the first two periods of the day will be marked tardy. All tardies to school are unexcused. Tardiness to class will be subject to the discipline established by the individual teacher.
- Students who are more than 10 minutes late to any class will be considered absent, which will impact exemption from exams.

Throughout the assigned time of a school day, students do not enter the building or exit the building without signing in/out at the office. The office must speak directly to the parent to obtain permission for the student to sign out once the student has arrived on school property, unless an appointment has been pre-arranged.

Bookbag Policy

Students will not be permitted to bring a bookbag, backpack, and/or sling bag into the classroom. All bookbags must be stored in the student's locker or the locker room. Small purses and or pencil pouches are permitted at the classroom teacher and/or principal's discretion. If the bookbag does not fit into the locker, the student should contact the middle school principal to find a suitable location for their bookbag during the school day.

Bullying / Aggressive Behavior Policy

Harassment, intimidation, or bullying behavior by any student/school personnel in the Covington Exempted Village School District is strictly prohibited, and such conduct may result in appropriate disciplinary action, including suspension and/or expulsion from school.

"Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or personal electronic device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Bus Regulations

Bus riding for middle school students is a privilege. All students are to exercise courtesy and good behavior. Students who do not comply with these rules will be subject to disciplinary action including, but not limited to: assigned seat, detention, Saturday school, bus suspension, suspension from school, expulsion from bus, expulsion from school. These rules apply to all students at any time they are riding a bus, including student-athletes, band, field trips, etc.

1. Students should arrive at their bus stop 5 minutes prior to their scheduled pick-up time.
2. Students must wait at their "Designated Point of Safety" location, staying off the road, clear and safe of traffic, and boarding only with the driver's direction.
3. Always use the handrail when getting on or off the bus.
4. Load and unload from the bus at its designated stop in an orderly manner.
5. Students must board and/or depart the bus at assigned locations unless they have pre-approval from parents or administrative permission to do otherwise.
6. Keep the aisle clear. Don't pile books, musical instruments, book bags or other belongings in the aisle.
7. Eating, chewing gum, drinks and littering are not permitted on a bus.
8. Noise on the bus should be kept at a minimum. The same behavior is expected on a school bus as in a classroom. Students may talk quietly if the driver permits. Radios and/or speakers of any kind are not permitted on the bus.
9. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
10. Students should not change seats while the bus is in motion.
11. Students are not to throw any objects while riding on the bus.
12. Students must cross the street at least ten feet in front of the bus and upon the signal of the driver.
13. Students must not hang any object or part of their body outside the bus window.
14. Students are not permitted to transport animals of any kind, glass items, toy weapons, or balls of any kind on the bus.
15. Students may only bring items that can be carried on their laps.
16. Students must go promptly to the bus when dismissed from school. When they are discharged from the bus they should go directly to their home.
17. No smoking, vaping or tobacco use is allowed on the bus.
18. The bus driver has the authority to assign seats if he/she deems it necessary. Students must sit only in their assigned seats, when assigned by the driver.
19. Inform your driver, if possible, when the rider will be absent.
20. The Emergency Door is not to be used except for emergency situations.

Cell Phone Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Covington Exempted Village Schools has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen Covington's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

1. Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

2. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

3. Use of Cell Phones

Students are prohibited from using cell phones at all times.

4. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under

section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

5. Cell Phone Storage

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

6. Discipline

Please see Student Code of Conduct, section Q (pg. 17) for progressive discipline.

Chemical Abuse Regulations

A. Policy Statement

The Covington Exempted Village Board of Education believes that personal use of mood-altering chemicals (drug/alcohol) represents:

1. inappropriate behavior that interferes with the learning process AND
2. a possible primary medical problem (chemical dependency).

The Board further believes that co-dependents (those having a relationship with a chemical abuser or chemically dependent person) are also at risk. This relationship may affect a student by:

1. promoting or increasing chemical experimentation
2. promoting behavior disorders, and/or
3. influencing academic achievement.

To meet these concerns, the Covington Board of Education wishes to work cooperatively with students, staff, parents/guardians, and the community.

To this end, the Board of Education pledges to help students in the following ways:

1. to promote a strict code of conduct, thereby establishing the safe living environment;
2. to provide on-going informative programs to students, staff, parents/guardians and community; AND
3. to establish appropriate prevention, intervention and support programs to assist the affected students.

B. Alcoholic Beverages, Drugs and Narcotics Code of Conduct Statement

1. No student shall possess, (including but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or * be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, **prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood altering chemical, or any ***counterfeit controlled substance of any kind.
2. No student shall have in their possession, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make any instrument used for drug abuse, or actual paraphernalia (including but not limited to hypodermic needles, syringes, pipes, roach clips, rolling paper, etc.)

C. Terminology

1. *Under the Influence: is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
2. **Prescription Drug: is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule **as long** as a signed physician's statement and prescription label is presented to the school nurse or principal's office. Such medication shall be kept in the security of the school officials.
3. ***Counterfeit Controlled Substance or "Look Alikes": (as defined in the Ohio Revised Code 2925.01)
 - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.

- b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
- c. Any substance that is represented to be a controlled substance but it is not a controlled substance or is a different controlled substance.
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.
 - i. No person shall possess any counterfeit controlled substance.
 - ii. No person shall make, offer to sell, or deliver any substance.
 - iii. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate or stone or other device knowingly or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
 - iv. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
 - v. No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.
 - vi. Whoever violates any or all parts of this section will be reported to the appropriate law enforcement agency for possible prosecution.

Co-Curricular Activities Drug Testing Policy

Any student participating in co-curricular activities is subject to the random drug testing policy (Board Policy 2431.01).

Covington Acceptable Use Policy

Student Network – Internet Acceptable Use/Safety

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parents(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to the indemnify and hold the School, the School District, the Local Internet Provider that provides the computer and internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims, or damages resulting from the user's access to its computer network and Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. (For further information: please refer to the Board Policy, Vol. 30, No. 2)

Covington Schools is a "1 to 1" school district where each student has a district-issued device. Therefore, students are not permitted to bring their personal tablets/laptops/Chromebooks/etc. to school.

Classroom Discipline Policy

The teacher has an important role in maintaining the proper conduct during the school day. Each classroom teacher is responsible for the proper discipline in his or her classroom. However, every teacher has the responsibility and the authority to maintain the proper discipline among all students of the school.

The Board of Education and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all schools.* **In addition, each principal, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board and superintendent. Teachers are responsible for effective control of their classes.**

Students must comply with regulations set forth by the Administration. The rules and standards set forth in this code apply to conduct on school premises, to conduct on school buses or involving school property, to conduct off school premises, which directly affects other students, the school or its ability to function and to conduct at school functions of any kind. This code does not define all types and aspects of student behavior; however, the Board of Education has the responsibility to set forth policies to help each student conduct himself/herself in a proper manner as a good citizen of the school community. *3313.10 Ohio Revised Code

Dress Code

Covington Middle School should be looked upon as a professional learning environment and the clothing our students and staff wear should reflect this. CMS encourages students to dress and groom themselves in an appropriate manner. Since students are constantly on public display, they should take pride in their personal appearance. With this attitude, a favorable impression will be made upon the people of the community and visitors. Clothing, accessories or other aspects of appearance which are not consistent with safety, good health practices, or are disruptive to the educational process are unacceptable. The dress code is formulated to observe common rules of modesty, cleanliness, and safety. Students should consider the following questions when dressing for school:

1. Does my clothing reveal too much?
 2. Does my clothing advertise something that is prohibited to minors?
 3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
 4. Am I dressed appropriately for the weather?
 5. Is my clothing appropriate for a professional learning environment?
- Shirts/Blouses should have at least two inch wide shoulder straps. Shirts should be of sufficient length to cover the back and midriff when standing or sitting and must have a full back. Tops are to be of a tight or closed weave. Open mesh, sheer, or fishnet tops are not acceptable, unless an appropriate top is worn underneath.
 - Pants are to be worn at or above the waist. Any cuts/holes/tears in the pants must be below the acceptable shorts length, OR there must be tights/leggings or shorts worn underneath at least to the acceptable shorts length.
 - Fleece, flannel, or pajama bottoms are not permitted for regular wear unless it is a designated spirit day.
 - Shorts may be worn as long as they are approximately ONE-THIRD the length of the upper leg at their shortest point, and the fit is decent and tasteful.
 - Hats, beanies, bandanas, and/or other clothing/apparel/accessories such as wallet chains or sweatbands that have no purpose inside the school are not to be worn or carried throughout the day. These items must be placed in lockers during the school day.
 - Sunglasses with 5% tint or more, unless medically prescribed, are not permitted in the building, except on designated spirit days.
 - Appropriate footwear must be worn at all times.
 - Clothing with inappropriate slogans and/or imagery is not permitted, including clothing bearing suggestive, abusive, or provocative statements.
 - Clothing displaying or promoting chemical advertisements (alcohol, drugs, tobacco, drug paraphernalia, vape devices, etc) is not permitted.
 - Clothing that refers to or promotes any profanity, sexual reference, or disrespect/hatred toward others is not permitted.
 - Clothing that degrades race, ethnic, sexual orientation, or religious viewpoints is not permitted.

Students who violate this code will be expected to rectify the situation at school upon the immediate request of ANY staff member. Every attempt will be made to notify a parent. In the event that the student does not have access to alternate clothing at school, and a parent cannot bring the student appropriate clothing to wear, the student will be provided clean clothing from our "spirit wear" closet. If the student refuses to wear provided clothing, OR rectify the code violation themselves, they will be sent home. **If there is any question regarding apparel in the above dress code, the principal's decision will be final.**

Students will follow the dress code as written. Staff will work together to address questionable dress by students. The students should comply with staff requests first, but have the right to discuss the dress code with the principal. Repeated dress code violations will lead to progressive disciplinary action for insubordination.

Late Work Policy

Students are expected to complete and turn-in their assignments in accordance with teacher-created due dates. In the event that a student does not complete an assignment, the assignment is considered “missing”. Accumulation of missing assignments will result in further interventions to assist the student in completing their work.

VIP Referrals:

Students who are missing one (1) “Mastery” assignment OR two (2) or more “Practice” assignments will be referred to VIP. Students who have been referred to VIP will be sent to the VIP room during their study hall, lunch/recess, and/or regular classes (at the classroom teacher’s discretion) to work on those missing assignments. Once a student has completed their missing assignments, they will turn it in to the VIP staff and return to their normal daily schedule.

Academic Detention:

Students who are missing one (1) “Mastery” assignment OR five (5) or more “Practice” assignments will be provided notice to attend Academic Detention. Academic Detention will take place on Tuesdays and Thursdays from 3:00 - 3:45pm in the HS Library. This is a mandatory event and skipping will result in progressive disciplinary action as deemed necessary by the middle school principal. Students will be required to stay for the duration of Academic Detention even if they complete all of their “missing” work prior to the end of the designated end time. Parents/guardians will be responsible for providing transportation home from Academic Detention. Students will receive notice of their potential to be assigned Academic Detention on Monday for Tuesday assignments and on Wednesday for Thursday assignments with blue paperwork. In order to be excused from Academic Detention, the student must complete the missing assignment(s) listed on their academic detention paperwork, have the classroom teacher initial next to the assignment(s) indicating that it has been completed, and turn in the paperwork to the middle school secretary prior to 3pm on the day of the assigned Academic Detention.

Saturday School:

In the event that a student has been assigned two consecutive Academic Detentions in the same week for the same missing “Mastery” assignment(s) and the assignment(s) has/have not been completed, the student will be issued a Saturday School. Saturday School will take place on Saturdays from 8:00am - Noon in the HS Library. Students will be required to stay for the duration of the Saturday School even if they complete all of their “missing” work prior to the end of the designated end time. Parents/guardians will be responsible for providing transportation to and from Saturday School. This is a mandatory event and failure to attend will result in a one (1) day In-School Suspension upon the student’s return to school. Students will receive notice of their potential to be assigned Saturday School on Wednesday in the form of a red Academic Detention assignment. Parents/guardians will be notified of the potential for the Saturday School on Wednesday via Remind and a phone call from the middle school principal. In order to be excused from Saturday School, the student must complete the missing assignment(s) listed on their red academic detention paperwork, have the classroom teacher initial next to the assignment(s) indicating that it has been completed, and turn in the paperwork directly to the middle school principal prior to 3pm on the Friday prior to the assigned Saturday School. Families will be notified of any Saturday School confirmation or exclusion on Friday afternoon by 4pm via Remind and phone call from the middle school principal. If the missing “Mastery” assignment(s) is/are still incomplete at the end of Saturday School, the Academic Detention and Saturday School cycle will continue the following week until the assignment(s) is/are completed.

