

*North  
Decatur  
Jr. /Sr. High School*



**Athletic Handbook**

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# **North Decatur Jr.-Sr. High School Athletic Handbook**

## **100 ATHLETIC STATEMENT**

This athletic handbook is designed to acquaint all students, parents, and coaches with the policies, philosophies, and practices of the North Decatur Jr.-Sr. High School Athletic Program. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Because it is a privilege to participate, students who are involved will be expected to follow the CODE of CONDUCT established by the school administration, as well as those rules established by the coaches in their respective sport. Athletes should understand that they represent their school and the students in their school at all times. They are expected to conduct themselves in a manner that would not bring discredit to their school, their family, or their community.

## **150 ATHLETIC PHILOSOPHY and MISSION**

The goal of the North Decatur Athletic Department is to provide the best opportunities possible for student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. The purpose is to provide each participant with experiences that are positive, memorable, and helpful in developing the athlete's capacity for commitment to a cause, acceptance of responsibility, and loyalty to any chosen endeavor.

## **200 ATHLETIC COUNCIL**

The purpose and function of the athletic council is to review the guidelines and issues of the athletic program. The council will meet at the discretion of the athletic director and/or the principal and will consist of the principal, athletic director, and all varsity head coaches.

## **250 ATHLETIC PROGRAM PROFILE**

The athletic program at North Decatur Jr.-Sr. High School is operated in such a manner as to provide any boy or girl, with the appropriate athletic ability, the opportunity to participate in athletic activities. North Decatur supports eight different sports and offers thirty-one teams to over 400 students in grades 7-12. Athletes are allowed to participate in multiple sports per season, provided the correct forms are filled out and signed by the athlete, parents, and coaches of the sports involved.

North Decatur Jr.-Sr. High School is a member of the Mid-Hoosier Conference (MHC). Other MHC member schools are Edinburgh, Hauser, Morristown, South Decatur, Southwestern, and Waldron. North Decatur is also a member of the Mid-Indiana Football Conference (MIFC). Other MIFC member schools are Edinburgh, Milan, Oldenburg Academy, South Decatur and Switzerland Co.

### 300 AWARDS / BANQUETS

All Banquets: (MHC and MIFC Banquets) Girls will be in dresses; boys will be in shirt and tie.

Athletic Banquets held at NDHS—the Athletic Department provides drinks. (tea, coffee, lemonade)

All athletes have to attend their respective sports end of the year banquet. ***If the athlete fails to attend the banquet they will forfeit their letter.*** Only an excused absence will null this policy.

#### Freshman Award

Certificate for each completed season. Freshmen may receive varsity awards if they qualify.

#### Reserve Award

Certificate for each completed season

#### Varsity Award

Varsity chenille letter, certificate, chevron and sport pin. Only one chenille letter will be issued to an athlete. The varsity head coach is responsible for keeping accurate record of playing time, and/or quarters of participation, or participation--for the purposes of determining awards. At the end of each season, each coach will present a season record/summary as well as a list of awards to the athletic director. All senior athletes will letter in their respective sport once they make the team. In order to receive a varsity letter, a student-athlete must meet the following requirements by sport:

#### **A. BASEBALL**

Participate in half of the varsity games or one-third of the varsity games and make the sectional roster.

#### **B. BASKETBALL**

Participate in half of all varsity quarters or one-third of all varsity quarters and make the sectional roster.

#### **C. CROSS COUNTRY**

Participate in at least half of the varsity meets and make the sectional roster.

#### **D. FOOTBALL**

Participate in half of all varsity quarters and make the sectional roster.

#### **E. GOLF**

Participate in half of all varsity matches and make the sectional roster, or participate in three-quarters (75%) of all varsity matches and not participate in the sectional.

**F. SOFTBALL**

Participate in half of all varsity games or one-third of the varsity games and make the sectional roster.

**G. TRACK**

Participate in half of all varsity meets and make the sectional roster.

**H. VOLLEYBALL**

Participate in half of all varsity games or one-third of all varsity games and make the sectional roster.

