

DRUG TESTING POLICY
Extra-Curricular Code of Conduct
NORWAYNE SCHOOLS

The NORWAYNE Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by students at Norwayne. The NORWAYNE Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the NORWAYNE Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our society, NORWAYNE have selected student athletes, students who participate in extra-curricular activities, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program year around.
2. To discourage all students from using drugs and alcohol.
 - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

DEFINITIONS

1. STUDENT ATHLETE

Any person participating in the NORWAYNE High School/Junior High athletic program and/or contests under the control and jurisdiction of the NORWAYNE Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and wrestlerettes.

2. EXTRACURRICULAR

Any activity that does not involve a grade.

3. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the NORWAYNE Schools. There are three athletic seasons: Fall, Winter, Spring. The policy is a year around policy enforced during non participation seasons and summer.

4. RANDOM SELECTION

A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

5. ILLEGAL/ILLICIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

6. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

TYPES OF TESTING

1. TEAM TESTING

At the beginning of each season, all eligible students will submit to urine drug and alcohol testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach/Advisor is responsible for ensuring that all students and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team.

2. RANDOM TESTING

In-session random testing shall be done throughout the season. Each team or extra-curricular group may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of students involved in extra-curricular activities:

The Athletic Director/Student Advisors, under the Principal's supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the building administrator. Random testing may be done weekly.

3. DRUGS FOR WHICH ATHLETES MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. COLLECTION PROCESS (Urine Screens)

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

All students must have a picture ID or be identified by the Athletic Director/Student Advisor or Principal. No exceptions will be allowed.

Drug testing area must be secured during the testing.

Only lab technicians and students will be witness to the test.

Privacy must be kept for all students.

The Athletic Director/Student Advisor is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.

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

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulteration of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

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

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and or parent. Testing will be done by a Board approved licensed company.

5. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the school counselor, who in turn will notify the parents/guardians/custodians and student.

6. IF A POSITIVE TEST OCCURS:

The Norwayne Local Schools Board of Education recognizes that participation in extra curricular activities is a privilege, not a right, and that those students involved in extra curricular activities participate voluntarily under certain obligations and restrictions required by team participants.

Student shall not possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse. This would include: alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids, performance enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look-alike).

Students should not attend or remain at activities where illegal consumption of alcohol or drugs is taking place. To do so puts the student athlete at risk for being identified as one who was involved in illegal activities.

A violation of the rules listed above will come from the word of a school administrator, teacher, coach, or advisor within the school system, or law enforcement officer. It is common practice for the Norwayne Local Schools Administration to work in conjunction with local law enforcement agencies to receive information pertaining to training rules violations.

The extra curricular code of conduct shall be in effect 24 hours a day, 7 days a week, 365 days a year. Violations that occur in grades 7 and 8 shall not carry over to high school; however the assessment/counseling component must be completed prior to any participation in a high school extra curricular activity. Violations in Grades 9-12 shall be cumulative.

Procedures for the Extra Curricular Code of Conduct

First Offense

- The student-athlete will miss 20% of that sport's regular season scheduled contests/activities. If the full 20% loss of participation is not possible for that particular season/activity, the total and/or remaining percentage will carry over to the student-athlete's next sport/activity in which he/she becomes a team/individual participant. (The student-athlete must complete the entire season/activity or the penalty will be assessed on the next sports/activity season in which the student-athlete participates.)
- The student will still practice with the team/group.
- The student can travel and be with the team/group and sit on the team bench.
- The student will be able to dress for contests.
- The student will be required to enter "**Insight**" program or obtain appropriate services of an agreed upon professional assistance agency. This will be at the expense of the student-athlete.
 - Insight is generally an eight hour educational and self-awareness program to assist students in determining the role alcohol, and/or drugs play in their life. Insight must be done through an approved agency.
 - The student-athlete must follow any of the recommendations from the insight program.
 - The student-athlete will allow the agency to forward to the administration the letter of completion and any related recommendations.

