



# **Perrysburg High School**

## **Co-Curricular Code of Conduct & Drug Testing Policy**

### **PHILOSOPHY**

Perrysburg Schools provides a variety of co-curricular activities that complement the educational and athletic development of each student. The privilege of participation carries the responsibility of adherence to the Co-Curricular Code of Conduct and Drug Testing Policy. Since the actions of student co-curricular participants (hereinafter “participants”) in school and community reflect upon the overall image of the institutions and activities they represent, as representatives of Perrysburg Schools, participants are expected to display exemplary conduct at all times, whether or not engaged in co-curricular activities. Through participation in the student athletic program, students are provided an opportunity for education and character-building experiences. As well, conformance to this code and drug testing policy will promote the safety and welfare of participating students. The Perrysburg Board of Education desires to implement a policy that will attempt to provide this district with a safe and healthful student athletic program. This policy applies to all athletes from grade 7-12, those who are in competitive extracurricular activities and students who are approved for a high school parking permit.

The Co-Curricular Code of Conduct and Drug Testing Policy—developed by students, parents, coaches, counselors, police and administrators—establishes the standards expected for participants in all co-curricular activities. Failure to conform to the Co-Curricular Code of Conduct and Drug Testing Policy will result in appropriate disciplinary action.

Parents/guardians and the school community need to work together to provide these activities for our children. This code is not meant to usurp or restrict the responsibility of parents. The Perrysburg School District feels very strongly that parents must monitor their own children’s behavior and impose their own discipline measures beyond those consequences outlined in this document.

### **PURPOSE OF THE DRUG TESTING POLICY SHALL BE:**

1. To provide a healthy and safe environment to all student athletes participating in the athletic program.
2. To discourage all student athletes 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 athletes with the opportunity to become leaders in the student body for a drug-free school.
4. To provide solutions for the student athlete who does use drugs and alcohol.
5. To provide the athletic department with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic programs and extracurriculars to remain drug and alcohol free.
7. To reflect the Perrysburg community’s desire to have its youth live drug and alcohol free lives.

## **ENFORCEMENT OF CO-CURRICULAR CODE AND DRUG TESTING POLICY**

The Co-Curricular Code of Conduct is enforced during the school year, twenty-four (24) hours a day, seven days a week, while participant is enrolled in high school or junior high school. The Code is also in effect and enforced over summer break.

Violations occurring in the junior high will not be carried over to high school.

### **IN-SEASON AND OFF-SEASON CO-CURRICULAR PARTICIPATION**

In-season participation in co-curricular activities is defined as follows:

1. For athletes, beginning with the Ohio High School Athletic Association starting date through the latter of awards night, or completion of the activity by the student.
2. For an elected or appointed position, beginning with election/appointment through the expiration of the term of office/season/activity.
3. For all other clubs and organizations, beginning with the first meeting through the end of the school year, including all activities scheduled during summer.

A participant whose activity is not in-season at the time of the participant's violation of this Code shall be considered an off-season participant. A student is not considered an "off-season" athlete until they have been a member of an interscholastic sport.

### **DRUG & ALCOHOL POLICY FOR ATHLETES & SELECTED EXTRACURRICULAR ONLY**

Any person participating in the Perrysburg High School athletic program and/or contests under the control and jurisdiction of the Perrysburg Schools and/or the Ohio High School Athletic Association (OHSAA). Any student participating in a selected competitive extracurricular school sponsored activity that requires a coach and/or advisor.

### **TYPES OF TESTING**

#### **1. REQUIRED TESTING**

All athletes at the start of his/her athletic season will be required to take a drug test.

#### **2. RANDOM TESTING**

In-Season random testing shall be conducted during each sports season (i.e. fall, winter, spring) and the summer. Random testing may be conducted more than one (1) time per sports season. An athlete may be tested more than once per sports season, or calendar year. Random testing will be unannounced. The Athletic Director in conjunction with the building principal will select the day and date.

Out of Season testing shall be conducted during each sports season (i.e. fall, winter, spring) when other random tests occur. Any member of an athletic team from the previous year and/or season will automatically be entered in the random pool, including any self-referral. If a student refuses to

participate in the random out of season test he/she may be prevented from joining a team/activity for the remainder of the year. When determining consequences for refusal, the AD may take into account the following including, but not limited to:

1. History
2. Reason(s) for not taking the out of season test
3. Personal appeal

The names of all participants listed on team rosters will be provided to the testing company by the Athletic Director. The testing company will select, at random, a representative sample up to 50% of all participants in grades 7-12 for testing. The testing company MAY use one of the following methods for selecting the random sample: computer generated random numbers/names or drawing numbers from a pool of numbers equal to the number of student-athletes listed on rosters.

### 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 directions for use provided for in the prescription or by the manufacturer.