**I. ATHLETIC TRAINER, MANAGER, or STATISTICIAN**

Participate in a second sport as a trainer, manager, or statistician, or the same sport for two years, or attend and participate in ALL practices and contests.

**J. CHEERLEADERS**

Must complete both the fall and winter sports seasons in good standing. Letter one time per year at the conclusion of the winter season.

**Junior High School Athletic Award**

The junior high sport award will be a certificate. There will be no school recognized MVP awards at the junior high level, as teamwork and sportsmanship should take precedence over individual play.

**End of Season Athletic Awards**

Each varsity coach will have the liberty of selecting those team members who will receive these awards. The types of awards will include MVP, Most Improved, Best Mental Attitude, etc.

**TouchPro “Wall of Fame”**

Any athlete who has been selected/chosen/elected to an All-Conference , All-State, or All-State Academic team, will have their picture permanently displayed on the “Wall of Fame” located on the Touch Pro monitor in the gymnasium lobby. Individuals in cross country, golf, or track that have qualified for the regional-level or higher in their respective IHSAA Tournament will have their picture displayed on the TouchPro also. The TouchPro will also display all of outstanding teams, as well as the individual and team records of all past ND teams.

**Charger Athletic Hall of Fame**

Beginning in the 2017-18 school year, the North Decatur Athletic Department will be initiating an Athletic Hall of Fame, to recognize those “special” athletes, coaches, and people, who have contributed to the overall success of our athletic program over the last 50+ years and beyond.

### **Jacket Patches**

Any athlete who receives post-season recognition from the Mid-Hoosier Conference, the Mid-Indiana Football Conference, or All-State recognition, will have the opportunity to order a special letter jacket patch. Patches must be paid for before they are ordered. In addition, members of any team that wins a conference, sectional, regional, etc., championship will receive a patch.

### **400 CODE of CONDUCT**

### **410 STATEMENT of CODE**

The following North Decatur athletic rules are in accordance with the Indiana High School Athletic Association Constitution and By-laws. The conduct of the participants in athletics at South Decatur is expected to be of the highest quality and in accordance with the CODE of CONDUCT, in or out of school and 365 days per year.

### **420 ENFORCEMENT of the CODE of CONDUCT**

The principal shall enforce all rules and regulations as described in the CODE of CONDUCT. All rules regarding behavior and/or training as outlined in the IHSAA regulations will apply at all times. Parents and/or guardians are required to sign the acknowledgement, consent, injury awareness, and disclosure document indicating that they understand the CODE and that the student-athlete is subject to disciplinary action should they violate the CODE. The CODE of CONDUCT is in force for grades 7-12, 365 days per year.

### **430 EXPECTED STANDARDS of CONDUCT for ATHLETES**

- > The good of the team is first and foremost. Once a team is eliminated, then the individual becomes the most important priority.
- > No athlete will ever employ illegal tactics to gain an undeserved advantage. All athletes will dedicate themselves to the highest standards of sportsmanship.
- > All athletes will care for all athletic equipment as if it were their own personal property. If equipment is damaged or destroyed through practice and/or competition, it will be repaired or replaced by the school. If equipment is lost or stolen, the athlete will have responsibility for replacement.
- > All athletes will obey the specific training and practice rules for their team as provided by the coaching staff.

- > Athletes should not engage in negative or unlawful activity. Drinking alcohol, taking controlled substances, using tobacco products, using profanity, and being disobedient are activities, which are harmful to athletes and their teams.
- > Athletes, student managers, student trainers, and student statisticians must pass five (5) classes each grading period to remain eligible for athletics.
- > Athletes should exhibit a positive attitude in all they attempt to do. They should work for the betterment of North Decatur and set a good example by doing what is right and what is good.
- > Contest officials deserve courteous respect. They are present for the purpose of assuring a fair contest.
- > Athletes should be mindful and respectful of the fact that coaches, teachers, and school officials have the best interests of all athletes as they equip, schedule, and coordinate the athletic program.
- > Athletes must ride to and from athletic events on the bus or mini bus provided by the Decatur County Community Schools unless they provide prior written permission from their parent/legal guardian.
- > ALL North Decatur athletes must comply with the standards of our athletic code and school rules or be subject to disciplinary action, including dismissal from the team, as determined by the rules, coaches, athletic director, and principal.

