

ATHLETIC & ACTIVITIES POLICY HANDBOOK

Cougar Code of Conduct

New Prairie High School

Mrs. Jen Sass, Principal

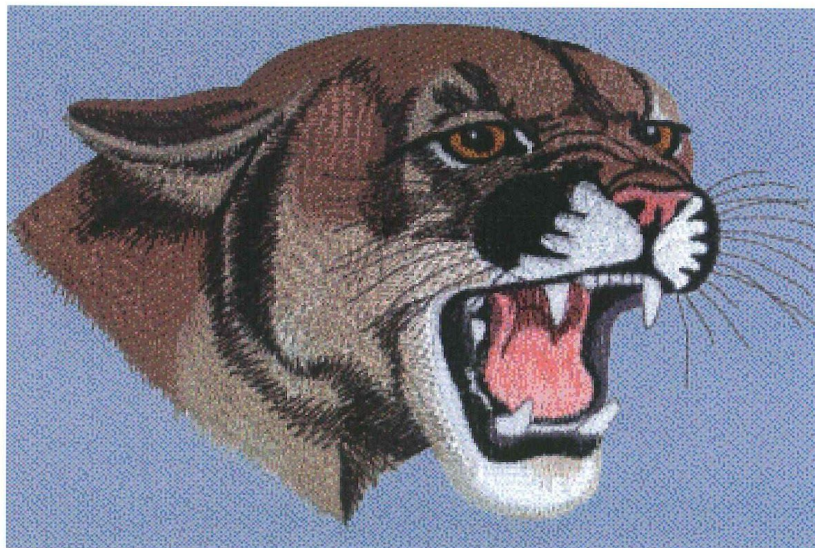
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COUGARS

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EXTRA CURRICULAR POLICY

New Prairie prides itself on maintaining a healthy attitude about the balance of academic, athletic, and behavioral standards for student participants. All extracurricular participants are apprised of and expected to

fulfill basic requirements of the above three standards, and when any of these is not met, certain disciplinary measures are inevitable. Whereas most infractions and their consequences are non-debatable,

violation of the conduct codes for participants always cause disagreement about the severity of it and the appropriate punishment. Inevitably, parents and friends of the participant question these decisions and many

times these people seek to minimize the participant's conduct by pointing out others whose similar conduct has gone unpunished. New Prairie High School can only enforce its rules when it becomes aware of rule violations. Such knowledge must not be gained by hearsay; accusations made in anger for retribution; and not by the ugly method of the recurring anonymous phone call or letter. In the spirit of understanding, take a moment to reflect on the difficult task we all face, at school and at home, in providing an atmosphere of

discipline and moral excellence for our youth. Some decisions are not easily made, yet they must be made.

We always try our best to achieve the goal of providing and maintaining a quality program, which should be commonly held by all of us interested in New Prairie students. It is hoped that this information will give the parent and the student a better understanding of what we are trying to accomplish. The main purpose is to unify a set of rules so that each and every coach/sponsor, student and parent will have an idea as to what is expected of them. Please review the codes set forth in this handbook.

CLUB & ACADEMIC

Academic Decathlon
Art
Concert Choirs
Color Guard
Cougar Outreach
FBLA
Honor Society
Hoosier Academic Super Bowl
German/French Club
New Prairie Service Club
Mock Trial
Model Club
Newspaper
Pep Band
Robotics
Rocket Club
Science Fair
Spanish Club
Spirit club
State Hoosier Spell Bowl
Student Senate
Theatre Company
Varsity Letterman Club
Yearbook
HOSA

NEW PRAIRIE SPORTS

Fall:
Football
Boys & Girls Cross Country
Boys Tennis
Girls Volleyball
Girls Golf
Cheer
Poms
Winter:
Boys Basketball
Girls Basketball
Boys & Girls Swim/Dive
Wrestling
Cheer
Poms
Spring:
Boy's Baseball
Girl's Softball
Boys Golf
Boys & Girl Track & Field
Girls Tennis

*Must meet eligibility requirement for all ECA

PHILOSOPHY

Extra curricular activities offer so much to young people and should be an extension of the student's learning process. We believe interscholastic extracurricular activities to be an integral part of the school's total curriculum. Values and lessons learned through interscholastic competition benefit that person throughout their life. We are in a supporting role. We can help the student participant get to where they want to go, but most of the work they must do themselves.

