

Ashland City Schools

Extracurricular Code of Conduct Adopted April 26, 2004

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INTRODUCTION

The following Student Activities Conduct Code and Expectations govern those out-of-class pursuits known as extracurricular and activities sponsored by Ashland City Schools, grades 7-12. Students are also held to the code of conduct expectations that are a part of the normal school day. Included, but not limited to, are all clubs, Student Council/Class organizations, athletic programs, academic competitions, honor and award programs, intramurals, drama productions, and music performance events.

It is the expectation of the Ashland City School District that all students who choose to participate in extracurricular activities are quality citizens, role models, and positive representatives of the district and the sport/club/organization that they represent. Good character and sportsmanship are expected at all times.

ASHLAND CITY SCHOOLS POLICY SPORTSMANSHIP FOR EXTRACURRICULAR ACTIVITIES

- WHEREAS: The Ashland City Board of Education believes in promoting and abiding by the high standards and values of sportsmanship among its student athletes/participants, coaches, advisors, parents, fans and support groups; and
- WHEREAS: The Board of Education believes that extracurricular activities are a vital part of the educational process and that the participation is encouraged for the total development of the student;
- THEREFORE: The Board of Education resolves that good sportsmanship in extracurricular activities shall, in perception and practice, be defined as those qualities of behavior which are characterized by awareness of expectation of the impact of an individual's influence on the behavior of fellow participants, opponents, and spectators; and
- FURTHERMORE: The Board of Education authorizes and encourages our schools to take positive action that will promote and encourage the values of sportsmanship, integrity and ethical behavior within the school district and community.

GUIDING PRINCIPLES

MEMBERSHIP IN EXTRACURRICULAR ACTIVITIES

Participation and/or membership is limited to those enrolled as full-time students and who meet all residency requirements of the school district. Other membership or participant requirements may include:

- Elected by the student body or member of the faculty according to the provisions stated in the constitution/by-laws of that activity.
- Controlled tryouts by the advisor, teacher or coach.
- Limited to students who have achieved academic honors.
- Limited to students by grade level, age or those who demonstrate predetermined levels of competition or achievement.
- Participation in extracurricular activities at Ashland High School will subject the student to random chemical assessment (Drug Testing).

PHILOSOPHY

The most important goal of the Ashland City School District's extracurricular program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Expectations and responsibilities promote safety and good conduct. The Ashland Community expects every participant to adhere to the policies of the school. Dedication and personal sacrifice by each participant promotes a sense of unity and common goals.

The parent/guardian plays a very critical role in helping the enforcement of the conduct code and expectations of his/her son or daughter who participates in the extracurricular program of Ashland City Schools. The schools and parents must "team up" to work together to monitor and assure good decisions by our extracurricular participants.

Compliance with the rules can help each participant learn values that carry beyond the extracurricular program and into daily living. In addition, research has shown that use/misuse and abuse of tobacco, drugs, and alcohol have harmful effects on the social and intellectual development of children and youth, and on their mental, physical, and emotional health.

IMPORTANT

The Conduct Code and Expectations are in effect for all extracurricular participants on a year-round basis (365 days a year).

For students entering the seventh grade the Code of Conduct and expectations become effective on the first day of summer practices as recognized by the Ohio High School Athletic Association or announced by an advisor. If there is no participation by a seventh grader prior to school the code regulations become effective the first day of school.

In order to make students and parents aware of expectations, each coach or advisor must discuss these regulations with parents and/or students prior to the student's participation in an activity. Participants and parents, together with coaches and/or advisors, are expected to attend an informational meeting prior to the season or event.

While students have no absolute rights or requirements to participate in elective student activities, including athletics and other extracurricular programs, it is a privilege encouraged by Ashland City Schools and the Community. Therefore, all students who participate in any extracurricular activities at any time must meet the following regulations from date of enrollment or date of participation, whichever comes first.