***IMPORTANT:*** North Decatur is not asking student-athletes to make sacrifices. Sacrifice implies giving up good/positive things. We are asking our athletes to do the opposite. Live clean, think clean, and do those things, which make you a positive team member.

#### **440 ATHLETIC APPEALS BOARD**

The Athletic Appeals Board is composed of the athletic director, the coach of the student who is involved with the alleged rules violation, one additional varsity coach, and two non-coaching faculty members appointed annually by the principal. The Appeals Board exists for the purpose of hearing appeals from athletes resulting from imposition of stated rules and regulations. The Board's determination may be to accept, reduce, or revoke the initial decision, but may not invoke a more severe punishment.

#### **450 APPEALS**

An athlete has the right to a hearing on an athletic suspension. To appeal a decision, the student/parent must notify the athletic director within five (5) calendar days of the notification of the suspension. The purpose of the appeal is to inquire into the athlete's

alleged violation and to allow the athlete and his/her parents to present evidence on the athlete's behalf, which might alter the decision of the athletic director. Once an appeal hearing has been requested, the appeal must be heard by the appeal board within 3 school days. Should the appeal board uphold the athletic director's decision, the student and parents may have 48 hrs. to request a second appeal with the principal. This appeal must be heard within 2 school days. The Superintendent of Schools will hear the case only after these steps have been taken. The final appeal to the Superintendent of Schools should be requested within 48 hours after the principal's decision and this appeal should be heard within 2 school days. *The athlete may participate, while all appeals are in process.*

#### **460 RULES of the CODE of CONDUCT**

The following rules are specific examples of violations of the Code of Conduct. Conduct that is not covered by these specific examples, but violate the principles of the Code of Conduct will be subject to disciplinary action.

**RULE #1:** Student-athletes shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroid, marijuana, counterfeit caffeine pills, or possess, use or transmit paraphernalia for use of such substance.

**CONSEQUENCE:** A student knowingly violating the substance rule stated above shall be subject to the following discipline:

**FIRST OFFENSE:** The student-athlete will be automatically suspended from participation in athletic contests, and from the team/squad to which they currently belong, for 50% of the contests for that team/squad. Practice for an athlete who is under such a suspension shall be at the discretion of the coach/sponsor.

**SECOND OFFENSE:** The student-athlete will be suspended from participation in all athletics for a period of no less than one (1) calendar year from the date of the infraction. No practice will be allowed with any team or squad.

**THIRD OFFENSE:** A third offense will result in termination of athletic participation for the duration of the student/athlete's career at North Decatur High School. Participation will not be allowed on any team or squad, in any capacity, representing North Decatur.

**RULE #2:** Student-athletes shall not partake in any degree or be in possession of alcoholic beverages.

**CONSEQUENCE:** The use/possession of alcohol is a violation of the Code of Conduct and will result in the following disciplinary action:

**FIRST OFFENSE:** Automatic suspension from participation in athletic events, and from the team/squad in which the student is participating, for 50%



of the contests for the team/squad. Practice with the team/squad is at the discretion of the coach.

**SECOND OFFENSE:** The student-athlete will be suspended from participation in all athletics for a period of no less than one (1) calendar year from the date of the infraction. No practice will be allowed with any team or squad.

**THIRD OFFENSE:** A third offense will result in termination of athletic participation for the duration of the student/athlete's career at North Decatur High School. Participation will not be allowed on any team or squad, in any capacity, representing North Decatur.

**RULE #3:** Student-athletes shall not partake in any degree or be in possession of tobacco products. This includes the possession or use of "electronic cigarettes".

**CONSEQUENCE:** The use/possession of tobacco products is a violation of the Code of Conduct and will result in the following disciplinary action:

**FIRST OFFENSE:** Automatic suspension from the team/squad in which the student is participating and 25% of the athletic contests. Participation is at the discretion of the coach.

