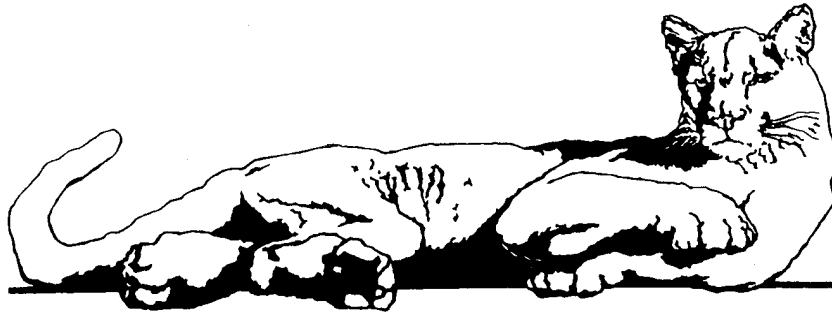


CRESTVIEW COUGARS



2020-2021 HIGH SCHOOL MIDDLE SCHOOL ATHLETIC HANDBOOK

Board Approved: August 17, 2020

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FORWARD:

The purpose of this athletic handbook is to inform athletes, parents, and the community of the policies and procedures of the Crestview Local School District athletic programs. Athletics exist for the benefit of the students and participation should be viewed as a privilege. Failure of the student to abide by the rules of their team, the school, and the Ohio High School Athletic Association may result in the privilege of participation being revoked.

This guide does include specific regulations and guidelines that athletes and coaches are expected to be familiar with and adhere to. Issues not addressed in this guide should be referred to the Athletic Director or Principal. **Whenever an issue or concern develops the first step is to resolve the problem at the lowest level in the chain-of-command. Chain-of-command order will be the athlete to Head Coach, the parent to Head Coach, the Athletic Director, the Principal and Athletic Council, and then the Superintendent.**

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Middle School Principal	Chad Lemon	419-895-1700 ext. 18002
Superintendent	Randy Dunlap	419-895-1700 ext. 17000

CRESTVIEW ATHLETIC DEPARTMENT

MISSION:

The Crestview Athletic Program will provide students with opportunities that foster Competition, Academics, Teamwork, Leadership, Respect, and Sportsmanship.

BELIEFS:

Crestview Athletics will...

- ◆ develop well-rounded individuals who will balance academics and athletics, learn from success and failure, and gain lifelong experiences.
- ◆ develop competitive programs, which are enjoyable while teaching athletic fundamentals and teamwork.
- ◆ develop respect for all programs.
- ◆ provide a quality experience which fosters sportsmanship, ethics, and integrity among athletes, coaches, families, and fans.
- ◆ build personal characteristics such as responsibility, discipline, and leadership.
- ◆ encourage parental and community involvement.

VISION:

The Crestview Athletic Program will continually challenge athletes, coaches, and teams to compete and succeed at the highest level possible by following our mission and beliefs.

GOALS:

Crestview Athletics will strive to...

- ◆ increase the number of students pursuing participation in the athletic programs.
- ◆ increase overall academic grade point average of athletic participants.
- ◆ involve athletes in elementary school activities to serve as positive role models.
- ◆ explore Ohio High School Athletic Association sponsored awards relative to sportsmanship, ethics, and integrity.
- ◆ win the Firelands Conference All-Sports Award.
- ◆ attain the Conference Championship in each sport.
- ◆ increase parental and community involvement and support organizations and programs.
- ◆ advance teams and individuals to the highest level possible in state tournament competition.

SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

The Crestview Local Schools Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association (OHSAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that participation is as important as winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players. An additional component to consider is the coaches' ethics. We believe the development of good sportsmanship through practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics.

We therefore, expect school administrators, coaches, athletes and spectators to know and embrace the following fundamentals of sportsmanship:

- 1) Respect should be demonstrated for athletic opponents and for their school at all times. Crestview will treat visiting teams and their supporters as guests and afford them the consideration everyone deserves. Visiting schools should respect the property dignity of their host school and its athletic teams.
- 2) Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
- 3) Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the rules.
- 4) All participants should strive to maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
- 5) All participants should learn to recognize and appreciate skill in performance regardless of school affiliation. Recognition of good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior conduct themselves in such a manner before, during and after the contest.

RESPONSIBILITIES OF A CRESTVIEW ATHLETE

Being a member of a Crestview athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been forged in the blood, sweat and tears of past athletes. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won All-Conference and All-State honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the Red, Black and White, we expect that you not only understand our traditions, but also are willing to fulfill the responsibilities that go along with them. Congratulations on accepting this challenge, and as an Athletic Department we wish you the best of luck in making your experiences here at Crestview satisfying.