Academic ISS (In-School Suspension):

If a student fails to attend an assigned Saturday School, they will be placed in an Academic ISS (In-School Suspension) upon their return to school. Academic ISS will occur in the VIP room and will be a continuation of the Saturday School placement. The student will be provided ample time to work on their assignments that are being completed in their regularly scheduled classes during the day as well as the missing “Mastery” assignment(s) that remain incomplete. Any and all work completed in Academic ISS will be turned-in to the VIP teacher to be returned to the classroom teacher at the end of the school day. If the missing “Mastery” assignment(s) is/are still incomplete at the end of the school day, the Academic Detention and Saturday School cycle will continue that week until the assignment(s) is/are completed.

Library Guidelines

Students who are using the Library are expected to use their time appropriately. Please refrain from disturbing others.

7. All materials leaving the Library must be checked out at the circulation desk.
8. Students damaging or losing materials are expected to pay the replacement costs. This cost will be the most current source found. Grade Cards will be withheld until all monies due are paid each grading period.

Medication Policy

School personnel are occasionally faced with the responsibility of administering medication at school. A student may have an illness that requires medication for relief or cure that does not prevent his attending school. Ideally, all medication should be given in the home under parent supervision. It is recognized that at the present time many children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours should comply with school regulations, particularly in view of widespread concern over the abuse of drugs.

These regulations include the following:

1. The principal in each building shall appoint a responsible person or persons to supervise the storing and dispensing of medication in the absence of the school nurse.
2. A written permission form "Administration of Prescribed Medication" must be signed by a physician and presented by the parent or guardian to the school requesting that the school comply with the physician's written order. The form becomes a part of the student's official school health records and shall become part of the student's cumulative folder.
3. Whenever possible, the medication should be brought to the school by the parent/guardian. The amount of the medication brought to the school should be limited to no more than a one-week supply.
4. Each student's medication should be brought to school in an appropriate container and have affixed a prescription label including the student's name, name of medication, dosage, doctor's name, and directions concerning time and route of administration.
5. All medication dispensed in the school will be stored in a locked or secured place that is not easily accessible to either students or others in the building.
6. Opportunities will be provided for communication between the parent, school personnel, and physician regarding the efficacy of medication administered during school hours.
7. The school nurse or delegated personnel will notify the parent or guardian as quickly as possible if a reaction to medication occurs. The parents' and physician's current telephone number should be available in the student's record specifically for this purpose.
8. Non-prescription medications, e.g., aspirin, ointment, cold tablets, etc. shall not be given or taken without prior written permission of the parent.
9. There should be close cooperation between school personnel and the student's physician so that the medical program can be modified as warranted by changes in the student's condition.
10. The principal shall designate an individual and a "back-up" who will administer "life saving medications and /or injections" if requested by the family with written authorization from the student's physician.

Student Absence / Make-Up Work Policy

Students who are absent are required to make up work missed in each class. Students should check Progress Book and Google Classroom regularly for missing work.

After an illness, it is the responsibility of the student to obtain all make-up work from his/her teachers immediately upon return to school. The number of days absent determines the number of days allowed to make up the work. If a student is made aware of a test or assignment before an absence, the student must make up the test or assignment as soon as possible upon returning to school, unless the teacher prefers other arrangements. Failure to obtain make-up work is no excuse for not doing the work.

In the event of a school-related absence (field trip, contest, athletics, etc), the student is responsible for any work due that day; extended time is not offered. For example, if a student misses school on Monday to attend a field trip, any

assignment is still expected to be submitted by the student ON MONDAY, unless other arrangements are made with the teacher.

Students who are suspended are allowed to make up their work for credit. Tests and large projects should be graded as full credit. Students who have been suspended are expected to work asynchronously, and must turn in their work upon return, and complete tests and/or projects within the number of days suspended. Failure to complete the work in the designated time may result in the student receiving reduced credit for that work, and work may still be required to be completed by the teacher.

Study Hall Guidelines

1. Students should use the restroom, go to lockers, and get drinks between classes. Students will remain in study hall until the bell rings unless they have an emergency. No more than one student may leave the study hall at any one time without a pass.
2. Students will remain quiet for the entire study hall period, but may not sleep or put their heads down.
3. Students will not be permitted to go to another teacher's classroom unless they have a PRE-SIGNED pass from the teacher. If a student has a PRE-SIGNED pass from a teacher requesting they go to that teacher's classroom, they may be permitted to go.
4. Students will work until the bell rings. Bring all necessary supplies to occupy this time for the entire class period. Work may be provided by the teacher/monitor if students do not bring something to do.
5. Students will be permitted to study together if given permission.
6. Chromebook use is permitted and encouraged for coursework, but no games may be played during study hall. Other devices are not permitted. The study hall proctor may use Securly to monitor student websites and computer use.
7. All other school rules will apply.

Trespassing & Loitering Policy

No person shall trespass or loiter in the building or school grounds of Covington Exempted Village Schools. All persons, except for students presently enrolled or staff members, shall upon entering the building report immediately to the office of the principal and request a visitor's permit.

Students should not be in any part of the district's campus after 3:05 unless authorized/supervised by staff or administration.

No person shall remain in the building or on school grounds after being requested to leave the school premises by the principal, faculty or staff member.

STUDENT DISCIPLINE

Covington Middle School Student Code of Conduct

Any conduct which interferes with, or disrupts activities or functions, or the health, safety or rights of others is prohibited. Nothing herein is intended to restrict the exercise of legitimate First Amendment Rights; however, students must be responsible for their actions.

Middle School students should not have to have rules and regulations continually repeated. Middle School students know right from wrong. Although a student may differ in opinion with a disciplinary procedure, they will abide by the procedure until changes are made through the proper channels.

The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this code. The following is an enumeration of some of the main types of misconduct, which may lead to disciplinary action, including suspension, expulsion or removal from class or from school:

- A. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means, including but not limited to, a boycott, sit-in, stand-in, walk-out or non-peaceful gathering.
- B. Causing or attempting to cause physical injury or harm to any student, teacher, other school employee, or visitor on school grounds or during a school function or event. This includes threatening, intimidating, harassing or bullying any student, teacher, or other school employee or visitor.
- C. Students who are fighting in the school building, on the school grounds, on a school bus, or at school functions will be subject to the following disciplinary actions:
 - i. *1st Offense* - Suspended from school up to three (3) days
 - ii. *2nd Offense* - Suspended from school for not more than five (5) days
 - iii. *3rd Offense* - Suspended from school for not more than ten (10) daysThe principal will decide whether each offense is fighting or assault. Repeated offenses can result in criminal charges being filed and a recommendation of expulsion to the superintendent.
- D. Causing damage to or destroying school property or private property or stealing if done on school premises or related to a school function or event.
- E. Disrespect - general negative comments to other students, staff or visitors will not be tolerated. This includes slurs, slogans, and materials.
- F. Possessing, using, selling, buying, transmitting, secreting or being under the influence of any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant, "counterfeit controlled substance", or non-alcoholic, look-alike beers (looks like, smells like, or tastes like).
- G. "Horseplay" and other actions that may interfere with the educational process.
- H. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees, or visitors.
- I. Possessing, using, buying, transmitting, or secreting:
 - i. Materials or items the content of which, in whole or in part, are libelous or slanderous of any person or institution; which are intended to hold up any student, teacher or other employee, race, ethnic group, or religion as such to scorn, ridicule, or contempt; or are profane or vulgar under such circumstances that there is no redeeming social or literary value.
 - ii. Materials or items the contents of which, in whole or in part, poses a clear and present danger to the health or safety of other students, teachers, or other employees, or visitors.
- J. Refusal or failure to comply with state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes. The first offense for any student "skipping school/class" may result in 2 days of in-school assignment. Further, the county attendance officer may be notified and the students may face truancy charges. The second offense may result in a suspension up to 3 days. Any subsequent offenses may result in a five-day suspension from school. No make-up work will be permitted for classes skipped.

- K. Gambling on school premises or at school events.
- L. Smoking, vaping, or possessing any nicotine product in the building, school premises, or at a school sponsored event. This includes all smoking paraphernalia, e-cigarettes, and vaping devices. If the vape detectors alert that vaping is occurring, administration will use video data to determine who will be searched. A metal detector wand may be used in the course of the search. Students discovered smoking, vaping, or possessing any tobacco or look-alike tobacco product in the building or on school premises may be suspended up to 3 days from school on first offense, and/or a Vape Cessation course will be issued in lieu of suspension. A second offense may result in a 10-day suspension from school. A third offense may result in a recommendation of expulsion to the superintendent. If a student is the subject of three (3) or more vape alert searches, the student will face possible disciplinary action, even if a device is NOT found.
- M. Insubordination - willful failure to comply with the directions and reasonable requests of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. This includes, but is not limited to, being forthright and honest when questioned regarding incidents at school.
- N. Repeated violation of any rules or regulation governing student conduct.
- O. Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity, or purpose.
- P. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety or in a manner that causes an interference with schoolwork or which creates a classroom or school disruption.
- Q. Personal Electronic Devices (radio/CD player, cell phone, tablet, earbuds, headphones, smart watches, etc.) can be used before and after school. Due to recent changes in state law, carrying a personal electronic device is no longer permitted during the school day, and if found in possession of a personal electronic device without permission students must submit their device to a staff member when asked to do so. Earbuds/headphones are NOT permitted to be used in the hallways, and may be used in class ONLY with teacher permission.
 - i. *1st Offense* - The device will be confiscated by a school employee and brought to the main office to be picked up in the office by the student at the end of the day, at which time the student will be issued a warning by the principal. Additionally, the student may be given detention by the teacher for disrupting class.
 - ii. *2nd Offense* - The device will be confiscated by a school employee and brought to the main office to be picked up in the office by the student at the end of the day. A parent or guardian may be required to pick up the device. It will be the student's responsibility to contact his/her parents after school hours to notify him/her of the violation. Additionally, the student may be given detention by the teacher for disrupting class.
 - iii. *3rd Offense* - The device will be confiscated by a school employee and brought to the main office. The student's parent or guardian will be notified by the administration that this is the third offense. A parent or guardian will be required to pick up the device. Additionally, the student may be placed in ISA or may be assigned detentions by the principal.
 - iv. *4th & Final Offense* - The device will be confiscated by a school employee and brought to the main office. The parent will also be required to pick up the device. The student's parent or guardian will be notified that this is the fourth and final offense and that the student *must leave the device in the office during school hours for a period to be determined by the administrator*. If the student does not submit the device to the office daily, they may be assigned appropriate discipline for repeated insubordination and/or charged with unruliness.
- R. Students are not permitted to eat or have any type of beverage, other than water, outside of the lunchroom. Students are only permitted to have water if it is stored in a spill-proof container in the classroom.
- S. A student is not permitted to use, create, or distribute any language or materials deemed inappropriate, obscene, or objectionably offensive by any staff member, either written or verbal to annoy, humiliate, or harass others, and/or to disrupt the educational process. This prohibition includes, but is not limited to, the use of obscene gestures, signs, pictures, publications, printed materials, and/or any AI generated materials.
- T. Dangerous weapons and instruments - A student shall not possess, handle, transmit, or conceal any weapons or instruments capable of harming another person. This includes but is not limited to brass knuckles, switchblades, ice picks, rifles, handheld tasers, lighters, chemicals and gasses such as mace, smoke or stink bombs or sprays, etc. Possession of a weapon includes conventional objects like guns, pellet guns, knives, chains, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Unauthorized igniting of matches, lighters, and other devices that produce flames

or sparks is prohibited. Criminal charges may be filed for any violation of this policy. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student shall also be subject to the same disciplinary action. Knives or knife holsters are prohibited. This includes any accessory that could be used as a weapon (i.e. belt chains, wallet chains, or any other sizable chains).

- U. Vandalism - Any student who willfully damages school property may be suspended until parents have made arrangements to reimburse the school for the damages. The administration will not hesitate to refer students to the proper authorities when the situation warrants.
- V. Stealing - Stealing, attempting to steal or possession of stolen property either on school grounds or during school activities may result in suspension for not more than 10 days. Subsequent offenses shall warrant expulsion.
- W. Skipping School/Teacher Assigned Discipline - Any student who knowingly skips discipline will be assigned additional discipline. The second offense may result in a suspension from school up to three (3) days.
- X. Outside of Building/Door Security - No student will be permitted outside the building at any time during the school day without permission. Any student outside the building during school hours without permission of the principal or secretary will be subject to appropriate disciplinary action. Student(s) who enable unauthorized entry/reentry of any individual to the school building at any time will be subject to appropriate disciplinary action.
- Y. Improper Use of Technology - No computer action disrespecting students or staff will be tolerated. This includes posting to websites and/or social media from off-school locations if these posts cause a disruption to the regular school day. Non-academic usage of district provided technology, including devices, apps, programs, etc. will not be tolerated. Any abusive or improper use of artificial intelligence (AI) will not be tolerated.
- Z. Displays of affection, including but not limited to kissing, extended embracing or handholding will not be tolerated.
- AA. Carrying bookbags, backpacks, and/or sling bags is not permitted during the school day unless medically prescribed.
- BB. Commission of any act on school premises, or at a school activity, in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code. Any other activity by a pupil which the pupil knows, or should know, will disrupt the academic process or a curricular or extracurricular activity. Certain situations may dictate an exception to this policy based upon a principal's decision.
- CC. Loitering, unauthorized entry, or improper use of facilities, including all areas of the school campus, will not be tolerated.

