Madison Southern Athletic Handbook

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Statement of Purpose for Athletics

It is the belief of MSHS that extra-curricular activities are vital to the overall school environment. For this reason, the school offers a variety of extra-curricular activities in which its students can become involved. Any student, male or female, in good standing according to all applicable policies may be a candidate for an appropriate team or teams and subsequently a participant in athletics at Madison Southern High School. Madison Southern High School offers football, basketball, baseball, tennis, golf, soccer, and cross country for boys. For girls, we offer basketball, track, soccer, tennis, track, softball, golf, cheerleading, volleyball, dance team, and cross country.

Governing Bodies

Madison Southern High School is a member of the **Kentucky High School Athletics Association**. We are bound by the bylaws and regulations set forth by the KHSAA. You may access the regulations and bylaws of the KHSAA on their website www.KHSAA.org. Madison Southern High School is under the jurisdiction of the **Madison County Board of Education** and will abide with all regulations set forth by the Madison County Board of Education. Athletics at Madison Southern High School are subject to the policies of the **Madison Southern Site-Base Council** and will abide with all policies set forth by them. The **Principal** of Madison Southern High School is responsible for all matters involving athletics at MSHS. The **Athletic Director** may serve as the Principal's Designated Representative for the purpose of conducting the interscholastic program at Madison Southern High School. The **Extracurricular Committee** shall review and recommend policies that impact the interscholastic athletic program at Madison Southern High School. The **Gender-Equity in Athletics Committee** shall periodically review compliance with Title IX regulations.

Special Notation of Regulations

I. Academic Eligibility

For a student to be eligible to participate in athletics they must meet the criteria established by the KHSAA and also meet additional requirements as determined by either the school or each individual head coach.

KHSAA Regulations:

The KHSAA regulations for academic eligibility are explained in detail by Bylaw 5 of the KHSAA Bylaws and can be accessed at www.KHSAA.org. To summarize Bylaw 5: A student-athlete must meet the following criteria to be eligible to participate in athletics.

a) Be at proper grade level

1. The KHSAA requires that a student must be "at grade level" on the first day of school to be eligible for participation in athletics. "At grade level" is defined by the KHSAA depending upon the number of credits required for graduation. For a student to graduate from Madison Southern High School, he/she must obtain 23 credits. (See MSHS Handbook for complete list of graduation requirements.) Therefore, the requirements for a Madison Southern student to be considered "at grade level" by the KHSAA are:

Freshman/First Year- Promoted from 8th Grade Sophomore/Second Year- 4.5 credits on the first day of school Junior/Third Year- 10.5 credits on the first day of school Senior/Fourth Year- 16.5 credits on the first day of school

b) Meet normal progress requirements.

c) Make continual progress during the school year.

1. Continual progress is verified by the weekly grade check.
2. Student must be passing 4 of 6 classes on the grade sheet.
3. A student who does not meet this requirement is ineligible for the entire week (Monday-Sunday) of the week following the grade check.

4. Students not meeting this requirement on the final grade at the end of the school year are eligible to participate in summer practices and are eligible to participate at the beginning of the next school year if they are at proper grade level.

Case Situation: *David has 3 C's and 3 F's on his weekly grade check turned in on Monday. On Tuesday David takes a make-up test in one class which raises his grade from an F to a D. David is now passing 4 classes. Can he play in the game on Wednesday?*

Answer: *No: The grade check determines eligibility for the entire week. Also note that "No special tests or recitations are to be given for the purpose of making the student eligible".*

PARTICIPATION IS DEFINED AS PLAY OR PRACTICE

Additional MSHS Academic Requirements:

To be eligible for an athletic contest or event, a student must be passing in 4 of 6 classes on the weekly grade check. If the student does not meet this requirement he/she will be ineligible starting the following Monday after the grade check and will not be eligible until the following Monday providing he/she is passing 4 of 6 classes.