- **Responsibilities to Yourself** – the most important responsibility is to broaden yourself and develop inner strength and character. You owe it to yourself to get the greatest possible gains from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- **Responsibilities to Your School** – another responsibility you assume as a team member is to your school. Crestview Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.
- **Responsibilities as a Leader** – you assume a leadership role when you are on an athletic squad. The student body and citizens of this community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Crestview proud of you and your community proud of your school by your faithful exemplification of these ideals.
- **Responsibilities to Others** – as a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day. The younger kids in the Crestview School District are watching you. They will copy you in many ways. Set good examples for these impressionable students. Lead by example in the classroom and on the field of play.

ATHLETIC BOOSTER CLUB

The Crestview Athletic Booster Club is an independent body made up of community members, teachers, parents, and others whose sole purpose is to support all athletic teams at Crestview. The Booster Club has traditionally paid for uniforms, equipment, field improvements, the concession stand restroom facility, and other needs as they arise. None of the booster funded projects receive any tax dollars. The Booster Club has many different fundraisers to raise money for these needs. Our major source of income is the operation of the concession stands at all athletic events (except boys' JV/Varsity basketball).

We need your help! Our list of volunteers has dwindled over the years. We are now unable to open the concession stand at all events because we have no volunteers to operate it. The impact of this will be felt by all athletes as more of the cost of the athletic program may have to be covered by increased fees. In an attempt to prevent that, coaches will be asking you to help in the concession stands at various events. We hope that we can find enough people that no one will need to help while his/her child is participating. Please volunteer to help us out. All the money raised goes straight to the athletic teams and saves all participants money. Projects sponsored by the Booster Club need the support of athletes, their parents, coaches, and the community.

The Booster Club meets the first Monday night of each month at 7:00 p.m. in the High School Media Center. All parents, teachers, coaches, and interested community members are invited to attend.

ATHLETIC FEE

The Athletic Department has instituted an activity fee to help cover the rising costs involved with the operation of our athletic programs here at Crestview.

Admission to our games is the primary source of income for our program. Admissions have not been increased much over the past five to six years. While costs for officials, transportation, equipment, uniforms, awards, and medical supplies have gone up.

The athletic fee for this year is \$35.00 for the 1st sport, an additional \$15.00 for the second sport, and \$10 for a third sport. There is a \$100 max charge per household. These fees are to be paid only to the Athletic Directors or the Athletic Secretary **prior to the athlete's first contest**. This enables the athlete to participate in as many sports as they wish.

ATHLETIC FORMS

In order to participate, an athlete is required to have All Athletic Forms on file in the athletic director's office prior to the "official" starting date of the sport in which they are participating. It is the parent's responsibility to notify the athletic director of any changes in these records. **All Athletic Forms may be located and filled out online through FinalForms.** The Athletic Records Packet includes:

1. A current physical form and OHSAA eligibility pamphlet.
2. Proof of accident insurance and training rules signed by parent and athlete.
3. Emergency medical authorization.
4. Drug policy release form.
5. OHSAA Concussion form.
6. Sudden Cardiac Arrest Form
7. AVITA Consent to Treat Form

COMMUNICATING WITH THE COACH/CHAIN OF COMMAND

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements (fees, special equipment, off-season conditioning).
5. Procedure should your child be injured.
6. Discipline that results in the denial of your child's participation.

Communication Coaches Expect from Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts, **well in advance**.

Issues Not Appropriate to Discuss with Coaches

1. Playing time.
2. Team strategy and play calling.
3. Other student athletes.

Appropriate Procedure for Discussing Concerns/Proper Chain of Command

1. Athlete should first speak with the coach.
2. Call to set up an appointment with the coach (contact the athletic administrator to set up the meeting if unable to reach the coach).
3. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution).

What if the Meeting with the Coach Did Not Provide a Satisfactory Resolution?

1. Call to set up an appointment with the athletic administrator.
2. Determine the appropriate next step at this meeting.
3. Actual steps to take in the "Chain of Command":
 - A. meet with the head coach and Athletic Director
 - B. meet with the principal and athletic council
 - C. meet with the superintendent

ELIGIBILITY

The eligibility standards adopted by the OHSAA and the Crestview Local Schools are as follows:

1. Age Limitation

Grades 9-12: The new OHSAA rule is that any athlete in grades 9 – 12 will be eligible until the day they turn 20 years of age. Upon that 20th birthday they will immediately become ineligible for inter-scholastic high school sports.

Grades 7-8: If you are 15 years of age prior to August 1, you are ineligible for junior high athletics.
2. Eligibility

Grades 9-12: Any period of eligibility or ineligibility in grades 9-12 will be for the entire nine week grading period. You must receive passing grades totaling five credits and have

at least a 1.0 G.P.A. in order to play sports the next nine weeks. Fall sports eligibility is based on the last nine weeks of the previous school year. A student enrolled in the first grading period after advancement from eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.

