



COACHING HANDBOOK

2017-2018

www.mhspolarbearathletics.com

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GENERAL INFORMATION

NAME OF SCHOOL: Margaretta High School and Middle School

ADDRESS: 209 Lowell Street
Castalia, OH 44824

PHONE NUMBER: 419-684-5351

SUPERINTENDENT: Dennis Mock

TREASURER: Jude Hammond

PRINCIPAL: Rod Smith

ASSISTANT PRINCIPAL: Keith Taylor

ATHLETIC DIRECTOR & ASSISTANT PRINCIPAL: Gary Barrett

ASSISTANT ATHLETIC DIRECTOR: Mark Freeh

SCHOOL COLORS: Kelly Green and White

CONFERENCE: Sandusky Bay Conference

DISTRICT WEBSITE: www.margarettaschooldistrict.com

ATHLETIC DEPARTMENT WEBSITE: www.mhspolarbearathletics.com

ATHLETIC DEPARTMENT TWITTER: Margaretta Athletics

DISTRICT FACEBOOK: Margaretta Local Schools

FORWARD

This handbook has been prepared with the intention of being a reference guide for regulations, existing rules, and information now in effect concerning the athletic policies and procedures of the athletic department at Margaretta High School.

It is our hope that this handbook will contribute to a better understanding of policies and procedures which should give us a more efficient athletic program.

It is our wish that this handbook will be helpful to those for whom it is intended. Certainly, from time to time, our policies and regulations may change. We welcome any ideas or suggestions that will improve our athletic program at all times.

MISSION STATEMENT: MARGARETTA ATHLETIC DEPARTMENT

We will build respectful and hardworking young men and women, who will be highly competitive in each respective sport, and who will represent their school and community with pride and dignity. Good sportsmanship will be expected from our coaches, athletes, and parents. Academics will always remain as the top priority of our student-athletes.

STATEMENT OF PURPOSE: MARGARETTA ATHLETIC DEPARTMENT

We believe the interscholastic athletic program and other programs which support the interscholastic program exist for the purpose of:

1. Providing boys and girls who have interest and ability in sports with an outlet for the expression of these interests and abilities.
2. Providing an opportunity to experience important lessons of life which are part of athletics. For example:
 - a. The opportunity to see that many limitations, physical and mental can be conquered.
 - b. The joys of teamwork as well as individual accomplishment.
 - c. The ability to accept both victory and defeat gracefully.
 - d. The opportunity to develop ideas and habits of health, fair play, initiative, achievement and emotional control.
3. We believe that athletics provide tangible values for the student body. Athletics can make a substantial contribution to morale, and can provide an outlet for enthusiasm.
4. We believe the welfare of the individual student is always to be the primary concern. The game exists for the student - - - never the student for the game!

In relating the desire to win with the purpose that has been listed, the Athletic Department feels that the lessons can be more easily taught in a winning atmosphere. However, the general philosophy underlying the Margaretta High School Athletic Department as guided by the policies of the Board of Education must emphasize not merely the winning of games, but the development of team and self-discipline, cooperation, and sportsmanship on the part of the students, the faculty, and the residents of the Margaretta Local School District.

Since Margaretta High School is a member of the Ohio High School Athletic Association and the Sandusky Bay Conference, all athletic procedures conform to the rules and regulations of the Ohio High School Athletic Association and the Constitution and By-Laws of the Sandusky Bay Conference.

SANDUSKY BAY CONFERENCE
SPORTSMANSHIP-ETHICS AND INTEGRITY POLICY

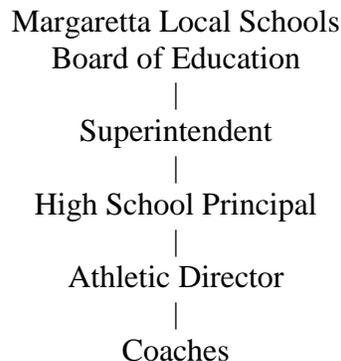
The following are ACCEPTABLE BEHAVIORS at an athletic contest in the Sandusky Bay Conference:

- Applauding during introductions
- Cheerleaders leading fans in positive cheers in a positive manner
- Treating the game as a game and not a war
- Applauding the efforts of both teams at game's end
- Showing concern for an injured player regardless of team
- Encouraging, in fact, demanding sportsmanlike behavior from those fans near you
- Departing the game venue in a dignified and ethical manner
- Face painting and spirited costumes when not offensive or suggestive
- Loud positive noise in support of your own team.

