

# Tri-Township Schools



## **Athletics & Extra-Curricular Handbook 2023-2024**

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## **ATHLETICS/EXTRACURRICULAR PHILOSOPHY**

It is the feeling of those concerned with the development of the youth at Tri-Township Schools that participation in extracurricular activities can have a positive effect on the development of constructive attitudes for future citizenship.

It is further deemed important that participants, before starting a program, should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating.

The Tri-Township Athletic Department, faculty, and sponsors recognize the rules and regulations concerning the decorum and conduct of the student members will vary with the times and morals of the community. It is our belief that the individual family should be the guiding influence and determinant of student behavior. These rules should then complement the home influence. It is our policy that participation is a privilege. Therefore, certain areas of conduct shall be held on a higher plane to the generally accepted standards subscribed to by the high school.

Students participating in athletics and extracurricular activities in Tri-Township Schools will abide by the following rules throughout their high school careers. The school year shall be defined as beginning with the first meeting of a new school year and ending upon the completion of the last scheduled activity of the last authorized IHSAA contest of the spring season (this includes the IHSAA tourney series).

## **CHAIN OF COMMAND FOR PARENTAL CONCERNS**

If a parent has concerns for their child during an extracurricular season, the following chain of command will be used.

1. The athlete/participant has a meeting with the Coach.
2. The parent has a conference with the Coach.
3. The parent has a conference with Coach & Athletic Director
4. The parent has a conference with the Athletic Director and Principal.
5. The parent has a conference with the Principal and Superintendent.

## **IHSAA Physical and Other Forms**

All student-athletes are required by the IHSAA rules to have a physical exam completed and on file in the Athletic Office before participating in any sport. Physical exams are the responsibility of the athlete and his/her family. A valid physical must be obtained after April 1st to be counted for the next school year. The physical must be signed by a licensed Indiana physician. Student-athletes will not be allowed to participate in open gyms, conditioning/weight room programs, practices, or games if current physicals are not on file in the athletic office. It is the responsibility of the coach to make sure the student-athletes have physicals on file.

All forms that must be signed and kept on file include:

- 1) IHSAA Physical Form including IHSAA rule consent and Release Certificate (included with the physical form.)
- 2) Tri-Township CSC Rules Agreement
- 3) Concussion and Sudden Cardiac Arrest Acknowledgement and Signature Form

### **STUDENT-ATHLETES WHO QUIT A TEAM**

Any student-athlete who quits a sport once the competitive season has begun shall not participate in the next season's sport until the previous season is completed. The completion of a season is defined as after the last regular season contest. Open gym and conditioning/weight room programs are prohibited until the season's completion unless the student-athlete is released by that sport season's coach. Any student-athlete that quits a sport once the competitive season has begun shall not participate in a different sport during the same season.

### **STUDENT-ATHLETES WHO ARE SUSPENDED OR REMOVED FROM A TEAM**

A student-athlete who is suspended or removed by the head coach, Athletic Director, or school administrator shall not participate in the next season's sport until the season in which he/she is suspended or removed is completed. This includes open gym and conditioning or weight room programs.

### **SCHOOL EQUIPMENT**

Each student-athlete is required to take care of athletic equipment. Student-athletes must treat all equipment in a respectable manner. The equipment may be used only during a practice or a scheduled contest. It should not be loaned to other students or athletes or worn during school hours. A student-athlete is financially responsible for any equipment checked out to him/her. The loss of uniforms is the student athletes' responsibility. Any breaking or defacing of school or athletic equipment done purposely will be paid for by the student-athlete. These acts are subject to the rules of the conduct policy.

### **IHSAA ELIGIBILITY RULES**

You **MUST** be eligible by IHSAA and school rules before participation. If you have any questions regarding your eligibility, contact your athletic director or principal **BEFORE** you endanger your athletic eligibility. Participation is a privilege earned by meeting the standards set by the IHSAA, your school, and the conference. **ALL** transfer students must be cleared through IHSAA. Contact your Athletic Director if you are a transfer student.

