

# **NORTHEASTERN LOCAL SCHOOL DISTRICT**



# **STUDENT/ATHLETE RULES AND REGULATIONS**

**REVISED MAY 2014  
NORTHEASTERN LOCAL SCHOOL DISTRICT**

## STUDENT ATHLETE SECTION

### INTERSCHOLASTIC ATHLETICS (Board Policy 2431)<sup>1</sup>

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate.

The Athletic Council and School Administration and Board of Education of the Northeastern Local School District strongly believe that certain standards of behavior, scholarship and citizenship are important to a sound athletic program and that expectation, sometimes beyond those required of non-athletes, may be imposed upon those who present themselves as athletes.

We believe that the athlete has a strong influence in the community, the school and among fellow students. We feel that good habits of health, deportment and scholarship are important to the school and its athletic program; we can find little reason for such a program unless such standards exist.

It has been established in the courts that participation in extra-curricular activities is referred to as a privilege. *(Refer to board policy 2430 for additional information on extra-curricular activities)*<sup>1</sup>

**The Athletic Code of Conduct is enforceable year round, which includes all district holidays and vacations (24 hours per day, 365 days per year). Once the Athletic Department has your signature on file the Athletic Code of Conduct is in effect for your entire athletic career in the Northeastern Local School District. Your possession of these rules and the fact that you have signed an acknowledgement of and had these rules reviewed with you by a school staff member (coach/advisor/administrator) constitutes a first warning; no further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and consequences of violating them.**

## Your Obligation

1. A student must try out and/or be selected to be a member of an interscholastic team. Prior to the first practice or try out, student athletes and parents must have the following forms on file with the athletic department:
  - a. A current physical examination form, emergency medical form, a completed insurance form, assumption of risk waiver, medical consent form, athletic drug testing consent form, district athletics awareness form, and the Ohio Department of Health concussion Information sheet.
  - b. For parent convenience, all forms (except for the Ohio Department of Health concussion information sheet and physical examination form - see below) must be completed online prior to the first practice or try out via the following websites:
    - A. <http://northeasternhs.8to18.com>.
    - B. <http://kentonridge.8to18.com>.
  - c. Ohio law requires school districts to collect hard copies of signed Ohio Department of Health Concussion Information Sheets **each season from each athlete**.
  - d. OHSAA requires school districts to collect hard copies of signed Physical Examination Forms for each athlete each year. **Athletic physical examinations are valid for 365 days from the date of examination.**
  - e. It shall be the responsibility of the head coach to only allow students with all required forms completed and filed with the Athletic Director and/or coach to participate in try outs, practices, and/or games.
  
2. **Board Policy 2431.02 Participation Fees<sup>1</sup>**

The Northeastern Local Board of Education believes that the mission, vision, goals, and objectives of this District are best achieved by offering a diversity of learning experiences to all students. To this extent, the Board recognizes the important role in which interscholastic sports, co curricular and extra curricular activities play in providing further opportunities to develop student understanding, attitudes, standards, and values as an integral part of a quality education.

However, the Board also recognizes its duty to the public in which it serves to function as an effective steward of public funds. Given the associated costs of interscholastic sports, co curricular and extra curricular activities including personnel, transportation, and the like, the district must prioritize its mission and responsibility to provide quality educational programs above all else.

Therefore, this policy shall serve as a method to offset the general fund cost of district interscholastic sports, co curricular and extra curricular programs, through the collection of participation fees.

### **Participation Fees**

The costs shall be as follows:

#### High School

Marching Band:	\$75 per season
Cheerleading:	\$75 per season
*Interscholastic Sports:	\$125 per season

#### Middle School

Cheerleading:	\$45 per season
I*nterscholastic Sports	\$75 per season

*Participation fees include costs of mandatory athletic drug testing as outlined in District Policy 2431.01*