Grades 7-8: Any period of eligibility or ineligibility in grades 7-8 will be based on a weekly basis, as well as a nine weeks' basis. You must receive passing grades in 75% of subjects in which you are enrolled. For incoming seventh graders, fall sports eligibility is based on the last nine weeks of the students sixth grade year. The student must have passed 75% of those subjects carried the proceeding grading period in which the student was enrolled.

Grades 7-12

Student cannot be made eligible by attending summer school. For the purpose of eligibility, all incomplete grades will be averaged as an "F" until work is complete.

3. Attendance

In order to participate or attend any scheduled event, activity, practice, competition, game or try out, whether curricular or extra-curricular, the student must be present by **9:00 a.m.** that day. A student, who leaves school early due to illness, will not be allowed to participate that day. Exceptions may be granted by the building principal.

NOTE: Exceptions to this regulation may be made by the building principal for valid and sufficient reasons, requested in writing by the student's parent/guardian prior to the day of the scheduled activity (i.e. funeral, medical appointment, family emergency).

4. Enrollment

You must be enrolled in the school sponsoring the squad and be living in the school's attendance area. Once enrolled in Grade 9 for the first time, each student has eight semesters of athletic eligibility.

Home Educated Students

A. Section 3313.5312(A) provides, in pertinent part, that "a student who is receiving home education in accordance with division (A)(2) of section 3321.04 of the Revised Code shall be afforded, by the Superintendent of the school district in which the student is entitled to attend school under section 3313.64 or 3313.65 of the Revised Code, the opportunity to participate in any extracurricular activity offered at the district school to which the student otherwise would be assigned during that school year..."

B. Section 3313.5312(B) addresses the student who receives home education under division (A)(2) of section 3321.04 of the Revised Code and who is not entitled to attend school in the district under section 3313.64 or 3313.65 of the Revised Code. In that situation, the Budget Bill states that "the superintendent . . . may afford [the student] . . . the opportunity to participate in any extracurricular activity offered by a school of the district if the district to which the student is entitled to attend does not offer that extracurricular activity."

: (1) that it remains the "option" of the superintendent as to whether s/he would permit this participation and (2) that "option" only exists if the school to which the student is entitled to attend does not offer the sport in question.

5. Residence
You are eligible at the school located in the district where your parent or legal guardian resides.
6. Open Enrollment and Tuition Students
Open Enrollment and Tuition students must abide by all OHSAA and Crestview Board of Education rules and regulations.

LOST EQUIPMENT & UNIFORMS

Any equipment or uniforms not turned in at the end of the season will be charged to the athlete at the current replacement cost.

MEDICATIONS, SUPPLEMENTS, ENERGY ENHANCERS, AND DRUGS

All student-athletes and their parents/guardians should consult with their physician before taking any supplement product. In addition, coaches and school staff will not recommend or supply any supplement product to student-athletes.

MULTIPLE ACTIVITIES

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities. Since the Board of Education has implemented allowing High School and Middle School athletes to participate in two sports per season, every attempt will be made to schedule events in a manner so as to minimize conflicts. However, students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict arises. If a student requests two sports per season they must obtain a copy of the guidelines and agreement form prior to the season. They may obtain this form from the Athletic Director. The final decision as to whether a student participates in two sports per season is made by the student athlete, his/her parent(s) and the head coaches of the sports' programs involved.

When conflicts arise the sponsors/coaches will get together and work out a solution. If a solution cannot be found, the Principal/Athletic Director will have to make the decision based on the following:

1. The relative importance of each event.
2. The relative contribution the student can make.
3. How long each event has been scheduled.
4. Talk with the parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, they should withdraw from that activity.

PARENTAL INVOLVEMENT

In order for our athletic events to be successful, we depend on parents to be involved by volunteering. Volunteers play an important role by helping with tickets, line judging, timing, clock, chain crew, etc. Unfortunately, we don't always get the volunteers we need; therefore, parents may be assigned to help with their son's/daughter's athletic events. Your cooperation and help in this matter is greatly appreciated.

PRACTICING WHILE INELIGIBLE

A High School athlete who is academically ineligible may continue to practice with the team at the discretion of the head coach. If the coach agrees, the athlete will be permitted to practice after obtaining written consent from the parents. Parents should note the OHSAA catastrophic insurance does not cover athletes who practice while ineligible.

A **Middle School** athlete who is academically ineligible for the week, may not practice with the team or travel while ineligible. Athletes, who become ineligible after the season has started, may continue to be a part of the team (stats, manager) but may not continue to practice with the team. A student that is ineligible at the beginning of a season is not allowed to try out or participate in that sport.

OPEN GYM POLICY

Any athlete who is in-season will not be permitted to attend open gyms for another out of season sport. It is also important to know that open gyms cannot be made mandatory under any circumstance. If a student-athlete is to be found in violation of the above mentioned open gym policy disciplinary actions can be taken by the head coach of the sport which is in-season.