#### **You are ineligible if:**

##### **Age**

A middle school student who is or shall be fifteen (15) years of age prior to the first school day of their 8th-grade year is ineligible to participate in athletics.

A high school student who is or shall be Twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for inter-school athletic competition in that sport.

##### **Amateurism**

You play under an assumed name, accept money or merchandise directly or indirectly for athletic participation, or you sign a professional contract in that sport.

##### **Conduct/Character**

You conduct yourself in or out of school in a way that reflects discredit on your school or the IHSAA, or if you create a disruptive influence on the discipline, good order, moral, and educational environment in your school.

**Enrollment**

You did not enroll in school during the first 15 days of a semester.

You have been enrolled in more than 8 consecutive semesters beginning grade 9.

You have represented a high school in a sport for more than 8 semesters.

**Illness/Injury**

You are absent five or more consecutive school days due to an illness or injury and do not present your principal written verification from a licensed physician stating that you may resume participation.

**Practice**

You have not completed 8 separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.

**SCHOOL ATTENDANCE**

Students must be in school *all day* to be eligible to participate in athletics or extracurricular activities that day. If the student is not in school *all day* (or signs in after 9:00 am), he/she shall not practice nor participate in athletics or extracurricular contests that night. Any student going home during the school day due to illness will also not be allowed to practice or participate as stated above. All athletes should participate in all classes, including Physical Education class.

The above attendance rule may be waived if the absence is pre-arranged for an indicated doctor/dental appointment, specialist appointment, or funeral. If it is deemed necessary, the administration will be able to waive the above attendance rule.

**ACADEMIC REQUIREMENTS FOR ATHLETICS & EXTRACURRICULARS**

Tri-Township Jr-Sr High School is a member of the IHSAA and follows all established rules. A listing of the IHSAA eligibility requirements is available from the Athletic Department. Tri-Township Jr-Sr High students must be enrolled in, and pass five (5) credits (which must meet 70% of enrolled courses.) Eligibility will be determined by nine (9) week report cards. Students who are ineligible academically at the end of a grading period are ineligible for the next grading period, until the certification date.

**TEAM TRAVEL (Middle School Only)**

Athletes may travel home with their parents after each game. If an athlete is wishing to ride home with a friend, parent/guardian, a signed note must be given to the coach from his/her parent/guardian granting this request prior to leaving the athletic event.

**TEAM TRAVEL (High School Only)**

Athletes must travel to and from each game on the school bus. The only exception to this rule is if the parents request and receive advanced approval from the Coach, Athletic Director, or Principal. This approval will only be considered when the request is made in writing and in advance by the athlete's parents. Only extenuating circumstances will be considered for approval. (For example, death in the family, going out of town, etc.)

## **INJURIES & ILLNESS**

Student-athletes must report all injuries to their coach who will fill out an accident report and turn in to the Athletic Director. Student-athletes who have been absent five or more consecutive days from practice due to an illness or injury must present to the athletic director written verification from a licensed physician stating that the athlete may participate again. That student-athlete must also have at least 2 practices before he/she can participate in contests again.

## **INSURANCE**

Tri-Township CSC administrators and coaches are safety conscious and are trained to instruct athletes in the safe and proper techniques of individual sports. Due to the nature of the athletic activity, an injury may occur. While the school provides the opportunity for such participation, parents retain the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. In recent years, the IHSAA has carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request in the Athletic Office.

## **IHSAA ATTENDANCE RULES**

Student-athletes are expected to attend all practices, meetings, and scheduled contests for their team unless excused in advance by the coach. The head coach of each sport shall establish rules for attendance. A student-athlete has to be in school at the start of school, and remain in school the rest of the day in order to attend practice or a game. If a student-athlete is not in school during this time period, the student-athlete will not be allowed to participate in that night's practice or game. The student-athlete is not to be present, even if he/she is not participating. Exceptions to the rule include prearranged doctor's appointments, field trips, college visits, or funerals. All must be prearranged. Student-athletes may not practice or play in a contest on any day they are assessed an in or out-of-school suspension. Student-athletes must have 8 single days of practice before they are able to participate in a contest. Any student-athlete who is absent from school for five consecutive days due to illness or injury must present to the Athletic Director and coach a statement from a licensed physician that he/she is again physically fit to participate.