Disciplinary Courses of Action & Restorative Practices

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith. These additional actions may include, but are not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, restriction of extracurricular activity, or becoming involved with the intervention assistance program.

Whenever possible, the first step in the disciplinary procedure may include restorative practices that attempt to determine the underlying cause(s) of the conflict, and how to repair harm. The goal of any disciplinary action is to teach students about consequences and taking responsibility for their actions. Restorative practices provide a framework for exploration and learning, along with a fair procedure for determining appropriate outcomes which satisfy all parties. When a restorative conference is not practical, or where parties are unwilling to participate, then the disciplinary procedure will be followed.

Detention, Saturday School, & In-School Assignments

Discipline may be assigned by the principal or any staff member for violation of school or individual classroom rules. Students must be given at least one day's notice so that they may make transportation arrangements. Students are expected to make their own transportation arrangements. Office and/or teacher issued detention(s) will be served after

school on either Monday, Wednesday, or Friday in the HS Library. Saturday school will be served from 8am-Noon in the HS Library.

In-school assignments will be issued for violations that are deemed more severe than those receiving detentions. Students will be given class work and will receive credit, but will not be permitted in the regular classroom setting during the assignment.

Procedures For Pupil Suspension, Removal, & Expulsion

In accordance with the provisions of the law, the Covington Board of Education has adopted a code specifying the types of misconduct for which a pupil may be suspended, expelled or removed from school. No pupil shall be suspended, expelled or removed except in accordance with the code adopted by the Board and the following procedures:

Suspensions:

1. The superintendent or principal may suspend.
2. No suspensions are to **exceed ten (10) school days**.
3. The superintendent or principal must give **written** notice of intention to suspend and the reasons why to the pupil.
4. The pupil must have an opportunity to appear at an **informal** hearing before the principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Within 24 hours of suspension, a designee will notify in writing, the parent guardian or custodian of the pupil, superintendent **and** clerk of the board of the suspension.
6. Suspensions may be out-of-school or in-school assignments. Notice must include the reasons for the suspension, and the right of pupil/parent to appeal to the Board of Education or to the Board's designee, the right to be represented at the appeal, and to request that the hearing or appeal be held in executive session.

Removals:

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
 - a. The superintendent or principal may remove the student from the premises or extracurricular activity.
 - b. A teacher may remove the student from curricular or extracurricular activities under his/her supervision.
 - c. If a teacher makes an emergency removal, the reasons must be submitted to the principal in writing as soon after the removal as practical.
2. In the event of an emergency removal, written notice to the pupil and the informal hearing prior to removal is not required, but an informal hearing will be held on the next school day after the removal is ordered.
3. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
 - a. The pupil must have the opportunity to appear at an informal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain their actions.
 - b. The person who ordered or requested the removal must be at the hearing.
 - c. Within 24 hours of the decision to suspend, the school official must notify the parent, guardian, or custodian of the pupil, the superintendent and the Clerk of the Board of the suspension.
4. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
5. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion the due process requirement of 3313.66 or 3313.661 O.R.C, DOES NOT APPLY. The provisions of H.B. 421 apply to all suspensions, including "in-school" suspension.
6. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

Expulsion:

1. Only the superintendent may expel.
2. The superintendent must give the pupil **and** his parent or guardian written notice of the intended expulsion.
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or representative have the opportunity to appear on request before the superintendent or his designee to challenge his action or to otherwise explain the pupil's actions. The administration cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
 - c. The notice is to state the time and place to appear which must not be less than 3 days nor later than 5 days after the notice.
 - d. The superintendent may grant an extension of time at the request of the pupil, his parent, guardian, custodian or representative. If the extension is granted, the superintendent shall notify all parties of the new time and place to appear.
3. Within 24 hours of the expulsion, notify in writing, the parent, guardian, or custodian of the pupil and the Clerk of the Board of the action to expel. The notice must include the reasons for the expulsion and the right of pupil, parent, or custodian to appeal to the Board of Education or its designee to be represented at the **appeal**, and to request the hearing to be held in executive session.

Permanent Exclusion:

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon, dangerous ordinance, or a look-a-like deadly weapon, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

Appeal to Board:

1. A pupil or the parent, guardian, or custodian may appeal an expulsion or suspension by the superintendent or principal to the board of education or to its designee. Such pupil or parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion. In cases of suspensions or expulsions by the superintendent, the Board of Education or some other central office administrative designee shall be the appellate board or officer.
2. A verbatim, word for word, record is required for appeal hearing procedures (This may be a tape recording, etc.)
3. No formal procedure for the hearing to follow is required by statute.
4. Formal action to affirm, vacate or modify the disciplinary action on the **appeal** may be taken only at a "public meeting".
5. The decision of the Board or its designee may be appealed to the Court of Common Pleas under O.R.C. 2506.

Special Note - Mailing of Notice:

No special mailing or handling of notices is required by 3313.66 or 3313.661 O.R.C.

Regular first class mail with "proof of mailing" by the post office is recommended. Since "proof of mailing" is not proof of contents, a copy of the letter contents shall be attached to the corresponding proof of mailing slip.

Title IX Procedures

A student who believes he/she has valid reason or cause for a complaint related to Title IX shall, within ten (10) school days of the complainant's first knowledge of the alleged condition or action upon which the complaint is based, notify a staff member in writing and/or personally. Please see Board Policy 2266 for more information about timelines and procedures related to Title IX.

Violations Involving Alcohol, Drugs and/or Narcotics

A. Procedures for:

- possession - storing - consumption - concealing - use
- making - handling - under influence - giving

1st Violation:

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Notify appropriate law enforcement agency (or other appropriate criminal justice agencies)
4. Notify Response to Intervention Team
 - a. Recommend professional Assessment Agency*
 - b. Communicate with Assessment Agency
5. If Assessment is done and recommendations are followed, the 10-day O.S.S. may be reduced.

2nd Violation:

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Recommend expulsion
4. Notify appropriate law enforcement agency (or other appropriate criminal justice agencies)
5. Notify Response to Intervention Team
 - a. Refer student to professional Assessment Agency*
 - b. Communicate with Assessment Agency-
6. Expulsion may be held in abeyance if recommendations of assessing agency are followed.

3rd Violation:

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Recommend expulsion
4. Notify appropriate law enforcement agency (or other appropriate criminal justice agencies)
5. Notify Response to Intervention Team
 - a. Assist (if requested by student/parent) with referral to professional Assessment Agency.

B. Procedures for:

- supplying - offering to sell - dealings - selling

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Recommend expulsion
4. Referral to appropriate law enforcement agency (or other appropriate criminal justice agencies).

C. Procedures for Paraphernalia*

- possession - delivering - using - transmitting - handling
- buying - concealing - making - offering to sell

*(Paraphernalia includes hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.)

1. Possible suspension
2. Notify parent/guardian
3. Notify Intervention Assistance Team
4. Possible referral to appropriate law enforcement agency (or other appropriate criminal justice agencies)

Intent to cooperate with appropriate law enforcement or other criminal justice agencies:

It is the intent of the Board of Education that cooperation takes place between school and law enforcement agencies, with regard to the following:

- A. The preservation and submission of physical evidence to investigating officers.
 - B. The prompt providing of written statements of observations and discoveries by school employees to investigating officers; and,
 - C. The availability of school employees to testify, if necessary, in subsequent proceedings.
-

ADDITIONAL POLICIES & STATEMENTS

Notification Of Rights Under The Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Covington Exempted Village School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Covington Exempted Village School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Covington Exempted Village School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.
4. *Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notice & Consent / Opt-Out For Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Covington Exempted Village Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility. This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Notification Of Rights For Elementary & Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or Superintendent a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal or Superintendent clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Asbestos Management Program Annual Notice

On October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and reinspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio, Department of Health. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education offices during normal business hours.

COVINGTON EXEMPTED VILLAGE SCHOOLS

ATHLETIC HANDBOOK



Revised: July 2026

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Player/Parent Athletic Handbook

I. Foreword

To be a member of an athletic team/squad can be one of the most rewarding experiences that a student can have. The purpose of athletics is to give all students, the opportunity to participate in the best possible athletic programs. In order to ensure that we are providing the best quality programs, the following must become a focus of the Athletic Department and the Covington Exempted Village Schools:

- A. The employment of the best available educators to direct and/or assist in the development of an interscholastic athletic program. This will involve:
 - 1. Recruitment of outstanding candidates.
 - 2. Development of an evaluation instrument of the coaching staff that fosters growth and will prevent stagnation.
 - 3. Encourage staff development by requiring regular attendance at clinics.
- B. The maintenance and improvement of facilities to make them second to none. This will involve continual study of our present facilities, and of future needs for the school system, and continual dialogue with the community concerning common problems. The Covington Schools Athletic Department must take a positive, proactive posture in the community to improve athletic facilities. Finding a means to fund these projects requires cooperation from all parties.
- C. Provide a fiscally sound athletic program so that equipment, uniforms, and the needs of the program are met without periods of high income and high expenditure followed by periods of low income and no expenditure. This will require refinement of the budget process for athletics.
- D. Foster an academic posture for athletics that encourages excellence in the classroom as well as in athletics. This involves monitoring the grades of student-athletes and the establishment of assistance and counseling for those individuals who are not achieving.
- E. Promotion of all interscholastic contests and athletes in a favorable light to the community. This will include timely press releases to the media promoting the achievement of Covington student athletes.
- F. Close communication and working relationship with the Covington Bucc Boosters Association for the continual improvement of Covington Athletics.

II. Philosophy

The Board of Education recognizes that a complete athletic program based upon student interest assists in the total education of students. While emphasis is given to intellectual growth, diversified opportunities must be provided for students who wish to participate in the athletic program.

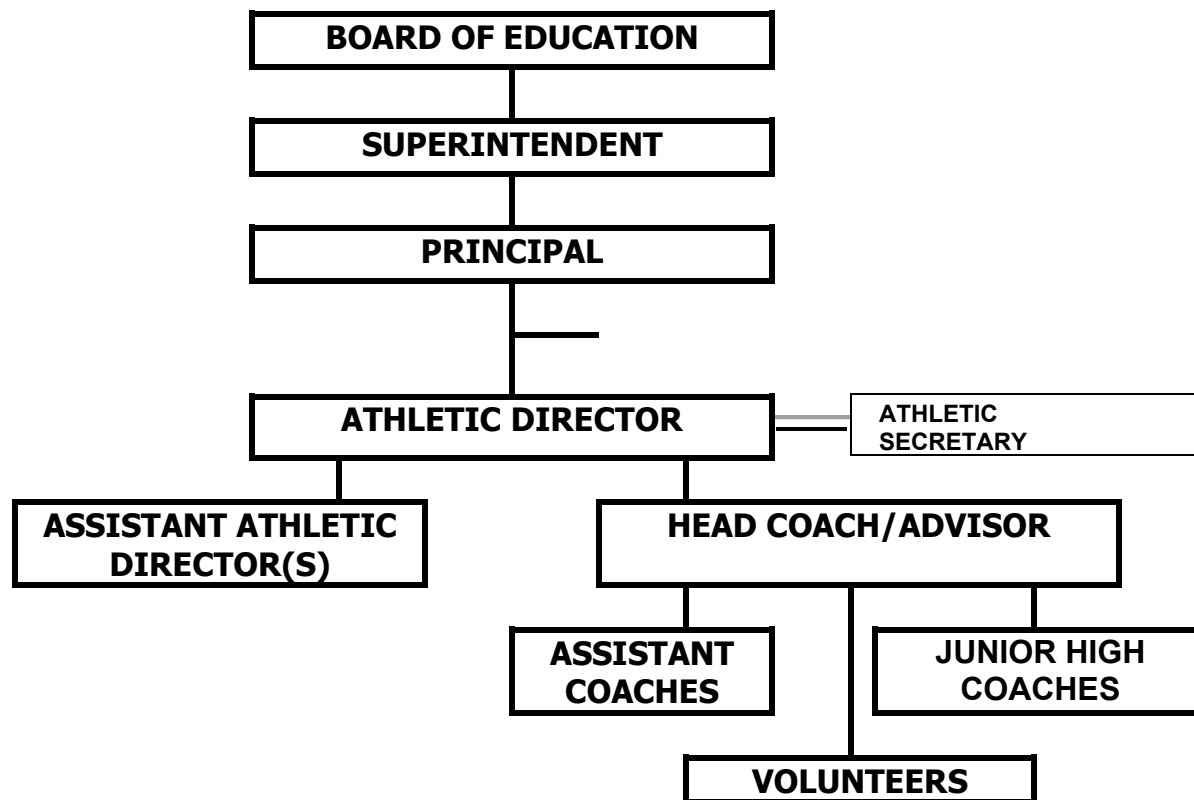
The Board of Education, Superintendent of Schools, and Building Principal may establish written policies, rules and regulations, of general application governing an athlete's conduct. In addition, every coach has the responsibility and the authority to maintain the proper discipline among athletes of the school and may establish certain rules and regulations not inconsistent with those established by the Board of Education, Superintendent, and Building Principal.

