



Upper School Athletic Handbook

2011-2012

Lawrence Upper School
10036 Olde 8 Rd.
Sagamore Hills, OH 44067



Table of Contents

A Message to Parents.....	3
Athletic Department Philosophy.....	4
Athletic Department Sportsmanship Policy.....	4
Athletic Teams Offered	5
Sports Offerings at Lawrence School.....	5
Supplementary Fees.....	5
Conduct and Attitude	5
Lettering Criteria.....	6
Team Selection.....	6
Coaches.....	6
Player/Coach Relationship.....	7
Playing Time in Games.....	7
Expectations	7
Participation Expectations	7
Athletic Team Practice Times and Games.....	8
Team Selection by Athletes.....	8
Driving To and From Games.....	8
Athletic Team Eligibility.....	9
Examples of Determining Student Eligibility – Grades 7-8.....	9
Examples of Determining Student Eligibility – Grades 9-12.....	10
Parents.....	10
Player/Parent Concerns.....	10
Lawrence School Athletic Booster Club.....	11
Uniforms/Equipment	11
Alcohol, Tobacco, and Other Drug Use.....	11
Voluntary Disclosure.....	12
Attendance	12
Games/Practices During Breaks.....	12
Postponements, Directions, Schedule Changes, and Cancellations.....	12
Inclement Weather Policy.....	13
College Recruitment of Student Athletes.....	13
Administration Contact Information.....	14



A Message to Parents

This handbook is being made available to you in the case your son or daughter desires to participate in the interscholastic athletic program at Lawrence School. As a parent, you have also expressed your willingness to permit him or her to compete. Your family's interest in this aspect of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

Lawrence School is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness, and personal and physical growth. It is our hope to maintain a program that is consistent in purpose to our Academic Program and to promote students' growth and development.

Equally, we believe that you have committed yourselves to certain responsibilities and obligations as parents or guardians of an athlete. We would like to take this opportunity to clarify the specific policies that are necessary for a well-organized athletic program.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents, and coaches.

Yours in sportsmanship and success,

Ron Messer
Athletic Director
Lawrence Upper School



Athletic Department Philosophy

Lawrence School believes that participation in athletics is an important part of a student's total education. We believe that each student should have the opportunity to excel in areas of interest outside of the academic setting. The experience of playing on a competitive athletic team is a distinctively valuable one that our students may not have elsewhere in their lives. The major objective of the program is to provide wholesome opportunities for student-athletes to develop positive habits and attitudes. Lawrence students learn the lifelong value of involvement in sports, the values of good sportsmanship, personal commitment, physical activity, teamwork, skill development sacrifice and decision-making.

Interscholastic contests provide an opportunity for students, teachers, administrators, staff, parents and friends to gather and promote fair play, friendship, community, good sportsmanship and positive interaction. Participation on a team builds community spirit by providing an ideal arena for students to learn and understand the values of cooperation, sharing, teamwork, sportsmanship, motivation, responsibility, respect and discipline. Students learn what it means to work towards a common goal. Recognizing the built-in educational value inherent in sports, the athletic department gives every student-athlete the opportunity for team competition.

Athletic Department Sportsmanship Policy

Lawrence Schools Athletic Department believes that interscholastic competition involving other schools should be governed by the basic principle of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

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 respectfully. The promotion of sportsmanship is the obligation of all school personnel (administrators, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the recognized objectives of interscholastic athletics. Consequently, we expect school administrators, coaches, athletes and spectators to know and embrace the fundamentals of sportsmanship. Every member of the Lawrence community must treat opponents with respect; respect the judgment of the officials; abide by the rules of the contest; display no behavior that could incite fans; cooperate with officials, coaches, and fellow participants to conduct a fair contest; and accept seriously the responsibility and privilege of representing Lawrence by behaving positively and appropriately at all times. Opposing teams and their supporters must be treated hospitably as our guests at Lawrence. Spectators should only cheer for their team and not against the opponent, and should not interact negatively with the other team or its fans. If provoked by opponents or their fans, members of the Lawrence community should walk away and communicate the problem in the most appropriate manner possible to the Athletic Director or Administrator on duty.