II. Policy regarding the forging or altering "Weekly Grade Check Forms"

The "Weekly Grade Check Form" is required by the Kentucky High School Athletic Association to insure compliance with *KHSAA Bylaw 5-Minimum Academic Requirement.*

To carry out the process of required grade checks the school must trust the student-athlete to obtain valid signatures and grades. If a student-athlete alters or forges this document for the purpose of obtaining eligibility when they would otherwise be ineligible our school will be subject to penalties by the KHSAA which could include fines, forfeits, probation, and suspensions. In addition, the student-athlete could be suspended by the KHSAA for such actions. Therefore: **If a student-athlete alters or forges the "Weekly Grade Check Form" for the purpose of obtaining eligibility when they would otherwise be ineligible our school will suspend them from all athletic participation for the remainder of the year. A second offense will result in permanent suspension from all athletic participation at Madison Southern High School.**

This zero-tolerance policy is put into effect due to the serious nature of this offense and the fact that violation of this policy by a student-athlete is completely preventable by the student-athlete.

III. Selection of Team Members

The Head Coach shall choose the members of the team (Freshman/Junior Varsity/Varsity) in a way that is consistent with the Head Coach's philosophy and in accordance with applicable regulations from the governing bodies previously listed.

IV. School Attendance

Athletes must be in attendance for a full school day to be eligible to participate in practices or contests. A student is absent or tardy at any point during the day he/she will not be allowed to participate in games or practices that day. In the event that a student has a valid appointment during school hours a special exemption can be granted by the Athletic Director or school principal.

V. Parental Permission

Each athlete must have a parental permission form on file to participate. (*KHSAA Form GEO4)*

VI. Medical Permission

Each athletic participant must have a doctor's signed physical examination form to participate. (*KHSAA Form GEO4)* **Must have an up-to-date Immunization Certificate on file at school**

VII. Travel

Student-athletes are required to travel to and from all contests with their teammates. The Head Coach may approve to ride home with a parent. *A parent's signature is required if an athlete is not traveling back to the school with the team. Also, the parent is the only person the student may be released to.*

Extended Extracurricular trips(6 or more hours) must follow MSHS Athletics Travel Policy Guidelines

Out of State or Non-bus Travel- Must be approved by administration and follow Madison County School Board Policy 9.36.

VIII. Booster Clubs

All Booster Clubs must sign Athletic Department Contracts and gain formal approval of all fundraising activities. Financial reports must be submitted by Booster Clubs within one month after the conclusion of their season. Head coaches are responsible for oversight of their respective booster organizations. Booster Clubs funding can be spent on activities that benefit the whole athletic team (i.e. banquets, equipment, uniforms, etc.).

IX. Injuries and Insurance

Madison County Board of Education requires primary accident insurance for all participants in athletic competitions. Madison County Board of Education provides secondary insurance for all student-athletes. Athletes should report injuries that may require medical attention to the coaching staff immediately.

X. MSHS Sportsmanship Statement

The development and display of good sportsmanship is a prime objective of our athletic program. No action by a player, parent, or spectator that downgrades, embarrasses or ridicules any player, coach, official, parent, or spectator will be tolerated. This includes the use of social media in any form that may put the school, athletic program, coaches, or teammates in a negative light and is deemed to embarrass, harass, or promote values that are not acceptable to the administration or to the coaches of Madison Southern High School.

Prohibited Behaviors:

The following behaviors by players, parents, and spectators are specifically prohibited at MSHS athletic events and practices:

1. Verbally berating players, coaches, spectators, or officials.
2. Use of obscene language or gestures directed at players, coaches, officials, or spectators.
3. Any use of physical violence.
4. Any threat of physical violence.
5. Entering the field of play or bench/sideline area during a game unless requested to do so by a game official.

Consequences of Prohibited Actions:

1. Violators may be requested to leave the premises.
2. Repeated instances of unacceptable behavior may result in permanent exclusion from MSHS athletic events.
3. A parent's actions and behavior may jeopardize the privilege of participation by the student athlete.