ROLES AND RESPONSIBILITIES

GENERAL REGULATIONS

1. It will be the responsibility of each head coach or advisor to provide in writing a copy of specific policies for his/her activity to each participant and parent or guardian. A copy of these policies must be provided to the principal for approval. An advisor cannot establish a more severe penalty than those set forth in any of the code of conduct policies.
2. Hazing in extracurricular activities is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No participant shall plan, encourage, or engage in any form of hazing in practices, competition or performances. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. The participant faces denied participation from school or public performances, established by the Code of Conduct Review Board, for violation of this policy.
3. If a student is placed in in-school detention for any attendance or disciplinary action, the participant is permitted to practice but is unable to compete in any public performances during this disciplinary period.
4. If the student is placed on out-of-school suspension, including the Ashland County Discipline Center, for any infraction of school policy, the participant is not permitted to practice or compete in any practice, competition or public performance as long as the suspension is in force.
5. Daily attendance is mandatory so all participants can maintain the academic standards required for participation. A participant must be in attendance to

participate in practice, competition, public performance or any organized team/extracurricular activity held on a school day unless approved by a building administrator (i.e. college visitations, funerals, school business, doctor's appointments....). Documentation may be required. ***In order to comply with the attendance standards a student must be in school by 9:15 a.m. in order to participate in a practice, contest or performance, or any organized team/extracurricular activity. If a student is leaving early, the student must arrive on time and leave no sooner than 1:00 p.m.*** Any participant who has an excessive tardy (6 or more) problem to school on the day of or day after a performance could be denied participation in present and/or future performances by the building principal.

6. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balance from sales projects, must be paid prior to participation in any present or future extracurricular program activities.
7. Students will not be able to participate in any conditioning, practice or public performance in any extracurricular activity until the participant and parent/legal guardian have read and signed the "Informed Consent Agreement" referred to as the Code of Conduct and Expectations and returned it to the coach/advisor. Students are also required to have turned in completed emergency medical forms, physical exams and any other paperwork required for participation. Participant and parent/guardian signatures are required each academic year.
8. It is **RECOMMENDED** that participants avoid social functions where drugs, alcohol or tobacco products are being used in violation of criminal law or the Extracurricular Code of Conduct.
9. Participants who are convicted or admit guilt to any federal, state or municipal ordinance or statute (these are legal violations that occur outside of the parameters of this code) where such violation has or is likely to have a negative impact on the school and/or community may cause the denial of participation penalty to be invoked by the Code of Conduct Review Board and/or the Administrator/Designee assigned by the Building Principal assigned to enforce the Code of Conduct. The only exception would be vehicular violations that do not include alcohol or drugs.
10. A coach/advisor shall have the right to remove any participant from immediate participation in any extracurricular activity under the coach/advisor's supervision if the participant's presence poses a danger to persons or property or an ongoing threat of disrupting school, travel on any school-provided transportation, or any school-sponsored activity held on or off school property.
11. Other than in very unusual circumstances, all students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request form can be obtained in the principal's office or from the coach/advisor. Approval will only be considered when the transporting member is the parent or guardian. Approval will not be considered for travel with friends

or other family members. Unusual situations may only be approved by the building principal or the athletic director.

12. The Superintendent of Schools will be responsible to appoint a committee to provide an annual review of the Code of Conduct and Drug Testing Policy. The Extracurricular Code of Conduct Committee will be charged with recommending changes to the Code if necessary.
13. The athlete must be in attendance at the post-season banquet to receive any athletic or special awards presented by the athletic department or head coach. To be excused from the banquet the athlete must request permission in writing to the head coach prior to the banquet. Only serious conflicts will be evaluated for approval. The building principal or his designee will be the final arbitrator in extreme situations of disagreement between the coach and student athlete.

CONDUCT EXPECTATIONS

ACADEMIC REQUIREMENTS

So that local eligibility standards reflect a greater emphasis on classroom achievements with participation in extracurricular activities viewed as a privilege, the following are the guidelines for athletic and extra-curricular eligibility in grades 7 – 12. The only exceptions to the academic requirements of this code are students who participate in an extracurricular service group that has been identified as exempt by the building principal.