**SECOND OFFENSE:** Suspension from 50% of athletic contests in that sport with practice at the discretion of the coach.

**THIRD OFFENSE:** Suspension from participation in all athletics for one (1) calendar year from the date of the infraction. Participation in practices will not be allowed.

**FOURTH OFFENSE:** A fourth offense will result in termination of athletic participation for the duration of the student/athlete's career at North Decatur High School. Participation will not be allowed on any team or squad, in any capacity, representing North Decatur.

**RULE #4:** Felonies, misdemeanors, or acts of delinquency.

**CONSEQUENCE:** Any student-athlete arrested or detained or whose behavior could result in arrest or detention as a juvenile or an adult on such a charge will be suspended from participation pending investigation of the incident by police or school officials. Conviction of a felony at any time shall exclude the student-athlete from athletic participation for one (1) calendar year from the date the violation is confirmed. Conviction of a misdemeanor shall be subject to athletic suspension for 25% of the contests on the first offense, with practice at the discretion of the coach. The second offense, either a misdemeanor or felony, will bring an athletic suspension for a minimum of one (1) calendar year. A third offense will result in termination of athletic participation for the duration of the

student/athlete's career at North Decatur High School. Participation will not be allowed on any team or squad, in any capacity, representing North Decatur. Determination by school officials based on an investigation by school officials that the conduct, which was the subject of the felony, misdemeanor, or juvenile charge, did occur will result in imposition of a penalty as if a felony or misdemeanor conviction were entered.

**RULE #5:** Athletes shall not commit acts of disrespect, vandalism, or theft.

**CONSEQUENCE:** The first offense will result in automatic suspension from participation in athletics and from the team/squad for 25% of the contests for such team/squad. Practice is at the discretion of the coach. A second offense will result in athletic suspension for a minimum of one (1) calendar year from the day the violation is confirmed.

**RULE #6:** Any athlete, who is in violation of school rules such as truancy, suspension for disciplinary reasons, disrupting class, or other punishable acts, will be disciplined under the established school rules as explained in the school's student handbook. The athlete may be further disciplined within the structure of each coach's rules for their respective sport. If an athlete is suspended out-of-school for any reason, he/she becomes ineligible for participation in all practices and contests during the term of the suspension.

**RULE #7:** The coach of each sport may set specific team rules. These rules and the penalties for breaking them will be given to the student-athletes by the coach at the first practice or meeting of that sport. These specific team rules will be on file with the athletic director.

#### **470 CARRY-OVER SUSPENSION**

If the violation of the CODE of CONDUCT occurs during the last portion of a sports season and the violator cannot fulfill the terms of his/her punishment in that sport, the suspension will carry-over until the punishment is fulfilled. This would include their next sport or the same sport the following year; i.e. if the suspension is for two football games with one game remaining in the season, the athlete may not participate in the first contest of the next sport in which they choose to participate. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, they will be required to complete that sport season in good standing. When an athlete is serving a suspension at the end of a sports season, that athlete may not begin practice for the next sports season until the current sports season has ended.

## **480 COMPLETING A SUSPENSION**

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving their team or squad. The athlete is a member of the team/squad and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given towards fulfilling the requirements of the suspension.

## **490 ATHLETIC SEASON**

The athletic season is defined as commencing with the first practice and ending with the final contest for that sport. Penalties for violations take effect immediately upon verification of the violation and will include contests in succession, i.e. season schedule, tournaments, and state series.

## **495 FORFEITURE of AWARDS**

If the violation of the CODE of CONDUCT occurs during the last one-third (1/3) of the sport season, the student-athlete will not be considered in good standing and, therefore, will forfeit all letters and awards for that sport season.