III. Administrative Organization

It is important that the Chain of Command is used to ensure everyone takes the proper steps to resolve problems, answer questions, and clear up any concerns that may arise. The following Chain of Command should be followed:

1. Athlete/Parent or Guardian
2. Head Coach
3. Athletic Director
4. Building Principal
5. Superintendent of Schools
6. Covington Board of Education

Below is the Covington School Athletic Organizational Chart:



IV. Definition of an Athlete

A student is considered to be an athlete from the first day he/she starts to practice with any interscholastic team in school until he/she graduates from high school or fails to report for any other athletic squad while attending Covington Schools.

FALL

Cheerleading
Cross Country
Football
Golf
Volleyball

WINTER

Cheerleading
Basketball
Wrestling

SPRING

Baseball
Softball
Track

V. Length of Season

PRE-SEASON - Any training occurring six weeks prior to the established Ohio High School Athletic Association's designated beginning date. In-season athletes may not participate in pre-season activities of another sport without the permission of their in-season coach. Off-season coaches must honor the requests of the in-season coaches.

IN-SEASON - The first day of practice will be established by the head coach who will use the Ohio High School Athletic Association's requirements as a point of reference.

POST-SEASON - The completion of the state tournament or individual/team advancement in the Ohio High School Athletic Association Sponsored State Tournament. Upon completion of a sport season, all in-season athletes are required to be offered five (5) school days of non-involvement in the athletic programs. The athlete may or may not choose to use these five days.

VI. Expectations of Athletes

Athletes representing Covington Schools must realize their conduct reflects on themselves, their school, and their community. Therefore, all athletes at Covington Schools shall:

1. Have a high standard of social behavior.
2. Display proper sportsmanship in defeat, as well as in victory.
3. Respect authority -- parents, officials, teachers, coaches, administrators and others.
4. Have a proper spirit of cooperation.
5. Be dedicated to hard work and training.
6. Be coachable and learn from your mistakes.
7. Display proper behavior in school and all school and community related activities.

Athletes are expected to have a well-groomed appearance. The athlete's clothes must be clean, and his/her hairstyle must be appropriate for each sport and conform to the rules set by each individual coach. It is not to interfere with the individual's performance nor present a situation, which could cause a hazardous condition for the athlete or for other athletes.

VII. Communication Expectations for Athletes, Coaches and Parent/Guardians

Clear lines of communication are very important. When your child becomes a member of a Covington athletic program, it is vital that the communication expectations and lines of communication are understood by all parties. Being a member of an athletic program can be one of the most rewarding experiences a high school student can have. While on a sports team, a student can experience moments that can change his/her life forever. However, it is important to understand that there may be times when things do not go the way you or your son/daughter wants them to go. We trust the coaches to make decisions based on what they observe, their knowledge, and what they believe to be in the best interest for the athlete and/or the team.

In situations where communication is needed to resolve a conflict or problem, the lines of communication developed through the chain of command must be followed. Please refer to page five to review the Athletic Organization Chain of Command or see below for the lines of communication to follow.

1. Communication between player and coach to work toward resolving any problems or conflicts.
2. Communication between parent and coach to work toward resolving any problems or conflicts.
3. Communication between Athletic Director, parent, player, and coach to work toward resolving any problems or conflicts.
4. Communication between Principal, Athletic Director, parent, player, and coach to work toward resolving any problems or conflicts.

When a problem, concern, or conflict reaches the point of scheduling a meeting there are appropriate and inappropriate issues to discuss with coaches. Parents should not attempt to confront a coach before or after a practice or game to discuss these issues. Please call or email the coach to set up a time to meet.

Inappropriate Issues to Discuss with Coaches:

1. Other athletes
2. Coaching/Program philosophy
3. Team or individual strategy

Appropriate Issues to Discuss with Coaches:

1. Ways your son/daughter can improve
2. Concerns about behavior
3. Treatment of your son/daughter
4. Concerns about academic eligibility
5. Injuries and treatment

VIII. Covington Exempted Village Schools Ejection Policy

The Covington Athletic Department and Board of Education promotes and expects good sportsmanship among all of their athletes, coaches and fans. All parties involved in coaching, playing, watching or administering an athletic event at Covington are expected to maintain a high level of sportsmanship and ethics. While attending a Covington athletic event, fans are representing the Covington Schools and community and therefore, are held to a high standard. Any fan that is ejected by an official, a member of the security staff or a member of the Covington Administration, will be asked to leave immediately and will be escorted out of the facility. As a result, the ejected fan will be suspended from that teams next two home games and must complete the "Positive Sport Parenting" course found on the NFHS website, before they are permitted to return. A fan that is ejected by an official, a member of the security staff on duty or a member of the Covington Administration for a second time in any season will be suspended from that teams games for one year from the date of the infraction. If the first ejection occurs with less than two home games remaining, the suspension will carry over to the next school year in the sport in which the ejection occurred. The principal retains the authority to alter the length of suspension, based on the severity of the cause.

IX. Regulations for Participation

A. General Rules and Guidelines

1. When there is a conflict between a school sponsored activity and a non-school activity, the student shall participate in the school sponsored activity.
2. A student on out-of-school suspension is ineligible to participate in practice or contest during the term of the suspension. A student on in-school suspension may be declared ineligible to participate in practice or contests during the term of suspension. This will be determined by the Principal and/or Athletic Director, depending on the severity of the offense.
3. An athlete must travel to and from the contest he/she is involved in with the rest of the team, unless he/she is excused by the coach. To be excused, the athlete must submit a written notice from his/her parent and can only leave with his/her parent.
4. An athlete is responsible for the uniform issued to him/her. If this uniform is not returned to the Athletic Department by the athlete, his/her athletic awards will be held. Once the uniform is returned or paid for, the athlete will receive his/her award.
5. If an athlete participating in "Athletic Activities A" is suspended from the squad, he/she is not eligible to join the organized conditioning program of, or go out for, "Athletic Activities B" until the other members of "Athletic Activities A" are eligible to come out.
6. If a single sport athlete participating in "Athletic Activity A" quits the team after the first regularly scheduled game or match, he/she is not eligible to try out, practice, or participate in any other athletic activity that may be going on during that season. If a multi-sport athlete quits either of his/her sports, there must be a meeting between all parties involved, including the Administration, to determine the best way to proceed. In addition, the athlete will not be permitted to join an organized conditioning program or go out for "Athletic Activity B" until other members of "Athletic Activity A" are eligible to come out.
7. Parents are responsible for proper medical insurance programs. Covington Exempted Village Schools will assume no responsibility for athletic injuries. No athlete will be allowed to

participate in practice sessions until the required Ohio High School Athletic Association (OHSAA) physical card and waiver sheets are turned in to the coach or Athletic Director signed by the examining physician and parent.

8. If an athlete goes out for an athletic activity but is "cut", the athlete is eligible to participate in another athletic activity during that season.
9. Any athlete interested in participating in two athletic activities in the same season will be required to schedule and complete a pre-season meeting with parents, head coaches of both activities, and the Athletic Director or Building Principal and complete a dual sport contract. For this purpose, cheerleading will be considered one of the two sports for a dual sport athlete.
 - A. The OHSAA sport takes precedence in all cases at all times (practice and/or contests)
 - B. In any unusual situations, the Building Principal and Athletic Director will have the final decision. In addition, an athlete that participates in an athletic activity, and his/her season ends, will not be allowed to be picked up by another athletic activity. For example, at the conclusion of the baseball season, the baseball player could not participate on the track team without a signed contract.
10. No athlete will be allowed to participate or be part of an athletic team if they are arrested, indicted, facing or convicted of any felony charges within the judicial system.

B. Attendance

All athletes are strongly encouraged to be prompt in their daily attendance. However, when unavoidable circumstances are present, the following guidelines shall be used. Students who miss classes without authorization on date of a contest may not represent their school on that day unless special permission is granted by the Principal (i.e. Funeral, Doctor's Appointment, college visit, death in the family). Participants must be in school for at least the second half of the school day (4 periods, and by the start of 5th period) on the day of the activity, unless the student has special permission from the Principal to practice or play that day. If the student is out of school all day or in the afternoon due to "illness", he/she will not be permitted to participate in the contest or practice. If the student is out of school after the start of 5th period for a reason such as a doctor's appointment, college visit, etc., the proper documentation must be turned in, in order to play that day. Coaches are responsible for checking the absence list for the purpose of determining who may or may not be eligible to participate that evening.

C. Academic Eligibility

It is expected that all student-athletes strive to attain the highest possible level of the academic achievement. Minimum academic standards must be met in order to remain eligible for athletic participation. A student-athlete should not drop a class without first consulting with their coach or counselor to determine whether it will affect eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average, the final examination, and yearly average have no effect on eligibility.

1. In order to be eligible in grades 9th-12th, a student must be currently enrolled and must have been enrolled in school 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 (OHSAA Scholarship Bylaw). Students may participate with a failing grade in a specific course as long as they earn a minimum G.P.A. of 1.5 each quarter and do not fail two or more classes.

The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season (OHSAA Scholarship Bylaw).

The required Physical Education course does not count as one of the five full credit courses.

2. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in 7th or 8th grade must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in five of those courses, and at least three of the passing grades must be in core classes (Reading, English, Math, Science, Social Studies).
3. Grades from summer school, or any other educational option, may not be used to substitute for failing grades received the final grading period of the regular school year.
4. A student-athlete that is declared ineligible may practice with the team upon permission from the coach.
5. An athlete that is declared ineligible for a nine-week period during the season that encompasses the remainder of the schedule and is more than 25% of the regular scheduled games, forfeits all awards that may have been earned that season.
6. An incomplete (I) may be given on a students' grade card in situations approved by the administration. However, the previously scheduled work and/or exams must be completed within the five (5) school days following the end of the preceding grading period, and Exception 3 of the OHSAA Scholarship Bylaw 4-4-1 must be met to restore athletic eligibility. Exception 3 of this bylaw is listed below.

EXCEPTION 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade provided:

- a) the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- b) the "incomplete" was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and
- c) the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- d) there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Note: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. (OHSAA Scholarship Bylaw)

X. Covington Athletic Code of Conduct

As representatives of their school, athletes should strive to develop and maintain a high set of standards both in the classroom, in their respective sport, and in the community. The Covington Schools have set standards and rules that every athlete is expected to abide by. It is the responsibility of each coach to inform his/her athletes of the rules and regulations that govern their sport, including the Covington Athletic Code of Conduct.

Infractions of the coaches' rules, the Student Code of Conduct as outlined in the Student Handbook, the Covington Athletic Code of Conduct, the Ohio High School Athletic Association's Policies, or the Ohio Revised Code shall be reported to the Athletic Director and/or the Principal. Each case needs to be reviewed by the Athletic Director and Principal to determine the context in which the violation occurred, extenuating circumstances surrounding the violation, and whether or not the violation is subject to penalty.

Infractions that occur during scheduled OHSAA contests or scrimmages by an athlete (any student ejected for unsportsmanlike conduct or flagrant foul) will be handled by following established procedures and penalties set down by the OHSAA (General Sports Regulation M-5).

Punishable infractions are, but are not limited to, the following. The Athletic Director and/or Principal reserves the right to review any possible violation that may not be specifically listed.

Offenses

A. Substance abuse

1. An athlete shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of any narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or any other non-prescriptive drug.
2. An athlete shall not possess, drink or be under the influence of alcohol or possess or use any form of tobacco or nicotine product, including but not limited to, all smoking paraphernalia, e-cigarettes, and vaping devices.
 - a) If the vape detectors alert that a vaping event has occurred, and the student faces disciplinary action from the administration, an athlete may also face athletic consequences.

B. Theft, damage, or misuse of school and private property

1. No athlete shall steal or intentionally damage any school or private property.

C. Assault on or physical injury to students and/or adults

1. No athlete shall intentionally assault, cause, or attempt to cause physical injury to other students and/or adults.

D. Bullying/Harassment

1. No athlete shall use or be part of a group that uses unwanted, aggressive behavior to intimidate or cause harm to other students and/or adults.

E. Sexual misconduct

1. No athlete shall intimidate or be a party to the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or act of sexual misconduct.

F. General misconduct

1. An athlete shall not display character or conduct deemed to reflect discredit upon the team and/or the school.
2. An athlete must follow any rules or requests set down by the coach.
3. An athlete is prohibited from exhibiting obscene and lewd gestures during a school function or event.

Consequences for violating the Athletic Code of Conduct

The consequences listed are the minimum standards. Each coach may have additional training rules, provided the rules are submitted, in writing, to the Athletic Director for approval prior to the beginning of the respective sport and are distributed to the team members.