High School Activities

1. In order to be eligible in grades 9 – 12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent.
2. A student enrolled in the first grading period after advancement from the eighth grade must have had at least a 1.5 grade point average (GPA), Had no more than one “F”, and passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
(NOTE: This would not be a cumulative GPA standard.)
3. Each participant must maintain a GPA of 1.5 for each nine-week grading period.
(NOTE: This would not be a cumulative GPA standard.)
4. No participant can receive more than one “F” per grading period.

5. Any participant receiving an "I" or incomplete would have that "I" averaged as an "F" in figuring the GPA until all work is completed.

Middle School Activities

1. A student enrolling in the seventh grade for the first time will be eligible for participation the first grading period regardless of previous academic achievement.
2. Each participant must maintain at least a 1.5 grade point average (GPA), Had no more than one "F", and passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
(NOTE: This would not be a cumulative GPA standard.)
3. No participant can receive more than one "F" per grading period.
4. Any participant receiving an "I" or incomplete would have that "I" averaged as an "F" in figuring the GPA until all work is completed.
5. The activity/sport of choice must have a **NO CUT** Policy (If there are tryouts, an ineligible student **WILL NOT** be able to compete for a spot on the team/activity).

An Ashland Middle School student who has become ineligible at the end of a 9-week grading period may be reinstated under the following conditions:

- ~~1.~~ A student **MUST** be eligible under the bylaws of the OHSA (A student must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled), before any consideration for reinstatement can be made.
- ~~2.~~ For all other activities/sports (with a **NO CUT** Policy), a student's grades will be reviewed every 3 WEEKS (15 school days, calamity days included) to evaluate eligibility (1.5 GPA with no more than 1 "F"). Once a student has become eligible, the eligibility must be maintained throughout the remainder of the grading period.

ADDITIONAL ACADEMIC STANDARDS FOR ANY STUDENT ENGAGED IN EXTRACURRICULAR ACTIVITIES IN THE ASHLAND CITY SCHOOL DISTRICT

1. The eligibility or ineligibility of a student continues until the start of the second school day following the school adopted mandatory grade reporting period for secondary schools (Tuesday following the grading period), at which time the grades from the immediately preceding grading period become effective.
EXCEPTION: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.

2. The following conditions will be established for a student who is ineligible for a grading period:
 - A. With approval from the coach or advisor and parent/guardian a student can practice with a team or group.
 - B. A student who becomes ineligible in mid-season of a sport or activity that is restricted by team selection or audition can continue to practice with approval from the coach or advisor and parent/guardian. The student participant would be eligible for any local awards earned, by established requirements, at the point of ineligibility.
 - C. The student cannot participate in any athletic contest, scrimmage, performance, or in exhibition situations during the period of ineligibility.
3. A student who would become ineligible for two consecutive grading periods, while a member of a team, club/organization or music/drama production, would lose all practice privileges and would be released from that athletic squad or student activity.

STUDENT LEADERSHIP ISSUES

A student leader is defined as anyone appointed or elected to a leadership position in athletics, student government or other extracurricular activities.

These students accept the responsibility of leadership and are expected to be a positive role model. Accordingly they are subject to a higher level of conduct.

Any student found to be in violation of the code of conduct (with the exception of academic requirements) will be subject to the following:

- A. Immediate termination of all leadership positions and any awards relating to leadership activities.
- B. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction.
- C. Permanent loss of leadership responsibilities for the balance of the student's middle school or high school career if a second violation of the conduct code occurs while the student is in a leadership position.

CONSEQUENCES OF VIOLATING

THE CODE OF CONDUCT

CONSEQUENCES OF THE USE OF TOBACCO, DRUGS AND ALCOHOL

The following expectations and consequences are established for extracurricular participants and are in effect during their enrollment at Ashland Middle School and/or Ashland High School.

Expectation: Students who participate in extracurricular activities are expected not to use or possess tobacco, drugs or alcohol at any time during their middle school or high school career.