## Guidelines and Procedures

- a. Individual Limit: No middle school student shall pay more than \$150 and no high school student more than \$250 in combined participation fees for the academic year.
  - b. Household Limit: Each household shall not pay more than \$500 in combined participation fees for the academic year.
  - c. Parents and students are advised that payment of participation fees does not automatically ensure playing/participation time.
  - d. All fees must be paid in full prior to the first regular season contest/event of a particular activity.
  - e. If a student suffers a season ending injury prior to the 4th contest, the student will be entitled to a refund of the participation fee.
  - f. There will be no refund if a student is dismissed or voluntarily quits a sport or activity.
  - g. In addition to the participation fees noted in this policy, there may be additional costs within any interscholastic sport or activity for "accessories" or other ancillary items. These items include, but are not limited to, team shirts, traveling suits, hats, shoes, etc. These costs will remain the responsibility of the student/parent.
  - h. The Board of Education reserves the right to cancel any interscholastic sport, co curricular, or extra curricular activity due to low participation. If a sport or activity is cancelled by the Board, all collected fees will be refunded.
3. The athlete's obligation begins the day he/she reports to pre-season practice or the day school starts, whichever comes first. You are obligated to conduct yourself in such a manner that will bring credit to your family, yourself and the Northeastern Local School District. You will accomplish this by using good judgment, following all school and athletic rules, and state athletic rules.

Students that begin an athletic season after the official first day of practice, must be a member of the squad for a period of at least seven (7) practice days before participation in an interscholastic contest. Only students selected to be members of an interscholastic team may practice or participate with a team. Coaches may excuse players from opening practices with approval of Athletic Director or Principal.

### 4. Attendance:

On the field, court or practice area the athlete is obligated to do his best and not to miss practice unless it is for either:

- a. Medical reasons, excused by the team or family physician, or Coach.
- b. Scholastic or personal reason, excused by the Coach.

In order to practice or participate in an interscholastic contest, student must have a full day's attendance on the day of the practice or contest as defined by the Northeastern Board of Education Policy. Exceptions may be granted by the Principal.

Legal Absence: (Board Policy 5200)<sup>1</sup> The following absences will be considered legal absences (excused). Parent confirmation is necessary to establish legal absence.

- a. Personal illness;
- b. Critical illness in family;
- c. Death of a relative;
- d. Quarantine for contagious disease;
- e. Observance of religious holiday (not instruction) or
- f. Any reason which the principal may deem justifiable.

Vacations: Every effort should be made by parents or guardians to schedule vacations during the summer or when school is not in session.

- a. All requests to be considered for legal absence shall be made in writing to the principal by the parent or guardian as early as possible.
- b. The principal will consider the academic and attendance records when determining requests for legal absences for vacations.

Partial Absence: Absence from school for more than two hours, and less than five, shall be considered a half-day absence. Absence for more than five hours shall be considered a full-day absence.

Excused Tardiness: Late arrivals to school (within one hour of the opening of school) and late arrival to assigned periods may be excused at the discretion of the principal or designee.

Make-up Work for Legal Absence: A student in legal absence from school shall be granted the opportunity to make up work missed and receive credit. It shall be the responsibility of the student to obtain make-up work assignments and to hand in the make-up work within a period of time upon his/her return to school equivalent to the number of days absent, plus one day.

Illegal Absence: A child shall be considered in illegal (un-excused) absence when not attending school for reasons other than those listed.

Many times during winter or spring vacations, athletic practices and/or games are scheduled. Attendance at practices and/or games is necessary to plan the particular sports roster and team strategy. It is realized that family vacations (immediate family only) may have to be scheduled during these school breaks to facilitate a family excursion; these vacations are excused. Any non-family vacation must have the approval of the parents, athletic director, principal and coach as far in advance of the beginning of the vacation is possible. Failure to comply with this policy may result in the coach imposing disciplinary action.

5. We abide by the following rules and regulations:
  - a. Ohio High School Athletic Association
  - b. Present Conference Affiliation
  - c. Northeastern Athletic Policies
6. Once a student is officially selected for a sport he or she has an obligation to that sport until the season is officially and ceremonially completed. Students that quit a team or remove themselves from a team's roster before the season's completion may not take part in any pre-season program or practice of a sport that follows until the initial sport season is completed. Special circumstances may warrant a student requesting a release from the initial sport's coach and athletic director to allow participation.

**7. Board Policy 9270<sup>1</sup> Education Outside The School**

A student who is educated at home is permitted to participate in any extracurricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

## Board Policy 9270 Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- a. If the student received home instruction in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home instruction.
- b. If the student did not receive home instruction in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- c. Eligibility for a student who leaves a school district mid-year for home instruction shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the District.
- d. Any student who commences home instruction after the beginning of a school year and who is, at the time home instruction commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home instruction as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student as determined ineligible.