## **500 GENERAL INFORMATION for ATHLETES**

### **505 IHSAA STANDARDS**

- > All athletes must pass five courses to be academically eligible to participate.
- > Athletes are ineligible if they turn twenty (20) years of age during a current sports season or prior to the end of the IHSAA tournament in that sport.
- > High school students must not participate with or against any student enrolled below grade nine (9).
- > Athletes must, if absent from school five (5) or more consecutive days, present written verification from a doctor that they are able to participate.
- > Academically ineligible athletes may practice, but may not dress for or participate in contests.
- > If an athlete is new to North Decatur Jr.-Sr. High School, he/she must complete an athletic transfer form from their former school. He/She is not eligible to participate in contests until cleared by the IHSAA office.
- > There are absolutely no individual or team practices allowed on Sundays. This includes team meetings.

## **510 ATTENDANCE**

In order to participate in an athletic event, a student-athlete must attend school (if school is in session) by **11:30AM the day of the event**. This would include both **contests** and **practices**. The principal must approve exceptions, such as funerals, doctor/dentist appointments, etc.

All student-athletes will not miss class the day following a sporting event. Students have to be in class by 8:15am. Failure to follow this rule will result in punishment by the coach and the possibility of the forfeit of their letter.

## **515 QUITTING TEAMS**

Any athlete, who quits a specific team after starting, unless he/she is released in good standing by the coach and the athletic director, may not join another team until that sport season has ended. However, if an athlete is cut from a team as a result of tryouts, he/she may join another athletic team during that same season.

## **520 ATHLETIC EQUIPMENT**

The athletic department has invested heavily in equipment and uniforms for athletes at North Decatur Jr. /Sr. High School. Because of limited revenues, it is imperative that the athletic department operates in a fiscally conservative manner. This means that each student-athlete must take total responsibility for school-owned property issued to him/her. If equipment should be damaged while the athlete is involved in practice or competition, repair or replacement will be the responsibility of the school. School-owned uniforms, equipment, or clothing of any kind are to be worn to athletic contests or practices only unless specifically instructed otherwise by the coach.

## **525 EQUIPMENT ROOMS**

Student-athletes are not to seek or have access to any of the athletic equipment storage rooms for any reason. The only exception would be in case of student managers/trainers, and then only under the direct supervision of an adult member of the coaching staff.

## **530 GYMNASIUM and WEIGHT ROOM**

Student-athletes **MAY NOT** be in the weight room or the gymnasium unless their team is involved in practice/conditioning. An adult member of the coaching staff must be present and supervising at all times.

## **535 INJURIES**

Report any and all injuries to your coach immediately in order to obtain correct medical attention as soon as possible. Student-athletes who are absent from school due to a serious illness or injury must present a statement of release from a licensed physician in order to continue participation of athletics.

## **540 INSURANCE**

Each student-athlete is responsible for and strongly encouraged to obtain his/her own insurance coverage. Decatur County Community Schools does not have insurance covering athletic injuries.

## **545 LOCKER ROOM and LOCKERS**

Student-athletes are responsible for making sure they leaving nothing of an value in the locker rooms overnight and to lock their lockers at all times. During practice the locker room will be locked at all times to secure their valuables. North Decatur Jr. – Sr. High School is not responsible for items lost or stolen if left unsecured.

## **550 PERSONAL ATHLETIC EQUIPMENT**

Student-athletes are responsible for providing their own shoes, socks, towels, etc.

## **555 INCLEMENT WEATHER**

When seriously inclement weather occurs (snow storm, ice, excessive rain, etc.), the Superintendent of Schools (or his/her designee) will determine if and when any athletic practices or contests will take place.

## **565 ATHLETIC PRACTICE POLICIES**

- I. All practices must be scheduled in advance and submitted to the athletic director by the coach of each sport for his approval.
- II. A member of the adult coaching staff must supervise all practices.
- III. The head varsity coach is responsible for overseeing the practices in his or her sport.
- IV. Athletic practices and contests have priority in the use of athletic facilities over use by non-athletic organizations.
- V. All student-athletes must report for all scheduled practices. They are expected to report on time and should not miss practice unless it is due to illness or the

advance permission of their coach.

- VI. All practices will end at a designated time.
- VII. Student-athletes are NEVER to attempt to enter the school during off-school hours unless they are under the supervision of their coach.
- VIII. Students with valid Indiana driver licenses, who drive to school, are expected to leave school property immediately after practice.
- IX. Students who do not have vehicles at school are expected to make arrangements with parents or legal guardians to be picked-up IMMEDIATELY AFTER practices.