REGULATIONS FOR ATHLETES

1. All athletes are to abide by the rules and regulations as set forth in the by-laws of the Ohio High School Athletic Association and the Constitution of the Firelands Conference, which are kept in the Athletic Director's office.
2. All athletes are to abide by the rules and regulations as set forth in the Crestview Athletic Training Policy as adopted by the local board of education.
3. All athletes are to abide by the rules and regulations as set forth by the head coach, freshmen coach, or junior high coach of the particular sport in which they are participating.
4. All athletes are to abide by the Code of Conduct of their respective building.

SEASON TRANSITION POLICY

Athletes in transition from one season to the next will be afforded time to rest and recuperate as afforded by the Ohio High School Athletic Association. All head coaches of school sponsored sports will abide by this transition policy. Coaches will not penalize any athlete who chooses to use the time allocated by the OHSAA.

QUITTING A TEAM

If a participant quits a team, he/she must immediately turn in all equipment. He/she will forfeit any awards for that sport. Participants may not join preseason conditioning programs or practice on any other team until all contests for the sport in which he or she was involved are completed.

TRANSPORTATION POLICY

Students are required to ride school transportation to school activities that take place out of the school district. This helps fulfill the athlete's obligation to the group and/or team he or she represents.

Coaches have the right to require students to ride school transportation back to Crestview from athletic contests; however, with the coach's consent students are permitted to ride home with **their own parents/guardian only** after completion of the transportation release form.

WEATHER DECISIONS

When school is closed due to the weather, an attempt will be made to play varsity events after careful evaluation of the weather conditions and road conditions. Varsity practices will be determined by noon of that day. Coaches will compile a phone chain to let their athletes know what has been decided. Athletic events and practices at the **middle school level will be cancelled.**

CRESTVIEW ATHLETIC TEAM POLICY **TRAINING RULES**

Training rules will be in effect starting with the athlete's first signing of the Athletic Policy and will remain in effect until the athlete no longer participates in athletics. Cheerleading falls under these same guidelines.

If a teacher, coach, administrator, or law enforcement officer observes an athlete violating these established rules, the athlete may be denied participation in his/her sport. The head coach may also establish a list of rules in addition to this policy in each specific sport.

A violation of the established rules occurring anytime after signing this policy will result in standard penalties as follows.

I. VIOLATION CATEGORIES

A. Insubordination and Criminal Offenses

Any athlete who is insubordinate or shows disrespect to a coach or other authority figure will be in violation of the training rules. Also any athlete who embarrasses or dishonors the school, the team, the coach, or themselves is in violation of the rules. Vandalism is also a violation of training rules. The head coach and/or the administration will determine these types of behaviors. Said athlete will be denied participation as determined by the coach and or administration and awards may be

denied as well. This includes felony and/or first degree misdemeanor. Maximum penalty will be denied of participation for a period of one calendar year from date of infraction.

B. Social Networking Policy

Participation in interscholastic sports at Crestview Local Schools is a privilege and not a right. As a condition of being a student-athlete at Crestview Local Schools, student-athletes must abide by the following rules related to the use of the internet and social networking sites. Failure to do so will result in said athlete being denied participation as determined by the coach, and or administration and awards may be denied as well. The maximum penalty will be the denial of participation for a period of one calendar year from the date of infraction. Any felonious social networking activity may be turned over to the authorities as deemed necessary by school administration.

1. Student-athletes may not post any pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, athletic department or school (examples: obscene images or language, pictures of illegal substances, or references to drugs or sex) online.
2. Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at home school or any other member school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking or illegal drug use).

C. Hazing

1. Hazing activities of any type are inconsistent with the educational and athletic process and will be prohibited at all times. No administrator, faculty member, or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing.
2. Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

D. Absences

1. Excused absences are to be determined by the head coach. Any athlete with an excused absence from a practice, scrimmage, or event may have his/her participation limited or denied.
 - a) Any absence without prior direct communication with the coaching staff will be considered unexcused.
 - b) Athletes excused for school sanctioned activities will miss no more than half of the next scheduled contest upon return.
 - c) Athletes that have an **unexcused absence** on Friday will not be able to

participate in any athletic event on that weekend.