### 4. A. COLLECTION PROCESS

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 available a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only technicians and students will be witness to the test.
- Privacy must be kept for all athletes.

***The Athletic Director or designee is responsible for ensuring that all of the forms are completed and signed by both a parent or guardian and the student athlete. No student is to enter the collection site until forms and proper ID are completed.***

- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. Students will be required to remain in the testing area until they complete the test.
- Any student who is taking a medication must indicate so on the informed consent agreement. It must be a current prescription in the student's name (drugs of exception are most over-the-counter, birth control, normal aspirin, Tylenol, Excedrin, Advil, etc.) In the event of a question, students must be able to provide the testing company with the prescription bottle for verification.
- 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. Testing Center may provide alternative clothing. Any infringement of the rules will result in the student taking the test over in a monitored designated area for 60 minutes.

- Students processed by the technician who cannot produce a sample will be kept in a secured area to wait until they can provide a sample. If they leave this area, it will be treated like a refusal. 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. 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 technician. The technician will stand outside the stall and listen for normal sounds of urination.
- The lab checks every sample for adulteration; such as additives you drink or add to urine to change the sample. They are not called positives but may have the same consequences. Any and all adulteration of the specimen or diluted specimens may be detected and considered the same as a test refusal or first-time violation. A retest will be required within 24 hours.
- Any suspicion of tampering with the sample will be brought to the student'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 technician.
- Students are not to flush the toilets or urinals until directed by the technician. In the event that a student flushes the toilet s/he will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the 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 walks out to talk to 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 Perrysburg Exempted Village School District reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.
- Any student who tests positive may be tested during the term of a five-week program with drug counseling.

#### 4. B. ORAL SCREENING COLLECTION PROCESS

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

- All students must have available a picture ID or be identified by the athletic director 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 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 and proper ID are obtained.

- When students arrived to the collection site they will be asked to sign in with the technician. Each student will be asked for a photo ID if not accompanied by the coach or athletic director.
- Each student upon signing in will be given a capsule with a random number that corresponds to the student's name. The student will then be instructed to take a seat in a monitored area.
- Technicians will approach each student with an oral swab. The technician will witness the student placing the swab in his/her mouth.
- The technician will plunge the swab into each student's capsule once they have collected saliva. If the amount of saliva collected is not enough, the student must place the swab back in their mouth until the required amount is reached.
- Once enough saliva is collected, the student will be instructed to take their capsule back to the check-in table and give the capsule to the technician who will record the student as having completed the test.
- Once all students have completed the oral screening, the technicians will test each sample and report any and all positive results.

#### 5. RESULTS OF A POSITIVE TEST

Any positive drug test results will be made known to the athletic director or assistant athletic director, who in turn will notify the parents or guardian and the student. The testing company, after verification by their certified laboratory, will be responsible to determine if the urine or oral sample testing positive for drugs is the result of illicit use or from prescribed medications showing up in the urine or oral sample. If the student is taking a prescribed medication, it must be documented on the informed consent agreement or verified by the student or parents.

Whenever a student athlete's confirmed test result indicates the presence of illegal drugs or banned substances, a parent or guardian will be notified after the sample has been sealed and sent to a lab for confirmation.

#### 6. IF A POSITIVE TEST OCCURS

(A) Upon the first violation the student shall lose eligibility for a number of games equal to **10 %** of the regular season's scheduled **contests**. The athlete must report to practice during this time. These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. In the event that an athlete cannot serve out the 10% of the season suspension, the remaining balance will be served in the next athletic season. The student will also be required to participate in a **Alcohol and Drug Education/Intervention Program** beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing, the total duration of which is not to exceed five (5) weeks. The student must successfully complete the **Alcohol and Drug Education/Intervention Program** or else she/he will be deemed in violation of the Code of Conduct and will be ineligible to participate until the program has been completed. The student will automatically be included in the next random testing

sequence. Parents are encouraged to attend counseling sessions with their child. All consequences under section 9 (student drivers) of this policy will also be applied.

(B) Upon confirmation of the second violation, the student athlete shall lose eligibility for a number of games equal to **50%**. These events shall be consecutive starting with the first scheduled event after the confirmation of violation. The student will also be required to participate in a **Alcohol and Drug Education/Intervention Program** beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five (5) weeks. The student must successfully complete the **Alcohol and Drug Education/Intervention Program** or else she/he will be deemed in violation of the code of conduct and will be ineligible to participate until the program has been completed. Parents are encouraged to attend counseling sessions with their child.

(C) Upon confirmation of the third violation, the student-athlete shall be permanently denied participation in athletics in the Perrysburg School District.