The following are CONSIDERED UNACCEPTABLE BEHAVIORS AND SUBJECT TO SANCTION ranging from WARNINGS to DISMISSAL and SUBSEQUENT SUSPENSION FROM ATTENDANCE.

- Using an opponent's name or number in a cheer or chant.
- Profanity, Taunting, Trash Talking or Heckling.
- Wearing derogatory or offensive attire.
- Standing on seats or excessive bouncing up and down on the bleachers.

MARGARETTA ATHLETIC ADMINISTRATION CHAIN OF COMMAND



Coaches, athletes, and parents should follow the line of authority on all matters pertaining to the athletic department. Ethical procedure demands that issues in the athletic program originating at any level shall proceed upwards through each office of responsibility, or inversely, it shall follow the same line of authority downward. To bypass any office not only delays consideration, but causes misunderstanding.

MARGARETTA ATHLETIC DEPARTMENT COMMUNICATION GUIDE

Introduction

We are very pleased that your son or daughter has chosen to participate in the Margarettta Local School District interscholastic athletic program. Our goal is to provide our student-athletes with the most rewarding experience possible. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. This "Communication Guide" has been developed to help coaches, parents, administrators, and athletes communicate more effectively.

Communication You Should Expect From The Coach

- Philosophy of the coach
- Expectations the coach may have for your child and team
- Locations and times of all practices and contests
- Team requirements (attendance, off-season conditioning, fees, equipment, eligibility, etc.)

Communication The Coach Expects From Parents And Student-Athletes

- Notification of scheduling conflicts well in advance
- Special needs of the athlete that may not be apparent to the coach
- Concerns expressed directly to the coach first

Appropriate Concerns To Discuss With A Coach

- The mental and/or physical treatment of your child
- Concerns about your child's behavior
- Ways to help your child improve

Concerns Not Appropriate To Discuss With A Coach

- Playing time/Position Assignment
- Team strategy/Play calling
- Matters concerning other student-athletes

Procedure For Addressing Appropriate Concerns With A Coach

- Encourage your child to first address the concern with the head coach
- Contact the head coach to set up an appointment
- If the head coach cannot be reached after a reasonable amount of time, call the Athletic Director. An appointment with the head coach will be arranged for you.
- **Important!** Please **do not** attempt to confront a coach before or after a contest or practice session. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution and in fact often escalate the situation.

What If The Meeting With The Coach Did Not Provide A Satisfactory Resolution?

- Although total agreement may not always be reached, a meeting affords the opportunity for productive discussion and better understanding. If a parent desires further discussion, please call the Athletic Director to set up a meeting.
- The Margareta Local School District in conjunction with the Athletic Department follow the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have in regard to the athletic program.
 1. Head Coach
 2. Athletic Director
 3. Building Principal
 4. Superintendent
 5. Board of Education

Parents' Role In Interscholastic Athletics – Communicating With Your Child

- Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
- Be helpful, but don't coach them. It's tough not to, but it is a lot tougher for a child to be flooded with advice and critical instruction.
- Teach your child to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. Remember, you were frightened at times and were not always heroic. Your child needs your support. There is a thinking, feeling, sensitive, free spirit in that uniform who needs a lot of understanding, especially when things don't go their way. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coaches. If your child is receiving mixed messages from two different authority figures, he or she will likely become confused.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach. Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

STUDENT ACADEMIC ELIGIBILITY GUIDELINES

Academics:

- Students in grades 9-12 must maintain a 1.5 grade point average in the most recently completed quarter. They must also have a passing grade of “D” or higher in the equivalent of five full credit courses or more. (Example: Physical Education does not count as a full credit course)
- Students in grades 7-8 must maintain a 1.5 grade point average in the most recently completed quarter. They must also have a passing grade of “D” or higher in any five courses or more. Students who are just entering 7th grade are automatically eligible during the first quarter of the school year.