2. Any athlete who has an **unexcused absence from a practice or scrimmage** will be considered in violation of the athletic training rules.
 - a) Head Coaches of each school sponsored sport will determine a procedure for handling unexcused absence that will be distributed to athletes/parents in their preseason team meetings and included in the team rules. Any athlete in violation of these team rules in regards to unexcused absences may be denied participation as determined by the coach, and or administration.
 3. Any athlete who has an **unexcused absence from an athletic contest** will be considered in violation of the athletic training rules.
 - a) **1st unexcused absence** will result in the denial of participation for 1/3 of the athletic season contests or if 1/3 of the season does not remain he/she will be removed from the team and forfeit all awards.
 - b) **2nd unexcused absence** will result in dismissal from the team.
 4. Vacation policy
Vacations by athletic team members during a sports season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event an absence due to vacation is unavoidable, an athlete must:
 - a) Be accompanied by their parents or legal guardian while on vacation.
 - b) Contact the head coach prior to the vacation at least **two weeks in advance**.
 - c) Practice one day for each practice or contest day missed prior to resuming competition (contest day will count as a practice day).
 - d) Be willing to assume the consequences related to their status on the squad.
- E. Sales/Distribution/Making of Drugs (Alcohol, Tobacco, or Counterfeit Drugs)
Any athlete selling, distributing, or making of the above named drugs will be considered in violation of the athletic training rules.
1. **1st offense** will result in the denial of the privilege of participation one calendar year from the date of the offense.
 2. **2nd offense** will result in the athlete being denied the privilege of participation for the remainder of his/her 7th-8th or 9th-12th period of eligibility.
- F. Possession of Drugs (Alcohol/Tobacco/Counterfeit Drugs) (Vapes, JUUL)
Any athlete in possession or using the above named drugs will be considered in violation of the athletic training rules. If an athlete is attending a function where underage consumption is taking place, they also will be in violation of the athletic training rules.
1. **1st offense** violation will result in the immediate suspension for 30% of the current or next athletic season which he/she participates. Reinstatement is conditional and based on the documentation of counseling in a certified drug and alcohol rehabilitation program. Documentation will be provided to the athletic director. An athlete disciplined for the first time will practice with the team and follow all rules and requirements of that sport. They must travel with and sit on

the bench but will not be allowed to be in uniform. The athlete also agrees to have revoked any leadership roles, such as but not limited to; team captain, and will not hold any such position on any team for the remainder of the school year. Any percentage of suspension not fulfilled in one season will be carried over to the athlete's next season.

2. **2nd offense** violation will result in the denial of participation for one calendar year from the date of the offense. Reinstatement is again conditional and based on the documentation of counseling in a certified drug and alcohol rehabilitation program.
3. **3rd offense** violation will result in denial of participation for the remainder of his/her athletic eligibility.

G. Ejection of Players

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s). A student who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. If the ejection occurs on the last contest of the season then the athlete shall be ineligible for a period of time/number of contests subject to the discretion of the commissioner.

Any athlete in violation of the above training rules, between the last contest and the sports banquet, may be denied any awards and/or post-season recognition.

An athlete may be denied the privilege of participating in the athletic program for violating one or more of the rules of conduct established for student athletes by the school, the individual coach, or by the athletic council. The student athlete may be removed from that activity when the coach/advisor verbally notifies the student and states the rules or regulations that were violated. Once the student athlete has been notified, the athlete should be allowed to present any relevant information regarding the situation. Again the chain of command, as stated on page 4, will be the method of appeal.

DRUG TESTING OF STUDENTS IN INTERSCHOLASTIC ATHLETICS

The Board Drug Testing Policy was formed out of a commitment and desire to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our schools and the ever increasing influence of peer pressure, the Board believes that by implementing a drug-testing program, for students in grades 7-12 who participate in extra-curricular activities, it will encourage students to remain drug/alcohol free.

The District will work to educate about, prevent and intervene in the use or abuse of all drugs, alcohol and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach towards a drug-free school district.

The District has selected student athletes, students who participate in extracurricular activities and students who drive to school to be included in the randomized drug testing pool. Since 2002 schools are able to test extracurricular activities, parking permits and almost any other activity that does not involve a grade.

Purpose of this policy shall be to:

1. provide a healthy and safe environment for all students;
2. discourage students from using illegal drugs and alcohol;
3. undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs/alcohol;
4. encourage students who use drugs to seek help and/or participate in drug treatment programs and
5. provide the District with positive guidelines and disciplinary policies for violations of the drug-free policy.

The program does not affect the current policies, practices or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug-free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Definitions:

Student – any individual enrolled in the Crestview Local Schools grades 7-12 who attends Crestview High School, Crestview Middle School, Pioneer Career and Technology Center or any other school directly affiliated with Crestview Local Schools.

Student Driver – any student who drives or parks his/her own vehicle on school property. All students who drive or park on school property must register their vehicles with the high school office and have the appropriate identification posted in their vehicle.

Extracurricular Activities – any Board-approved activity that is non-graded and recognized by the Board through a supplemental contract. (i.e.: Athletics, Student Council, Academic Challenge, National Honor Society, Drama Club, Jazz Band, Pep Band, Cheerleading, etc.)

Prevention – is defined as those activities designated to motivate students to avoid chemical use.

Random Selection - a mechanism for selecting extracurricular participants for drug/alcohol testing in which each participant shall have an equal chance of being selected for testing each time selections are made.

Reasonable Suspicion – means a suspicion based on specific personal observations including, but not limited to; appearance, speech, body odors, behavior, or other physical or observable traits of a student/athlete.