OBJECTIVES:

1. To encourage students to participate in athletic and academic programs.
2. To provide a healthy competitive environment for those with an interest in extra curricular activities which they can achieve and excel within a given set of rules.
3. To create for the individual an atmosphere of learning that will develop self-discipline.
4. To provide strenuous workouts which develop the individual's strength and endurance beyond their expectations, and to maintain their physical well-being.
5. To teach fundamental skills and rules of the various sports and academic programs.
6. To teach proper care of the playing area and equipment.
7. Sportsmanship – to develop respect for the other team members, opponents and coach/sponsors and to understand other people's attitudes and feelings.
8. To develop decision making skills in execution and problem solving skills in correcting errors under different degrees of pressure.
9. To be successful in that we do not always win, but we succeed when continually striving to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
10. To develop the determination of the participant to do his or her best and strive to reach their highest potential.
11. To learn how to handle socially acceptable recognition for victory as well as defeat.

GENERAL RULES

Attendance:

Active athletes, co-curricular and extracurricular students in season must be in class for the entire day, unless excused by the Principal or their designee.

Suspension: If participants are suspended from school, they will be ineligible for all practices and contests during the term of their suspension.

Juvenile or Criminal Offenses: Participants shall be governed by local and state law, New Prairie High School Athletic/Activities handbook, and all club/activity organization policies, the IHSAA regulations.

Practice Regulations: Participants and their Parent(s)/Legal Guardian must attend the pre-season mandatory information meeting held by the Athletic Director before student athlete will be allowed to practice or play in their respected sport season according the official IHSAA start date. Participants are expected to attend all practices and be punctual in attending practice. Illness or other extreme emergencies are the only acceptable reasons for missing practice. The participant or parent should always inform the coach/sponsor when he/she knows that it will be impossible to attend a scheduled practice. Practice schedule will be make out and participants will be informed as to time and areas of their practice by their coach/sponsor each week. Each coach/sponsor will set the practice/game attendance policy for his/her team in regards to special conditions.

Establishing Team Roster: The coach/sponsor staff is hired for their knowledge and expertise in each particular sport and activity. It is at the discretion of the coach/sponsoring staff to decide who will be members of the team. It may be necessary to cut participants after trying out for a particular team. It should be noted that there is no "final cut" and team members may be dropped or added from a squad anytime during a season.

Dropping from a team: Any participant that quits a sport team after six (6) days of participation will forfeit their athletic award in that sport for that season. They also will not be permitted to participate in another sport until the season of the sport they have dropped is completed. The only exception being the mutual consent and agreement of all coaches/sponsors involved. Likewise, any academic activities participant quitting a team during season should do so in good standing with the coach/sponsor involved.

Equipment/Uniforms: All athletic &/or activity equipment must be turned in promptly when called for and missing items settled for at that time. A participant who willfully neglects to turn in equipment and uniforms will be ineligible for all extra curricular activities until he/she returns the equipment, or makes restitution and is in good standing with the school.

Classroom behavior: When a discipline report from a classroom teacher has been filed with the Administration involving an extra curricular participant (in or out of season) the following should occur.

First violation- The coach/sponsor will have a conference with the teacher involved and with the student.

Second violation- (in any class) the student will have a conference with the Coach/sponsor, Parents and Athletic/Activities Director.

Third violation- (in any class) the student will be suspended for (1) one contest. If the extra curricular participant is out of season the penalty will be imposed during his/her next active season.

Fourth violation- (in any class) the student will have a conference with the Coach/sponsor, Parents and Athletic/Activities Director, with possible dismissal from the team. Suspensions/expulsions are subject to a Cougar Code violation

Additional Training/Team Rules: Each coach/sponsor may choose to establish his/her own rules not covered by the above guidelines prior to the start of the season. These rules will be in writing so that there will be no misunderstanding on the part of the extracurricular participants and their parents. These additional rules may be more stringent than what this policy calls for, provided that they are reasonable, lawful and do not conflict with the policies and regulations of New Prairie High School.

Bus Transportation Rules Riding the School bus is a privilege afforded by the school corporation. This privilege can be revoked whenever it is determined that the students' actions present a safety hazard to other riders, or when the bus driver's attention must be diverted from the sole operation of the bus to control that student. These students will be referred to the administration with a bus ticket for a potential reprimand. Students are made fully aware that all school rules apply to all students from the moment they enter the bus until the moment they depart the bus. This also involves the vocational, activity and athletic buses. All school children, while being transported on a school bus, shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation (IC 20-9.1-5-19).