Violations are accumulative throughout the student's junior high school career (grades 7 & 8) and then throughout their secondary school career (grades 9-12)

## **7. STUDENT AND PARENT CONTRACT**

A copy of the Co-Curricular Code and Drug Testing Policy will be included in the junior high school's and high school's Student Handbooks effective 2010-2011 school year, and the junior high and high school web pages effective 2009-2010 school year.

A meeting to review the Code of Conduct and drug testing policy may be held by the athletic department for parents and student participants. The Athletic Director and Co-curricular Director may utilize a presentation on the Co-Curricular Code of Conduct and Drug Testing Policy. It provides a standardized presentation for the student, parents, advisors and coaches. After the presentation, the athletic director may conduct a question, answer, and additional rules session, reemphasizing the responsibility of the participants, parents, and coaches. However, enforcement of the provisions of this Code does not depend on attendance at a review session, seeing the presentation or even whether or not such a review session is held.

## **8. SELF-REFERRALS**

A student athlete may give a self-referral one (1) time during their four year tenure at Perrysburg High School. A student/athlete can only self-refer BEFORE test is taken, or before information is brought to the administration that could lead to student athlete code violation. The student will also be required to participate in a **Alcohol and Drug Education/Intervention Program** beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus future drug testing are required. NO other punitive action is taken upon the student's referral. If another violation occurs, the next offense goes to level 2.

## **9. STUDENT DRIVERS**

Students who elect to secure a parking permit from Perrysburg High School will be automatically entered into the random testing pool for that school year. Students testing positive for the first time will

have the option of completing the five-week counseling program or having his or her parking permit suspended for 10% of the school year. A second offense will result in a prorated refund for the parking permit and the student shall be banned from parking for one (1) calendar year. A third offense will result in the student being banned from parking at the high school for the remainder of his/her high school career. Students electing to self-refer prior to the random test can keep his/her parking permit at the high school as long as he/she is enrolled and complete the five-week counseling program.

## **10. REVIEW PANEL**

A Review Panel will be established annually by the athletic director. The High School Review Panel will include the following individuals: assistant principal, the athletic director, assistant athletic director, a counselor, a coach and co-curricular director, and the onsite drug counselor. The athletic director and the co-curricular activities director shall investigate suspected violations of this Code. Violations that are admitted to by the student and/or parent and are clear-cut will be acted upon by the athletic director or the co-curricular director. All other violations will be taken to the Review Panel. The Panel may, in its discretion, conduct further investigation, including requesting the appearance before it of the alleged violator and/or witnesses with information concerning the alleged violations. Decisions rendered by the Review Panel will require a simple majority vote based on the evidence presented. A student charged with a violation of this Code will be given a written notice of violation. The student may appear before, and be heard by, the Review Panel, with or without a representative. The student may appeal the decision by presenting a written request to the building principal within 24 hours after receiving the notice of violation. The Review Panel is not bound by formal rules of evidence or procedure in the conduct of its investigations and deliberations, and there is no right on the part of the participant to record the proceedings or to confront or cross-examine witnesses. The Review Panel may withhold awards or honors pending its decision.

A participant may request review by the Board of Education or its designee of a decision by the Review Panel finding a Code violation. Such a request must be in writing and given to the principal with 24 hours of being notified of the Review Panel's decision. The review shall occur no later than the Board of Education's next regularly scheduled meeting following receipt of the written request for review. The participant shall have the right to appear before the Board/designee, with or without a representative. The Board designee's review shall be held in closed session, and the Board/designee, is not bound by formal rules of evidence or procedure. The participant shall not have to confront or cross-examine witnesses, or to make a record of the Board/designee's proceedings. The Board of Education/designee's decision in the matter is final. Pending the Board's review and decision, the decision of the Review Panel shall remain in full force and effect.

In cases of requested reinstatement following Code violations involving alcohol, tobacco or illegal use of drugs, the Review Panel will assess information presented by the school-contracted Drug and Alcohol Counselor after the student completes substance abuse counseling. The panel will determine whether the student has fulfilled the requirements established by the Co-Curricular Code of Conduct and further determine eligibility for further participation in co-curricular activities.

## 11. CODE VIOLATIONS

The following shall constitute violation of the Co-Curricular Code of Conduct.

- a. Any conduct by a participant that would otherwise be a violation of the Perrysburg Schools Code of Conduct.
- b. Any conduct by a participant that may be deemed by the Review Panel to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law.
- c. Attendance by a participant at a party or other gathering (unless accompanied at all times by the participant's parent/guardian) where alcohol or illegal drugs are available for consumption by the participant or any underage individual in attendance. A participant is required to leave a party or gathering immediately upon knowing of, or detecting by use of any of the participant's senses, the availability of alcohol or illegal drugs at the party or gathering.
- d. Consumption, possession, use, purchase, sale, concealment, or transmission of alcohol defined as: Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the O.R.C. 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.