TRANSFER STUDENTS (from OHSAA.org):

The basic transfer bylaw is quite simple. If a student transfers (changes) high schools at any time after establishing eligibility as a ninth grader (either by attending a school for five days or playing in a fall sport prior to the beginning of school), the student is **INELIGIBLE** at the new high school for the first fifty percent (50%) of the maximum allowable regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding this transfer. **NOTE:** For purposes of this bylaw, a student is considered to have participated in a sport if he/she has entered, if for only one play, a scrimmage or contests at any level of competition/contests (e.g. freshman, junior varsity and varsity). No ruling is required from the Commissioner’s Office, and no paperwork is necessary if a student transfers and cannot meet an exception to the transfer bylaw. Understanding that basic rule is fundamental to dealing with transfer students.

Of course, in our society today, students do indeed change schools for various reasons. To deal with those limited scenarios our member schools have adopted six exceptions, one of which **MAY** apply to a student who changes high schools. The use of the word **MAY** is instructive since not all transfer students can meet one of these exceptions and for each of these exceptions, the transfer student is **INELIGIBLE** until ruled eligible by the Commissioner’s Office. For a student to avail herself/himself of one of these exceptions, action on the part of the member school administrator as well as the OHSAA staff is required.

TRIPLE THREAT ATHLETE INITIATIVE

In order for our athletic programs to remain competitive with other area schools, it is very important that we encourage our students to become involved in a sport in each of the three seasons (Fall, Winter, and Spring). In the 2011-2012 school year, a new tradition began. Any student who participates in a sport in each of the three seasons will receive a Triple Threat T-Shirt, and an All-Sports Pass for the following school year. In order to qualify for this recognition, a student must remain in good academic standing at all times, and they must complete each season as a member of their teams. Only Margaretta sponsored teams will be counted (including power lifting) (not Rec teams, travel teams,.).

REQUIRED DOCUMENTS FOR ATHLETIC PARTICIPATION

1. **EMERGENCY MEDICAL FORM:** All students must have a current emergency medical form on file at the school. Coaches must keep a copy of this form in order for a student to be allowed to practice.
2. **PHYSICAL PACKET:** Each student must be cleared by a medical physician before being permitted to practice. The current physical packet must be completely filled out and kept on file in the Athletic Office. Physicals are only good for one calendar year. A blank physical packet can be found in the Athletic Office, or on the Margareta Schools Athletic website www.mhspolarbearathletics.com.
3. **DRUG TESTING CONSENT FORM:** All students must turn in a drug testing consent form in order to participate in extra-curricular activities. This form is to be kept in the Athletic Office. Students who do not submit this document will be denied the privilege to participate in sports until it is turned in. The drug testing policy and a blank drug testing consent form can be found in the Athletic Office, or on the Margareta Schools Athletic website www.mhspolarbearathletics.com.
4. **OHIO DEPARTMENT OF HEALTH CONCUSSION INFORMATION SHEET:** All students must turn in this document which provides students and parents awareness information on concussions. The document requires a signature from the student-athlete and the parent/guardian. This form is to be kept in the Athletic Office. A blank concussion information form can be found in the Athletic Office, or on the Margareta Schools Athletic website www.mhspolarbearathletics.com.

EXTRA-CURRICULAR ACTIVITY DISCIPLINE CODE

All students and their parents/guardians are responsible for being familiar with the Margareta Student Handbook. One specific section of the handbook that you will want to pay close attention to is the Extra-Curricular Activity Discipline Code, which includes the Code of Conduct for Athletics. The Margareta Student Handbook for High School and Middle School students can be found on the Margareta Schools website (www.margarettaschooldistrict.com). Additionally, a paper copy of the Student Handbook will be available in the High School Office upon request.

MARGARETTA ATHLETIC DEPARTMENT

Contract for Participating on Two Athletic Squads at the Same Time

Step 1: An athlete shall declare within the first week of practice for the given sports season which two teams he/she would like to be considered for that season. This request must be made by submitting this form to the Athletic Director.

Step 2: The Athletic Director will then communicate with the coaches of each of these two teams to determine if it is possible for the athlete to participate on both teams during the same season. Each situation will be addressed on a case-by-case basis. After communicating with both coaches, the Athletic Director will make a decision, and return the completed form to the student. The Athletic Director's decision will be final, and no appeals will be permitted.

Step 4: If the Athletic Director determines that the student may participate in both sports during the same season, the coaches of both sports must work-out a schedule with the Athletic Director and student, to determine what days the student will be able to make practices and games/meets for each team.