The following Bus Rules Apply:

1. Each pupil shall be seated immediately upon entering the bus.
2. The bus driver ensures the right to ask a student to move to any seat in order to maintain control and safety of the bus.
3. Pupils shall not enter or leave the bus until it has come to a full stop and the driver has opened the door.
4. No windows or doors will be opened or closed except by permission of the driver.
5. School buses are school property and must be respected as such. Therefore, vandalism or any attempt to commit vandalism shall be cause for denying the guilty party the privilege of transportation on the school corporation's' buses.
6. Pupils should not throw rocks, snowballs, or any other material at the school buses before entering or after exiting the bus.
7. Pupils shall not throw caps, articles of clothing, books, or any other objects back and forth while on the buses.
8. Loud, boisterous, or profane language, or indecent conduct is prohibited.

9. Pupils shall not tease, wrestle, or shove each other.

10. No items shall be stacked higher than the windows, aisles and exits must be clear in case of emergency.

11. Pupils should understand that the bus driver is required by law to maintain good discipline on the bus to ensure safety and equity for all. This can be accomplished by the cooperation of pupils, parents, and drivers.

12. Technology use will be at the discretion of the bus driver.

Fan Buses

Fan buses are provided at a fee to some athletic contests. Students must purchase a ticket ahead of time from the athletic director/athletic department ahead of time at school. Any student who rides the bus must ride it to and from the event. Additionally, each student must obey the bus sponsor and the bus rules. Violation of any rule may result in suspension from further fan bus rides or possible school suspension/expulsion. Students may also be subject to being suspended from attending extra-curricular events per the Athletic Council's' discretion.

Social Media

For complete policy please visit [New Prairie United School Corporation Bylaws & Policies 5136 - PERSONAL COMMUNICATION DEVICES](#) and [5517.01 - BULLYING](#)

Bullying

[Indiana Law Code 20-33-8-13.5](#)

Bullying will not be tolerated. Bullying is defined as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” All instances of bullying must be reported to school officials, and an investigation will be made. Punishment will be at the discretion of the administration. Parents and/or law enforcement may be contacted.

Electronic Devices

Electronic devices such as cell phones, camera phones, ECD's, PDA's, radios, iPods, iPads, Laptop Computers, Tablets, MP3 players, pagers, digital cameras, video cameras, and similar items, may be brought to school at the student's own risk. The school will NOT be responsible for lost, broken, and/or stolen items. The school may ask (one time) the family of the student who broke the device to pay restitution. These devices may be used before school, after school, during lunch, and for educational purposes with permission and under the supervision of a classroom teacher.

These devices may be kept with the student as long as they are turned off. If these devices are used or visible during class time or disrupt the educational process, the student may face disciplinary consequences. Violation of this policy can result in discipline up to and including suspension or expulsion, and potential notification of law enforcement authorities. These devices can be confiscated and held until the end of the school day or until a parent can pick up the device depending on the situation. The administration reserves the right to make an impartial and unbiased case by case determination. Students who fail to abide by the policy will have disciplinary actions which are listed in the discipline chart of consequences. There is no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the New Prairie United School Corporation. This section is not intended to prevent parents or other interested parties from videotaping extracurricular activities. Electronic devices must only be used from 6:45AM-7:10AM and should be turned off 5 minutes before school begins. Students are able to use their electronic devices during lunch and between classes as long as they are used responsibly. This privilege can be revoked if guidelines are not followed.

Electronic Transmissions:

“**Sexting**” or using a cell phone or other personal communication device to send electronic messages or possessing electronic messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school function is prohibited. In addition to taking disciplinary action, electronic items will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. ([Indiana Code 35-42-4-4](#)).

LOCKERS All lockers made available for student use on the school premises are the property of the school corporation. Lockers are the property of the high school. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with an educational function or school purpose or which are forbidden by state law or school rules. The student's use of the locker does not affect the school corporation's continued ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials.

Students who abuse lockers will be denied the privilege of using their lockers. Valuables are not to be kept in lockers. **Please make sure you place all your items in the locker and lock it before leaving the locker room. If you have an item that cannot fit in the locker, please see your coach.** *The school is not responsible for items stolen out of the locker.* Students will be held accountable if damaged or defaced. Locker inspections will be made by the administration.