Referrals and violations will be evaluated at the first, second and third levels. There will be no cumulative carry over with regard to the number of violations from the middle school to the high school. However, an Ashland Middle School student found to be in violation of the Code of Conduct outside the participatory season will be subject to a minimum of 40 hours community service to extend over a minimum two-week period and documented by either the Middle School principal or the Middle School athletic director. If the student does not complete the assigned community service at the start of the fall sport season, or by the start of the school year (for non-fall sport participants), then the Code of Conduct first offense rule becomes effective. (Exception: The 40 hours of Community Service must be completed by those wishing to participate in Spring Tryouts for the Fall and Winter Cheer Teams). If a violation occurs with less than the first offense percentage of scheduled public performances remaining, then the middle school student is denied participation in the remaining contests and the 40 hours community services consequence applies. If there are subsequent violations at the middle school level, then additional community service will be assigned at the discretion of the middle school principal. Should any costs be incurred for professional assessment or assistance programs, such cost will be borne by the student and/or parent/guardian.

USE/POSSESSION OF TOBACCO, ALCOHOL, NON-CONTROLLED OR CONTROLLED SUBSTANCES

First Violation Consequence: (Any denied participation remaining at the end of a sports season will be carried over to the participant's next extracurricular activity).

Students receiving their first violations are permitted to attend practice with coach/advisor approval. Drug testing and assessment for AHS students only.

Tobacco: The student will be denied participation in 30% of the total scheduled public performances, be required to obtain assessment and drug testing (at the parent/guardian's cost).

Alcohol: The student will be denied participation in 30% of the total scheduled public

performances and be required to obtain assessment and drug testing (at the parent/guardian's cost). Student must follow recommendations set forth at assessment
Drugs: The student will be denied participation in 50% of the total scheduled public performances and be required to obtain assessment and drug testing (at the parent/guardian's cost). Student must follow recommendations set forth by the assessment This recommendation may include assistance from counseling services at the expense of the parent/guardian. Drug testing and assessment for AHS students only.

Second Violation Consequence:

Tobacco/Alcohol/Drugs: The student will be denied participation for one calendar year from the date of the violation (including practices), participate in assessment and drug testing (at parent/guardian's cost), and Student must follow recommendations set forth at assessment. The second violation is cumulative and could result from any combination of violations as defined with the use or possession of tobacco, alcohol or controlled substances.

Third Violation Consequence:

Tobacco/Alcohol/Drugs: The student will be denied participation (including tryouts) for the school career of the student. The third violation is cumulative and could result from any combination of violations as defined with the use or possession of tobacco, alcohol or controlled substances. Drug testing and assessment for AHS students only.

When subsequent infractions of the code exceeds two violations at the middle school or three violations at the high school the student would follow the conditions established by the three violation consequences.

NOTE: Section 9 of the General Regulations section may apply to first, second, and third violations.

NOTE: The assessment must be performed by a school-approved assessment agency.

STUDENT APPEAL TO CODE OF CONDUCT REVIEW BOARD

Due Process Procedures are to be followed if a participant is considered in violation of any Code of Conduct policy. Please reference those procedures later in this document.

First Violation

The student has the right to appeal a decision of the athletic director to the building principal.

All Subsequent Violations

1. The student has the right to appeal a decision of the athletic director to the building principal.

2. If the above stated appeal to the building principal is denied and an initial six-month period following the second/third violation with no participation in extracurricular activities, the student can submit a petition to the principal in writing, requesting to present an appeal in front of the Code of Conduct Review Board. The student will have the opportunity to furnish any evidence to the review board that would show: completion of assessment recommendations, successful drug/alcohol rehabilitation and/or counseling, attendance and input of student support group meetings. Application for reinstatement of the privilege of participating in extracurricular activities shall be reviewed by the Code of Conduct Review Board, taking into consideration the student's age, maturity and history of appropriate behavior since any violation of the Code of Conduct. The Code of Conduct Review Board will respond to the student's petition within ten days of the building principal's receipt of the written petition.

A recommendation of approval or disapproval of the petition for reinstatement shall be made by the Review Board. The principal shall inform the student and his/her parents/legal guardian in writing within 72 hours of the review board's decision.

The Code of Conduct Review Board will be made up of an assistant principal, athletic director, extracurricular activity advisor, three coaches/advisors and a community representative. The review board will be appointed annually by the building principal. The assistant principal will serve as chairperson of the board. The principal serve as ex-officio (non voting) member of the board.