Step 5: In cases of conflict, the student-athlete shall attend the game/meet of their declared "primary sport", unless other arrangements have been agreed upon with both coaches.

Step 6: If the athlete breaks the contract, he/she will forfeit any awards or recognition that would have been earned in the program neglected.

Step 7: If the athlete earns a letter in both sports he/she will be awarded a letter in each sport.

Student-Athlete's Name (Print): _____

Primary Sport: _____

Secondary Sport: _____

Student-Athlete's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

_____ **Request Granted** _____

Request Denied

Athletic Director's Signature: _____

Date: _____

COACHING CHECKLIST-PRESEASON (Page 1 of 2)

- _____ 1. FBI & BCI Background Check is on file in the Athletic Office. (See the forms on pages 17 and 18 of the handbook) Coaches are responsible for the expenses associated with a background check
- _____ 2. CPR Certification is current through the season, and is on file in the Athletic Office. The Athletic Department will cover this expense for all coaches.
- _____ 3. FIRST AID Certification is current through the season, and is on file in the Athletic Office. You must now complete this course online at www.nfhslearn.com. The course is titled "First Aid Health and Safety for Coaches". The Athletic Department will reimburse you for this expense.
- _____ 4. CONCUSSION COURSE must be taken every time you are renewing your Pupil Activity Permit, and be kept on file in the Athletic Office. You must complete this FREE course online at www.nfhslearn.com. The course is titled "Concussion in Sports-What You Need to Know".
- _____ 5. THE FUNDAMENTALS OF COACHING COURSE has been completed at www.nfhslearn.com, and my certificate is on file in the Athletic Office. (Note: This is a one-time only course.) Coaches are responsible for the expense associated with this course.
- _____ 6. PUPIL ACTIVITY PERMIT has been obtained through the Ohio Department of Education. It is current through the entire season, and is on file in the Athletic Office. This must be obtained through online application at the ODE website <http://education.ohio.gov/> You must click on the word SAFE at the top of this website, and first create a Safe Account with the ODE before you will be able to apply for your Pupil Activity Permit. Paid coaches who do not keep a current PAP will not receive their stipend at the end of the season.
- _____ 7. Lindsey's Law (Sudden Cardiac Arrest) www.ohsaa.org/medice This requires watching a video and passing a test.

***Items 1-7 are MANDATORY FOR ALL COACHES, whether they are in a paid position, or a volunteer position!**

- _____ 8. Obtain a copy of all EMERGENCY MEDICAL FORMS for the students that you are coaching prior to our first day of practice. (Note: If you are coaching a Fall Sport, you will need to pass out blank copies of the E.M.F. to your students on the first day of practice, and require them to have it completed by the second day. You will then need to promptly make copies of each E.M.F., and give the originals to the Athletic Director. When you make copies, remember that they are two sided. At the end of your season, please shred the E.M.F., unless you need them for the upcoming summer.)
- _____ 9. Verify that every student has a current PHYSICAL of file before practicing. The Athletic Office will give you an updated list of physicals periodically.
- _____ 10. Verify that every student has a current DRUG TESTING CONSENT FORM on file before playing in your first regular season contest. (Note: If you are coaching a Fall Sport, you will need to pass out blank copies of this form. The students can return this form to you the next day, and then you will need to turn these in to the Athletic Office.)

- _____ 11. Submit a ROSTER to the Athletic Office as soon as possible. Send an updated roster anytime there is a change (addition or subtraction). Do not allow students to join your team after the first regular season contest without consulting the Athletic Director.
- _____ 12. Check to make sure that all of your athletes are ACADEMICALLY ELIGIBLE. The Athletic Director will give you a list of ineligible students. If a student is ineligible, they should be released from the team, unless the Athletic Director allows them to practice.
- _____ 13. Verify TRANSPORTATION TIMES with the Athletic Director for away contests.
- _____ 14. INVENTORY ALL EQUIPMENT AND UNIFORMS that are passed out and also left on hand. Keep your inventory in a spreadsheet form.
- _____ 15. Give the students and the Athletic Director a CALENDAR OF PRACTICE TIMES. Parents frequently call the Athletic Office asking for practice times.
- _____ 16. Pass out PICTURE FORMS AND BUTTON FORMS for picture day, well in advance.
- _____ 17. Varsity coaches will need to hold a PRESEASON TEAM MEETING with parents and players. Discuss your program expectations, and all pertinent information.
- _____ 18. Complete your FUNDRAISER FORM paper work. Fundraisers must first be approved by the Athletic Director and the Superintendent.
- _____ 19. Complete your MANDATORY RULES INTERPRETATION MEETING, for varsity sports.
- _____ 20. Pay your district and state coaches association fees. Varsity head coaches may request reimbursement from the Athletic Department for this expense.