- A. The first offense during a school year (beginning on the first day of fall practice for fall participants and beginning on the first official day of school for all other student athletes and ending on the last official day of school or the last scheduled athletic contest that the student participates in, whichever is the later of the two dates) will result in the athlete being denied the opportunity to participate in their present athletic activity interscholastic contests for a minimum of 20% of scheduled Ohio High School Athletic Association contests.
(Note: Any fractional part of a contest is rounded up to the next whole number.)
- B. The second violation during the same school year will result in denial to participate with the team in their present athletic activity interscholastic contests for a minimum of 50% of scheduled Ohio High School Athletic contests.
- C. If the second offense occurs during the same competitive season as the first offense, the athlete will be removed from the team and will not be allowed to participate with the team for the remainder of that season and the forfeiture of the right to receive any awards for that season.
- D. If an athlete has a violation at the end of his/her season, the remaining consequence will be served in the athlete's next competitive season. This will include the remaining contests in the athletic activity the athlete was participating in when the infraction occurred PLUS any remaining contests of the original percentage to be served in the athlete's next competitive athletic activity season. (This could transcend over into the next school year.)
- E. The third offense during a school year would result in referral to the Covington Athletic Disciplinary Panel (ADP).

This panel, composed of the High School Principal, Elementary Principal or Designee, and the High School Athletic Director, will review the circumstances and details of the situation. They will meet with the athlete and/or the athlete's parents and render a decision based on the best interest of all individuals involved, the team and its members, the total athletic program, and the school and community.

1. Substance abuse violators will be referred to a professional assessment agency. In addition, the school psychologist and/or guidance counselor will become part of the ADP.
 2. Theft, damage, or misuse of school or private property at all levels will include full monetary restitution.
- F. If an offense occurs at any time during a school year (See Consequence "A'.) when the student is not involved in an athletic activity (between seasons or prior to the official start of an athletic activity season), the violation will be treated the same as if the offense occurred during the season. The athlete will be denied the opportunity to participate for a minimum of 20% of scheduled Ohio High School Athletic Association contests of the first athletic activity that they participated in after the first offense occurs. Each offense thereafter will be treated just as if they occurred during the season.

SEVERITY CLAUSE: If an athlete's conduct is determined by the coach and/or administration to be severe and/or flagrant, the coach and/or administration will recommend a meeting of the Athletic Disciplinary Panel to resolve the situation and establish the consequence. The consequence does not necessarily need to follow the established stages or guidelines (Example: A student/athlete arrested for DUI, any violation in which police arrests were made).

TWENTY-FOUR HOUR DISMISSAL: A coach may deny an athlete the opportunity to practice for a period of time no greater than twenty-four hours for a violation of training rules or for actions or behaviors which are detrimental to the program. This action may not be appealed through the Athletic Due Process.

XI. Coaches Procedure for Handling Violations

A coach suspecting an athlete of violating the Athletic Code will confer with the Athletic Director and the building administrator to determine what action will be taken. During the conference the coach and Athletic Director will both be present and will give the athlete an explanation of the suspicions/allegations and ask the athlete to explain his/her involvement. The Athletic Director and coach will evaluate the evidence and render a decision.

XII. Athletic Due Process

- A. In the case of an athlete being denied participation or dismissed from an athletic squad, the head coach and Athletic Director will talk with the athlete and explain the reasons for the denied participation or dismissal. The head coach and/or Athletic Director will give the athlete, the parent, guardian or custodians, the Athletic Director, and Principal, a written report of the situation to include the following:
 1. Infraction of the Athletic Code.

2. Action taken by the coach according to Athletic Code.
 3. Right to appeal to the Appeal Board
- B. If the athlete or parent, guardian, or custodian is not satisfied with the explanation of the coach and/or Athletic Director, he/she has the right to appeal within seventy-two (72) hours after the coach has given the written report to the athlete. The appeal must be requested in writing and filed with the Athletic Director. The Appeal Board shall meet with the appealing student and parents/guardians no later than five (5) school days after the appeal request. The Appeal Board will be made up of the High School Athletic Director, the High School Principal, and the Elementary School Principal or Designee. The athlete and his/her parents/guardians will be allowed to meet with the Appeal Board and present their position. If the coach and Athletic Director is the same person, another school official will be appointed to the Appeal Board by the respective building Principal. The High School Principal may appoint a replacement for any member of the Appeal Board if a conflict of interest presents itself.

The Appeal Board will give the athlete, parent, guardian or custodian, head coach and the superintendent a written report of the decision. The decision will then be presented to the athlete, parent, guardian or custodian within forty-eight (48) hours after the Appeal Board has made its decision. The decision must be made within seventy-two (72) hours after the hearing. The decision of the Appeal Board shall be final. The appealing student's parent(s) should also be at the review.

- C. An athlete is denied participation during the appeal process.

Note 1: If circumstances not listed in this handbook develop, the head coach may bring the information (written) to the Athletic Director. The coach will meet with the Athletic Disciplinary Panel and this group will determine the procedure for solving the situation.

Note 2: Changes or additions in this handbook will be presented to the Athletic Director and then taken to the Athletic Council for approval. If approved by the Athletic Board, it will be presented to the Covington Board of Education. If approved by the Board of Education, the changes or additions will go into effect immediately.

Coaches Handbook

I. Coaching

Coaching is an extension of the educational process. In their role as a leader, a coach is the most influential person and his or her actions and reactions will be reflected in the action and behavior of others. An ethical coach helps develop a standard of character in which the public has trust and confidence. The coach should never place the value of a victory above instilling in his or her players the highest possible ideals and character traits. It is unethical for a coach to place prestige or glory above the satisfaction of knowing that worthwhile standards of character and conduct have been taught to the athletes in the program.

Following are basic ethical/professional standards to which coaches should adhere:

- A. Exemplify the highest moral character, behavior and leadership.
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by the rules of the game in letter and in spirit, regardless of the consequences.
- D. Respect the integrity and judgment of sports officials, never baiting or taunting officials in any way.
- E. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.
- F. Display modesty in victory and graciousness in defeat.
- G. Promote ethical relations among coaches.
- H. Fulfill responsibilities to provide emergency health procedures and ensure an environment free of obvious safety hazards.
- I. Encourage the highest standards of conduct and scholastic achievement among all athletes.
- J. Seek to inculcate good health habits, including the establishment of sound training rules.
- K. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- L. Be fair and consistent in the administering of team rules and regulations.
- M. Refrain from using profanity while performing coaching responsibilities.

II. Coaching Expectations and Responsibilities

- A. Coaches' professional and personal relationships and expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Covington School District objectives for their activity programs. These major performance areas stand out above others:

1. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

2. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their Athletic Director, Principal, and other members of their staff.

3. Leadership

Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance and dress, should be exemplary. Dressing appropriately for practice and games, following practice schedules, and building positive attitudes are very important. The head coach is responsible for managing the entire program; which includes the high school level, the junior high level, and the youth level.

4. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents including observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season while at home and away. Desire to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

5. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is necessary. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

B. Coaching techniques

1. Use sound and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Adhere to a highly efficient and technically sound program on injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, trainer, doctor and parents. (Standardized Form)

5. Construct a well-organized game plan.
6. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
7. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

C. Coaches' responsibilities

1. To the players on the team...

The primary reason for having athletic teams within the school is to help provide opportunities for young men and women to develop respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach fair play and stress good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds.

The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored.

2. To the school district...

As a coach, you are a frequent topic of conversation at various community locations including the home, the work place, and at the meeting of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Covington School District. Building a relationship with the public can go a long way for a coach to build and maintain a high level of confidence in the athletic program and the school district.

3. To the school...

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair, consistent, and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At each opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.

4. To the profession...

A coach in the Covington School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the professional.

5. To fellow coaches...

The make-up of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

6 . To other coaches in our school...

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

7 To staff members...

A coach is responsible for cooperating with every faculty member of the staff.

III. Coaches' Area of Responsibility

A. Teaching

Coaches should take precautions to teach proper fundamentals in their particular sports and protective skills.

1. Teach athlete to protect him/herself.
2. Teach proper fundamentals.
3. Teach each athlete important life lessons, such as hard work, commitment, dedication, positive attitude, respect, and winning and losing with class.

B. Supervision

1. You will be present at all games and practices unless another member of your coaching staff has been designated.
2. The more physical contact the more closely the activity must be supervised.
3. You must be at least immediately accessible.
 - a. Accessible to all aspects of practice or activity.
 - b. Systematic overseeing of the practice or activity. (Head coach spends time -- here and there.)
 - i. Systematic supervision
 - ii. Written itinerary
 - iii. Emergency policies
 - iv. Locker room rules/regulations posted

C. School policy

1. Coaches should be familiar with school policy. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.

D. Equipment

1. Once an injury takes place due to equipment:
 - a. Keep the equipment, label it. Get evidence of purchase and sequester it.
 - b. If on film, study film and keep it.
 - c. Get witnesses immediately.

E. Duties of a coach

1. Provide safe environments.
2. Properly plan an activity.
3. Evaluate athletes or students for injury.
4. Match or equate athletes.

5. Provide or maintain proper effective equipment.
6. Warn of inherent risks of a sport.
7. Supervise closely.
8. Know and use emergency procedures and first-aid.
9. Know, document, post and operationalize school policies.
10. Keep adequate records.

IV. Professional Meetings

All head coaches are required to attend the state association-sponsored rules interpretation meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed.

A. Sports clinics

Coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to keep abreast of new developments in the sports which they are coaching. In some cases, in-service credit may be given.

1. With the approval of the Principal and Superintendent, coaches may be absent from teaching duty, without loss of pay, for attending a coaching clinic, coaching schools or coaches meeting in their sport.
2. Requests to attend said clinics, meetings and tournaments should be submitted, via the District Form (professional and/or personal leave form) requesting out of town meeting attendance, at least two weeks in advance to the Principal.
3. Decisions regarding whether a coach's expenses will be paid to attend the clinics or meetings will be determined by the Athletic Director, Principal, and Superintendent.

B. Medical seminars

All coaches are encouraged to attend medical conferences or workshops to keep abreast of the new techniques available concerning conditioning, diets, care, injury prevention and treatment of the high school athlete.

- C. All athletic department staff will be required to attend a beginning of the year meeting held on or about the evening of the first official work day of Covington School employees. The specific time and location will be determined by the Athletic Director who, in turn, will inform all athletic department staff.

V. Athletic Equipment and Facilities

A. Issuing of athletic equipment

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. The Athletic Director will be responsible to see that all equipment is numbered when received by the department prior to equipment issued by members of the coaching staff.
2. A control system will be established using "Player Equipment Information Cards" for each athlete and a "Master Athletic Equipment Checkout" sheet to be turned into the athletic office.
 - a. Both athletic equipment controls shall be kept current by the coaches at all times.
 - b. The coach shall retain the cards for end of season equipment check-in.
3. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
4. The head coach, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
5. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important of safety equipment.
6. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
7. Periodically, coaches shall inspect equipment and facilities during the season.
 - a. Helmets, bats, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
 - b. Deactivate unsafe or defective equipment.
 - c. Facility hazards should be reported to the Athletic Director immediately.
8. All general equipment used by more than one sport (medical kits, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

B. Use of athletic equipment and facilities

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach or the Athletic Director. Replacing equipment and repair to facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

1. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
2. In particular sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
3. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Athletic Director.
 - a. Approval will be received through the office of the Director of Athletics who will notify the Principal in writing each time this occurs.
 - b. For liability reasons, the use of school equipment is discouraged and in the unusual circumstance, a liability release is needed.
4. Coaches will request the use of all facilities through the Athletic Director. The head coach will meet with the Athletic Director prior to the season to discuss scheduling of the facilities.

C. Collection and storage of athletic equipment

Coaches are responsible for collecting all equipment, which is dispersed during the year. It has been our experience that if equipment is collected immediately after the season, more of it comes back with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest.

1. The head coach shall supervise the collection, inventory and storage of all the equipment issued within his/her sports program.
2. As each athlete turns in their equipment, it should be checked off on his/her equipment card noting the condition of all returned equipment.
3. If any equipment is lost or has abnormal usage, the athlete shall be charged replacement costs.
 - a. The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
4. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
 - a. No equipment is to be discarded or sold without the approval of the Athletic Director.
 - b. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the central storage area.
 - c. Make sure that all clothing equipment (game and practice uniforms) is either laundered or dry cleaned and repaired before being stored away.
5. The head coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference within two weeks of the last contest.

- a. In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (for condition: a. excellent, b. good, c. fair, d. poor, e. discarded). Number of discarded items must also be listed.
- b. Keep your equipment clean, repaired and in one control area when not in use.

NOTE: The ideal way to store athletic equipment is in the central athletic equipment room. This will afford the Athletic Director the opportunity to issue equipment to coaches and take it up when the season is over. This also helps the Athletic Director keep an active and current inventory with tighter controls over all equipment. It is imperative that each head coach submit an accurate beginning and ending inventory. This will keep coaches accountable for their equipment.