Positive Result – the presence of alcohol, nicotine, an illegal drug or their metabolites.

Medical Vendor – the medical office or company that the Board selects to carry out this policy of testing.

Chain of Custody Form – a preprinted form provided by the testing laboratory that records all contact with the urine specimen, from initial collection through the final certification of the test result.

Medical Review Officer (MRO) – a licensed physician trained and certified in the process and interpretation of drug testing results.

Adulterant/Adulteration – any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

Split Specimen – an original urine specimen that is split into two separate samples.

Season – in-season start dates will begin as published by the school or sanctioning organization and continue until completion of the banquet for that activity in the District.

Illicit Drugs – any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute or purchase under Ohio Revised Code Chapter (RC) 2925 or Federal law, any harmful intoxicant as defined in RC 2925.01, and anabolic steroids. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.

Alcohol – any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in RC 4301.01. This definition includes any liquid or substance, such as “near beer”, which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical purposes in accordance with directions for use provided in a bona fide prescription by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use, or (b) an over-the-counter medicine.

Banned Substance – a substance defined by school policy as being banned from use by students.

Self-Referral – a self-referral is not to be used as a means of avoiding consequences of a violation of this policy. Policy violations already reported or pending violations with law enforcement cannot be “self-referred.” Students may self-refer only twice during their school career (7-12). A self-referral will not carry a penalty as far as sitting out activities/events but will be counted as a violation.

School Year – the school year is defined as that period of time that begins with the first official day of school, as determined by the Board, and runs to the last official day of school.

Random Testing

Random testing shall be done throughout the year. Up to 20% of eligible students may be tested on a monthly basis during the school year. A student may be tested more than once per season. Any student who refuses to submit to the urine drug testing will not be allowed to practice or participate in extracurricular activities/event in the District for one calendar year. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified medical review officer will determine the results.

1. Random selection of students

The principal/athletic director will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

2. Scheduling of random testing

Random testing will be unannounced. The day and date will be selected by the principal/athletic director and confirmed with the building administrator.

Drugs For Which Students May Be Tested:

LSD, alcohol, marijuana, amphetamines, methadone, anabolic steroids, methaqualone, barbiturates, nicotine (tobacco), benzodiazepines, opiates, cocaine, propoxyphene (Darvon), or any substance included in (21 U.S.C. 802(6)), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

Collection Process (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process.

1. All students must have a picture ID or be identified by the athletic director or principal. No exceptions will be allowed.
2. Drug testing area must be secured during the testing.
3. Only lab technicians, designated school administrator and students will be witness to the test.
4. Privacy must be kept for all students.

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

5. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

6. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves, or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
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. They are not to have contact with anyone until after the sample is given.
8. Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
9. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
10. Any and all adulterations of the specimen will be detected and considered the same as a test refusal or first time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to change the sample.)
11. Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.
12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
15. With the student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

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

When using rapid screens, all non-negative screens will be sent out with a chain of custody form to a certified laboratory for confirmation. A certified medical review officer will verify the positive test.

If a Positive Test Occurs

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner.

1. The MRO determines if any discrepancies have occurred in the chain of custody.
2. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
4. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
5. Finally, the MRO-based on the information given, will certify the drug test results as positive or negative and reports this to the building principal and/or athletic director, initially reporting positive results by phone.

For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol © with codeine as a pain medication following tooth extraction.

Or, if a student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a friend gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRO.

Drug screens positive for illicit drugs (marijuana, heroine, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels 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.

The MRO will certify all urine drug screens as negative or positive and report by telephone positive findings in confidential manner to the building principal and/or athletic director.

An altered test or refusal to test will be treated the same as a positive test. A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing.

A student who is randomly selected for testing and misses the appointment for collection without good cause will be considered in violation of the code of conduct in accordance to the Athletic/Extracurricular Code of Conduct.

The high school principal and/or athletic director will contact the student's parent, guardian, or custodian with the results within 24 hours of the verification by the MRO. The parent shall be advised that the result may be contested, and a retest may be performed on the second (split) portion of the specimen at student/parent expense. A written notification from the building principal and/or athletic director will also be sent. If a split portion is not available for a second test, then the first test will become null and void and the student athlete will be subject to testing on the next scheduled day of testing.

If the parent or student wishes to contest the results, the MRO will arrange for the split portion of the specimen to be transported to another laboratory approved by the Board for testing. This will be done at the parents' or student's expense. A request for a retest must be made to the school principal and/or athletic director in writing within five days from the parent's first notification of the positive test result.

Any student whose test is certified positive by the MRO will be subject to penalties in accordance with the Extracurricular Code of Conduct. If a student and his/her parents contests the results of the first test, the penalty will be held in abeyance provided the District receives confirmation from the testing company that the parent and/or student has committed to the financial payment for the second test.