Second Offense

- The student-athlete will miss 50% of that activities regular season/activities scheduled contests/points. If the full 50% loss of participation is not possible for that particular season/activities, the total and/or remaining percentage will carry over to the student-athlete's next sport/activities in which he/she becomes a team/individual participant. (The student-athlete must complete the entire season/activity or the penalty will be assessed on the next sports season/activity in which the student-athlete participates.)
- The student will still practice with the team/group.
- The student can travel and be with the team/group and sit on the team bench.
- The student will be able to dress for contests.
- The student will be required to complete a "**Full Assessment**" program or obtain appropriate services of an agreed upon professional assistance agency. This will be at the cost of the athlete.
 - Full Assessment is a more in depth procedure involving an interview by a certified drug and alcohol counselor. This may include the gathering information from family members, school personnel, law enforcement agencies to determine the role that alcohol, tobacco, and/or drugs is playing in that person's life.
 - The student-athlete must follow any of the recommendations from the full assessment.
 - The student-athlete will allow the agency to forward to the administration the letter of completion and any related recommendations.

Third Offense

- A third-offense will result in denial of extra-curricular participation for the duration of the student-athlete's school career.
 - After 1 calendar year from the date of a third violation, the student may appeal to the superintendent and board of education representative. Their decision on this matter is final.

Use Or Possession Of Tobacco And/Or Tobacco-Related Products

- A student-athlete shall not use or possess any form of tobacco, tobacco-related products, or tobacco paraphernalia.
- The penalty for tobacco violations will be the same as those with alcohol and/or drugs as shown above.
- Tobacco violations are cumulative with the drug and/or alcohol violations.
- The only difference between the tobacco violations and drug and/or alcohol violations is that there will not be the Insight or Full Assessment programs. (Those programs are not geared toward tobacco violations.)
- In place of Insight (first violation) the student will have approximately eight hours of tobacco research, reports, and education as outlined by the administration.
- In place of Full Assessment (second violation) the student will have approximately sixteen hours of tobacco research, reports, and education as outlined by the district athletic director.

*Nothing in this Extra-Curricular Code of Conduct shall prevent a coach, activity advisor or administrator from removing a student on an emergency basis, for a specific period, if the student's conduct threatens the health and safety of any individual, or disrupts the good order and discipline of the environment of the extra-curricular activity.

7. Violations are accumulative throughout the student's secondary school career (Grades 9-12). The policy is in effect year around including summer months and vacations when the school is not in session.

8. If a student refuses to be tested, he/she will be held out of all extra-curricular activities for at least a 12 month period depending on previous violations to the extra-curricular code of conduct. Students are free to self-refer before any test is administrated with the understanding that the student is now subjected to the violation phase of the code of conduct corresponding to the appropriate violation level.

9. Seniors who are finished with their athletic career at the end of the fall or winter season will still remain part of the random sample pool until the end of the school year. If a senior refuses to be tested after their athletic career is completed or follow through with a drug, alcohol or tobacco program, the senior must forfeit all leadership positions in the school; will not be recognized at the senior awards night as an athlete; and will have all his/her varsity letters, records and accomplishments stripped from the books.

10. The school administrator reserves the right to test a student involved in extra-curricular activities if there is reasonable suspicion the student is involved with drugs and alcohol. .

11. The code of conduct not only covers tobacco, drug and alcohol situations but personal conduct in and out of school. A student who has committed to participating in extra-curricular activities places him or herself in a role where much more is expected of student in regards to personal conduct in that the student is representing Norwayne Schools at many functions. Therefore the high school/middle school principal has discretion of suspending a student's right to participate in extra-curricular activities for the following reasons:

- a. Violating federal, state or local ordinances, including felony or misdemeanor acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the code of conduct but will be determined by an independent school investigation.
- b. Violating any student code of conduct behaviors outlined in the student handbook.

NORWAYNE INFORMED CONSENT AGREEMENT

STUDENT NAME _____

GRADE _____

AS A STUDENT:

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the Norwayne Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any athletic or extra-curricular program I will be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any extra-curricular activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the NORWAYNE system.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the NORWAYNE district drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in extra-curricular activities in the NORWAYNE district.
- I pledge to promote healthy lifestyles for all students in the NORWAYNE system.
- I understand that my son/daughter/ward, when participating in any extra-curricular program, will be subject to initial and random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any extra-curricular activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in extra-curricular activities in the NORWAYNE district.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the NORWAYNE District.

We understand that testing will be administered in accordance with the guidelines of the NORWAYNE District Drug Testing Policy for students involved in extra-curricular activities.

We understand that any urine sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the NORWAYNE School Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis testing for the detection of drugs.

We further give our consent to the company selected by the NORWAYNE Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the NORWAYNE Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.