Days Missed: 5-10	Number of Practices Required: 2
Days Missed: 14+	Number of Practices Required: 4

## **OUTSTANDING ATHLETIC FEES**

Any student who has an outstanding debt to an athletic team cannot participate in the next sports season until the debt has been paid.

## **Return of School Uniform and Equipment**

Any student who has a school-issued uniform or school equipment cannot participate in the next sports season until all uniforms and equipment are turned in.

## **GENERAL TEAM AND EXTRACURRICULAR RULES**

1. Any student not completing a sports season or extracurricular activity will forfeit his/her award in that sport.
2. The coaching staff/sponsor for such activity has the right to determine their roster. If a player, in the staff's opinion, does not possess the necessary skill level, they may dismiss said individual in that sport/activity.
3. Each sports coach/sponsor will have an established list of rules to be followed and the penalty for violation. The student is expected to abide by such stated rules. The coach/sponsor is to be sure that all participating students understand the team rules and the Athletic Policy.
4. If the habits and/or conduct of the student in school or in the community are such as to make the student unworthy to represent the ideals of good character and citizenship, he/she will be asked to appear before the Athletic Council. They shall examine the student's conduct and determine the appropriate penalty.
5. Athletes may not stay after school unsupervised while waiting for their practice to begin. Siblings or friends of athletes may not stay after school unsupervised. Tiger Care (Middle School Only) is available for after-school supervision if needed.

## **IHSAA RULE 8-1**

Contestants' conduct in and out of school shall be such as 1) not to reflect discredit upon themselves, their parents, or the school or 2) not to create a disruptive influence on the discipline, good order, moral, or educational environment for others in the school.

It is recognized that principals, as the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

The parents will be informed when a suspension or exclusion from a team is taking place.

## **VIOLATIONS**

A violation shall consist of one of the following acts:

1. The unauthorized possession or use of drugs (controlled as defined in the Indiana Controlled Substance Act).
2. The transport, possession, or consumption of any alcoholic beverage.
3. The possession or use of tobacco (to include smoking, vaping, chewing, or snuff).
4. Vandalism, theft, or destructive misuse of school property, equipment, or personal property of others.
5. Any act that results in an arrest.
6. Misbehavior towards staff or students leads to discipline by the administration.
7. Violation of the Social Media policy.

## **ATHLETIC SANCTIONS (PENALTY)**

Level of Penalties:

- 1) 25% of the season
- 2) 50% of the season
- 3) Full season
- 4) 1 Academic year
- 5) Full Academic Career (Lifetime)

Any student committing a violation will appear before the athletic committee, along with parents if desired. The athletic committee will consist of three coaches (Varsity at HS), one teacher, Athletic Director, and a Principal. At that time, the athletic committee will make a recommendation to the Athletic Director and Principal. Depending upon the severity of the violation(s), the level of penalty may be increased.

Any student who has been suspended from athletics/extracurriculars for a period of one year must make a written application to the Athletic Committee or proper sponsor for consideration. The student must appear before the Committee/Sponsor to demonstrate a sincere desire for reinstatement.

Student-Athletes will be suspended for 50% of scheduled contests for a positive test for drugs or alcohol. If the student was tested while “out-of-season”, the suspension will be served in the next season in which the student participates. For returning athletes, a suspension will be enforced during or after a sports season that the athlete had previously participated in. (Example: An athlete that only participated in basketball as a sophomore test positive in the spring after basketball season has ended. The suspension will not be served until the next basketball season or the next sport the athlete chooses to participate in after the next basketball season.) If a student is unable to serve the entire suspension during a contest season, the remainder of the suspension will be served in the next contest season in which the student participates.

If a student is in two extra-curricular activities at the same time, the athlete will serve the suspension for both extra-curricular activities.