Lockers are not to be set for easy opening. Lockers are meant for one person only; do not share a locker with another person without the authorization from the school administration. You are to remain in your assigned locker area the entire school year. Students are not to place additional locks on their assigned locker.

Locks: The school corporation shall retain access to student lockers by keeping a master list of combinations and a master key. Students shall not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

Inspection of Individual Student Lockers:The inspection of a particular student's locker will not be conducted unless a principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference of an

educational function or school purpose or which are forbidden by state law or school rules. "Reasonable suspicion," as used in these rules, may be based on a number of factors including, but not limited to, the following situations:

1. Information received by the principal from a teacher, a student, a law enforcement officer, or detection devices, including trained dogs;
2. Past records of the student whose locker is to be inspected;
3. The seriousness of the problem to which the search is directed, such as violence or drug use in the school; and/or behavior of the student, such as an indication that the student is intoxicated.

The school corporation retains the right to inspect lockers to ensure that they are being maintained. All inspections of student lockers shall be conducted under the direction of the principal or a member of the administrative staff.

Inspection of All Lockers: An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of any of the following situations:

1. An interference with an educational function or school purpose;
2. A physical injury or illness to any person;
3. Damage to personal or school property;
4. A violation of state law or school rules;
5. The school corporation receives a bomb threat;
6. Evidence of student drug or alcohol use;
7. Missing books, lab chemicals, or school equipment; or
8. Student violence or threats of violence.

Student Material: When performing an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written

material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself contraband or being used to conceal contraband.

Involvement of Law Enforcement Officials: If the principal has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, live ammunition, a destructive device, explosive chemicals, or stolen property, he/she may request law enforcement assistance in making an inspection of the locker or lockers.

1. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an official to inspect.

2. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such an official, the request shall be denied.

3. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

Locker Cleaning: Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out lockers in accordance with a general housekeeping schedule and clean out the locker of a student no longer enrolled in school. The custodial staff may open and remove items from a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc. or for the purpose of disinfecting the locker.

Locker Repair: Nothing in these rules shall affect members of the maintenance staff who repair lockers at the request of the principal or student or as a part of the regular locker maintenance schedule. If something is wrong with your locker it is your duty to fill out a locker request/repair form immediately.

Disposal of Confiscated Contraband: All contraband confiscated from lockers may be disposed of by the principal as he/she deems appropriate, including, but not limited to, the following options:

1. Returning to the proper owner or place;

2. Using as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8 as amended from time to time;

3. Destruction; or

4. Turning contraband over to the appropriate law enforcement officials.

Lost and Found A lost and found area is set aside in the main office, athletic office, and in the training room. Any item found about the school building that does not belong to you should be brought directly to the main office.

Pregnancy Policy Any student that is pregnant should obtain an attending physician's release to attend school. If there is a medical problem with the pregnancy the school needs to be aware; the problem must be stated and the restrictions listed and signed by the attending physician. The school nurse may take written directions for monitoring student for complications and some prenatal counseling may take place.

ATHLETIC /ACTIVITIES ELIGIBILITY-In order to represent New Prairie High School in any interscholastic competition, a student must meet all eligibility requirements of the IHSAA, as well as those of New Prairie High School.

April 1 and the extra curricular participant's first practice in preparation for inter school athletic participation, the extra curricular participant shall have had (1) a physical examination or certification by a physician, (2) written consent of parent or guardian for such participation unless emancipated and (3) notice of disclosure. (4) Attend Parent/Athlete informational meeting held at the beginning of each sport season at New Prairie High School.

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for inter school athletic competition in that sport.

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school, in at least five (5) full credit subjects for students in grades 9-12. Semester grades take precedence. (IHSAA c-18-1)

Transfer eligibility-A student who transfers to an IHSAA school shall not be eligible to participate in interschool athletics for a period not to exceed 365 days after enrollment, unless: (A) The principal of the school to which the student transfers (receiving school) files with the IHSAA a signed and completed IHSAA athletic transfer

INSURANCE

The high school makes available to all students an accident insurance program. The full plan brochure, description of the plan benefits, and claim forms, are available online by visiting <http://markel.sevencorners.com>.