No eligible home schooled or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity.

### **8. Standards of Conduct and Grooming**

- a. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, their school, the student body and the Northeastern Local School District whether on or off the playing field. **Athletes are held to these standards 24 hours per day, 365 days a year.**
- b. It shall be a matter of pride with athletes to demonstrate good sportsmanship at all athletic contests.
- c. Athletes shall be expected to dress properly when representing their school in all athletic contests both home and away. They should attempt to create a positive image of themselves and their team in the eyes of their fellow classmates, student body, and the community in general. Tattoos may not be displayed during athletic contests. The head coach in conjunction with the principal/athletic director shall establish a policy of acceptable dress and appearance.
- d. No team or team member shall be part of any harassment or hazing activity at any time. Incidence of such conduct must be reported immediately to the coach and the athletic director.
- e. Athletes who do not conduct themselves properly may be denied the privilege of participating in athletics due to poor school or activity citizenship.

- f. Any athlete upon being found guilty and placed under the custody of the court for a felony, act of delinquency, or misdemeanor (including probation or parole) may not be permitted to participate in interscholastic athletics the duration of such custody.
- g. Student discipline records will be checked at regular intervals during the season. If the student has been suspended from school, the student will also be removed from participation in athletics for the same number of calendar days as the suspension. A second school offense resulting in suspension may result in the student being denied participation for the remainder of the current season.
- h. Students assigned in-school suspension may continue to participate in athletics.
- i. Participation in the athletic program at Northeastern Local School District is strictly a voluntary matter. The decision of whether to participate or not is one that you will have to make. In no way does this eliminate the opportunity for a student to participate in physical activity. Physical education is required and offered. A student may sign up for physical education in any year.

**9. Award Recognition**

An athlete must attend the Athletic Awards Program in order to receive an Athletic Award. Any exception to this rule must have the approval of the head Coach of the sport, prior to the awards program.

**10. Board Bus Policy**

When a bus is provided for an athletic event, all participants (players and cheerleaders) will go and return on the bus, unless excused by the faculty member in charge. (Ex.: A parent's personal request to take the participant home). A Parent or Guardian may be the only one to take their son/daughter.

**11. Profanity and Obscenity**

As a team member, you will not be permitted to use either profanity or obscenity. This applies to coaches as well.

**12. Post Season Activity**

Athletes should consult their coach in regard to the Ohio High School Athletic Association rules pertaining to post-season games, tournaments or practices in their particular sport.

**13. Procedures for Denial of the Privilege of Participation**

All rules violations will be reported to the Principal and Athletic Director. A conference will be held to determine the extent of the reported violation. If, at the conclusion of the conference the athlete is found guilty of the reported violation, the principal will remove the athlete from athletic participation.

The parent of an athlete involved in a rules infraction and subsequent removal from participation will be notified of such in writing by the Principal or Athletic Director. The parents and students have the right to appeal to the Superintendent within 72 hours after receipt of such notification. The denial of participation will begin on the date of written notification to the athlete and parent/guardian by the Principal or designee.

**14. Release From Doctor**

Any athlete, who, due to an injury or illness, is under doctor's care, must furnish a release from said doctor before being permitted to return to participation, including practice.

**NOTES:**

- A. All days referred to shall mean school days.
- B. Athletic Director in Middle School shall be the Principal.
- C. Scrimmage in all sports shall be directed by the O.H.S.A.A.

## 15. Eligibility in Relation to Intra-District Transfers

OHSAA Bylaw 4-7 outlines the voluntary transfer by a student-athlete from one school within the Northeastern Local School District to another. This bylaw dictates a mandatory period of athletic ineligibility for intra-district transfer situations.

## 16. Cheerleaders and Power Lifting Team members:

On November 1, 2005 the Ohio High School Athletic Association passed a new policy restricting the coverage of their Catastrophic Insurance Policy to only those athletes competing in an athletic program that is "authorized, sanctioned or scheduled by the OHSAA." For athletes in the Northeastern Local Schools this impacts students who are members of our Power Lifting teams. Currently, Power Lifting is not an OHSAA sanctioned sport and are therefore not covered under the Catastrophic Insurance.