## **SOCIAL MEDIA**

Each student-athlete must remember that playing and competing for Tri-Township Jr.-Sr. High School is a privilege. As a student-athlete, you represent the school and you are expected to portray yourself, your team, your school, and the school district in a positive manner at all times. Similar to comments made in person, Tri-Township athletics will not tolerate disrespectful comments and behavior online, such as:

1. Derogatory language or remarks that may harm teammates or coaches; other Tri-Township student-athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may be disrespectful to opposing teams.
2. Incriminating photos, video, or statements depicting violence, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).
3. Creating a serious danger to the safety of another person or making a credible threat of physical or emotional injury to another person.

Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

Any violation of the social media policy may result in suspension from athletics and/or school.



## **AWARDS**

Awards are presented to Tri-Township athletes in recognition of their participation and outstanding athletic accomplishments. These awards are presented on the basis of the requirements and qualifications of this award system and are to be displayed by the athlete in compliance with the term of the award system.

### **MAJOR AWARD PROGRAM**

1. To qualify, an athlete must earn one varsity letter in any sport in which there is a varsity team.
2. Letter & Numeral Award
  - a. A 6" Block "TT" in Green/Black trimmed with white to be displayed on the upper-left of the front of the jacket. This will be provided to the student-athlete from the Athletic Department after they earn their first varsity letter.
  - b. Also, graduation year numerals will be provided to the student-athlete from the Athletic Department.
3. Athletes will be awarded certificates, appropriately identifying the award, for each additional letter after the first letter earned.
4. The athlete is also authorized to purchase any additional chevrons to identify the number of years they have lettered in a sport.
5. All All-Conference & IHSAA Tournament Series patches earned by a student-athlete will be provided by the Athletic Department.

### **TIGER AWARD**

1. Each varsity letter is equal to 4 points per season toward the Tiger Award. Each JV certificate is equal to 2 points per season toward the Tiger Award. An athlete must participate each year to defend these points. Not participating will result in the loss of all points earned for that sport. If an athlete earns 50 or more points, they will be eligible for a Tiger Award at the end of their senior year.
2. Each Tiger Award winner will be given a senior blanket from the Athletic Department. The blanket will be green and have a block "TT" in the center and the athlete's name in one corner.

### **Varsity Letter Requirements & Points (High School Only)**

#### **REQUIREMENTS**

The following are requirements to receive a Varsity letter according to each sport: (Participation requirements refer to the regular season only)

**Boys/Girls Volleyball**—Any athlete who meets the following requirements:

- Participates in 25% of games
- Any senior who finishes the season in good standing
- Coach has the right to letter an individual based on coach's decision

**Boys/Girls Cross Country** - Any athlete who meets the following criteria:

- Any athlete who qualifies for sectional participation.
- Participates in 75% of meets
- Any senior who finishes the season in good standing
- Coach has the right to letter an individual based on coach's decision

Boys/Girls Basketball - Any athlete who meets the following requirements:

- Participates in 25% of games
- Any senior who finishes the season in good standing
- Anyone who dresses for a sectional game
- Coach has the right to letter an individual based on coach's decision

Baseball/Softball - Any athlete who meets the following requirements:

- Participates in 25% of games
- Any senior who finishes the season in good standing
- Coach has the right to letter an individual based on coach's decision

Boys/Girls Track - Any athlete who meets the following requirements:

- The athlete must participate in an average of 2 events per meet.
- Any senior who finishes the season in good standing
- Coach has the right to letter an individual based on coach's decision

Golf - Any athlete who meets the following requirements:

- Participates in 50% of matches
- Any senior who finishes the season in good standing
- Anyone who dresses for the sectional
- Coach has the right to letter an individual based on coach's decision

Cheerleading - Any athlete who meets the following criteria:

- The athlete must try out and be selected/appointed as a varsity team member.
- Any senior who finishes the season in good standing
- Coach has the right to letter an individual based on coach's decision

Dance -- Any athlete who meets the following criteria:

- The athlete must try out and be selected/appointed as a varsity team member.
- Any senior who finishes the season in good standing
- Coach has the right to letter an individual based on coach's decision

Injuries—An injured athlete will be required to attend all practices and games while injured. They will receive full credit for the time they are injured and at the same level of participation as when they were injured.