Athletic Teams Offered

The Athletic Program of Lawrence School is a developing program and adjustments to our procedures and offerings should be expected. An ample variety of athletics are offered and we strongly encourage all students to participate in one or more of these activities during the course of the academic year.

Programs are offered based on student interest. New programs may be added and others removed as we progress through the school year. Parents and students will be kept informed of changes to the program as they occur. We welcome constructive input and suggestions for new program offerings.

Sports Offerings at Lawrence School

Fall Season – Girls

Co-Ed Soccer – *Middle School/Varsity*
Volleyball – *Varsity*
Cross Country – *Middle School/Varsity*

Fall Season – Boys

Co-Ed Soccer – *Middle School/Varsity*
Cross Country – *Middle School/Varsity*

Winter Season – Girls

Basketball – *Middle School/Varsity*

Winter Season – Boys

Basketball – *Middle School/JV/Varsity*

Spring Season – Boys

Baseball – *Varsity*

Supplementary Athletic Fees

In order to offer the best athletic programming, Lawrence School requires a \$75.00 supplementary fee for each participant in each sport. This fee will be used to cover the cost of uniforms and associated expenses.

Conduct and Attitude

Lawrence School athletes and coaches are representatives our community and must act in a way which positively represents the school. Athletes and coaches recognize that all actions reflect the Lawrence community as a whole. While on campus, we expect our coaches and athletes to host visiting fans and teams. When off campus, we expect our coaches and athletes to be representatives of positive sportsmanship and courtesy.



Lettering Criteria

Varsity athletes in grades 9-12 may earn a Lawrence School letter in their sport. The criteria for earning athletic recognition are established by the coach with approval of the Athletic Director. The coach will communicate these criteria to his/her team at the beginning of each season. The number of quarters played, practices attended or missed, games participated in and a player's attitude toward hard work and team play are all critical factors in determining end of season awards.

Team Selection

Lawrence School makes every effort to provide appropriate team opportunities for students with a wide-range of athletic abilities willing to make the necessary personal commitment. Although Lawrence School teams and players will always strive fairly to win, the primary emphasis of middle school and junior varsity teams is to elevate talent and develop athletic skills. Depending on the degree of competition in any given contest, coaches will decide which students play and which may not have that opportunity.

Lawrence School encourages all students to participate in athletics. Furthermore, teams must be kept at a manageable size to ensure as rewarding an experience as possible for the individuals and as successful season as is possible for the team. Therefore, students who have completed all necessary information will fill the roster spots. This is a first come, first served policy.

All athletics are optional, and students should not go out for a team unless they are willing and able to make that emotional, physical, and time commitment necessary. For high interest varsity programs tryouts may be necessary. As facilities and staffing allow and as numbers dictate, Lawrence will make every effort to field sufficient teams to accommodate the maximum possible student participants. If too many students express interest in participating on a team, coaches will make cuts to limit the size of their team to accommodate an appropriate team size.

Coaches

Coaches must understand the necessity of communicating their expectations to parents and players. The better the lines of communication, the more easily processes move during the season. Coaches are employees of Lawrence School or contractors hired by the school in order to perform specific functions. These individuals will follow all school policies in their relationship with all athletic program participants.



Player/Coach Relationship

Coaches and players maintain a similar relationship to that of teachers and students. A level of mutual respect is expected. Coaches must exhibit a positive expression of sportsmanship, respect for the game and understanding of adolescents. Athletes must respect the decisions of the coach(es) and respect the rules of the sport.

Playing Time in Games

Competition and winning are important aspects of any athletic program, but should not dominate the ethos of the program. As a general philosophy, we strive to have all of our team members participate in games. However, at the varsity level, coaches are playing to win games and enhance the level of play of each player. It is entirely likely in a close contest, particularly at the varsity level, that not all team members will play. It is at the discretion of the coach to provide the appropriate amount of playing time proportionate with each member's practice preparation and ability, or in response to specific game situations.

Expectations

Participation Expectations

When students join a Lawrence School team, they are expected to commit themselves to the team for the entire season. Athletes are expected to attend practices each day and attend all games. Students should understand that when they join a team they are accepting not only the pleasure and privilege of participating but also accepting the responsibility and commitment to that team.