COACHING CHECKLIST-DURING THE SEASON

- _____ 1. Update your team roster anytime there is a change (addition or subtraction).
- _____ 2. If you coach a varsity team, you will need to verify that the OFFICIAL ELIGIBILITY CERTIFICATE is accurate before your postseason begins. These are signed by the Principal, and are be kept in the main office.
- _____ 3. COMMUNICATE WITH THE ATHLETIC DIRECTOR on a regular basis. Make the Athletic Director aware of any situations that arise, so that there are no surprises. Ask for help or advice as needed. Coaches should always report any possible violations of the Margareta Student Handbook immediately to the Athletic Director.
- _____ 4. OFFICIAL EVALUATIONS must be completed on www.myohsaa.org by all varsity coaches in the following sports: Football, Volleyball, Soccer, Basketball, Swimming, Wrestling, Baseball, Softball, and Track and Field. See the A.D. for your log-in name and password.

COACHING CHECKLIST-END OF SEASON

- _____ 1. SHRED all Emergency Medical Forms. If you need the E.M.F. for the summer, you may hold on to them until the summer is over, and then shred them.
- _____ 2. INVENTORY all equipment and uniforms as they are turned in.
- _____ 3. Varsity coaches should make a LIST OF REQUESTED PURCHASES for their program for the following year. The Athletic Director will then decide which items will be

purchased by the Athletic Department, and which will be denied.

- _____ 4. ATTEND BOOSTER MEETINGS on a regular basis. Booster meetings usually take place at 7:30pm on the first Monday of each month, in the Visitors' locker room at the Football Stadium Field House. If you need to ask the Boosters for help with a project, make sure that you attend the meeting and personally share your request with them. Also, be sure to ask them for help before making a purchase. Do not make a purchase, and then ask them to help cover the cost.
- _____ 5. HELP WITH THE BOOSTER DRIVE, which is usually held on a Saturday morning in August.
- _____ 6. Help the Boosters sell 50/50 tickets at Athletic Events. Also, attend the Booster Reverse Raffle in April and help sell 50/50 tickets at this event.
- _____ 7. Review which CERTIFICATIONS you will need to renew before next year.
- _____ 8. Meet with the Athletic Director to review your COACHING EVALUATION.
- _____ 9. (Head Varsity Coaches Only) Meet with each of your assistant coaches to review the season, and evaluate their performance. If a written document is completed, give a copy to the athletic director.
- _____ 9. Turn in your school keys if you will not be coaching next season.

TEAM INCENTIVE FUNDS

The purpose of team incentive funds, is for the money to be used toward the good of the program as a whole. Below are some examples of both acceptable and unacceptable use of team incentive funds.

ACCEPTABLE USES OF TEAM INCENTIVE FUNDS:

- Purchasing team warmup suits that will stay with the program from year to year.
- Coaching shirt for staff members.
- Purchasing t-shirts with each player's name of the back (or something comparable of minimal value), which is intended to stay with each individual student.
- Purchasing team equipment or an instructional tool that will stay with the team from year to year.
- Paying for a team camp fee, or aiding in the cost of camp fees for athletes.
- Team meals.

UNACCEPTABLE USES OF TEAM INCENTIVE FUNDS:

- Using the funds to set up scholarships for graduating seniors.
- Buying warm-up suits (or something comparable of significant value), which is intended to stay with each individual student.
- Purchasing Gifts for players or coaches

FUNDRAISING

Before beginning any team fundraiser, coaches must first fill out a "Fundrasing Project Proposal and Records" form which must be approved by the Athletic Director, Treasurer, and the Superintendent. A separate form must be filled out for each individual fundraiser. On the top half of this form, you will need to list the details of the fundraiser, along with the anticipated profit. If approved by the Athletic Director, Treasurer, and Superintendent, the top half of the form will be signed and returned to the coach. Then when the fundraiser is completed, the coach must complete the information on the bottom half of the Financial Report. You will list your actual expenses and profit. The Financial Report will then be given to the Athletic Director for approval by the A.D., Treasurer, and Superintendent. These forms must be kept on file in the Athletic Office and at the Board Office for reporting to the State Auditors. This form can be found on pages 15 in this Coaching Handbook.