Managers—Managers for each sport must follow the same team rules as the athletes. A manager attains a manager's letter by attending ALL practices and games in which the team participates. Managing does not defend previous athletic participation point

Athletes not qualifying for a varsity letter and participating all season will qualify for a JV certificate.

**MUSIC LETTER**

A Student must accumulate 600 points to receive their varsity letter in music. Students can accumulate points in the following ways:

Each Semester of Music Class	100 points
District/State ISSMA Solo	20 points each
District/State ISSMA Ensemble	10 points each
Gold Rating at ISSMA	5 points each
All-District Band	25 points
All-State Band	25 points
Community Groups	20 points
Private Lessons	5 points each
Circle with the State Song	25 points
All State Ensembles	25 points
Audition for Musical	5 points
Company/Supporting/Leading Role	10/20/30 points

**AWARDS PROGRAM**

At least once a year, an Athletic Awards Program will be held. **ALL OF THE ATHLETES MUST BE PRESENT AT THE EVENT UNLESS EXCUSED BY THE ATHLETIC DIRECTOR, OR THEY SHALL FORFEIT THEIR AWARD.**

Awards for Outstanding Performance**Baseball/Softball**

Most Valuable Player	Based on coach's decision
Mental Attitude Award	Based on coach's decision
Most Improved Player	Based on coach's decision
Batting Average Leader	Based on 20 or more times at bat.
R.B.I Leader	Based on most runs batted in during the season.
Lowest E.R.A.	Based on the lowest E.R.A. for 25 or more innings
Best Field Percentage	Based on 20 or more attempts
Most Steals	Based on most steals during season

**Basketball**

Most Valuable Player	Based on coach's decision
Mental Attitude Award	Based on coach's decision (boy's award will be name the Daryl Bos Mental Attitude Award)
Most Improved Player	Based on coach's decision
Rebound Leader	Based on most rebounds for the season.
Most Assists	Based on most assists for the season
Most Steals	Based on most steals for the season

Best Free Throw %	Based on a minimum of 2 attempts per game..
Best 3-pt. Percentage	Based on a minimum of 2 attempts per game.
Best 2-pt. Percentage	Based on a minimum of 3 attempts per game.
<b>Cross Country</b>	
Most Valuable Runner	Based on coach's decision
Mental Attitude Award	Based on coach's decision
Most Improved Runner	Based on coach's decision
<b>Golf</b>	
Most Valuable Player	Based on coach's decision
Mental Attitude Award	Based on coach's decision
Most Improved Player	Based on coach's decision
<b>Track.</b>	
Most Running Event Points	Most points in track running events.
Most Field Event Points	Most points in field events.
Mental Attitude Award	Based on coach's decision
Most Improved Player	Based on coach's decision
Century Club	Athletes scoring 100 points or more throughout the season.
<b>Volleyball</b>	
Most Valuable Player	Based on coach's decision
Mental Attitude Award	Based on coach's decision
Most Improved Player	Based on coach's decision
Best Spiker	Based on a minimum of 75 attempts.
Best Server	Based on a minimum of 75 attempts.
Best Serve Receiver	Based on a minimum of 50 attempts
<b>Cheer/Dance</b>	
Most Valuable Player	Based on coach's decision
Mental Attitude Award	Based on coach's decision
Most Improved Player	Based on coach's decision

## **TRI-TOWNSHIP DRUG TESTING POLICY**

### **A Statement of Need and Purpose:**

A program of deterrence will be instituted as a proactive approach to drug-free schools. Through driving or participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold:

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

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle. The program is designed to create a safe, drug-free environment for students and assist them in getting help when needed.

Tri-Township Schools has a strong commitment to the health, safety, and welfare of its students and to maintaining the extra-curricular activities in Tri-Township Schools as a safe and secure educational environment.

### **Introduction**

The effective date of this program is September 1st, 2019. This program does not affect the current policies, practices, or rights of the Tri-Township Schools with regard to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

### **Scope of the Policy**

Participation in extra-curricular and co-curricular activities and driving to and from school is a privilege. This policy applies to all Tri-Township School students in grades 7-12 who wish to participate in extra-curricular and co-curricular activities including but not limited to those listed below:

**Athletics:** Cross Country, Volleyball, Basketball, Baseball, Softball, Track and Field, Golf, Dance Team, Cheerleading, and any other participants in IHSAA-recognized sports. (Participants include, but are not limited to, athletes, managers, and other athletic personnel.)