NCAA Academic Eligibility

The NCAA Clearinghouse reviews all transcripts of students applying for participation in Division I and II athletics. Potential collegiate athletes are strongly advised to consult the NCAA website (www.2point3.org) on a regular basis beginning in grade 9. Seniors planning on participating in Division 1 or II college athletics need to complete the NCAA clearinghouse requirement on the same web site where it says:

<http://blog.ncaa.org/GetTheGrades/>

NCAA COLLEGE-BOUND ATHLETES

ENTER HERE

<https://web3.ncaa.org/ecwr3/>

ATHLETIC AWARDS

In order to earn a varsity letter each participant must meet the standard set by the varsity coach/sponsor of that sport. The standard will be explained within a set of team rules that each participant will receive from his or her coach/sponsor prior to trying out for that particular sport. In addition to meeting that standard, each participant must be academically eligible and in good standing with his/her team until the team has been eliminated from the IHSAA sponsored tournament series. Coaches may seek guidance from the Athletic Council if there are extenuating circumstances.

Certificate of Participation-Each participant that successfully completes a sport season will receive a certificate of participation.

First Varsity Letter – Any participant who earns their first varsity letter will receive their “NP” letter. Athlete may purchase their letter jacket at that time, in which they will return the NP upon ordering the jacket.

Sport Bar-Any participant will receive a sport bar when they earn a varsity letter in a sport for the first time.

Chevron- Any participant will receive a chevron when they earn a varsity letter in a sport.

Honored Plaque – Any participant that has earned six (6) varsity letters will receive an engraved plaque with each lettered sport listed and how many letters were received in that sport.

Letter Jacket –Letter jackets may be purchased at the time athletes earn their first varsity letter. Letter Jacket order forms are available in the athletic office.

Athletic Blanket-Any participant that has earned ten (10) varsity letters will receive a varsity athletic blanket.

Special Awards-Each sport is responsible for the determination of any special awards to be given. These may be in the form of plaques, stars, and special certificates. These awards may be based on team member’s votes, statistic leaders or coach/sponsoring decisions.

ACADEMIC TEAM EXTRA CURRICULAR AWARDS

Each Team/Club is responsible for the determination of any special awards to be given. Most awards are determined by the outcome of established competitions participated in.

NPHS BAND AWARDS POLICY

New Prairie high school band students are now eligible to purchase an official New Prairie letter jacket after earning four credits in band. Credits are currently earned in high school band and jazz band.

CHEVRONS: Four chevrons can be earned in concert band only.

BARS: One bar for participation in Concert, Marching, Pep and Jazz

ADDITIONAL PATCHES: Recognition of achievement for IBA All-District and All-State Bands along with Gold medals in Solo competition at State ISSMA solo and ensemble contest can be purchased for jacket upon approval of band director.

VIOLATIONS AND PUNISHMENT

This code is to be observed at all times, 365 days a year. If violations occur when out of season the penalty will be enforced during the next active season for participation.

Violations to be dealt with by this Code of Conduct include, **but are not limited to**, the following:

1. Behavior considered unbecoming by participants in athletics, music, &/or all extracurricular organizations.
2. The unauthorized use and/or possession of drugs or other controlled substances (drug and controlled substance as defined in the Indiana Controlled Substances Act).
3. The transport, possession, or consumption of any alcoholic beverage.
4. The possession or use of tobacco in any form (to include smoking, chewing tobacco, or snuff).
5. Vandalism, theft, or destructive misuse of athletic school property
6. Engage in hazing or harassment.
7. Any act that would constitute a felony or misdemeanor, if convicted, according to the County Prosecutor.
8. Violation of the Cougar code that results in arrest, including but not limited to possession and/or use of alcohol, possession and/or use of drugs, theft and vandalism. The student participant is considered suspended from all extracurricular participation at time of arrest. Any student participant who intentionally fails to disclose to the Athletic Director about the violation resulting in an arrest, shall be subject to the maximum penalties allowed, and will be retroactive to the arrest date. If an athlete participates knowing they are ineligible to participate, the athlete risks forfeiture of all athletic awards and contest they participated in.
9. Hosting, attendance, or remaining at parties, activities or other places where drugs alcohol, or performance enhancing substances are illegally being used.
10. School will have all penalties attached to the suspension enforced at New Prairie High School this includes and other high school from which an athlete transfers.