VI. Practice Sessions

A. Coaches' responsibilities

- 1. Participant requirements prior to first practice (when using Covington Schools athletic facilities):
 - a. All eligibility requirements have been satisfied.
 - b. Completed physical examination form
 - a. Completed emergency medical cards
 - d. Fees paid (if any)
- 2. Practice policies
 - a. Following the first week of practice, each coach shall submit a 'squad roster" to the Athletic Director of all members of the team.
 - b. Practice sessions should be well planned and well structured.
 - c. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, it is recommended the last practice session be concluded by 9:30 P.M.
 - d. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the Athletic Director.
 - e. Coaches should be the first to arrive and must be the last to leave the practice sessions. At no time are athletes to practice by themselves.
 - f. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.

B. Restricted practice days

- 1. All practices are to be held on school days, and/or Saturday if at all possible. Sunday/holiday practices will be permitted only through the completion of a "Wednesday Evening and Sunday

Secondary Extra-Curricular Activity Exemption Form". Possible reasons for an exemption could include:

- a. When a tournament contest falls on the following day or day thereafter.

2. Vacation practices

- a. Practices held on vacation days such as Thanksgiving, Christmas and spring break shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members.
- b. At the junior high level practices during these periods will only be permitted upon the permission of the Principal.

3. Early dismissal of school or emergency closing

- a. In the event there is a scheduled early dismissal of school, practices may be held provided the coach(s) are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.
- b. Emergency weather conditions may result in an early dismissal or extended period of school closing. Teams may be permitted to practice through the approval of the Superintendent.

VII. Locker Room and Related Facilities

A. Locker room responsibilities

1. Security

- a. Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
- b. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left.
- c. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
- d. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible.
- e. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the Athletic Director.

2. Control of keys

- a. All keys to the building locker rooms, equipment rooms, etc., will be issued to coaches by the Principal. All coaches will return the keys to the Principal/designee on the completion of their season unless permission has been granted for summer use of athletic areas.
- b. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.

- c. If keys to the athletic area are lost, the coach should report this to the Athletic Director immediately.
- d. Under no circumstances are the athletic department keys to be duplicated without authorization from the Principal.

B. Locker room procedures

1. Athlete rules

- a. Rough-housing and throwing towels or other objects is not allowed in the locker room. The hazing of other players is not allowed.
- b. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
- c. Only coaches and assigned players are allowed in the locker room.
- d. No GLASS containers are permitted in locker rooms.
- e. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic cleats are ever allowed in any other part of the school building.
- f. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.
- g. Athletes may use the phone in the locker room offices to call home upon permission of a coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

C. Equipment, training and weight rooms

1. Controls

- a. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
- b. Athletes are not to be in the training room unless they are being examined or receiving treatment by a coach. All use of the medical or rehabilitation equipment in the training room must be authorized and qualified personnel of the school district.
- c. The weight room will be controlled by athletic coaches on a schedule established by the Athletic Director. At no time are athletes to use the weight room without authorized supervision.

2. Weight room objectives

In order to implement a quality strength training program for Covington School athletes, the following is recommended:

- a. An in-staff person should be named weight room coordinator.

- b. Strength training may be done before school or at another scheduled time for in-season athletes.
- c. A schedule will be established for fall, winter, spring and summer by the coordinator.
- d. In-season coaches must submit a preferred schedule to the coordinator.
- e. Strength coordinator and coaches will together prescribe the in-season program for the athletes.
- f. All out-of-season strength training will operate within the philosophy of the adopted strength program.
- g. Athletes are expected to be involved in our out-of-season program and all coaches are encouraged to visit and help with the supervision of their athletes along with providing verbal support of our adopted program.
- h. All athletes will be educated and given orientation to the strength facility and program.

3. Weight room

- a. To properly utilize a weight training facility in the best interest of all students.
- b. To provide adequate coaching technique in weight training.
- c. To provide program alternatives for achieving specific results.
- d. To insure that the proper safety measures are being employed during all training sessions.
- e. To provide responsibility in the proper care of equipment.
- f. To allow for weight training consultation for all athletic squads and physical education instructors.
- g. To make available opportunities for students to enjoy the benefits derived from a sound weight program on a year-round basis.
- h. To attempt to reduce sport connected injuries through well-developed conditioning.
- i. Participants in the weight room are to be current students and/or employees of the Covington Schools.
- j. Guests using the weight room are to have received permission from the staff members on duty.

4. Weight room rules

- a. Shirt and shoes ARE required at all times.
- b. NOBODY in the weight room alone.

- c. All students must be under the supervision of the instructor assigned to the weight room.
- d. Lifters must work with a partner.
- e. Replace all weights on racks immediately following use of facility.
- f. Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
- g. Warm up with proper stretching exercises.
- h. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

VIII. Squad Selection

A. Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can.

B. Procedure

1. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a. Have completed a minimum of five practice sessions.
 - b. Have performed in at least one intra-squad game.
 - c. Be personally informed of the cut by the coach.
2. Cut lists are not to be posted.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. Prior to making cuts from a squad, the coach must receive permission from the Athletic Director.

IX. Special Staff Rules and Procedures

A. Coaching Requirements

The Ohio Department of Education and the Ohio High School Athletic Association require all coaches, including volunteers, to have certain certifications in order to coach at any level within the school. They are as follows:

1. BCI/FBI Fingerprinting
2. CPR
3. Coaches First-Aid
4. Concussion in Sports
5. Fundamentals of Coaching
6. Mental Health Training
7. Pupil Activity Permit
8. Sudden Cardiac Arrest (ODE course only)

Failure to provide documentation by the assigned deadline will result in the withholding of your supplemental pay.

B. Tobacco

All Covington Schools Athletic Department STAFF AND VOLUNTEERS are to refrain from using all forms of tobacco products while performing their coaching responsibilities.

X. Coaching Experience and Steps

1. Individuals new to coaching may begin on the first step. (Step 0)
2. Coaches who move from a lower position in the program to a higher position may begin at the first step (Step 0) for that position (i.e. 8th grade to Reserve).
3. Coaches who move from a higher position in the program to a lower position may have the years of experience carried over (i.e. Head Coach to Assistant Coach).
4. Years of experience in a specific position may carry over from previous schools.
5. Years of experience are transferable between positions in girls' and boys' sports (i.e. Head Boys Basketball Coach to Head Girls Basketball Coach).

XI. Awards

Coaches in each sport must have a written policy for awarding a varsity letter, which is to be approved by the Athletic Director and High School Principal before the season.

This written policy must be provided to all parents and athletes at the pre-season parent meeting.

Job Descriptions

Athletic Director

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Employment as a teacher in Covington School District (preferred)
2. Has the ability to organize and supervise a total athletic program for boys and girls.
3. Has previous successful coaching experience in a high school sport.
4. Has various experiences in coaching or administrative duties.

Reports to:

The High School Principal, who provides objectives and final evaluation.

Supervises:

The Athletic Director must advise, coordinate and support coaching staffs of high school and middle school.

Job Goal:

To organize various sports in respect to scheduling, supervising, ordering equipment, budgeting, and managing facilities. At the same time the athletic director must be responsible for coaching staffs in respect to hiring, certification and formulating professionalism.

General:

1. The success of the athletic program has a strong influence on the community's image of the entire school system. The public exposure of the athletic program is a considerable responsibility and community/parent pressure for winning is taxing, but this cannot override the necessity of an athletic program to display professionalism and sportsmanship. The Athletic Director by way of the Principal is to insure this atmosphere occurs.

Duties and responsibilities:

1. Serve as secretary of the Athletic Board.
2. Cooperate with the administration, coaches, and students to promote the best interests of the entire athletic program.
3. Administer and coordinate entire interscholastic athletic program.
4. Supervise and sign all contracts for varsity interscholastic games to eliminate conflicts and maintain a proper balance in all sports areas, subject to approval of Principal and coaches.
5. Contract for all contest officials for varsity athletics and notify them.

6. Schedule all athletic contests in cooperation with the head coach and Principal.
7. Provide the Superintendent and Principal with a copy of the schedule of all athletic contests.
8. Approve purchase of all supplies upon written request (purchase order) from head coach of any sport.
9. Distribute passes to the proper officials.
10. Prepare necessary facilities to care for representatives of press and radio.
11. Arrange for police supervision at all games.
12. Select and assign personnel for timer, scorekeeper, scoreboard operator and public address announcer.
13. Arrange for stadium and gym facilities for the proper execution of the program as:
 - a. Dressing quarters and showers (C.H.S. and visitors)
 - b. Lighting
 - c. Marking field
 - d. Gym and playing field maintenance
14. Provide for the game physician
15. Maintain an inventory of all athletic equipment with the cooperation of all athletic coaches.
16. Keep a strict account of all receipts and expenditures, and deposit all funds in the account of the Athletic department.
17. Prepare financial statements of the athletic department and make reports at each Athletic Council meeting.
18. Maintain eligibility records as indicated in Student Handbook.
19. Keep coaches informed of sports medicine requirements.
20. Arrange bus schedule for events in each sport season and prepare list for bus supervisor.
21. Be actively involved in conference meetings and maintain membership in district professional organizations.
22. Keep updated with current trends and technology.
23. Hold staff meeting at beginning of each school year.
24. Will evaluate, with assistance from the Building Principal, all coaches.

25. Prepare award assembly and order trophies to be distributed at such assemblies by the individual coaches and sports.
26. Prepare public relation for newspapers and radio.
27. Keep records of ticket sales for individual games and season and reserve tickets.

Athletic Secretary

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Employment as a teacher in Covington School District (preferred)
3. Has had various coaching and administrative experience.

Reports to:

The Athletic Director and Principal

Supervises:

The Athletic Secretary must assist the Athletic Director in the total organization of the athletic department of the high school and junior high.

General:

The Athletic Secretary must assist the Athletic Director in making the athletic programs a positive influence in the lives of the student athletes and in the eyes of the community. Helping promote professionalism and sportsmanship in the coaching staff and athletes is a necessity.

Duties and Responsibilities:

The Athletic Secretary will perform duties as deemed necessary by the Athletic Director and Principal. The Athletic Secretary will assist in those duties enumerated under the Athletic Director.

High School Head Coach

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Employment as a teacher in Covington School District (preferred)
3. Has the ability to organize, manage, and supervise a total sports program.
4. Has previous successful coaching experience in assigned sport (major sports).
5. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Reports to:

The Athletic Director, who provides overall objectives and final evaluation in conjunction with the High School Principal.

Supervises:

In several instances the head coach must advise, coordinate and support a staff of high school assistant coaches and junior high school coaches in conjunction with the Athletic Director and Principal.

Job Goal:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

General:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but should not override the objectives of good sportsmanship and good mental health.
2. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation by the entire staff of the sports program.

2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/departamental meetings that require attendance.
4. Player development is a critical responsibility of each head coach.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics, and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and upon request may assist the Athletic Director, Junior High Athletic Director/Athletic Secretary, and Building Principal in evaluation of all assistants.
4. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Athletic Director/Principal.

Administrative Duties:

1. Assists the Athletic Director in scheduling, providing transportation and requirements for tournament and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the Athletic Director and recommends policy, method or procedural changes.

Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention and emergencies.

5. Completes paperwork on all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is disciplined or becomes ineligible.
8. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
9. Is accountable for all equipment and initiates the collection procedure of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
10. Properly marks and identifies all equipment before issuing or storing.
11. Monitors equipment rooms and coaches' offices; authorizes who may enter, issue or requisition equipment.
12. Permits the athletes to only be in authorized areas of the building at the appropriate times.
13. Examines locked rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
14. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
15. Instills in each player a respect for equipment and school property, its care and proper use.

Public Relations:

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through attracting athletes that are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.

High School Assistant Coach

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Is employed as a teacher or substitute teacher in the Covington School District (preferred).
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.

Reports to:

The head coach, in conjunction with the Athletic Director and respective Principal.

Supervises:

Athletes and team assigned to him and assumes supervisory control over all athletes in program when such control is needed.

Job Goal:

To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strength and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/ staff/developmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Player development is a critical responsibility of each assistant coach.

Administrative Duties:

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.

3. Provides documentation to the head coach to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

Junior High Head Coach

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Is employed as a teacher or substitute teacher in the Covington School District (preferred).
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.

Reports to:

The Head Coach, in conjunction with the Athletic Director and the respective principal.

Supervises:

Athletes and team assigned to him and assumes supervisory control over all athletes in program when such control is needed.

Job Goal:

To carry out the aims and objectives of the sport program as outlined by the head coach and to instruct athletes in individual and team fundamentals, strength and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/ staff/developmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Player development is a critical responsibility of each head coach.

Administrative Duties:

1. Assists the Junior High Athletic Director/Athletic Secretary in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the Junior High Athletic Director/Athletic Secretary to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the Junior High Athletic Director/Athletic Secretary and recommends policy, method or procedural changes.

Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is disciplined or becomes ineligible.
8. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
9. Is accountable for all equipment and initiates the collection procedure of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
10. Properly marks and identifies all equipment before issuing or storing.
11. Monitors equipment rooms and coaches' offices; authorizes who may enter, issue or requisition equipment.
12. Permits the athletes to only be in authorized areas of the building at the appropriate times.

13. Examines locked rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
14. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
15. Instills in each player a respect for equipment and school property, its care and proper use.

Public Relations:

1. Promotes the sport within the school through attracting athletes that are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
2. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
3. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
4. Presents information to news media concerning schedules, tournaments and results.

Junior High Assistant Coach

Qualifications:

1. Valid Ohio teacher certification (preferred)
2. Is employed as a teacher or substitute teacher in the Covington School District (preferred).
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.

Reports to:

The head junior high coach, in conjunction with the Assistant Athletic Director and respective Principal.

Supervises:

Athletes and team assigned to him and assumes supervisory control over all athletes in program when such control is needed.

Job Goal:

To carry out the aims and objectives of the sport program as outlined by the varsity coach and to instruct athletes in individual and team fundamentals, strength and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Has a thorough knowledge of all the athletic policies approved by the Covington Board of Education and is responsible for their implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/ staff/developmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Player development is a critical responsibility of each assistant coach.

Administrative Duties:

1. Assists the head junior high coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the head coach to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

Junior High/High School Cheer Coach

Job Goal:

To instruct and supervise cheerleaders including: purpose and philosophy of cheerleading at Covington High School, proper techniques for performing cheers, leadership responsibilities, providing safe and practical areas for practice.

Duties and Responsibilities:

1. Provide and acquire the following from each member of the squad and submit to the athletic department:
 - a. Physical card
 - b. Emergency medical form
 - c. Athletic waiver
 - d. Parental acknowledgment and permission slip signed by the parents and the cheerleader prior to tryouts
2. Provide the squad with an adequate conditioning program in preparation for the season; ensure that the squad knows their responsibilities for all game situations; prepare the squad for the season by teaching cheers, sidelines, and dances; teach proper techniques for jumps and gymnastic skills.
3. Teach and evaluate each member of the squad for knowledge on information such as the school fight song, alma mater, administrator names, league members, and the basics necessary to understand the sport for which the squad cheers.
4. Assign uniforms and submit inventory at the end of the season making sure uniforms are clean and not damaged when stored.
5. Submit appropriation items to the Athletic Director upon the completion of the season.
6. Plan or assist in planning special spirit activities.
7. Enforce rules and procedures set by the athletic department and Cheerleader Constitution.
8. Develop a practice schedule and be present at all practices and games. In the event this is not possible, clear it with the Athletic Director and find a sub for that game. Substitute must be another Covington High School advisor or faculty member.
9. Organize and conduct annual tryouts to include practices leading up to tryouts.
10. Coordinate squad fund raising events/ activities, informing Athletic Director prior to beginning the event/activity.
11. Work with parents association to provide for open communication and support for the program.
12. Inform Athletic Director of any violation of rules.
13. Meet athletic department requirements as they pertain to sports medicine.
14. Make any and all arrangements for transportation of cheerleaders to away contests according to policy.
15. Review squad members' grade cards.

16. Player development is a critical responsibility of each coach.

Athletic Council

PURPOSE

The Athletic Council will be responsible for advising the athletic director in the management of the Covington Exempted Village Schools Interscholastic Athletic Program.

MEMBERSHIP

The Athletic Council shall consist of the Superintendent of Schools, the Principal of the High School, the Principal of the Elementary School or designee, the Athletic Director, and two members of the Board of Education, appointed yearly by the Board President.

OFFICERS

High School Principal - Chairman
Athletic Director - Secretary

VOTING

On matters which require voting, each of the following will be entitled to one vote: each school board member, the Superintendent, the High School Principal, the Elementary Principal or designee, and the Athletic Director.

MEETINGS

The Athletic Council shall meet three times each year. The chairman may call a special meeting when he/she deems it necessary.

The agenda will be developed and distributed to all voting members of the Council one week prior to the Athletic Council meeting.

Four members shall constitute a quorum, provided that at least one of the members present is a member of the Board of Education.

DUTIES

- A. The Athletic Council shall advise the athletic director on all athletic matters.
- B. Aid in giving direction to the Covington Bucc Boosters Association in order that they can best serve the athletic program.

Policies

Cheerleader Squads and Selection Process

1. High School

a. Football Season

- No more than 12 cheerleaders. The selection is based on a point system taking 12 highest scores.
- A cheerleader must have a minimum of 75% of possible score to qualify.
- Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

b. Basketball Season

- Varsity Squad – The selection is based on a point system, 8 cheerleaders will be chosen from the sophomore, junior, and senior classes.
- Reserve Squad – The selection is based on a point system, 8 cheerleaders will be chosen from the freshmen, sophomore, and junior classes. These cheerleaders will be the next highest point qualifiers after the varsity squad is selected.
- No more than 16 total cheerleaders will be selected for the varsity and reserve squads.
- A cheerleader must have a minimum of 75% of possible score to qualify.

Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

2. Middle School

a. Football Season

No more than 10 cheerleaders will be selected.

The 10 highest point totals will determine the cheerleaders selected.

Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

b. Basketball Season

No more than 12 cheerleaders will be selected to make up both the 7th and 8th grade squads. There will be a minimum of 6 per squad (6 seventh graders and 6 eighth graders). The scores and turnout will determine the final number per squad.

Tiebreakers are to be broken by the cheerleading coach, the qualifying score will change to break all ties.

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Adopted by the Athletic Council

Wednesday Evening and Sunday Extra-curricular Secondary Activities Policy

Except as otherwise required by the Ohio High School Athletic Association, all secondary (grades 7-12) extra-curricular school activities (i.e. CHS/CMS sports, band, chorus, clubs and organizations), which are conducted after normal school hours, shall not be conducted on Sundays. Exceptions may be considered with prior approval received from the respective School Principal or District Athletic Director AND the Superintendent before conducting such activities, and are limited to the hours of 1:00 PM to 5:00 PM, and should be reserved for extenuating circumstances.

Activities after school hours shall not be conducted after 6:30 PM on Wednesdays. More specifically, students shall be dismissed and given sufficient time to exit the school and/or activity by 6:30 PM. Exceptions may be considered with prior approval received from the respective School Principal or District Athletic Director AND the Superintendent before conducting such activities when reasonably necessary due to lack of access to, or availability of facilities at other times. The school district is committed to exhausting all other reasonable options prior to scheduling activities on Sundays or Wednesdays after 6:30.

Exceptions will be made based on scheduling conflicts and facility limitations. It may be necessary for the superintendent to exempt an entire group from the policy (i.e. CHS drama club play practice or freshman basketball). Other exemptions will be on a case by case basis and will deliberately be kept to a minimum. All exemptions should be documented using the appropriate form.

Covington Exempted Village School District Board of Education's Random Drug Testing Policy

PURPOSE STATEMENT

The Covington Exempted Village School District Board of Education's ("Board of Education," "Board" or "District") Random Drug Testing Policy was created in response to concern that alcohol and illicit drugs may be used by students within the District and to prevent, deter and detect such drug use. The Board of Education desires to implement a policy which will address this concern thereby promoting the health, safety and welfare of the students within this District. To achieve this objective and to maximize the skills and talents of the students, it is important that each student understands the dangers and serious consequences of drug and alcohol use. This Policy reflects the commitment of the Board of Education and the community to establishing a truly drug and alcohol free school environment.

The purpose of this Policy is as follows:

- A. To provide for the health, safety and welfare of all students;
- B. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- C. To identify students who use illegal drugs and/or alcohol; and
- D. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

This Policy applies to all students in grades 7-12 with privileges, namely;

- 1. student athletes,
- 2. students participating in extra-curricular/co-curricular activities and
- 3. students possessing District parking privileges.

This Random Drug Testing Policy does not affect the current policies, practices, or rights of the District regarding student drug possession or use where reasonable suspicion is established by means other than drug testing through this Policy.

Although students risk the loss of the above-named privileges, the Random Drug Testing Policy is designed to be non-punitive with regard to academics. No student will be suspended or expelled from school as a result of a certified positive test conducted by the District under this Policy. The results of random drug tests will not be documented in any student's academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

All students and parents/guardians/custodians must sign an "Informed Consent Agreement" for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District.

DEFINITIONS

A. STUDENT ATHLETE

Any student in grades 7-12 participating in a District athletic program including, but not limited to, Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Track & Field, Softball, Volleyball and Wrestling.

B. EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Any student in grades 7-12 participating in a District sponsored club, group or student organization which holds and/or participates in competitions, practices, events, meetings and/or activities which extend beyond the normal school day.

C. STUDENT DRIVER

Any student in grades 7-12 possessing District parking privileges.

D. DRUG TESTING EFFECTIVITY PERIODS

1. Student Athletes

Student Athletes will be subject to random drug testing during the entire school year (i.e., the first day of classes in the fall until the last day of classes in the spring) or, if the athletic season commences prior to the start of or concludes subsequent to the conclusion of the school year, the "athletic season" (i.e., the first day of practice until the last competition of the season or the awards program for that sport, whichever is later). There are three athletic seasons: fall, winter and spring.

2. Extra-curricular/Co-curricular Activities

If a District sponsored club, competition, practice, event, meeting and/or activity outside of the normal school day.

3. Student Drivers

Student drivers will be subject to random drug testing during the entire school year (i.e., the first day of classes in the fall until the last day of classes in the spring).

E. TESTING AGENCY

All drug tests shall be conducted by laboratories certified by the Ohio Department of Health and Human Services. The certified testing agency selected by the Board of Education shall be responsible for randomly selecting students, processing sample results and maintaining confidentiality.

F. RANDOM SELECTION

A system of selecting students in grades 7-12 (with privileges) for drug and alcohol testing in which each student will have a fair and equitable chance of being selected each time selections are required. The term "random number generator" is used to describe this system.

G. ILLEGAL/ILLICIT DRUGS

Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6). 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.

H. ALCOHOL

Any intoxicating substance containing alcohol, such as liquor, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term "alcoholic beverage" also includes any liquid substance (such as near beer) which contains alcohol in any percentage.

The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use in a prescription or by the manufacturer. Medicines containing alcohol that are administered in accordance with District policy which follow rules related to use of prescription and nonprescription drugs are not considered alcoholic beverages 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.

TYPES OF TESTING

A. RANDOM TESTING

Random testing may be performed throughout the season and/or school year as defined herein. At the beginning of each season and/or school year, all students having privileges as defined in the Purpose Statement will be eligible for random urine drug testing. The collection process will take place on District property or at a testing facility approved by the Board of Education. If the student's Informed Consent Agreement is not yet on file with the District, the head coach or advisor/instructor for each student with a privilege is responsible for obtaining the properly signed form, which shall contain the student's and their parent's/guardian's/custodian's signatures. The High School Principal/designee will obtain the properly signed form for students with parking privileges.

1. Random selection of students: The drug testing agency will utilize a random number generator to select students for testing. Students may be tested more than once per season and/or school year.
2. Scheduled random testing: Random testing will be unannounced. The drug testing dates and times will be selected by the High School Principal/designee and confirmed with the testing company. The frequency and percentage of students tested each time will be determined by the Superintendent in conjunction with the School Board.

B. OPT-IN STUDENT DRUG TESTING

Parents/guardians/custodians that have students not involved in privileged activities may have their student tested during the next testing cycle, at the expense of the District. Interested parents/guardians/custodians should contact their student's Building Principal.

C. OTHER TESTING

Other testing may be conducted at the request of the Building Principal or the Athletic Director and must have approval of the Superintendent. The types of other testing are as follows:

1. Group/Team Testing

At the beginning of a season and/or school year, all eligible students in a particular group may be required to take a drug test.

2. Reasonable Suspicion Testing

School officials have the right to have a student tested for use of drugs when there is "reasonable suspicion." This applies to all students having privileges as defined in the Purpose Statement.

DRUGS FOR WHICH STUDENTS MAY BE TESTED

Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6).

REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion drug test, or refusal to report to the test site immediately will constitute a violation of this Random Drug Testing Policy and will be treated as a positive test result.

COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. Upon arriving at the collection site, the following procedures will occur:

1. All students will be identified by the Athletic Director/Principal/Activity Advisor. No exceptions will be allowed.
2. The testing area will be secured during testing.
3. Only lab technicians and the student being tested will be witness to the test; privacy must be maintained for all students.
4. The Athletic Director/Principal/Activity Advisor are responsible for ensuring that all forms are completed and signed by both the parent/guardian/custodian and the student prior to testing.
5. When a student arrives at the collection site, if he/she is unable to provide a sample, he/she will be asked to drink water or juice provided by the Athletic Director/Principal/Activity Advisor.
6. No bags, backpacks, purses, containers cups or fluids 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. Students will be required to empty their pockets. Any infringement of the rules will result in the student taking the test again.
7. 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, and this will be considered a refusal. They are not to have contact with anyone other than the lab technician or school official until after the sample is given.
8. Students will be asked to wash their hands. The lab technician will add blue dye to the toilet.
9. Students will be asked to urinate directly into a collection cup given to them by the lab technician. The lab technician will stand outside the restroom.
10. If any adulteration of the specimen is detected, it will have the same consequences as a "positive." The lab checks every sample for adulteration, such as additives the student may drink or add to the urine to change the sample.
11. Any suspicion of tampering will result in the sample being sent to the lab for confirmation of tampering.
12. The sample must be taken in one attempt within four (4) minutes of entering the bathroom and be at least 30 ml in volume. The student must return the cup to the lab technician.
13. Students are not to flush the toilets. In the event the student flushes the toilet, the sample is considered to be invalid, and he/she will be required to give a new sample immediately. If the student is

unable to provide a new sample immediately, he/she will be asked to drink water or juice provided by the Athletic Director/Principal/Activity Advisor.

14. While the student is watching, lab personnel will recap and collect the sample. The student will note the specimen number and sign the specimen sheet verifying the specimen number and student identity. In the event the student does not hand the cup directly to the lab personnel, the sample is considered invalid and a new sample must be given.

15. The specimen will be checked by lab personnel at the time of testing using a rapid screen panel. Any "non-negatives" will be placed in a transport bag and sent to a laboratory and a certified Medical Review Officer will interpret the results.

16. This collection procedure is subject to change because of procedural requirements by the testing agency. The Board of Education reserves the right to change the collection procedure to coincide with the guidelines set forth by the testing agency. The Board of Education reserves the right to collect hair, fingernail, and/or saliva samples in lieu of urine samples.

17. When using rapid screens, all non-negatives will be brought to the attention of the High School Principal.

PROCEDURES IN THE EVENT OF A POSITIVE TEST

1. The Medical Review Officer will review all "non-negatives" or suspected adulterations.

2. Depending upon the substances found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the student is taking any prescription medication from a physician.

3. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication and forward to the MRO. Failure to provide such requested information will be considered a positive result.

4. The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen.

5. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of illicit or banned substances from the body. If the Medical Review Officer believes the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

6. The Medical Review Officer shall confirm all specimens identified as positive on the initial drug test through the use of the gas chromatography/mass spectrometry method of detection, or any other method that is professionally recognized as being more accurate than the gas chromatography/mass spectrometry method. In the event the confirmatory test confirms the results of the initial test, the District will proceed with the "Note: Consequences for Violations of the Random Drug Testing Policy."

7. The Medical Review Officer based upon the information given will certify the drug test results as positive or negative. Positive results will be reported to the High School Principal/designee by telephone.

8. The Principal/designee, within one (1) school day of receiving the test results from the drug testing agency, will attempt to notify the parent/guardian/custodian (first and preferably by telephone) of the positive results. Once the parent/guardian/custodian is notified, the student will then be notified of the

positive results. The Principal/designee will then provide a written notification to the parent/guardian/custodian via U.S. mail.

9. If the parent/guardian/custodian or student wishes to contest the results, the drug testing agency will arrange a retest of the specimen to be submitted to the same laboratory. The parent/guardian/custodian or student must pay for this expense. Such a request must be made to the Principal/designee in writing within five (5) school days from the first notification of the positive test results. The results of this test shall be determinative, except in those instances where the first test and confirmatory test indicated the presence of adulterant(s) in which case the results of the initial and confirmatory shall be determinative. Consequences for violations of this Random Drug Testing Policy will not be delayed due to the contesting of the results of the initial and confirmatory test.

CONSEQUENCES FOR VIOLATIONS OF THE RANDOM DRUG TESTING POLICY

A. First Violation

1. Student athletes will be denied participation in 40% of athletic competitions. Students participating in extra-curricular/co-curricular activities and/or possessing District parking privileges will be denied participation for 30 calendar days. For example:

Student Athletes

If there are 20 games in a season, the athlete will be denied participation in eight (8) games, with any remaining percentage of the denial of participation applied to the next season of participation in an athletic activity, if necessary. In addition, for a period of seven (7) calendar days, the student will be denied from actively participating in practices, however he/she may, at the parent's/guardian's/custodian's discretion, attend practices. For the remaining percentage of time, the student may participate in practices, and may sit with the team during contests. The student may not wear a team uniform during the entire period of denied participation.

Extra-curricular/Co-curricular Activities

The student will be denied participation for 30 calendar days for all extracurricular/co-curricular activities, with any remaining days of the denial of participation applied to the next season of participation, if applicable.

Student Driver

The student will be denied parking privileges for 30 calendar days, with any remaining days of the denial period applied to the next school year, if applicable.

2. The student and his/her parent/guardian/custodian must attend and complete the Miami County Recovery Council's Drug ("MCRC") Prevention Program and provide proof of completion to the Building Principal. The cost of this class shall be the responsibility of the student and/or his/her parent/guardian/custodian. During the Health Class, MCRC will conduct a screening of the student. The MCRC will then provide a recommendation back to the Building Principal or his/her designee to either have the student move forward with counseling, or to indicate no further action is required. The student and his/her parent/guardian/custodian must sign a release authorizing MCRC to inform the Building Principal that the student and his/her parent/guardian/custodian attended the Health Class and if counseling is recommended. The MCRC maintains confidentiality of personal information. If the MCRC recommends counseling, the student must satisfy the recommendation and provide proof by submitting a signed note from a counselor certified by the Ohio Department of Health and Human Services. The cost of these services shall be the responsibility of the student and/or his/her parent/guardian/custodian.

If a student and his/her parent/guardian/custodian attend and complete the Miami County Recovery Council's ("MCRC") Drug Prevention Program (also known as "Health Class"), the students denied participation shall be reduced by one half upon providing proof of completion to the Building Principal. In the event that the next scheduled MCRC class is not available in time for the reduced denial period, a signed promissory note from the student's parent/guardian/custodian may be accepted provided the note lists the date that the student and his/her parent/guardian/custodian is enrolled.

3. The student shall perform eight (8) hours of community service for a charitable or non-profit organization as approved by the Principal/designee. The student must provide proof of service by submitting the signature and a phone number of an official from the charitable or non-profit organization to the Principal/designee before being reinstated.

4. In order for participation and privileges to be reinstated after the penalty, the student must agree to submit to follow-up drug tests each time the testing agency makes a site visit for a 12-month period from the date of the positive drug test result at the District's expense. The drug testing dates will be determined by the Principal/designee. In addition, the student and/or his/her parent/guardian/custodian must attend a reinstatement meeting with the Building Principal.

5. Failure to complete the above-stated requirement Page 10 participation in all privileged activities for one year.

6. If the student tested positive for only nicotine, the denial period is reduced by ½ of that specified in paragraph A.1.

B. Second Violation

1 Student athletes will be denied participation in 80% of athletic competitions. Students participating in extra-curricular/co-curricular activities and/or possessing District parking privileges will be denied participation for 60 calendar days. For example:

Student Athletes

If there are 20 games in a season, the athlete will be denied participation in sixteen (16) games, with any remaining percentage of the denial of participation applied to the next season of participation in an athletic activity, if necessary. In addition, for a period of seven (7) calendar days, the student will be denied from actively participating in practices, however he/she may, at the parent's/guardian's/custodian's discretion, attend practices. For the remaining percentage of time, the student may participate in practices, and may sit with the team during contests. The student may not wear a team uniform during the entire period of denied participation.

Extra-curricular/Co-curricular Activities

The student will be denied participation for 60 calendar days for all extracurricular/co-curricular activities, with any remaining days of the denial of participation applied to the next season of participation, if applicable.

Student Driver

The student will be denied parking privileges for 60 calendar days, with any remaining days of the denial period applied to the next school year, if applicable.

2. The student shall perform eight (8) hours of community service for a charitable or non-profit organization as approved by the Principal/designee. The student must provide proof of service by submitting the signature and a phone number of an official from the charitable or non-profit organization to the

Principal/designee before being reinstated.

3. In order for participation and privileges to be reinstated after the penalty, the student must agree to submit to follow-up drug tests each time the Page 11 testing agency makes a site visit for a 12-month period from the date of the positive drug test result at the District's expense. The drug testing dates will be determined by the Principal/designee. In addition, the student and/or his/her parent/guardian/custodian must attend a reinstatement meeting with the Building Principal.

4. The student and his/her parent/guardian/custodian must attend and complete the Miami County Recovery Council's Drug Prevention Program and provide proof of completion to the Building Principal. The cost of this class shall be the responsibility of the student and/or his/her parent/guardian/custodian. During the Health Class, MCRC will conduct a screening of the student. The MCRC will then provide a recommendation back to the Building Principal or his/her designee to either have the student move forward with counseling, or to indicate no further action is required. The student and his/her parent/guardian/custodian must sign a release authorizing MCRC to inform the Building Principal that the student and his/her parent/guardian/custodian attended the Health Class and if counseling is recommended. The MCRC maintains confidentiality of personal information. If the MCRC recommends counseling, the student must satisfy the recommendation and provide proof by submitting a signed note from a counselor certified by the Ohio Department of Health and Human Services. The cost of these services shall be the responsibility of the student and/or his/her parent/guardian/custodian.

5. Failure to complete the above-stated requirements will result in denial of participation in all privileged activities for one year.

C. Third Violation

The student shall be permanently denied participation in athletics, extra-curricular/cocurricular activities, and driving/parking privileges for the remainder of their enrollment at the District, effective immediately.

SELF-REFERRAL

A student may ask a coach, advisor, director, counselor, administrator or other school personnel for help prior to any known violations of this Policy. This is known as a self-referral. Selfreferrals can be made at any time except during the period of time after the student has been called to the collection site but before the time the sample is collected. While self-referrals are encouraged, they are not consequence-free. The consequences of a self-referral are:

A. The student and his/her parent/guardian/custodian are strongly encouraged to attend and complete the Miami County Recovery Council's Drug Prevention Program.

B. The student will be denied participation in 10% of athletic competitions. The student will be denied fifteen (15) calendar days of extra-curricular/co-curricular activities, and driving/parking privileges. For example:

Student Athletes

If there are 20 games in a season, the athlete will be denied participation in two (2) games, with any remaining percentage of the denial of participation applied to the next season of participation in an athletic activity. In addition, for a period of seven (7) days, the student will be denied from actively participating in practices; however, he/she may at the parent's/guardian's/custodian's discretion, attend practices. For the remaining percentage of time, the student may, participate in practices, and may sit with the team during contests. The student may not wear a team uniform during the entire period of denied participation.

Extra-curricular/Co-curricular Activities

The student will be denied participation for fifteen (15) calendar days for all extra-curricular/co-curricular activities, with any remaining days of the denial of participation applied to the next season of participation, if applicable.

Student Driver

The student will be denied parking privileges for fifteen (15) calendar days, with any remaining days of denial applied to the next school year, if applicable.

C. In order for participation and privileges to be reinstated after the denied participation period, the student must agree to submit to follow-up drug tests each time the testing agency makes a site visit for a 12 month period from the date of self-referral at the District's expense. In addition, the student and his/her parents/guardians/custodians must attend a reinstatement meeting with the Building Principal.

D. Failure to complete these requirements will result in denial of participation in all privileged activities for one half of the school year.

A self-referral will become a first offense and subject to consequences if:

A. A law enforcement agency is involved in the investigation of a potential violation or either formal or informal charges have been filed before the student attempted to self-refer.

B. Evidence of a violation is known by any staff member before the student attempted to self-refer. A self-referral may be used only once during the 7-12 academic career of a student and may not be used after the student becomes a first offender.

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo testing for the presence of illegal/illicit drugs, alcohol, or banned substances in accordance with the Policy and Procedures for Random Drug Testing of the Covington Exempted Village School District Board of Education ("Board of Education" or "Board").

We understand that testing will be administered in accordance with the guidelines of the Board of Education's Drug Testing Policy.

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 Board of Education, its employees, and/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 Board of Education, its employees, and/or agents, to release all results of these tests to designated Board employees and/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 Covington Exempted Village School District Board of Education, its employees, and/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 Section 3319.321 of the Ohio Revised Code, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

Covington Exempted Village Schools
INFORMED CONSENT AGREEMENT

STUDENT NAME _____ GRADE _____

AS A STUDENT:

I understand and agree that participation in privileged activities may be withdrawn for violations of the Covington Exempted Village School District Board of Education's Random Drug Testing Policy.
I have read the Random Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to said Policy.
I understand that when I participate in any privileged program, I will be subject to initial and random drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any privileged 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 Covington Exempted Village School District.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the Covington Exempted Village School District Board of Education's Random Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in privileged activities in the Covington Exempted Village School District.
I pledge to promote healthy lifestyles for all students in the Covington Exempted Village School District.
I understand that my son/daughter/ward, when participating in any privileged program, will be subject to initial and random drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in these privileged 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 privileged activities in the Covington Exempted Village School District.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT/GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

Adopted by the Covington Board of Education