**Class A Co-Curricular Clubs:** Class Officers, Student Council, Honor Society, FFA, Leo Club

**Class B Co-Curricular Clubs:** Academic Spell Bowl, Academic Super Bowl, Drama Club, Robotics

**Drivers:** Any student who drives to school and/or from school.

**Voluntary Participation:** Any student who volunteers to participate in the program.

Up to 20% of eligible students may be randomly tested anytime during the year.

### **A. Banned Substances**

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Tri-Township students: Amphetamines, Methamphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Ecstasy, Expanded Opiates, Propoxyphene, and Phencyclidine (PCP), and Other Specific Drugs.

### **B. Non-Punitive Nature of Random Administrative Testing**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities unless mandated by a binding legal subpoena or other legal processes, which the Tri-Township School Corporation will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent/legal guardian will be notified before a response is made by the Tri-Township School Corporation, to the extent permitted by such subpoena or legal process.

### **C. Consequences of Random Administrative Testing**

Students with a "positive test" will be subject to the following consequences:

1st Offense:

A student-athlete who tests positive will be subject to the disciplinary consequences outlined in the Athletic Handbook.

Class A Co-Curriculars who test positive for drugs or alcohol will not be allowed to participate in co-curricular activities for a period of 30 calendar days. "Summer" days between the last day of school and the first day of school, Spring Break, and Winter Break are not included in the suspension days.

Class B Co-Curricular who test positive for drugs or alcohol will be subject to the following suspension:

- 25% of the scheduled events/performances/competitions if there are 4 or more
- 33% of the scheduled events/performances/competitions if there are 3
- 50% of the scheduled events/performances/competitions if there are 2
- 100% of the scheduled events/performances/competitions if there is 1

Students will be allowed to attend practices during the suspension period, but may not actively participate in practices until a negative drug test is provided.

Student Drivers who test positive for drugs or alcohol will have their driving privileges revoked for a period of 60 calendar days.

When deemed appropriate by the administration, Tri-Township students may be given a one-time option to reduce disciplinary action by 50% by attending and completing a certified substance abuse counseling program which must be approved by the Principal/designee. Students will be subject to a urinalysis at the parent/guardian's expense prior to reinstatement. A positive result on the "follow-up" test will be considered a 2nd Offense.

2nd Offense:

A student-athlete who tests positive will be subject to the disciplinary consequences outlined in the Athletic Handbook.

Class A Co-Curricular and Class B Co-Curricular students will be suspended for a period of 365 calendar days. Students will be subject to a urinalysis at the parent/guardian's expense prior to reinstatement. A positive result on the "follow-up" test will be considered a 3rd Offense.

3rd Offense:

The student is suspended for the remainder of the student's career from participating in athletics, co-curricular events, and driving to school.

Refuse to submit a sample or attempt to cheat or taint a sample: Students will be suspended from athletics, co-curricular activities, and driving to or from school for 365 days after which time students will be subject to a urinalysis prior to reinstatement.

Shy Bladder: Students selected for testing will have up to 90 minutes to produce a urine sample. Water will be provided to the student. If the student is unable to produce a sample after 90 minutes, parents will be notified. It will be the responsibility of the student and parent to arrange for a sample to be collected within 48 hours.

#### **D. Consent Form**

It is MANDATORY that each student who participates in extra-curricular and co-curricular activities or drives to or from school sign and return the "consent form" prior to participation in any athletic and/or co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school. Any student who refuses to consent to urine drug testing will not be allowed to practice or participate in designated extra-curricular and co-curricular Tri-Township School Corporation activities or drive to and from school.

Each student shall be provided with a "consent form", which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the Tri-Township School Corporation random drug-testing program.

#### **E. Testing Procedures**

Tri-Township School Corporation requires analytical urine drug testing to be conducted when circumstances warrant or as outlined in this policy. Tri-Township affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled.