**CONSEQUENCES FOR SELLING, DISTRIBUTING
OR THE INTENT TO OFFER FOR SALE OR DISTRIBUTION ALCOHOL,
CONTROLLED OR NON-CONTROLLED SUBSTANCES**

Expectation: *Students participating in extracurricular activities will not sell, intend to offer to sell, or distribute or traffic drugs, alcohol, controlled, non-controlled substances or drug paraphernalia.*

First Level Violation

Consequence: The student selling, intending to offer to sell or distribute or trafficking illegal drugs, drug paraphernalia, alcohol, controlled or non-controlled substances shall be denied the privilege of participating in all extracurricular activities (practices and public performances) for one calendar year from the date of the offense. Any violation of this occurrence while a participant is in a school activity will be reported to the proper legal authorities and an assessment required at parent/guardian's cost. The participant will not be eligible for any awards or recognition if the violation occurs during a sport/activity.

Second Level Violation

Consequence: The student selling, intending to offer to sell or distribute, or trafficking illegal drugs, alcohol, controlled or non –controlled substances for a second violation will be denied the privilege of participating for the balance of his/her school career.

There will be no appeal process to the Board of Review for reductions of the first or second level violation of this expectation.

NOTE: Section 9 of the General Regulations section may apply to first and second violations.

NOTE: The assessment must be performed by a school-approved assessment agency.

Points of Information

1. Scheduled public performances would mean the announced or printed schedule (i.e. 10 football games, 8 Mock Trial competitions....).
2. Athletic scrimmages would not be considered part of the scheduled public performances. Participation in scrimmages would not be permitted during the suspension and would not count as one of the scheduled games/performances.
3. In the case of a cancellation of a scheduled public performance the violation would carry over to the next date of activity (i.e. weather conditions cancel an event that consequence was to be imposed).
4. When a fraction results, the number would be rounded off to the nearest whole number.
5. If a violation occurs during a season and the consequence does not permit fulfillment of responsibility (i.e., one performance left on schedule with the consequence being two performances), then remaining consequence(s) will transfer to the next season/activity.
6. The participant who has violated the code for a first or second violation of the use of tobacco, drugs, or alcohol is eligible for a number or letter award as long as all specific requirements have been met. No other Ashland City Schools award or individual recognition will be given.
7. Students are permitted to try out for activity participation provided they are eligible for 50% or more of the season games/performances.
8. The Superintendent of Schools will be responsible to appoint a committee to provide an annual review of the Code of Conduct and recommend changes if necessary.
9. There will be no public recognition of a student currently under suspension.

VALIDATION OF VIOLATION

1. A participant is considered to be in violation of the Code of Conduct if the violation is observed by a school employee, coach/advisor, school activity chaperone, member of any law enforcement agency, or the parents of the

participant or through statement of admission by the student.

2. Alleged infractions reported by community members to a building administrator will be evaluated to determine if the established investigative procedures will be implemented.
3. Every attempt will be made to investigate the potential violation before or after school hours or during the student's study hall period. However, due to the student or school personnel schedules, the investigation could occur during school time.

DUE PROCESS PROCEDURES

Procedures to be followed if a participant is considered in violation of any code of conduct policy:

A coach/advisor shall not take any disciplinary action against any participant involving the possible violation of code of conduct rules until the participant has been provided the following due process procedures:

1. When the alleged infraction of the code of conduct becomes known a conference will be held with the participant. If found to be in violation of the code of conduct, he/she shall be given written notice of denied participation and the reasons for such action by a building administrator.
2. Disciplinary action will be taken after the Notice of Intended Denied Participation has been provided to the student.
3. A written notice will be provided to the parents/guardians of the reasons for the denial of participation plus the right of the participants and/or parents/guardians to appeal the denial of participation to the principal. Since extracurricular activities are considered a privilege the final appeal process is available only to the building principal.
4. In the case of less serious disciplinary matters in which a participant is denied participation from a curricular or extracurricular activity for a period of less than twenty-four hours, the notice and hearing are not required.

GLOSSARY

Extracurricular: Any school sponsored activity, program, performance, athletic team, club, organization or event that is held outside of the normal school day and is not tied to a grade for a class that is considered a part of the school district's board approved curriculum.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled or placed against the gums.