Being a Lawrence School athlete requires that the student balance his/her school work with the expectations of the coaches, teachers and Athletic Department. It is imperative for the well being of the team that students fulfill their requirements to their chosen sport/team. If students do not commit to the team, then the other players are put at an unfair disadvantage.

Before the fall season, all athletes must attend the pre-season practices. Therefore, students and families should plan accordingly. During the school year, students must balance their schoolwork and their athletic commitments.

Lawrence School has general expectations for all athletes at all levels.

These expectations include:

1. Attendance at all practices
2. Punctuality and preparedness for all practices and games
3. Maintaining a satisfactory level of academic achievement
4. A desire to improve skills and knowledge of the sport
5. A willingness to work hard and be attentive in practices
6. Behavior representing one's self, team, school and family in a sportsmanlike manner
7. Attention to and for designated authority figures



Athletic Team Practice Times and Games

Team sports have athletic competitions scheduled regularly throughout their season. At the beginning of each season, each member of the community receives a copy of the sports schedule. In advance of games, coaches will inform athletes of the approximate return home time. During the year, athletes can expect to practice up to two hours each day during the week. All coaches require that athletes remain at practice and games until the practice/contest is over.

During the winter season, because of limited indoor space, athletes may have staggered practice times, either evening or morning. Practices for varsity and JV athletes could start as late as 5:30 p.m.; some practices may start as early as 6:00 a.m.

Team Selection by Athletes

The Athletic Department expects that students consider their availability for games and practices during school breaks when making their decision to participate on an athletic team. If a player is unable to make a commitment to the team, he/she should not try out for a team. The disruption of missing players during preseason or during the season must be avoided.

Attendance at practices is a crucial requirement of team participation. Athletes should inform their coaches as early in the season as possible if family trips prevent their attendance at practice during school vacations. *Missing practices during the season may affect the athlete's standing on the team.*

Prior to each season, a mandatory parent/player meeting will be held with the coach and Athletic Director to discuss expectations.

Driving To and From Games

The Athletic Department expects that students will travel to and from games on school provided transportation. If in some instances a student lives closer to an opponent's site than the distance for that student to travel back to Lawrence School before traveling home, then he/she may, with a letter from his/her parent granting permission, drive to a contest so that he/she may leave immediately after the game to go home. However, students may not drive other students to and from contests when school transportation is provided, with the exception of all parents granting permission in written form to all students involved and approval by the Athletic Director and coach. In some cases, the Athletic Director may be contacted for special permission. All other request for athletic travel exceptions must be made prior to the day of the contest.



Athletic Team Eligibility

All students who attend Lawrence School are eligible for team competition. Athletes may only participate on one team per season. Students who turn nineteen (19) before August 1, are ineligible for participation in interscholastic sports at Lawrence School for that calendar year.

Students who do not maintain at least a satisfactory level of academic achievement may not participate in athletic contest or practices until they improve their academic standing. Since Lawrence School has a quarterly grading system, a student's quarter grades are used to determine eligibility. Students may not participate until they have completed the required courses. Ohio rules indicate that a high school student may not play or practice without a current physical signed and dated by a physician indicating that he/she is cleared to play.

Examples of Determining Student Eligibility – Grades 7-8

Passing grade must have been received in 75 percent of subjects in which enrolled in the immediately preceding grading period. **All courses in which a student receives a grade count toward the 75 percent eligibility requirement.**

Example 1: Eligible

<u>Subject</u>	<u>Grade</u>
English	F
Math	B
Ohio History	A
Home Economics	B
Physical Education	B
Computers	C
Music	C
<u>Health</u>	<u>B</u>
Credits Passed	7 of 8 classes – 87.5 percent = eligible

Example 2: Ineligible

<u>Subject</u>	<u>Grade</u>
English	F
Math	D
Ohio History	F
Industrial Arts	C
Music	B
Computers	B
<u>Physical Education</u>	<u>B</u>
Credits Passed	5 of 7 classes – 70.4 percent = ineligible



Examples of Determining Student Eligibility – Grades 9-12

Passing grades must have been received in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4