## **570 POLICY APPLICATIONS AND PROCEDURES AS RELATED TO THE RANDOM DRUG TESTING PROGRAM VISION STATEMENT**

The Drug, Alcohol, and Tobacco Testing Procedures at Decatur County Community Schools are focused upon the welfare of students. The policy and procedures support students and parents as they make healthy choices. In the case of violations, the policy holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of the nature of our students and the importance of the educational process. The policy is written and administered in accordance with all applicable legal requirements, policies, and statutes. The policy seeks to keep students involved in the school and its programs and school and to provide learning experiences that lead students to responsible healthy choices.

### **INTRODUCTION**

The effective date of this program is July 31, 2004. Enrollment dates are as follows:

- Sports participants by the start of their effective sports season.
- Students expecting to drive, park on school grounds, or participate in any extracurricular activities throughout the school year must enroll by the start of school.

Any Student not meeting these deadlines may be subject to an initial drug screening at the student's cost or be denied participation based on the discretion of the administration. This program does not affect the current policies, practices, or rights of Decatur County Community School Corporation with respect to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Decatur County Community School Corporation reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage.

**RATIONALE FOR THE PROGRAM**

Decatur County Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment is to maintain our schools as safe and secure educational environments. Safe extracurricular participation and safe driving to school and parking on school grounds require a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in these activities. It is our intent to provide our students with opportunities for success in combating substance abuse and the peer pressure related to the use of illegal and/or unhealthy substances.

**PURPOSES**

There are two purposes of this program:

1. To deter the use of illegal substances at South Decatur High Schools and,
2. To enhance the health and safety of all students participating in extracurricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

**It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation.** Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. No student shall be expelled or suspended from school as result of any “positive” test conducted by his/her school under this program other than stated herein.

**SCOPE**

Participation in extracurricular activities as well as in driving to school and parking on school grounds is a privilege. This policy applies to all Decatur County Community School Corporation students in grades 9-12 who wish to participate in extracurricular activities. It also includes any student in grades 9-12 who wishes to drive to and from school, to and from C4 Career Center, or park on school grounds. Any student not driving or participating in an extracurricular activity who would like to enroll in the program or any custodial parent/guardian wishing to enroll their student for the random testing program is welcome to do so by completing the consent form.

**EXTRACURRICULAR ACTIVITIES**

- All Sanctioned IHSA Sports, (including support personnel—managers, statisticians, filmers) including cheerleading and dance
- The privilege of driving to and from school and parking on school property

**INTERSCHOLASTIC SPORTS**

Interscholastic Teams

<b><u>Boys</u></b>	<b><u>Girls</u></b>
Track	Track
Golf	Golf

Cross Country	Cross Country
Cheerleading	Cheerleading
Basketball	Basketball
Baseball	Softball
Football	Volleyball

These procedures are in effect 365 days a year for all students who participate in the listed activities.

**LEGAL CITATIONS**

The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code 7101 *et seq.* And specifically 7102.]

- Indiana Code 20-10.1-4.2 that directs this School District to plan and maintain drug free schools.
- Indiana Code 20-10-4-9.1 that directs that this School District provide instruction concerning the harmful effects of illegal drugs.
- Indiana Code 35-46-1-10.5 which makes it unlawful for children under the age of 18 to possess tobacco or tobacco products.

**DRUG EDUCATION**

The sponsor, coach or director of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Prospective participants shall receive a copy of this policy and the policy will be explained to them at that time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for use or abuse problem. The Assistant Principal/Athletic Director at each school will be responsible for overseeing this part of the program.

**CONSENT FORM**

It is **MANDATORY** that each student who participates in extracurricular activities as well as those who drive to or from school activities or park on school grounds, sign and return the “Consent Form” prior to participation in any extracurricular activity, or driving to or from school. Failure to comply will result in non-participation.