****We reserve the right for coaches to close practice sessions to spectators at the coach's discretion****

Awards

I. Athletic Certificates

Student-athletes will receive an athletic certificate recognizing their participation in athletics if they: 1. Adhere faithfully to the training rules as set up by the school coaches. 2. Return equipment that has been issued to him/her or is responsible for payment. 3. Be in good standing with the school officials and his coaches.

II. Varsity Letter Requirements

Any student-athlete who desires to earn a varsity letter must meet the following requirements to become eligible for this award:

1. Adhere faithfully to the training rules as set up by the school coaches.
2. Return equipment that has been issued to him/her or be responsible for payment.
3. Be in good standing with the school officials and his coaches.
4. Meet the playing requirements of his/her sport established by the coach.

III. Letter Jackets

An Athlete may purchase a school jacket in the fall of each year. If the student-athlete has met the qualifications listed above they also may purchase the varsity letter for their jacket.

IV. Retiring of Jerseys

For a student to have his/her jersey retired he/she must meet the following requirements.

1. Nominated to the Hall of Fame Committee
2. Be a role model for all student-athletes.
3. Have made significant contributions to Madison Southern High School
4. Be approved by the Hall of Fame committee

V. Hall of Distinction/Fame

If an athlete or team achieves high level recognition and accomplishments they will automatically be nominated for the Hall of Distinction. The Hall of Fame Committee will determine which teams and individuals meet the qualifications for the Hall of Distinction.

VI. Awards Ceremonies

Any award ceremonies or special recognition that a team chooses to do must be approved by the administration or allotted for in the yearly budget submitted to the athletic director and approved by the principal. The cost of this ceremony (banquet) may not exceed $75.00 per player without prior written approval from the school administration.

VII. Team Recognition

Any team or group that the KHSAA recognizes as a sport or sports activity shall have recognition in a visible place within Madison Southern High School. For this recognition, a team must win a state-sanctioned championship (district, region, or state). Other notable recognitions can be added at the sole discretion of the principal or superintendent

Hall of Fame Nomination Form

Madison County Schools Comprehensive
Substance Abuse Education Program, Prevention Policy and Procedures

Statement of Purpose for Substance Abuse Education Program

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. The high school setting is not exempt from this phenomenon. Therefore, it is vital that educators and parents continually explore ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and nurture a drug-free environment for the entire Madison Southern High School community. The program consists of two components:

1. Education and Prevention Plan
2. Alcohol and Drug Safety Policy for Athletes

Component I:

Education and Prevention Plan

A. Each semester, at least one educational seminar on alcohol and drug abuse shall be conducted by experienced and professional substance abuse educators. These seminars shall be accessible to all Madison Southern High School students but shall be required of all extra-curricular activity members as defined in this policy.

B. Madison Southern High School teachers shall receive training in alcohol and drug awareness. Part of the training will enable each teacher to be able to incorporate alcohol and drug awareness information into his/her current curriculum. A keener teacher awareness of drug and alcohol abuse signs and symptoms as well as methods of referral will be a direct result of the training. Instructional units on alcohol and drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

C. A seminar for parents that will address alcohol and other forms of drug abuse will be established. The central purpose of the seminar shall be to provide parents with necessary information regarding alcohol and drug abuse.

***INCENTIVES*:**

Students will be given incentives to lead drug-free lives. For example: Students will receive intensive educational leadership opportunities, which will enable them to become drug-free leaders in the school. The educational portion of this program will include the availability of trained professionals to help students with their choice to remain drug-and alcohol-free. Parents will receive extensive education opportunities and support in their efforts to become better informed on drug and alcohol abuse. Through this comprehensive drug education and prevention program, students will have greater incentive and an increased knowledge to maintain a drug-free lifestyle.