Or any controlled substance, inhalant, illegal/illicit Drugs, paraphernalia, intoxicant, or any illegal drug and tobacco products defined as; any substance included in the 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.

## 12. CODE VIOLATION CONSEQUENCES

Any co-curricular participant violating the Code of Conduct, as determined by the Review Panel, will at a minimum receive a written warning. The Review Panel retains the discretion to adjust the penalty for more serious violations, and to determine further conditions for reinstatement.

A student athlete may give a self-referral one (1) time during their four-year tenure at Perrysburg High School. A student/athlete can only self refer BEFORE as drug test is taken, or before information is brought to the administration that could lead student athlete code violation. The student will also be required to participate in an **Alcohol and Drug Education/Intervention Program** beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus future drug testing are required. No other punitive action is taken upon the student's referral. Parents are encouraged to attend counseling sessions with their child.

Upon the first violation the student shall lose eligibility for a number of games equal to **10 %** of the regular season schedule. The athlete must report to practice during this time. These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. The student will also be required to participate in an **Alcohol and Drug Education/Intervention Program** beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five (5) weeks. The student must successfully complete the counseling program or else she/he will be deemed in violation of the Code of Conduct and will be ineligible to participate in any athletic program until the program has been completed. The student will automatically be included in the next random testing sequence. Parents are encouraged to attend counseling sessions with their child. If the athlete does not complete the counseling recommendations within a 6-11 week range then they will not be eligible for the next sport they participate in.

*If the student is involved in a non-athletic club*, students testing positive for the first time will have the option of completing the five-week counseling program or having his or her club activity participation suspended for six (6) weeks. A second violation will result in twelve (12) week suspension from the club activity with reinstatement conditioned on satisfying the counseling requirements. A third violation of this Code of Conduct will automatically result in **permanent exclusion** from all co-curricular activities offered by Perrysburg Schools.

Suspension from a co-curricular activity under this section does not render the participant ineligible for tryouts and auditions for future co-curricular activities.

After a violation of this Code is charged, but pending appeal to the Review Panel, a participant may participate in co-curricular activities.

Upon confirmation of the second violation, the student athlete shall lose eligibility for a number of games equal **50%** of the regular season schedule. These events shall be consecutive starting with the first scheduled event after the confirmation of violation. The student will also be required to participate in an **Alcohol and Drug Education/Intervention Program** beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five (5) weeks. The student must successfully complete the **Alcohol and Drug Education/Intervention Program** or else she/he will be deemed in violation of the Code of Conduct and will be ineligible to participate in the athletic program until the program has been completed. Parents are encouraged to attend counseling sessions with their child. If the athlete does not complete the counseling recommendations within a 6-11 week range, then they will not be eligible to participate in future athletic programs.

A third violation of this Code of Conduct will automatically result in **permanent exclusion** from all co-curricular activities offered by Perrysburg Schools.

Violations are accumulative throughout the student's secondary school career (grades 9-12).

### **13. SUSPENSION**

Students enrolled in co-curricular activities who are under suspension from school may not participate in practices, contests, productions, performances, meetings, field trips, etc., sponsored by the co-curricular activity.

### **14. TRANSPORTION**

When the school provides transportation, all co-curricular students will travel to and from the scheduled event on school transportation. Co-curricular students will travel to and from the scheduled event on school transportation. Co-curricular participants can be released only by their coach/advisor to their parents or legal guardian in an emergency or unusual circumstance, or if prior arrangements have been approved by the moderator.

### **15. EQUIPMENT RESPONSIBILITY**

Co-curricular participants and their parents are financially responsible for all district-owned equipment or uniforms issued to the students. A late/damage fee will be assessed for any equipment/uniforms not returned by the due date or returned damaged.

### **16. INCLEMENT WEATHER**

When school is canceled due to inclement weather, evening school events/activities/practices may also be suspended. If the weather conditions improve, these events/activities/practices may be rescheduled with the permission of the Superintendent of Schools and the Principal only. The attendance of co-curricular participants at any rescheduled event/activity/practice will be at the option of the co-curricular participant/parent.

### **17. VACATIONS**

Co-Curricular students missing events/activities/practices due to vacations with parents/legal guardians will be considered excused absences during regularly scheduled school vacation periods only.

### **18. ABSENCES**

A co-curricular participant must be in attendance a minimum of 3.5 hours on a regular school schedule or 2.5 hours on a delay schedule. Any non-emergency, unusual circumstance that would prevent the co-curricular participant from meeting the minimum attendance requirement must have prior approval from the Athletic Director, Co-curricular Director or Principal.

*Note: The above-stated co-curricular code applies to any and all Perrysburg High School students who wish to be involved in extra-curricular and co-curricular activities offered by Perrysburg Schools, including all clubs, organizations and athletics.*

**07/07/09**