Example 1: Eligible

<u>Subject</u>	<u>Grade</u>	<u>Credit & Duration</u>	<u>Factor</u>	<u>Credit Equivalency</u> <u>(Must Equal 5 Units/Equivalent)</u>
English 10	C	1 – all year	1	1 x 1 = 1
Spanish I	D	1 – all year	1	1 x 1 = 1
Health	B	½ - semester	2	½ x 2 = 1
Algebra	F	1 – all year	1	0
Computers	C	½ - semester	2	½ x 2 = 1
<u>Social Studies</u>	<u>C</u>	<u>½ - semester</u>	<u>2</u>	<u>½ x 2 = 1</u>
Total Credits				5 = eligible

Example 2: Ineligible

<u>Subject</u>	<u>Grade</u>	<u>Credit & Duration</u>	<u>Factor</u>	<u>Credit Equivalency</u> <u>(Must Equal 5 Units/Equivalent)</u>
English	C	1 – all year	1	1 x 1 = 1
O.W.E.	F	2 – all year	1	0
O.W.E.	D	1 – all year	1	1 x 1 = 1
History	B	1 – all year	1	1 x 1 = 1
Health	B	¼ - semester	2	¼ x 2 = ½
<u>Typing</u>	<u>C</u>	<u>¼ - 4th 9 weeks</u>	<u>4</u>	<u>¼ x 4 = 1</u>
Total Credits				4 ½ = ineligible

Parents

Parents can be an integral part of a team’s overall success. At all levels and for all teams, parents help with concession stand attendants, ticket takers, scoreboard operators, and enthusiastic fans. Involved, positive parental involvement is a wonderful aspect of the Lawrence School educational and athletic experience.

Player/Parent Concerns

Parents must trust the coach to make appropriate decisions. If concerns arise, parents should encourage their child to speak with the head coach. If a parent needs to intervene, they should call to make an appointment with the coach: Please do not attempt to question or advise the coaches at a time when their attention must be focused on the team. We want to give your concerns the time and attention they deserve, so please call for an appointment.



Lawrence School Athletic Booster Club

The Lawrence School Athletic Booster Club is a fundraising and spirit-generating organization formed for the purpose of creating parental involvement in our programs while providing financial support for the Athletic Department.

Lawrence School's Athletic Booster Club Mission Statement:

The Lawrence School Athletic Booster Club, a unique athletic support organization, is dedicated to service of the entire Lawrence School community. Enhancing the experience of Lawrence School athletics for participants, non-participants, younger students, parents, alumni, friends, faculty, and all other members of the Lawrence School community is the core mission of the Athletic Booster Club. All students benefit from the Athletic Booster Club through campus-wide programs.

Uniforms/Equipment

Lawrence School equips each team member with the necessary materials to compete in a sport, with the exception of athletic shoes. Uniforms remain the property of Lawrence School and must be returned to the school at the conclusion of the season. Coaches are responsible for distributing and collection all uniforms and other related equipment and are accountable for specific materials given to athletes. Students will need to pay for lost materials. If athletes do not pay for lost materials, they will have their grades held until the payment is made.

Alcohol, Tobacco, and Other Drug Use

Lawrence School seeks to maintain a healthy environment where students can grow intellectually, physically, artistically and socially. Therefore, the School strives to educate its students about the dangers of alcohol, non-prescribed drugs and other illegal substances and to deter their use.

In addition to all guidelines and parameters related to ATOD (alcohol, tobacco, and other drug use) stated in the *Upper School Family Handbook*, students participating in athletics are subject to additional penalties. Specifically, any violation of the ATOD policy will result in a student being ineligible for participation in any athletic activity for the balance of the season in which the violation occurred. Students involved in an ATOD offense will also be mandated to participate in the INSIGHT educational program and follow through on any and all recommendations for additional intervention. Any subsequent violation may render a student permanently ineligible for athletic participation at Lawrence School. Students who report to an event appearing to be under the influence of ATOD will not be permitted to participate and will be referred to the Dean of Students for evaluation and possible disciplinary action.



Voluntary Disclosure

In the event of a student or his or her family experiencing difficulty related to their alcohol, tobacco and other drug use (ATOD) or the ATOD use/abuse of another person, should seek the guidance of the Upper School Dean of Students. A first-time self-referral carries with it no disciplinary consequences, as long as a rule of conduct at Lawrence School has not been violated.