Component II:

Alcohol and Drug Safety Policy for Athletes

ALL STUDENT ATHLETES AND THEIR PARENTS OR LEGAL GUARDIANS MUST READ THE FOLLOWING POLICY AND PROCEDURES, AND MUST ACKNOWLEDGE, IN WRITING, THAT THEY HAVE READ THE POLICY AND PROCEDURES, UNDERSTAND THE POLICY AND PROCEDURES, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THE POLICY AND PROCEDURES.

A. Statement of Need

All coaches or sponsors of an extra-curricular activity team (1), the Site Based Decision Making Council ("Council") and the Administration of Madison Southern High School ("Madison Southern") recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of high school students engaged in that use. It is also recognizes that while the unlawful use of alcohol and to her drugs is a potential problem for all high school students, students engaged in athletic competitions often are viewed by fellow students as holding or enjoying position of notoriety and are confronted by unique pressures and risks which make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from athletic participation, student athletes also potentially impact or influence the attitudes and actions of other members of the student body. Finally, in order to deal effectively with these special pressures and risks they believe it is imperative to adopt a mandatory Alcohol and Drug Safety Policy for Extra-Curricular Activities ("Policy") governing the unlawful use of alcohol and other drugs by student participants in Madison Southern Extra-Curricular Activities.

Extra-Curricular Activities covered by this Policy shall apply to all varsity and sub-varsity activities offered for male and female students of Madison Southern High School and their "feeder" schools in the areas of Baseball, Boys' Basketball, Girls' Basketball, Cheerleading, Cross Country, Dance Team, Football, Boys' Golf, Girls' Golf, Boys' Soccer, Softball, Swimming, Boys' Tennis, Girls' Tennis, Boys' Track, Girls' Track, and Volleyball. The subsequent addition of any varsity or sub-varsity sport shall immediately fall under the purview of this policy.

B: Statement of Purpose

This Policy is intended to support the comprehensive educational policies and programs of Madison Southern in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of alcohol and other drugs. The Policy is further intended to provide incentives to Madison Southern students who voluntarily choose to participate in Madison Southern's Extra-Curricular Activities to avoid such use and to strive for effective rehabilitation when such use has occurred. Information obtained in the course of administering the Policy shall not be utilized by Madison Southern for disciplinary purposes other than those set forth in this Policy. This Policy is not designed to be used nor shall it voluntarily be used in any manner to provide a source of information for law enforcement agencies or for the prosecution of the student or to limit the student's participation in school activities, other than the limitations imposed by this Policy. Without a specific written authorization from the tested student or parent if the student is under 18 years of age, the Principal shall not release test results of any student to any person other than as required by law or lawfully issued subpoena or court order. In order to accomplish its purposes, this Policy established a program of education and counseling to deter the unlawful use of alcohol and other drugs and provides for suspension and termination of participation in the Madison Southern Extra-Curricular Activity when deterrence is unsuccessful. To determine compliance with the Policy, it provides a testing program to identify student participants who are unlawfully using alcohol and other drugs. For these students, the Policy provides incentives for rehabilitation through possible reinstatement to the specific Extra- Curricular Activity involved.

Consistent with its purposes, the Policy also seeks to achieve the following specific objectives:

1. To protect Madison Southern student athletes participating in Extra-Curricular Activities from impairing their health, safety, education, and future success through unlawful use of alcohol and other drugs.

2. To protect Madison Southern student athletes participating in Extra-Curricular Activities and others against whom they compete, from potential injury during athletic competition which might result from the unlawful use of alcohol and other drugs.

3. To protect Madison Southern student athletes participating in Extra-Curricular Activities form the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.

4. To assure students, parents, guardians, teachers, and the community that the health, safety, education, and future success of the student participants are the primary concerns of Madison Southern High School and

its Extra- Curricular Activities.

Implementation, Review, and Evaluation

All student participants and their parents or legal guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" Form before the student shall be permitted to try out for any Extra-Curricular Activity at Madison Southern. A Substance Abuse Prevention Committee ("Committee") shall be established by the Council and shall have overall responsibility for implementing this Policy. The Committee shall consist of the Madison Southern Principal or designee, the Athletic Director, two (2) Head Coaches of Extra-Curricular Activities, and four (4) parents or legal guardians of Madison Southern students, one (1) person from the local community, one (1) member of the Site Bases Council, and two (2) students selected by the Student Council.