The second group of athletes that this Catastrophic Insurance policy affects are our Cheerleaders. The OHSAA policy **does** cover Cheerleaders when they are participating at an Interscholastic Competition that is sanctioned by the OHSAA and also covers their travel to and from the competition. **It does not cover Cheerleaders when they are participating at a Cheerleading Competition or when they are traveling to and from these events, as these competitions are not sanctioned by the OHSAA.**

Parents of students who are Cheerleaders who are participating in Cheerleading Competitions and parents of students who are participating in Power Lifting, will need to sign a waiver indicating that they are aware that their child is not covered by Catastrophic Insurance when participating in this activity. The parent's signature also indicates that they are responsible for providing, and are encouraged to obtain, Catastrophic Insurance that covers their child when participating in these events and when traveling to and from these events. Students may not participate (practice or competition) until the athletic director has received a signed copy of this waiver. Coaches for the respective teams will distribute waiver forms to team members.

## 17. CHAIN OF COMMAND

1. Assistant coach (if applicable)
2. Head Coach
3. Athletic Director
4. Building Principal
5. Superintendent
6. Board of Education

### Important phone numbers in the Northeastern Local School District for Athletics

Board of Education	325-7615
Northeastern High School	328-6575
Northeastern Athletic Dept.	328-6580
South Vienna Middle School	568-4765
Kenton Ridge High School	390-1274
Kenton Ridge Athletic Dept.	390-0012
Northridge Middle School	399-2852



## **ACADEMIC STANDARDS FOR GRADES 7 - 12**

### **1. Grades 7 - 8**

A student, in the preceding grading period, must have received passing grades in a minimum of five of all the subjects carried to participate in athletics and must have at least a 1.67 nine-week grade point average in all full-time courses. Averages shall be rounded to the nearest hundredth. A student not meeting the scholarship standards will not be eligible to participate in athletic activities including tryouts, practices or contests until the required standards are attained.

### **2. Grades 9 - 12**

A student in the preceding grading period, must have received passing grades in a minimum of five one credit courses, or their equivalent and have at least a 1.67 nine-week grade point average to participate in athletics. Averages shall be rounded to the nearest hundredth. A student not meeting the scholarship standards will not be eligible to participate in athletic activities including tryouts, practices or contests until the required standards are attained.

### **3. Probationary Status**

A student that meets the state requirement but does not meet the 1.67 nine-week grade point average may petition to be placed on probation for the current quarter and, if approved, will be eligible to participate in extracurricular activities. A student may have probationary status once in grades 7-8 and twice in grades 9-12. Requests for probationary status must be made with the principal, and all conditions of the probationary status must be met in order for the athlete to remain eligible.

### **4. Weekly Requirements**

A pupil must have maintained from the beginning of the grading period up to the end of the week preceding that in which the contest occurs, passing grades in subjects that count a minimum of 5.0 credits per year toward graduation. No special recitations or tests or other considerations are to be given for the purpose of making a pupil eligible.

#### **A. High School Requirements**

1. Eligibility reports from staff will be turned in by the end of each Thursday during each athletic season. Grades will be monitored after the fifteenth day of the current grading period.
2. Eligibility status affects students from Sunday to Sunday following each of the weekly reports turned in on Thursdays.
3. A student ineligible at the end of any week will be allowed to participate in practice the following week, however, the student may not participate in any interscholastic contests.
4. A student ineligible at the end of the second consecutive week is not permitted to take part in practice.
5. A student ineligible three (3) consecutive weeks will lose the privilege of participation for the remainder of the current season.
6. Eligibility is passing classes that would equal five credits toward graduation if the subjects were a year long course.

B. Middle School Requirements

3. Eligibility reports from staff will be turned in by the end of each Thursday during each athletic season. Weekly eligibility will be checked after 15 days into the new grading period.
4. Eligibility status affects students from Sunday to Sunday following each of the weekly reports turned in on Thursdays.
5. A student ineligible at the end of any week will be allowed to participate in practice the following week, however, the student may not participate in any interscholastic contests.
6. A student ineligible for a second week is not permitted to take part in practice. (not consecutive)
7. A student ineligible any third week will lose the privilege of participation for the remainder of the current season. (not consecutive)
8. Weekly eligibility requires passing grades in all subjects/classes.

C. Other Academic Requirements

All athletes must meet all eligibility standards of the Ohio High School Athletic Association.