FUNDRAISING PROJECT PROPOSAL & RECORDS

The Fundraising Project Proposal is a form designed to account for the income (projected and actual) from fundraising projects conducted by student activity groups. The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Student Activity Group: _____

Proposed Fundraising Project: _____

Dates of Fundraising Project: _____

Fundraising Company & Representative (if applicable): _____

Company Address & Phone Number (if applicable): _____

A. Estimated Sales: _____ B. Estimated Expenses: _____

C. Estimated Profit (A - B): _____

D. Explanation of Fundraiser: _____

Sponsor Signature Date

Administrator Signature Date

Treasurer Signature Date

Superintendent Signature Date

****Make sure that all money collected is personally documented, and then deposit the money at the treasurer's office within 24 hours of receipt.***

THIS SECTION IS TO BE COMPLETED AFTER THE FUNDRAISING PROJECT

A. Total Sales: _____ B. Total Expenses: _____

C. Total Profit (A - B): _____

D. Additional Notes (if necessary): _____

Sponsor Signature Date

Administrator Signature Date

Treasurer Signature Date

Superintendent Signature Date

Fingerprinting - BCI/FBI

(Rev. 6/13)

North Point ESC - Erie

1210 E. Bogart Road
Sandusky, OH 44870

Tues. & Thurs. 1:00-3:30 pm

North Point ESC - Huron

180 Milan Ave., Suite 6
Norwalk, Ohio 44857

Mon. & Thurs. by Appointment

North Point ESC - Ottawa

310 Main Street
Genoa, Ohio 43430

Tues. & Thurs. 1:30-3:30 pm

Cost: \$30.00 for BCI
\$30.00 for FBI

Needed: You must possess a valid Ohio Drivers License and present said document to the system processor at the time of being fingerprinted.

You must bring along a completed "Request for a Background Check via Electronic Fingerprinting" form (back of this sheet)

Payment: They accept cash or money order (made out to "North Point ESC")

The North Point ESC offers the Webcheck service which enables them to electronically fingerprint individuals and submit those prints to BCI/FBI labs for review via e-mail. A written verification of a person's eligibility to serve in a position is returned within thirty (30) days of submission. The system also enables BCI/FBI to electronically forward the results of the check to ODE/Teacher Certification within five business days of a return. If you have any questions you can call Mandy Martin at 419-627-3908. The completed "Request" form mentioned above tells them where you would like an electronic copy sent and gives them our Board Office's address for them to send a paper copy.

Sandusky License Bureau

1050 Cleveland Road
Sandusky, OH 44870 (419) 625-1983

Cost: \$32.00 for BCI
\$34.00 for FBI
\$61.00 for Both BCI/FBI

Needed: You must possess a valid Ohio Drivers License and present said document to the system processor at the time of being fingerprinted.

You must bring along a completed "Request for a Background Check via Electronic Fingerprinting" form (back of this sheet)

Payment: They accept cash, money orders, and debit cards that have a P.I.N. number (a charge of \$3 will be added if using a debit card)

Hours: Mon. 8:00 am-6:30 pm, Tues-Fri 8:00 am-5:00 pm, Saturday 8:00 am-12:00 pm

The Sandusky License Bureau offers the Webcheck service which enables them to electronically fingerprint individuals and submit those prints to BCI/FBI labs for review via e-mail. A written verification of a person's eligibility to serve in a position is returned within thirty (30) days of submission. The system also enables BCI/FBI to electronically forward the results of the check to ODE/Teacher Certification within five business days of a return. If you have any questions you can call 419-625-1983. The completed "Request" form mentioned above tells them where you would like an electronic copy sent and gives them our Board Office's address for them to send a paper copy.