The Committee shall establish procedures as needed to implement the Policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the Alcohol and Drug Safety Policy on an annual basis. The evaluation shall include, but shall not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The committee shall not have access to any of the test results. Their purpose is limited to procedures and evaluation of the Policy.

Applicability

This Policy applies to all students choosing to participate in Madison Southern extra-curricular activities, which are all voluntary extra-curricular activities, and includes participants at the varsity or sub-varsity level as well as students attending feeder schools eligible for athletic participation at Madison Southern.

Education (for Athletes)

At least once each semester, the Head Coach of each Extra-Curricular Activity shall require attendance at educational seminars on alcohol and other drug abuse for all student participants (as outlined in the Education Component section). These seminars shall be open to attendance by the student participants' parents or legal guardians and shall be presented by experienced, professional substance abuse educators.

Testing Program

In order to accomplish the purpose of this Policy, each student participant on each Madison Southern Extra-Curricular Activity shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results. (Specific testing procedures are located in Appendix B.)

Substances Tested

Student participants' urine specimens may be tested for the following: alcohol, amphetamines, marijuana (THC), cocaine and its derivatives, LSD, opiates, methadone, methaqualone, propoxyphene, and such other abused, illegal or banned substances as shall be determined by the Council. Upon recommendation of the Committee, the SBDM Council shall consider amending the policy to include these new substances.

Sanctions

First Violation

a) The student participant shall be suspended for the next four consecutive interscholastic events or the next four weeks of the season, whichever is greater. If necessary, the suspension shall carry over to the student's subsequent participation on another Extra-Curricular Activity and/or to the following season. Before reinstatement of the Extra-Curricular Activity after a first violation, the student participant must receive an assessment or evaluation for chemical dependency. The provider must be selected from an approved list issued by the Committee. When available, the Committee shall utilize the providers approved by the Madison County Board of Education. Prior to readmission to the Extra-Curricular Activity the student must submit to a new drug testing (2). The cost of this test will be the responsibility of the student. A positive result shall be treated as a second violation. All subsequent drug tests must be conducted by the Testing Laboratory currently under contract.

b) If a student is reinstated to the Extra-Curricular Activity following a first violation, the student's participation in another Extra-Curricular Activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior Extra-Curricular Activity. If the student elects not to seek reinstatement to an Extra- Curricular Activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other Extra-Curricular Activity. A student serving a suspension for one sport may try out for a second sport if the student provides a negative drug test result from the Testing Laboratory currently under contract at the student's expense. If the student successfully makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another Extra-Curricular Activity and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. The cost of this test will be the responsibility of the student. A positive result shall be treated as a second violation.

Second Violation

a) The student participant shall be suspended for the next 8 consecutive interscholastic events or 8 consecutive weeks, whichever is greater. If necessary, the suspension shall carry over to the student's subsequent participation on another Extra-Curricular Activity and/or to the following season. Before reinstatement to the Extra-Curricular Activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by the director of the treatment center. Prior to readmission to the Extra- Curricular Activity the student must submit to a new drug test administered in accordance with the same procedures utilized from random drug testing. A positive result shall be treated as a third violation.

b) If a student is reinstated to the Extra-Curricular Activity following a second violation, the student's participation in another Extra-Curricular Activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension, and the required chemical dependency program and was appropriately reinstated to the prior Extra -Curricular Activity. If the student elects not to seek reinstatement to an Extra-Curricular Activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired proportion of the suspension before the student can be eligible for any other Extra-Curricular Activity. A student serving a suspension for one sport may try out for a second sport if the student provides a negative drug test result from the Testing Laboratory currently under contract at the student' s expense. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another Extra-Curricular Activity and the student must submit to a new drug test administered in accordance with the same

procedures utilized for random drug testing. A positive result shall be treated as a third violation.