**FRESHMAN ELIGIBILITY**

The Athletic Council also recommends that the Northeastern School District keep the current eligibility standard for incoming freshman. A student, in the preceding grading period, must have received passing grades in a minimum of five of all the subjects carried to participate in athletics and must have at least a 1.67 nine-week grade point average in all full-time courses. Averages shall be rounded to the nearest hundredth. A student not meeting the scholarship standards will not be eligible to participate in athletic activities including tryouts, practices or contests until the required standards are attained

**TRAINING RULES AND REGULATIONS AND POLICY FOR RANDOM URINE DRUG TESTING FOR NORTHEASTERN LOCAL SCHOOL DISTRICT STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS**

**The Northeastern Local Schools have a zero tolerance policy for any and all athletes involved with tobacco, drugs or alcohol.**

No athlete will use tobacco in any form. No athlete will use, misuse, possess\*, or sell stimulants, alcohol, depressants, hallucinogenic drugs, counterfeit drugs, or substances that produce toxic vapors not specifically prescribed for that athlete by a physician.

\* **NOTE:** Definition of possession

- A. Physically in possession of tobacco, alcohol or drugs.
- B. Student is in a car, at a party or in the presence of alcohol or drugs. (The student athlete must be allotted reaction time to remove him/her self from said circumstances.)

Athletes who are "deemed" by the school administration to have violated the NELSD zero tolerance tobacco, drug or alcohol policy by means other than urinalysis drug/alcohol testing shall testing, shall be held to the same consequences as an athlete who "failed" the urinalysis testing.

## **OVERVIEW**

The procedure for random drug testing of athletes is accomplished in conjunction with an independent drug-testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible in-season student athletes and in turn randomly selects students for drug testing up to five times per sports season. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or athletic director by the MRO. Specimens are collected as split specimens. If the sample is positive, Northeastern Local School District's guidelines will be followed (refer to section 7).

### **2. A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of alcohol and illicit drugs by Northeastern Local School District student athletes is a concern, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purposes of this program are: (1) to provide for the health and safety of all student athletes; (2) to undermine the effects of peer pressure by providing a legitimate reason for student athletes to refuse to use illegal drugs; and (3) to encourage student athletes who use drugs to participate in drug treatment programs. The program is designed to create a safe, drug free, environment for student athletes and to assist them in getting help when needed. For the purpose of this Policy, the term "student athletes" shall be as defined by Northeastern Local policies.

### 3. SUPPORTING DATA

A review of the high school disciplinary records for the past three school years indicates that our schools have an unacceptable number of incidents of student athletes using drugs. Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court.

### 4. DEFINITIONS

**Vendor:** The medical office or company selected by the Board of Education to carry out the policy and procedure.

**Athletic Director:** The individual hired by the district to oversee all athletic programs of the school.

**Medical Review Officer (MRO):** A licensed physician trained and certified in the process and interpretation of drug testing results.

**Illicit substance:** A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

**Banned Substance:** A substance defined by School policy as being banned from use by students (example: tobacco products).

**Student Athlete:** A qualified student participating on a sanctioned athletic team as defined by the Board of Education. This includes cheerleaders as well.

**SAMHSA:** The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**GC/MS:** Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

**Quantitative Levels:** The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

**Chain-of-custody Form:** A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

## **5. PROCEDURES FOR STUDENT ATHLETES**

### **A. Informed Consent for Testing**

At the beginning of each sport season, student athletes and parent/guardian/custodian will complete and sign the **Northeastern Local Schools Athletic Code of Conduct and Expectations Informed Consent Agreement**. No student may participate until this form is properly executed and on file with the Athletic Director.

### **B. Urine Drug Testing Frequency**

At the beginning of each sport season, as determined by the Ohio High School Athletic Association, or when a student moves into the district and joins a sport, athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Eligible student athletes may be randomly tested up to five times during the sport season. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in athletics at Northeastern Local Schools.

### **C. Sample Collection**

Samples will be collected as outlined under vendor requirements. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to practice or play until the proper specimen is provided. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

## **6. CONFIDENTIALITY OF RESULTS**

All drug test results are considered confidential and will be handled accordingly.