Margaretta Local Schools
Request for a Background Check via Electronic Fingerprinting

BCI

FBI

BCI & FBI

Personal Information (Please Print)

Type of Photo ID & ID# _____

Name: _____

Date of Birth: _____

Address: _____

SS#: _____

City/State/Zip: _____

Phone: _____

Reason for Background Check: _____

Direct Copy to: (Circle only one)

Mail Results to:

Ohio Department of Education

***Margaretta Local Schools
305 S. Washington Street
Castalia, Ohio 44824***

Ohio Board of Nursing

None

I certify that the personal identifiers provided on this form are accurate and I voluntarily authorize the Ohio Bureau of Criminal Identification and Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (Please Print)

Witness Name (Please Print)

Applicant's Signature

Date

Witness Signature

Parent/Guardian Name

Parent/Guardian Signature (Minor only Applicants)

By signing this form, the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.

EMERGENCY OPERATIONS PLAN-AFTER SCHOOL EVENTS

Event Locations

1. Gymnasium
2. Pool
3. Stadium
4. Lion's Park

1. GYMNASIUM

A. EVACUATIONS (Fire, Gas Leak, Explosion, Toxic Fumes, Bomb Threat, Hostage Situation, Chemical and Biohazard Spills, etc.)

- The administrator or designated person in charge will inform everyone at the event to evacuate the facility, and immediately call 9-1-1.
- Coaches, students, and officials should exit the building using the nearest available exit. At the high school campus, they should take shelter in the Fitness Center, and then take attendance to account for all individuals.
- Spectators should exit the building using the nearest available exit. At the high school campus, the Fitness Center will be made available to all spectators who desire a sheltered location.
- No one shall return to the school building unless the administrator or designated person in charge has verified that the facility is safe for re-entry.
- If the school building does not return to a safe status for re-entry, parents shall be informed to pick up their children at the Fitness Center. The coach in the Fitness Center should keep record of what time each student was picked up, and the name of the parent or guardian who picked them up.

B. MEDICAL EMERGENCIES (Heart Attack, Stroke, Seizures, Broken Bones, Drug Overdose, Bee Sting, Animal Bites, Human Bites and Scratches, Biohazard Spills, etc.)

- Do not move the injured or ill person, try to make them comfortable. In the event of Cardiac Arrest, designate someone to retrieve the nearest available AED.
- The administrator or designated person in charge will immediately call 9-1-1, or assign someone to call 9-1-1. Report the building and location of the emergency, along with any details available about the accident or illness.
- Have someone meet the emergency unit and direct them to the injured or ill person.
- Complete an accident report form.

C. TORNADOES/SEVERE WEATHER

- In the event of a tornado warning, the administrator or designated person in charge will inform everyone to take shelter in the high school tunnel area, using the underground locker rooms and the tunnel hallway. Remain in this designated area until the person in charge gives the "all clear". At the Elementary building, everyone should take shelter in the locker room area located adjacent to the gymnasium.

2. POOL

A. EVACUATIONS (Fire, Gas Leak, Explosion, Toxic Fumes, Bomb Threat, Hostage Situation, Chemical and Biohazard Spills, etc.)

- The administrator or designated person in charge will inform everyone at the event to evacuate the facility, and immediately call 9-1-1.
- Coaches, students, and officials should exit the building using the nearest available exit. At the high school campus, they should take shelter in the Fitness Center, and then take attendance to account for all individuals.
- Spectators should exit the building using the nearest available exit. At the high school campus, the Fitness Center will be made available to all spectators who desire a sheltered location.
- No one shall return to the school building unless the administrator or designated person in charge has verified that the facility is safe for re-entry.
- If the school building does not return to a safe status for re-entry, parents shall be informed to pick up their children at the Fitness Center. The coach in the Fitness Center should keep record of what time each student was picked up, and the name of the parent or guardian who picked them up.

B. MEDICAL EMERGENCIES (Heart Attack, Stroke, Seizures, Broken Bones, Drug Overdose, Bee Sting, Animal Bites, Human Bites and Scratches, Biohazard Spills, etc.)

- Do not move the injured or ill person, try to make them comfortable. In the event of Cardiac Arrest, designate someone to retrieve the nearest available AED.
- The administrator or designated person in charge will immediately call 9-1-1, or assign someone to call 9-1-1. Report the building and location of the emergency, along with any details available about the accident or illness.
- Have someone meet the emergency unit and direct them to the injured or ill person.
- Complete an accident report form.