Alcohol: Any liquor, wine, beer and/or other beverage that would contain alcohol. (Exception: student use for observing bona fide religious practices.)

Drugs or Controlled Substances: Any drug, including illegal drugs, narcotics, hallucinogens, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes. (For example, this would include but not be limited to counterfeit, look-a-like drugs, performance altering substances, or caffeine pills. The only exception would be supervised and doctor prescribed medications.)

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

Possession: Alcohol, tobacco or controlled substance/drug paraphernalia that is physically on or in student participant's body; or physically within his/her personal property (i.e. coat, book bag, gym bag, etc.); or as defined by the Ohio Revised Code: *"Possession" means having control over a thing or substance, but may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found.* Students involved Extracurricular Activities knowingly being in a vehicle or at a gathering with other students or underage (21) individuals when illegal use of alcohol or other drugs are present, may be subject to consequences of the code of conduct.

DRUG TESTING POLICY AND PROCEDURES

File: IGDJA

ASHLAND CITY SCHOOLS STUDENT ALCOHOL AND/OR DRUG TESTING POLICY

The Ashland City Board of Education believes that extracurricular activities are an important part of a well-rounded education. It is a basic goal of the District's athletic programs to promote the best possible growth and development of the District's extracurricular activity participant. Each extracurricular activity participants is expected to be an efficient member of a team/club/organization and a worthy representative of Ashland City Schools. The District recognizes and affirms the individual value and potential of each member of its school community. This policy, including its rules, regulations, and guidelines is a coordinated effort by the district to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population.

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

The use/abuse of drugs (herein defined to include nicotine) and/or alcohol by student/athletes impedes the attainment of these goals. In addition, students using or abusing drugs and/or alcohol participating in extracurricular activities pose a threat to their own health and safety, as well as to that of other students.

The Board of Education believes that, by implementing a drug-testing program, it will encourage students who want to participate in extracurricular activities to remain drug/alcohol free. The District's drug/alcohol testing program is being instituted to:

(1) provide for the health and safety of all students; (2) undermine the effects of peer pressure by providing a legitimate reason for a students to refuse to use illegal drugs/alcohol; (3) to encourage students who use drugs to participate in drug treatment programs.

The procedures and regulations for this policy will be developed by the administration.

[Adoption date: April 26, 2004]

LEGAL REF.: ORC 3313.20

**ASHLAND CITY SCHOOLS
EXTRACURRICULAR ALCOHOL AND/OR DRUG TESTING PROCEDURES**

1. DEFINITIONS

- 1.1 **“Student** - any student participating in extracurricular activities, high school athletic programs and/or contests under the control of the Ashland City School District and the Ohio High School Athletic Association (OHSAA).
- 1.2 **“Prevention”** - is defined as those activities designated to motivate students to avoid chemical use.
- 1.3 **“Random Selection”** – a mechanism for selecting extracurricular participants for drug/alcohol testing in which each participant shall have an equal chance of being selected for testing each time selections are made.
- 1.4 **“Reasonable Suspicion”** – means a suspicion based on specific contemporaneous articulable personal observations including, but not limited to; appearance, speech, body odors, behavior, or other physical or observable traits of a student/athlete.
- 1.5 **“Positive Result”** – the presence of alcohol, nicotine, an illegal drug or their metabolites.
- 1.6 **“Medical Vendor”** – The medical office or company that the Board of Education selects to carry out this policy of testing.
- 1.7 **“Chain of Custody Form”** – a preprinted form provided by the testing laboratory that records all contact with the urine specimen, from initial collection through the final certification of the test result.
- 1.8 **“Medical Review Officer” (MRO)** – a licensed physician trained and certified in the process and interpretation of drug testing results.
- 1.9 **“Adulterant/Adulteration”** – any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