## **7. VENDOR REQUIREMENTS**

At a minimum, the Vendor must be able to provide the following services:

### **A. Random Selection of Student Athletes**

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. Five times per season, the vendor will arrange with the building principal a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the athletic director, who will arrange for these students to report to the collection area.

## **B. Collection of Urine Specimens**

The vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Northeastern Local Schools Students Participating in Interscholastic Sports**. Chain of Custody forms will be provided by the vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

## **C. Testing of Urine Specimens**

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD)

## **D. Medical Review Officer (MRO) Services**

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus is qualified for certification as a Medical Review Officer. The MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Northeastern Local School District Students Participating in Interscholastic Sports** as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

## **E. Reporting of Random Urine Test Results by Vendor**

The MRO will certify all urine drug screens as negative or positive (positive includes a call to parents) and report by telephone positive findings in a confidential manner to the building principal. The MRO will also notify the athletic director, by phone, that a drug test returned positive giving only the dates of the collection and reporting.

## **F. Statistical Reporting and Confidentiality of Urine Drug Test Results**

The vendor, testing laboratory, or MRO 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 Northeastern Local School District Board of Education. However, the vendor will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

**8. PROCEDURES IN THE EVENT OF A POSITIVE URINALYSIS TEST OR IN THE EVENT OF A VIOLATION OF TRAINING RULES.**

**A.** Whenever a student athlete's test result or offense indicates the presence of illegal drugs or banned substances, the following will occur:

- (1) The building principal will notify the parent/guardian, then the student and athletic director of any positive results. A written notification from the building principal, by form letter, will be sent to the parent/guardian by certified mail or be given to student or parent. The building principal may keep all test results for a period up to one year.
- (2) The student will be notified and be required to submit urine tests for up to the next three collection dates at parents/student's expense. Three consecutive negative results will complete and stop this process.
- (3) If the parent/guardian or student wish to contest the results, the vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
- (4) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

**B.** First Positive Urinalysis Test or Violation (refer to Training Rules and Regulations)

The student athlete will immediately be suspended from sports participation including practice. The student athlete will be given the option of:

- (1)
  - a. Within five days have an appointment (at parents/student's expense) with a Certified Chemical Dependency Counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment.
  - b. Student-Athlete must follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor). The student athlete will be reinstated to practice if the athletic director is presented documentation that the approved chemical dependency assessment has been performed

- c. The student must also submit urine tests for up to the next three collection dates at parents/student's expense. (A positive test would be considered the second positive result)
- d. The student athlete will miss a total of 20% of the season's contests (OHSAA permitted number of contests, rounded to the nearest whole number). Contests missed will be those immediately following the positive test results, and will be consecutive. The reinstatement will then take effect.

Examples:     Football:     2 contests  
                                   Baseball:     5 contests

*NOTE: Athletes may not join a sport/team that they previously had not been a member of for purposes of circumventing the 20% rule.*

- e. All the above must be followed for contest participation to be reinstated.

Or

- (2) Student athlete will be denied participation in interscholastic athletics for the next 365 days from positive result or offense.

### C. Second Positive Urinalysis Test or Second Violation

- (1)
  - a. Within ten days have an appointment (at parents/student's expense) with a Certified Chemical Dependency Counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment.
  - b. Student-Athlete must follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor).
  - c. The student must also submit urine samples for six random drug tests over the next three sport seasons at parents/student's expense. (A positive test would be considered the third positive result)
  - d. The student athlete will miss the equivalent of 3 seasons (fall, winter and spring) and not necessarily in this order. Example: an athlete has a second positive urinalysis test in the middle of the spring sport season. The athlete would miss the remainder of the spring season, all the fall season and all the winter season. If the athlete completes all the required criteria mentioned above, the athlete would be eligible to participate in the next spring sport season.
  - e. All the above must be followed for the student athlete to be eligible for reinstatement after three seasons. Failure to meet the above criteria will result in a full 365 days denial of participation in interscholastic athletics.



#### **D. Third Positive Urinalysis Test or Third Violation**

For the third positive result or offense, the student athlete will be permanently denied participation in athletics in Northeastern Local Schools.