If a student contests the initial positive result and the second test result is negative, then the District will treat the student as if the first positive result did not occur, and no penalty will be imposed under the code of conduct. The District will be responsible for the payment of a second test that results in a negative result.

The First Violation

The student will be denied participation for a minimum of 30% of the extracurricular season and/or the equivalent of 50 days of driving privileges. Reinstatement is conditional and based on the documentation of counseling in a certified drug and alcohol rehabilitation program. Documentation will be provided to the principal/athletic director. A student athlete disciplined under this policy will follow additional guidelines established in the Athletic Handbook. The student will be required to submit to the monthly random tests for the remainder of the year or a minimum of six additional test sessions.

The Second Violation

The student is denied participation and driving privileges for one calendar year from the date of notification of the violation. Reinstatement is conditional and based on the documentation of counseling in a certified drug and alcohol rehabilitation program. Documentation will be provided to the principal/athletic director. The student will be required to submit to the monthly random tests for the remainder of his/her time involved in extracurricular activities and driving privileges within the Crestview Local School system.

The Third Violation

The student is permanently denied participation in extracurricular activities and banned from school driving privileges.

Violations are accumulative throughout the student's career. (Grades 7-12)

Self-Referrals

An athlete may give a once a year self-referral, which may be done only twice in six years. Self-referrals must take place prior to the initiation of the test. A test is initiated once the technician steps foot on Crestview Local School District property. Counseling and additional testing are required and no other punitive action is taken.

Any student that tests positive will have to be tested monthly for the reminder of his/her extracurricular involvement until graduation. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

[Adoption date: November 15, 2010]

[Adoption date: December 19, 2011]

[Adoption date: May 1, 2015]

LEGAL REFS.: ORC 3313.20

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities
IGDJ, Interscholastic Athletics
JFC, Student Conduct (Zero Tolerance)
JFCG, Tobacco Use by Students
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse
JO, Student Records

CRESTVIEW LOCAL SCHOOLS INFORMED CONSENT AGREEMENT

STUDENT NAME _____ GRADE _____

AS A STUDENT:

- ☐ I understand and agree that participation in extracurricular activities and driving and parking on school property are privileges that may be withdrawn for violation of the CRESTVIEW LOCAL SCHOOLS Drug Testing Policy.
- ☐ I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- ☐ I understand that when I participate in any extracurricular activities and/or drive and park on school property I will be subject to random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any extracurricular activities or drive and park on school property. 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 CRESTVIEW LOCAL SCHOOLS system.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- ☐ I have read the CRESTVIEW LOCAL SCHOOLS District Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in extracurricular activities or who drives and parks on school property in the CRESTVIEW LOCAL SCHOOLS District.
- ☐ I pledge to promote healthy lifestyles for all students in the CRESTVIEW LOCAL SCHOOLS system.
- ☐ I understand that my son/daughter/ward, when participating in any extracurricular activities and/or who drives to and from school, will be subject to random urine, drug and alcohol testing, and if he/she refuses, he/she will not be allowed to practice or participate in any extracurricular activities or drive and park on school property. 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 student in the CRESTVIEW LOCAL SCHOOLS district.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT/GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

CRESTVIEW ATHLETIC DEPARTMENT
AWARDS POLICY

- A. All awards are subject to the written approval of the athletic director. All awards should be confirmed by coaches no later than one week after the last athletic contest.
- B. Varsity letter participation requirements.
1. Football: 20 quarters (quarters consist of 2 consecutive plays)
 2. Basketball: one-half of total quarters
 3. Baseball/Softball: one-half of total innings (one-fourth for pitchers)
 4. Track: 20 total points
 5. Volleyball: one game more than one-half of the total games played
 6. Cross Country: boys must break 20 minutes in five (5) meets and girls must break 25 minutes in five (5) meets
 7. Wrestling: 15 varsity matches
 8. Cheerleading: one-half of the games for that respective sport
 9. Boys Soccer: one-half of total halves
 10. Girls Soccer: one-half of total halves
 11. Golf: one-half of matches
- C. High School Athletic Awards
- The monogram award will be a seven-inch white letter "C". Only one letter shall be awarded to a boy or girl during his or her high school career.
1. First year: 7" letter "C", sport insert and certificate
 2. Second year: medallion and certificate
 3. Third year: plaque and certificate
 4. Fourth year: embossed plaque and certificate
 5. Reserve: 5" letter "C" and certificate
 6. Freshmen: class numerals (only one set for each athlete) and certificate
 7. Outstanding Athlete Plaque: must earn eight (8) varsity letters or more
- D. Middle School Athletic Awards
1. 7th Grade: will receive a certificate
 2. 8th Grade: will receive a certificate and patch
- E. Cheerleader Awards
1. Freshmen: numerals
 2. Reserve: 5" letter "C" and certificate
 3. First Year Varsity: 7" letter "C", megaphone insert and certificate
 4. Second year award: medallion and certificate
 5. Third year award: plaque and certificate
 6. Fourth year award: embossed plaque and certificate
- F. Additional Criteria
- In cases where an athlete becomes injured or has come close to satisfying the participation requirements, the head coach and athletic director will make the decision as to whether the athlete receives the award. Students who are new to the district will receive their awards based on their athletic accomplishments at Crestview. **If students are not present the**

night of the awards, the student will be denied their awards unless prior arrangements have been made with the coach.