- 1.10 **“Split Specimen”** – an original urine specimen that is split into two separate samples.
- 1.11 **“Season”**- In-season start dates will begin as published by the school or sanctioning organization and continue until completion of the banquet for that activity in the District. This Policy, including its prohibitions on illicit drugs, alcohol and tobacco products, is in effect 24 hours a day, 365 days a year.
- 1.12 **“Illicit Drugs”** - Any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute, or purchase under Ohio Revised Code Chapter 2925 or Federal Law, any harmful intoxicant as defined in Ohio Revised Code Section 2925.01, and anabolic steroids. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.
- 1.13 **“Alcohol”** – Any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in Ohio Revised Code Section 4301.01. This definition includes any liquid or substance, such as “near beer”, which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical purposes in accordance with directions for use provided in a bonafide prescription by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student’s name and direction for use, or (b) an over-the-counter medicine.
- 1.14 **“Banned Substance”** – A substance defined by School policy as being banned from use by students.
- 1.15 **“Self-Referral”** – A self-referral is not to be used as a means of avoiding consequences of a violation of this policy. Policy violations already reported or pending violations with law enforcement cannot be “self-referred.” Students may self-refer only once during their school career. A self-referral will not carry a penalty as far as sitting out activities/events but will be counted as a violation.
- 1.16 **“SAMHSA”** – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology

laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

- 1.17 **“GC/MS”** - Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.
- 1.18 **“School Year”** – The school year is defined as that period of time that begins with the first official day of school, as determined by the board of education, and runs to the last official day of school.

2. TESTING PROGRAM PROCEDURES

- 2.1 At the beginning of each sport/club/organization season, each extracurricular activity participant shall be provided with a copy of the **Ashland City School District’s Policy on Drug and Alcohol Testing for extracurricular participants**. Each student and parent or guardian will read, sign and date the **Consent to Perform Urinalysis for Drug/Alcohol Testing** form before the student may participate in the organized meeting, practice or competition of a program. Failure to sign named form will result in the extracurricular activity participant’s denial of participation in the organization/program. This form must be on file with the Athletic Director before participation can begin. Any eighteen-year-old student desiring to participate in Ashland City School extracurricular activities must sign a waiver to allow his/her parent or guardian to receive test results.
- 2.2 For the purposes of this policy, drugs are defined to include nicotine, as well as all prescription drugs obtained without a prescription, and all prescriptions or non-prescription drugs being used other than for their intended medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.
- 2.3 At the beginning of each extracurricular activity season, as determined by the Ohio High School Athletic Association, by the school, or when a student moves into the District and joins a team/club/organization, all students wishing to participate in that extracurricular activity may be subject to urine drug testing. Up to 20% of eligible students may be randomly tested on a weekly basis during the school year. Any student who refuses to submit to the urine drug testing will not be allowed to practice or participate in extracurricular activities/events in the Ashland City School District for one calendar year.

- 2.4 An student may be asked to provide a urine sample for testing either because the student was chosen through the random selection process or because there is reasonable suspicion that the student is using drugs or alcohol.
- 2.5 The Athletic Director will provide the Medical Vendor a list of participating students athletes consisting of their Student ID Number, name, grade, sex, and activity. Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to weekly, the Vendor will arrange with the Athletic Director a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Athletic Director at the school, who will arrange for these students to report to the collection area.
- 2.6 For all testing, each student must report to the site designated by the district for specimen collection and follow the guidance of the medical vendor's collector personnel. The student will remain at the testing site until an adequate specimen is given. If unable to void an adequate volume of urine on one attempt, the student will be allowed to consume up to 16 ounces of water as long as they do not leave the direct visual observation of the collector. Each student will be in a closed bathroom stall, with a monitor present outside the stall, for the specimen collection. The student must remain fully clothed for the specimen collection. All specimens will be collected as split specimens. Each student must comply with instruction provided by the medical vendor to prevent adulteration of the specimen.
- 2.61 The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of this policy and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Athletic Director.
- 2.62 A specimen of urine is collected following this process:
- a. First students are asked to wash his/her hands with soap and water and dry them.
 - b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area. Contents of pockets must be shown to the collector.
 - c. The drug testing custody and control form is completed by the student and collector.