#### **E. Reporting a violation to the tobacco, drug or alcohol policy.**

1. If a student athlete has violated the tobacco, drug or alcohol policy, the student athlete and /or the parent/guardian is responsible to make the Administration/Coach at the school they are enrolled aware of the violation. The incident must be reported within two weeks of the violation. Failure to do so will result in the following:

First violation – the total a student athlete will miss of the season will increase to 40%of the season plus all the additional criteria

Second violation – the student athlete will miss a total of four sport seasons plus all the additional criteria.

### **9. NON-PUNITIVE NATURE OF POLICY**

No student athlete 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 absent legal compulsion by valid and binding subpoena or other legal process, which the Northeastern Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Northeastern Local School District School Board of Education, to the extent permitted by such subpoena or legal process.

Students transferring to other schools outside Northeastern Local Schools while under suspension of participation in athletics may have their new school notified as to the duration of said suspension, but not the reason.

### **10. ILLICIT OR BANNED SUBSTANCES**

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Northeastern Local School District student athletes:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	

## **10. REFUSAL TO SUBMIT A TEST SAMPLE**

Refusal to submit a test sample will be treated as a positive test result.

## **11. APPEAL OF PERMANENT DENIAL OF PARTICIPATION PRIVILEGES**

A student/athlete denied participation in interscholastic athletics for the remainder of his/her grades 7-12 career may appeal to the Superintendent one calendar year from the denial of participation. The appeal must include convincing evidence and compelling reasons. It should be expected that the requirements placed upon the student for a successful appeal would take a second year to complete.

### **Procedures for Random Urine Drug Testing Northeastern Local School District Students Participating in Interscholastic Sports**

#### **1. LIST OF ELIGIBLE STUDENT ATHLETES**

The athletic director will prepare a list of eligible student athletes participating in sports. This list will be forwarded to the vendor for the random selection of student athletes who will submit urine specimens for testing.

#### **2. RANDOM SELECTION OF STUDENT ATHLETES FOR TESTING**

The vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

#### **3. SCHEDULING OF URINE DRUG TESTING**

Urine drug testing is unannounced. The day and date are selected by the building principal and confirmed with the vendor. Random testing may be done bi-weekly, but not during holidays and spring break.

#### **4. TEAM TESTING**

At the beginning of each season, all eligible athletes who have not already submitted a sample for testing during the current academic year may be subject to urine drug testing. This testing will be accomplished within the first two weeks of the season on a date and time coordinated with the testing Vendor. The head coach is responsible for seeing that all student athletes and their parent/guardian/custodian properly sign the **Informed Consent Agreement** prior to testing. Any student moving into the district shall be tested at the time they join a sport.

#### **5. FORM COMPLETION**

The vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing Northeastern Local School District Students Participating in Interscholastic Sports** and the testing laboratory. A student

number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and school official.

## 6. COLLECTION PROCESS

Selected student athletes are escorted from class to the collection site. A specimen of urine is collected following this process:

- a. 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.
- b. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to wash their hands with soap and water and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- d. The drug testing custody and control form is completed by the Student and collector.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- f. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered ***refusal to test*** and the Athletic Director notified.
- h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- i. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- j. The sealed bottles are placed inside the transport bag
- k. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student is given the donor copy of the form.
- l. The Student may wash their hands and is then sent back to class.
- m. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- n. The athletic director will be notified immediately of any student who refuses to give a urine sample.

## 7. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positives results by phone. The MRO will also notify the Prevention Coordinator that a drug test returned positive giving only the dates of the collection and reporting.
  - (1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
  - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
  - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- f. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative results may be reported.

## 8. **PICK-UP PROCESS**

The vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

## READ CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING ON REVERSE SIDE

### Consent to Perform Urinalysis for Drug Testing

We hereby consent to allow the student we are registering to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Northeastern Local School District Students Participating in Interscholastic Sports** as approved by the Northeastern Local Schools Board of Education.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by Northeastern Local School District, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Northeastern Local School District, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all athletic sports in which this student athlete might participate during the current school year.

We hereby release the Northeastern Local School District Board of Education, SPORT SAFE Testing Service, Inc. and its employees from any legal responsibility or liability for the release of such information and records.

**Northeastern Local Schools**

**ATHLETIC CODE OF CONDUCT AND EXPECTATIONS INFORMED CONSENT AGREEMENT**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ (Please Print)

**AS A STUDENT:** I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the **Athletic Code of Conduct and Expectations**, hereinafter **Code of Conduct**.

I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**.