C. TORNADOES/SEVERE WEATHER

- In the event of a tornado warning, the administrator or designated person in charge will inform everyone to take shelter in the high school tunnel area, using the underground locker rooms and the tunnel hallway. Remain in this designated area until the person in charge gives the “all clear”.
- In the event of thunder or lightning, the administrator or designated person in charge will inform everyone to evacuate the pool. **No one may return to the pool unless 30 consecutive minutes have passed with no thunder or lightning.**

3. STADIUM

A. EVACUATIONS (Fire, Gas Leak, Explosion, Toxic Fumes, Bomb Threat, Hostage Situation, Chemical and Biohazard Spills, etc.)

- The administrator or designated person in charge will inform everyone at the event to evacuate the facility, and immediately call 9-1-1.
- Coaches, students, and officials should exit the stadium using the nearest available exit. The high school building will be made available for shelter.
- Spectators should exit the building using the nearest available exit. At the high school campus, the high school building will be made available to all spectators who desire a sheltered location.
- No one shall return to the stadium unless the administrator or designated person in charge has verified that the facility is safe for re-entry.
- If the stadium does not return to a safe status for re-entry, parents shall be informed to pick up their children in the high school gymnasium. The coach in the high school gymnasium should keep record of what time each student was picked up, and the name of the parent or guardian who picked them up.

B. MEDICAL EMERGENCIES (Heart Attack, Stroke, Seizures, Broken Bones, Drug Overdose, Bee Sting, Animal Bites, Human Bites and Scratches, Biohazard Spills, etc.)

- Do not move the injured or ill person, try to make them comfortable. In the event of Cardiac Arrest, designate someone to retrieve the nearest available AED.
- The administrator or designated person in charge will immediately call 9-1-1, or assign someone to call 9-1-1. Report the building and location of the emergency, along with any details available about the accident or illness.
- Have someone meet the emergency unit and direct them to the injured or ill person.
- Complete an accident report form.

C. TORNADOES/SEVERE WEATHER

- In the event of a tornado warning, the administrator or designated person in charge will inform everyone to take shelter in the high school tunnel area, using the underground locker rooms and the tunnel hallway. Remain in this designated area until the person in charge gives the “all clear”.
- In the event of lightening, the administrator or designated person in charge will inform everyone to take shelter in the locker room areas, the restrooms, team buses, or inside of the high school lobby/gym area until the lighting passes. Spectators should return to their vehicles or take shelter inside of the high school lobby/gym. **No athletic activities may resume, unless 30 consecutive minutes have passed with no thunder or lightning.**

4. LION'S PARK

A. EVACUATIONS (Fire, Gas Leak, Explosion, Toxic Fumes, Bomb Threat, Hostage Situation, Chemical and Biohazard Spills, etc.)

- The administrator or designated person in charge will inform everyone at the event to evacuate the facility, and immediately call 9-1-1.
- Coaches, students, and officials should exit the facility using the nearest available exit. The fire station will be made available for shelter.
- Spectators should exit the facility using the nearest available exit.
- No one shall return to the stadium unless the administrator or designated person in charge has verified that the facility is safe for re-entry.
- If the facility does not return to a safe status for re-entry, parents shall be informed to pick up their children at the fire station. The coach at the fire station should keep record of what time each student was picked up, and the name of the parent or guardian who picked them up.

B. MEDICAL EMERGENCIES (Heart Attack, Stroke, Seizures, Broken Bones, Drug Overdose, Bee Sting, Animal Bites, Human Bites and Scratches, Biohazard Spills, etc.)

- Do not move the injured or ill person, try to make them comfortable. In the event of Cardiac Arrest, designate someone to retrieve the nearest available AED.
- The administrator or designated person in charge will immediately call 9-1-1, or assign someone to call 9-1-1. Report the building and location of the emergency, along with any details available about the accident or illness.
- Have someone meet the emergency unit and direct them to the injured or ill person.
- Complete an accident report form.

C. TORNADOES/SEVERE WEATHER

- In the event of a tornado warning, the administrator or designated person in charge will inform everyone to take shelter in the shelter restrooms. Remain in this designated area until the person in charge gives the "all clear".
- In the event of thunder or lightning, the administrator or designated person in charge will inform everyone to take shelter in the shelter restrooms, until the lighting passes. Spectators should return to their vehicles or take shelter in the restrooms. **No athletic activities may resume, unless 30 consecutive minutes have passed with no thunder or lightning.**