Each extracurricular participant as well as drivers shall be provided with a “Consent Form”, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student agrees to participate in the random drug-testing program at Decatur County Community Schools. This form will be kept on file for the length of the student’s high school career. To withdraw from the program, the parent/guardian must sign a withdrawal form and have a personal interview with an administrator or designee. Failure to comply will result in non-participation and/or loss of driving privileges.



## **STUDENTS AGE EIGHTEEN AND OVER**

Rights and notices to parent/guardian described in this policy will be provided only to the student after age eighteen (18).

### **TESTING PROCEDURES**

1. As each student turns in his/her consent form a school employee will give it a number, by writing it on the face of the form. Numbers will begin with “1” and forms will be numbered consecutively as they come in. The list of names and numbers will be kept in a locked file in the principal’s office.
2. On the date of testing, which could be on any day of the week, Monday through Saturday, the principal or designee will access the website, <http://randomizer.org> and type in the range of number 1 through the amount of forms turned-in. The principal or designee will also type in the number or random numbers required—one for each test to be administered. The website will provide the random numbers. The students whose names correspond with the numbers will be tested.
3. 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.
4. Upon being selected for a testing under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a “follow up” test, a student will be required to provide a sample of “fresh” saliva according to the quality control standards and policy of the laboratory conducting the test. The test will be conducted in a private office under the direct supervision of the testing coordinator and the school nurse.
5. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities or ineligible to drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.
6. Immediately after the sample is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.
7. The testing sample will then be turned over to the testing laboratory, and each specimen may be tested for Amphetamines, Cocaine, THC, Methamphetamines, Opiates, PCP, Barbiturates, Benzodiazepines, Methadone, Alcohol, and Cotinine. Cotinine will not apply towards this policy in regards to driving privileges.
8. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **CHAIN OF CUSTODY**

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee samples and supervise the chain of custody.

2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. Once a student is notified that they have been chosen to provide a sample, they **will not** have the opportunity to self-report.
3. Before the student's sample is tested by the laboratory, the student will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A test vial will be given to each student. The vial will remain in the student's possession until a seal is placed upon the vial. The student will initial that the sample has been sealed. Only the lab testing the sample may break the seal.
5. 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. The student will be called again as soon as possible. The student will remain eligible for all activities subsequent to a retest.
6. The student will insert the test stick into his/her mouth and will be instructed by the supervisor when to extract the test. Once the test strip indicates a sufficient sample, the test strip will be sealed in front of the student.
7. After it has been sealed, the testing supervisor will ship the sealed sample via commercial carrier. The testing laboratory will report the results back to the principal or designee.
8. In order to maintain confidentiality, the container that contains the saliva sample to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the result sheet for the sample will be mailed back to the principal or designee with no name attached; only the student's random identification number will appear on the result sheet.

## **TEST RESULTS**

1. 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 extracurricular activities and/or driving to and from school or parking on school grounds.
2. The principal or designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or assistant principal will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the certified laboratory at a cost to the student or his/her parent/guardian test the original sample again. Refusal by **any** student enrolled in this program to submit to a drug screen when directed will be considered a violation under the terms of this program.

3. If the test is “positive”, the principal or designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student must enroll in an approved counseling program and actively participate until successfully completing the program.
4. A “follow up” test will be requested by the principal or designee after such an interval of time that the substance previously found would normally have been eliminated from the body as determined by the Medical Review Officer of the laboratory. If this “follow up” test is negative, the student will be allowed to resume extracurricular or driving to or from school. If a second “positive” result is obtained from the “follow up” test, or any later test of that participant, the same previous procedure shall be followed. In addition to the random-testing program, the Decatur County Community School Corporation reserves the right to test for the next 365 days any participating student who tested “positive” and did not make satisfactory explanation.
5. Information on a verified “positive” test will be shared with the students’ coach or sponsor with the words: “Said student is ineligible for any extra-curricular program.” No mention of the results of a drug test will be reported to any coach or sponsor.
6. Drug testing results sheets will be returned to the principal or assistant principal identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.

### **CONSEQUENCES**

The contents of this policy supersede the Code of Athletic Conduct previously adopted by the Board of Education.