Attendance

Although attendance at practices is mandatory, coaches obviously understand that at times students have illness, excessive homework expectations, or family issues that may interfere with attending practice. However, the athletes should communicate the problem at their earliest opportunity with the coach. Students should not request a friend or parent to talk to a coach on their behalf.

Unless athletes have a doctor's clearance, athletes must arrive at school by 11:30 a.m. in order to be eligible for participation in that days' practice, meeting or game. Parents cannot excuse their child from school nor approve their participation in sports when their child is unexcused from school. Chronic absence or tardiness may result in an athlete being declared ineligible.

Games/Practices During Breaks

Students who choose to participate on teams that have games or practices over school breaks or during holidays should plan accordingly to avoid any conflicts that may arise. If a student foresees a problem attending practices or games during a scheduled break, that student should consider the relative importance of team participation that season. Lawrence School expects that students will make the appropriate commitment to the sport so as not to jeopardize the team experience for others. Therefore, the summer preseason, Thanksgiving Break, Winter Break and Spring Break are times when, in season, students should make sure they are not missing valuable practice or game times. Coaches will distribute practice and game schedules for the season.

Postponements, Directions, Schedule Changes, and Cancellations

For each program, the Athletic Director will provide parents with a packet containing the names, locations, addresses, and driving directions for all off-campus games during each individual season. Directions will originate from the Lawrence Upper School Campus.

The Athletic Department maintains an updated, online calendar of events related to the athletic program. Please log on to the school website at www.lawrenceschool.org and click the calendar link on the home page. This calendar should be checked daily if your child is on an athletic team. In case of a last minute cancellation, your child will contact you via phone from school.



Inclement Weather Policy

When weather forces the school to close early, practices may still occur. However, a school closing usually dictates that interscholastic contest will be cancelled. After conferring with a competing school's Athletic Director, the Lawrence School Athletic Director determines cancellations regarding a game. On rainy days, decisions on outdoor practices and games will be made as soon as possible to ensure everyone involved can be notified. Unless there is an official announcement made or posted, students should assume that practice and/or games will be held.

College Recruitment of Student-Athletes

The Lawrence School Athletic Department and College Counseling Office will play an active role in supporting our students with aspiration to play sports at the collegiate level.

The Athletic Department, Coaches and College Counseling Office will assist families in several areas:

- Informing them of the process of establishing contact with college coaches
- Educating them on NCAA rules and regulations governing the recruiting process
- Aiding in the assessment of suitable matches from the abundance of college athletic programs
- Serving as the primary contact point for college coaches interested in recruiting Lawrence School student-athletes

Student Responsibilities:

- Communicate his/her interest to the coach of their sport
- Work with the Athletic Director to contact potential school coaches
- Request that the Athletic Director make phone calls, send emails, or send pertinent information
- Inform the College Counseling Office of his/her interest so that they can assist in communicating with coaches and College Admissions Officers
- Attend team or individual development camps to be seen by college coaches who might attend

The Athletic Department and College Counseling Office will work with students to open the lines of communication with college coaches. Any athlete can always speak with the Athletic Director about his/her interests, but to be clear, the College Counseling Office is the lead resource for all issues pertaining to the college selection process.



Administration Contact Information

**Lawrence Upper School
Main Telephone Number
(440)-832-7830**

**Upper School Administrative Secretary,
Elores Chones**

<u>Name</u>	<u>Direct Line</u>	<u>Email</u>
Lou Salza, <i>Head of School</i>	(330) 908-6820	lsalza@lawrenceschool.org
Jason Culp, <i>Upper School Head</i>	(330) 908-6810	jculp@lawrenceschool.org
Ron Messer, <i>Athletic Director</i>	(330) 908-6814	rmesser@lawrenceschool.org
Shanika Lovelace, <i>Dean of Students</i>	(330) 908-6805	slovelace@lawrenceschool.org
Courtney Baker, <i>Communications Manager</i>	(330) 908-6817	cbaker@lawrenceschool.org
Cheryl Cook, <i>Academic Dean</i>	(330) 908-6804	ccook@lawrenceschool.org
Jennifer Mattes, <i>Director of Post-Secondary Guidance and Career Placement</i>	(330) 908-6815	jmattes@lawrenceschool.org
Amanda Carter, <i>Coordinator of Special Programs</i>	(330) 908-6803	acarter@lawrenceschool.org