I understand and realize that there is a risk of injury in participating in athletic activities.

I understand that when I participate in any athletic program, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice or participate in any athletic activities. I have read the consent on the reverse of this form and agree to its terms.

I understand this is binding while I am a student in the Northeastern Local School District.

Student's Signature<sup>2</sup> \_\_\_\_\_

Student's Name (print) \_\_\_\_\_

Date \_\_\_\_\_

**AS A PARENT/GUARDIAN:** I have read the **Code of Conduct** and understand the responsibilities of my son/daughter as a participant in athletic activities in the Northeastern Local School District.

I pledge to promote healthy lifestyles for all student athletes of the Northeastern Local School District. I understand and realize that there is an assumed risk of injury involved for my son/daughter as a participant in athletic activities.

I understand that my son/daughter, when participating in any athletic program, will be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice or participate in any athletic activities.

I have read the consent to drug test form and agree to its terms.

I understand this is binding while my son/daughter is a student in the Northeastern Local School District.

Parent/Guardian Signature<sup>2</sup> \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_

Date \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

## ELIGIBILITY DOCUMENTS

Each participant is required to submit the following completed documents to his/her coach before he/she may participate:

1. Physical Examination (Paper Form)
2. Emergency Medical Authorization (Online Registration)
3. Insurance Statement (Online Registration)
4. Student / Parent / Guardian Code of Conduct / Informed Consent Agreement (Online Registration)

### **WARNING, ASSUMPTION OF RISK**

1. Playing or practicing to play/participate in any sport can be a dangerous activity involving MANY RISKS OF INJURY. The dangers and risks of participating in sports include, but are not limited to: death, serious neck and spinal injuries which result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeleton system, and serious injury or impairment to other aspects of the body, general health, and well being. The dangers and risks of participating in sports may result not only in serious injury, but also in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.
2. Because of the dangers of participating in sports, student-athletes must recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, etc. and must obey such instructions.
3. In consideration of the Northeastern Local School district permitting a student to try out for the team and to engage in all activity related to the team, including but not limited to: trying out, practicing or playing/participating in that sport, the student assumes all the risks associated with participation and agrees to hold the Northeastern Local School District, its employees, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with participation in any activity related to the team.

\_\_\_\_\_  
Parent / Guardian Signature<sup>2</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete's Signature<sup>2</sup>

\_\_\_\_\_  
Date

**INSURANCE QUESTIONNAIRE FORM**

***TO: PARENTS/GUARDIANS OF ATHLETES***

It is a policy of the Northeastern District to have each boy/girl participating in athletics to have accident insurance protection in case of an injury while conditioning, practicing and/or competing. We make this requirement, not anticipation of injuries, but as a financial safeguard in case and injury should occur.

An excess accident insurance policy is available through the Northeastern Schools at a nominal fee. This policy covers any injury incurred during attendance at school, travel to and from school or any school-sponsored event with the exception of varsity football. Your son/daughter may purchase this accident insurance if you desire. An additional policy is available for varsity football. If you need to purchase insurance, contact the NELSD Board Office.

1. I acknowledge that the student I am registering is covered by accident insurance, and that I listed the name of the insurance company during the student-athlete registration process.

\_\_\_\_\_ Yes<sup>2</sup>    \_\_\_\_\_ No<sup>2</sup>

2. I, the parent/guardian, will assume financial responsibility incurred through an athletic injury in conditioning, practice and/or competition.

Athlete's Name (print) \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent<sup>2</sup> \_\_\_\_\_



## IMPORTANT LINK:

Ohio Department of Health Concussion Information Sheet

<http://www.ohsaa.org/medicine/Concussions/ODH-ConcussionInfoSheet.pdf>

Online Physical Form

<https://northeasternjets-oh.e-ppe.com>

<https://kentonridgecougars-oh.e-ppe.com>

Sports Registration Sites

<https://northeasternhs.8to18.com/accounts/login>

<https://kentonridge.8to18.com/accounts/login>

<sup>1</sup> *The full board policy can be found at [www.neola.com/northeasternlocal-oh/](http://www.neola.com/northeasternlocal-oh/)*

<sup>2</sup> *Beginning fall 2013, all students must register online in order to participate in interscholastic athletics. During the registration process parents/guardians/students will sign required documents via online signature acknowledgement.*