1. Once a positive test is produced the student is ineligible to participate in the athletic program/drive until a negative test is produced. The length of the suspension of activity/driving privilege is not to be less than fourteen calendar days.
2. During the time the student is suspended from the activity, an athlete may not practice nor represent the school at athletic contests. Rule C-9-14 of the IHSAA applies upon the student’s return to the athletic activity.
3. No consequences will be applied to students who are covered by this policy because they are drivers only if they test positive for tobacco.

### **FINANCIAL RESPONSIBILITY**

1. Under this policy, Decatur County Community School Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests.
2. The “follow-up” test is the financial responsibility of the student and his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **CONFIDENTIALITY**

Under this drug testing program, any staff, coach, or sponsor of Decatur County Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or 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. Once again, this will underscore the Decatur County Community School Corporation's commitment to confidentiality with regards to the program.

### **OTHER RULES**

Apart from this drug testing program, Decatur County Community Schools and the coaching staffs/sponsors at North Decatur Jr. /Sr. High School and South Decatur Jr. /Sr. High School have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

## **North Decatur Athletic Department Grade Check Policy**

For several school years, the faculty and administration at North Decatur Jr./Sr. High School has put an emphasis on the academic performance of our students-athletes. It is our feeling that the academic progress of our students is much more important than the performance of our athletes and our athletic teams. Our faculty and our athletic coaching staff are firmly behind this philosophy.

Grades for each participant involved in athletics will be due in the athletic director's office by 3:30 pm on Tuesday. The athletic director will notify each coach of the eligibility of his/her athletes on Tuesday evening. For any high school student receiving two subject grades at D level or any student receiving one subject grade at (F) failing level will be rendered ineligible from Wednesday until he/she passes the next grade check the following week. For Jr. High students the grade check policy will be for any student receiving one subject grade at failing level (F) will be rendered ineligible.

Grades are only to be determined by the graded work, which has been entered into the school-wide electronic system at the time of the grade check, which will be initiated by the athletic director. All grade decisions will be deemed final at the time of the check.

Rule #7 on page eight of our Board of Trustee adopted Athletic Code of Conduct states:

“The coach of each sport may set specific team rules. These rules and the penalties for breaking them will be given to the student-athletes by the coach at the first practice or meeting of that sport. These specific rules will be on file with the athletic director.”

## Sportsmanship Creed

Players shall at all times represent themselves and their school with honor, conduct, and good sportsmanship. They should understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. Players should confine their competitiveness to the field, and, in particular, behave properly on the sidelines and in the locker rooms both before and after games. Each North Decatur athlete is expected to comply fully with the rulings of the officials and not to demonstrate dissatisfaction with decisions either by voice, action, or gesture. Players must not forget that they represent themselves, their families, and North Decatur Jr. /Sr. High School

## **North Decatur High School**

*Gary Cook*

**Athletic Director**

*3172 N. State Rd. 3*

*Greensburg, IN 47240*

*812-663-4204, ext. 3005*

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## North Decatur High School's Athletic Code of Conduct

As a student-athlete at North Decatur Jr-Sr. High School, I have received a copy of the Athletic Handbook and will follow and adhere to the rules and regulations stated within the handbook.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

*Member of the Mid-Hoosier Conference*  
*Member of the Mid-Indiana Football Conference*  
**DECATUR COUNTY COMMUNITY SCHOOLS**

**EXTRACURRICULAR CONSENT FORM**

*Please read and complete form. Turn this sheet into the main office.*

I have received and have read and understand a copy of the “Decatur County Community Schools Extracurricular Activities Drug Testing Program”. I desire that \_\_\_\_\_ (print student’s name clearly) participate in this program, and in the extracurricular program of Decatur County Community Schools, and hereby, voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analysis of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

**CONSENT** \_\_\_\_\_

*Date*

*Student Signature* \_\_\_\_\_

*Parent Signature* \_\_\_\_\_

**XXXX NON-CONSENT XXXX**

I, \_\_\_\_\_ (print student’s name clearly), have decided not to participate in any extracurricular activities sponsored by Decatur County Community Schools for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*