- d. The collector opens the collection kit while the student watches and hands the collection cup to the student while indicating the volume of urine needed for the testing (45 ml). The student is instructed to void directly into the cup and hand it to the collector before flushing the toilet water or washing their hands.
 - e. The collector verifies that the toilet water is blue from the bluing agent.
 - f. The student enters the stall to collect the specimen, then hands the container to the collector.
1. If the student is unable to produce a specimen, he/she may drink up to 16 ounces of water provided by the collector or Athletic Director and wait up to 1 hour. He/she will not be allowed to be out of direct view of the collector or Athletic Director. If after 1 hour the student is unable to produce an adequate specimen of at least 30 ml, he/she will be referred to the Athletic Director for explanation and application of policy.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the Athletic Director notified.
 - h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
 - i. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
 - j. The sealed bottles are placed inside the transport bag and the top sealed as directed.
 - k. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
 - l. The student is then sent back to class.
 - m. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
 - n. The Athletic Director will be notified immediately of any student who refuses to give a urine sample.
- 2.7 If a student is unable to provide an adequate specimen in a single void, even after consuming up to 16 ounces of water and waiting one hour, the student will not be allowed to practice or participate with their extracurricular activity until proper specimen is collected via the medical vendor.

- 2.8 All students tested on the same testing day will be tested for the same chemicals. The tests will be a combination of drugs and must be the same for each student on the day of testing.

3 HANDLING OF TEST RESULTS AND THE CONSEQUENCES OF A POSITIVE RESULT.

- 3.1 The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)** following the guidelines of the **Department of Health and Human Services (HHS)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-command procedures. All specimens must be initially tested using a highly accurate immunoassay technique, will all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy (GC/MS)** confirmatory test.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Nicotine	Opiates
Phencyclidine	Propoxyphene	

- 3.2 The Vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. The MRO must be able to report finding to the School Principal or Athletic Director in a timely and confidential manner. All results will be kept on file for a period of seven years.
- 3.21 The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:
- The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
 - Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.

- c. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
 - d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
 - e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal and/or Athletic Director, initially reporting positive results by phone.
 - 1. For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol © with codeine as a pain medication following tooth extraction.
 - 2. Or, if a student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a friend gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRO.
 - 3. Drug screens positive for illicit drugs (marijuana, heroin, Cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- 3.23 The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- 3.3 The MRO will certify all urine drug screens as negative or positive and report by telephone positive findings in confidential manner to the Building Principal and/or Athletic Director.
- 3.31 An altered test or refusal to test will be treated the same as a positive test.
- 3.4 The high school principal and/or athletic director will contact the student's parent, guardian, or custodian with the results within 24 hours of the verification by the Medical Review Officer. The parent shall be advised that the result may be contested, and a retest may be performed on the second (split) portion of the specimen at student/parent expense. A written notification from the building principal and/or athletic director will also be sent. If a split portion is not available for a second test, then the

first test will become null and void and the student athlete will be subject to testing on the next scheduled day of testing.

- 3.5 If the parent or student wishes to contest the results, the MRO will arrange for the split portion of the specimen to be transported to another laboratory approved by the Board of Education for testing. This will be done at the parent's or student's expense. A request for a retest must be made to the high school principal and or athletic director in writing within 5 days from the parent's first notification of the positive test result.
- 3.6 Any student whose test is certified positive by the MRO will be subject to penalties in accordance with the Extracurricular Code of Conduct. If a student and his/her parents contests the results of the first test, the penalty will be held in abeyance provided the District receives confirmation from the testing company that the parents and/or student athlete has committed to the financial payment for the second test. If an athlete contests the initial positive result and the second test result is negative, then the District will treat the athlete as if the first positive result did not occur, and no penalty will be imposed under the Code of Conduct. The district will be responsible for the payment of a second test that results in a negative result.
- 3.7 A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing.
- 3.8 A student who is selected for testing, either randomly or under reasonable suspicion, and misses the appointment for collection without good cause will be considered in violation of the code of conduct in accordance to the Athletic Code of Conduct.

4 CRIMINAL AND JUVENILE AUTHORITIES

- 4.1 Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal processes, which the Board of Education will not solicit. In the event of service of any such subpoena or legal process, the District will make an effort to notify the student's parent before response is made by the Board of Education, to the extent permitted by such subpoena or legal process.

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