Third Violation

The student participant shall be excluded from participation in **any** Extra-Curricular Activity **for the remainder** of the student's interscholastic eligibility.

Violations shall be deemed to accumulate throughout the student participant's involvement in all Extra-Curricular Activities, at the varsity and sub-varsity levels.

Notice to Participants

Prior to the tryouts for any Extra-Curricular Activity each year, the Head Coach shall provide all students choosing to participate in the Extra-Curricular Activity and their parent or legal guardian with a written copy of this Policy. Each student who chooses to participate in an Extra-Curricular Activity and a parent or legal guardian of that student shall be required to sign a statement indicating that the student athlete and the student's parent or guardian have read this policy, and acknowledge that the student and parent or guardian have read the policy, understand the policy and agree to be bound by the terms and conditions contained in this policy.

Drug Testing

Definitions

Drug: Any substance considered illegal or controlled by the Federal Food and Drug Administration.

Student-Athlete: Any student participating in athletic practices and/or contests under the control and jurisdiction of the Madison County School District.

Sport-Season: Fall, Winter, and Spring seasons begin on the first day of practice allowed by the Kentucky High School Athletic Association (KHSAA) and end the day prior to the beginning date of practice of the next season.

Procedures:

The testing program shall be conducted as follows:

1. Prior to attending tryouts for an Extra-Curricular activity, the student participant and a parent or legal guardian of the student participant must read this Policy and must ACKNOWLEDGE, IN WRITING, THAT THEY HAVE READ THE POLICY AND PROCEDURES, UNDERSTAND THE POLICY AND PROCEDURES, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THE POLICY AND PROCEDURES. The student participant and a parent or legal guardian of the student participant must also sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" Form before the student will be permitted to try out for any Extra-Curricular Activity.

2. Immediately prior to giving a urine specimen, each student participant shall complete both a "Medical History Form" (which shall include disclosure of all prescription drugs currently taken) and a "Consent to Test and Chain of Custody Form". The Forms shall identify the student participant only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory along with the urine specimen.
3. Testing shall be done at the following times:

    a. All student participants shall be tested within four (4) weeks following selection of the Extra-Curricular

b. Activity. This shall be the only test that shall be announced prior to administration of the collection of the urine specimen. Payment of the test will be paid by the participant. Students eligible for free meals may have the fee waived at the discretion of the Principal.

c. All student participants shall be subject to random testing at any time between the student's selection to the Extra-Curricular Activity and the date of the last game of the season or regularly scheduled practice for the Extra-Curricular Activity. Scheduled times for random tests shall be selected by the Principal or Designated Representative. Random tests may be conducted no more than four (4) times during the team season.