The selection of participants to be tested will be done randomly by the testing laboratory and selections will be made from time to time throughout the school year. The drug-testing pool will consist of those persons agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.

The testing laboratory will use a computerized system to assure that students are selected in a random fashion. The selection of these students for random testing will be made using a scientifically valid method that ensures each student will have an equal chance of being selected each time selections are made. Thus, a student might be selected more than once during a year. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences. If a student is not in attendance during a day they were selected for testing, that student will be tested on the next testing date.

Upon being selected by the testing laboratory for a urinalysis test under this policy, or a “follow-up” test, the student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If the sample is outside the acceptable range, the student must give another specimen. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for banned substances as outlined in this policy.

#### **F. Collection Process**

Selected student participants will be individually escorted by the Principal or designee directly to the collection site. The student will bring all materials with them to the collection site and will not be able to go to his/her locker prior to the test. The collector will meet with each student individually to complete the collection process. A specimen of urine is collected following this process:

A. Students first is asked to wash their hands with 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.

C. The drug testing custody and control form is completed by the student and collector. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

D. To prevent diluting the urine sample, the water supply to sinks in the collection area is shut off and the collector adds a bluing agent to the water in the urinal or toilet

E. The student is told to urinate directly into the provided container and provide a sufficient amount of urine (45ml) in one attempt. The student is also told they are to hand the container of urine to the collector.

F. The student enters the restroom alone to produce a specimen. The collector will wait outside the restroom. Once the specimen sample is collected, the student exits the restroom and hands the container to the collector. The student may then re-wash their hands.

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 a refusal to test and the Principal/designee shall be notified.

H. With the student watching, the collector will recap the specimen bottles tightly. Only the lab testing of the specimen may break the seal. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid and the test will be canceled

I. The collector takes the properly student-signed and initial bottle seals and places them over the caps and side of the bottles.

J. The sealed bottles are placed inside the transport bag which is then sealed.

K. The 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. To maintain confidentiality, the student's name will not appear on the laboratory copy of the chain of custody and control form. The student is given the donor copy of the form.



- L. While the student watches, the sealed specimen bag is carried to a secured storage area.
- M. The student is then sent back to class with a pass.
- N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Principal/designee and M.R.O. in a timely manner.
- O. The Principal/designee will be notified immediately of any student who refuses to give a urine sample.

### **G. Test Results**

This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participating in extra-curricular and co-curricular activities and restricting him/her from driving to or from school.

The principal/designee will be notified of a student testing “positive” only after the test result is verified by a Medical Review Officer. (M.R.O). The testing laboratory will report the test result to the M.R.O. after initial and confirmatory test results are completed. The student and his parent/ guardian will be notified by the M.R.O. where they will be given an opportunity to present documentation of a prescription for the positive substance. The M.R.O. will contact the prescribing physician and verify the prescription. If the test is verified “positive” by the M.R.O., the principal/designee will meet with the student and his/her parent/guardian. The student and parent/ guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A “follow-up” test at the expense of the parent/guardian will be required after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume extracurricular and co-curricular activities and/or driving. If a second “positive” result is obtained from the “follow-up” test, it will be considered a 2nd violation of the Drug Testing Policy. In addition, the Tri-Township School Corporation will retest within 12 months of reinstatement any athlete who previously had a “positive” test. This test is in addition to any tests in which the student’s name was selected by the random draw process.

Information on a verified “positive” test will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested. All drug test results will be kept in locked files with access only by the principal/designee.

### **H. Financial Responsibility**

- A. Under this policy, participating students will be assessed a \$5.00 fee and the School Corporation will use this fee to pay for all initial random drug tests and all initial follow-up drug tests.
- B. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **I. Confidentiality**

Under this drug testing program, any staff, coach/sponsor, or sponsor of Tri-Township School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test, the disposition of the student involved, other than in the case of a legal subpoena being made upon that

person in the course of a legal investigation. The testing laboratory, M.R.O., or third-party administrator may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without expressed written consent of the Tri-Township School Corporation School Board.