File: KGB

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

Whoever violates this policy and/or building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

All children of elementary age or younger must be accompanied at athletic contests by a parent or other adult chaperone. All students need to be in the stands while the contest is underway. This is being done to help with supervision, safety and liability issues.

Any Crestview employee and/or security personnel will have the authority to enforce the above policy.

Good Conduct and Sportsmanship

The Board recognizes the value of cocurricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

[Adoption date: March 10, 1986]
[Re-adoption date: December 18, 2006]
[Re-adoption date: December 19, 2011]
[Re-adoption date: March 20, 2017]
[Re-adoption date: June 3, 2019]

LEGAL REFS.: Gun-Free Schools Act; 20 USC 1751
Gun-Free School Zones Act; 18 USC 922
ORC 2903.13; 2903.22
2911.21
2917.11
2923.1212; 2923.122
3313.20(A)

CROSS REFS.: GBCB, Staff Conduct
IGD, Cocurricular and Extracurricular Activities
JFC, Student Conduct (Zero Tolerance)
KG, Community Use of School Premises (Equal Access)
KGC, Smoking on District Property
KK, Visitors to the Schools

PUBLIC CONDUCT ON DISTRICT PROPERTY
(Fan Behavior at Athletic Events)

The Ohio High School Athletic Association has recently stated:

Sporting Conduct

Concern regarding the unsporting conduct exhibited by fans exists throughout the country. Unruly fans and spectators that use inappropriate gestures or comments should be addressed by game management. Failure to require appropriate spectator comments and behavior often escalates into more serious conflicts. Game managers may be considered negligent if there is failure to control spectators. Officials are authorized to suspend a game until administrators address fan behavior.

(OHSAA directive to basketball officials – coaches – school administrators 2005)

The purpose of this policy is to establish standards of conduct for non-students who attend athletic events on District property. This policy is intended to provide to administrators and coaches the tools necessary to allow athletic contests to be conducted without interference by unruly fans.

Any person, other than a Crestview student subject to the Student Discipline Code, who attends an athletic event on District property, is expected to conduct themselves in an orderly manner. Persons taunting or threatening players, coaches or officials, using profane or obscene language or gestures, throwing any objects on the playing surface, or otherwise interfering with the conduct of the game will be required to leave District property. No refund of the admission price will be made.

The decision to require an unruly fan to leave the premises shall be made by any school personnel, official, administrator, athletic director or law enforcement.

An EJECTION or DISMISSAL from an event will result in a ban from all extracurricular contests for 20% of the sport in which the ejection occurred. During the suspension period, the fan may not attend any contests, in any sport or at any level, home or away. The suspension period begins immediately after the infraction.

The offender will have the opportunity to appeal this suspension to a committee that consists of the school representative in charge of the contest, the athletic director and/or assistant athletic director depending on the level of the contest, and the building administrator responsible for the level of the contest.

An EJECTION or DISMISSAL from an event for a second time will result in a ban from all extracurricular contests for 50% of the sport in which the ejection occurred. During the suspension period, the fan may not attend any contests, in any sport or at any level, home or away. The suspension period begins immediately after the infraction. This is not an appealable offense and all decisions are final.

Any suspension that would come at a point in the season where the percentage of the ban would go beyond the current season will be carried over into the next sport season and begin with the first contest date of the new sport season.

An EJECTION or DISMISSAL from an event for a third time will result in a ban from all extracurricular contests for one calendar year from the date the ejection occurred. During the suspension period, the fan may not attend any contests, in any sport or at any level, home or away. The suspension period begins immediately after the infraction. This is not an appealable offense and all decisions are final.

Any person attending a contest, home or away, while under suspension will be asked immediately to leave by the Crestview school personnel in charge of the event. Refusal will result in the immediate elevation to the next offense level.

Elevation to the next offense level may occur based on the severity of the event at the discretion of the administrator in charge of the contest level.

The athletic administrator in charge of the contest level shall notify the individual in writing and advise him/her of the time period of the suspension and that they may no longer attend athletic events for the term provided in this policy. This notification will be sent within 72 hours of the EJECTION or DISMISSAL.

This policy does include the enforcement for State Issue 5, the “Smoke-Free Workplace Act.”

(Approval date: May 15, 2006)
(Re-approval date: December 18, 2006)
(Re-approval date: December 19, 2011)
(Re-approval date: June 3, 2019)