4. During each random test, no fewer than fifteen percent of the student participants in the Extra-Curricular Activity shall be tested.
5. The testing laboratory approved by the Council shall determine which student participants are to be tested by the random selection of names from among all student participants on the Extra-Curricular Activity.
6. The collection of urine specimens and the scientific analysis of the collected specimens shall be conducted by the professional testing laboratory selected by the Council.
7. Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain compete confidentiality of test results. To that end, the procedures must require:
   a. The presence of a coach of the students' Extra-Curricular Activity or the Madison Southern Principal or Designated Representative immediately prior to the collection process to ensure proper student identification;
   b. The presence of one or more representatives of the Testing Laboratory when the specimen is taken.
   c. The Testing Laboratory shall provide each student present for the collection process a receptacle for the collection or urine. The student shall be permitted absolute privacy during the collection process;
   d. Immediately prior to entering the private bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the Madison Southern representatives present for student identification;
   e. Prior to entering the private bathroom facility utilized for the collection process, the Testing Laboratory shall treat the water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as "blueing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen;
   f. Within four (4) minutes following the collection of the urine specimen, a representative of the Testing Laboratory shall utilize a temperature strip to test the temperature of the urine specimen. Urine specimens testing below a temperature of 90 degrees Fahrenheit shall be discarded and the student shall be required to produce another urine specimen. A student producing a urine specimen testing above a temperature of 100 degrees Fahrenheit shall be subject to having the student's body temperature taken (orally only) by a representative of the Testing Laboratory. If the differential between the student's body temperature and the temperature of the urine specimen is not within an acceptable range (as outlined in this section) the student will be required to produce another urine specimen.
8. The collection of urine specimens for the initial test and the random testing shall be conducted on the Madison Southern premises.
9. All scientific analyses of the collected specimens shall be conducted by the professional testing Laboratory. Each specimen shall initially be tested by the Testing Laboratory using a highly accurate immunoassay technique ("EMIT"). Initial positive results must be confirmed by gas chromatography/mass spectrometry ("GC/MS"). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
10. A portion of each urine specimen given by each student participant shall be preserved by the testing Laboratory for a minimum of six (6) months.
11. Written confirmation all test results shall be forwarded by the Testing Laboratory to the Principal or Designated Representative who shall provide the results, if positive, to the Head Coach, the student and the parent(s) or legal guardian(s) of the student participants tested. The Testing Laboratory shall not provide test results verbally. All test results are confidential and shall be maintained in the Principal's

(private) office or the personal office of the Principal's Designated Representative under the strictest security. If the parent or legal guardian has not received any written results within two (2) weeks after the submission of the test, the parent or legal guardian may contact the Principal of his designee for the results.

12. The test results forwarded to the Principal shall indicate that the test results were confirmed by GC/MS and shall indicate the name of the individual for who the test results are being reported; the type of test indicated on the custody and control form; the date and location of the test collection; the identity of the persons or entities performing the collection and analysis of the specimens and reporting the test results; and the verified results of the controlled substance test, and if positive, the identity of the controlled substance(s) for which the test was verified positive. Test results shall be forwarded to the Principal or Designated Representative in a manner to ensure that the Principal or Designated Representative cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.
13. In the event that a student participant's urine specimen produces a positive result (after GC/MS confirmation), the Principal and/or Designated Representative, and Head Coach shall meet with the student participant and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At the meeting, the Principal or Head Coach shall advise the student participant and the student's parent(s) or legal guardian(s) of further procedural rights under this Policy.
14. Any student participant, who has tested positive, or the student's parents or legal guardians, may contest the test result by informing the Principal within 72 hours of receipt of notice of the positive test result. The student and parent or guardian shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this Policy for a positive test result. Further laboratory analysis may be conducted with the student participant's remaining urine specimen preserved by the Testing Laboratory and may be conducted at the student participant's expense.
15. The final determination of the student participant's eligibility shall be made at the school level by the principal.
16. If the student participant chooses to appeal the decision of the principal, the student may appeal it to a higher authority as provided by the Student Grievance procedure. This procedure is outlined in the Madison County Public School's document entitled "Statement on Rights and Responsibilities and Student Code of Conduct." The decision of the Board of Education shall be final.
17. Any refusal by a student participant to be tested shall result in the immediate suspension of the student from all Extra-Curricular Activities for the remainder of the academic year. The student's parents or legal guardians shall be notified by the principal of the refusal and suspension.
18. If a student is 18 years of age or will turn 18 years of age during the sports season, the student must agree to release all test results to the student's parents or legal guardians.
19. One (1) year after the student turns 18 years old or one (1) year after the student's graduation, whichever is later, all records in regard to this Policy concerning each student participant shall be destroyed, and at no time shall these results or records be placed in the student participant's academic file or be voluntarily turned over to any law enforcement agency, or use for any purpose other than those stated herein. For students who transfer from Madison Southern or otherwise do not fulfill the requirements for graduation, the records of the student shall be destroyed one (1) year after the student turns 18 years old.

Amendment of Policy

This Policy may be amended at any time by the Madison County Board of Education, Madison Southern Site-Base Council, or the Athletic Committee.