First Offense - A maximum suspension of 33% may be reduced to as low as 10% of scheduled contests if an athletic participant, and a maximum of 60 days which may be reduced to as low as 10 days if in other extracurricular activities based upon the recommendation of the athletic/activities council to the administration. However, the final consequence issued will be per the discretion of the administration. Loss of captain star and/or officer position.

Second Offense – A maximum suspension of up to one (1) calendar year may be reduced to as low as 33% if an athletic participant, and a maximum of (1) calendar year which may be reduced to as low as 60 days if in other extracurricular activities based upon the recommendation of the athletic/activities council to the administration. However, the final consequence issued will be per the discretion of the administration. If it is a repeat offense for drug/alcohol use, counseling will be required at student/parent/guardian expense, and administration receives proper notification of attendance.

Third Offense – A maximum permanent suspension may be reduced to as low as (1) calendar year to be all inclusive for any athletic/extracurricular participants, based upon the recommendation of the athletic/activities council to the administration. However, the final consequence issued will be per the discretion of the administration.

Fourth Offense– Permanent suspension from all athletic/extracurricular activities.

ATHLETIC / ACTIVITIES COUNCIL The Athletic/Activities Council may be composed of at least one high school administrator or designee, the athletic director, and three head coaches or sponsors.

The purpose of the Athletic/Activities Council is two-fold.

- 1) The Council may review any disciplinary cases that are in violation of the Athletic/Activities Cougar Code of Conduct per Administration request.
- 2) The Council will review athletic/activities department policies and make appropriate recommendations to the Board of School Trustees.

The Athletic/Activities Council may meet monthly as a group either in person or electronically, depending on issues that need attention, or as needed based on Cougar Code violations. The violations and punishment chart serves as a guideline for the administration when issuing consequences for violations/infractions. This chart is not to be considered all inclusive and may be adjusted as needed, as per the recommendation of the council. The administration reserves the right to enforce a more or less severe consequence following an athletic/activity council meeting. Council meetings may be conducted electronically or in person. However, the final consequence issued will be per the discretion of the administration.

New Prairie Athletic & Activities Expectations

1. Be at all practices.
2. Be on time for all practices and games.
3. Follow all rules stated in the New Prairie Student Handbook.
4. Follow all the rules stated in the New Prairie Athletic Activities (Cougar Code of Conduct)
5. Be respectful to all coaching staff and each other.
6. Be respectful to all other students/adults and fellow athletes.
7. Be cooperative to each other and the coaching staff.
8. Meet the New Prairie United School Corporation Academic Requirements.
9. Be in good behavioral standing with the school and team.
10. Come prepared to learn and participate each day.
11. Demonstrate good Sportsmanship and behavior at all times.
12. Be responsible for securing all your belongings during practice and games.
13. Be responsible for the cleanliness of buses and host team facilities.

CONTINUED FAILURE TO FOLLOW THESE TEAM EXPECTATIONS WILL RESULT IN BEING SENT HOME FROM PRACTICE, A REDUCTION IN PLAYING TIME, OR REMOVAL FROM THE (SPORT) TEAM.

5530.01 - DRUG TESTING

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES AND STUDENT DRIVER DRUG TESTING PROGRAM

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra-curricular and co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extra-curricular and co-curricular activities and driving to and from school need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular and co-curricular activities while s/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

INTRODUCTION

The effective date of this program is August 1, 2003. This program does not affect the current policies, practices, or rights of New Prairie United School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

REASONABLE CONCERN

New Prairie United School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extra-curricular and co-curricular activities in New Prairie United School Corporation and driving to and from school as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular and co-curricular activities and driving to and from school.

SCOPE

Participation in extra-curricular and co-curricular activities and driving to and from school is a privilege. This policy applies to all New Prairie United School Corporation students in grades 9-12 who wish to participate in extra-curricular and co-curricular activities that are listed below:

- A. Athletics (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel).
- B. Music (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests).
- C. All student clubs and organizations.

This policy also applies to any student who wishes to drive to school, from school, or during school.

CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular and co-curricular activities or drives to or from school sign and return the "consent form" prior to participation in any extra-curricular and co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school.

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to ten percent (10%) of eligible students may be randomly tested on a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular and co-curricular New Prairie United School Corporation activities or drive to and from school.

Each student 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 is agreeing to participate in the New Prairie United School Corporation random drug-testing program.

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 New Prairie United School Corporation 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 seventy-two (72) hours before response is made by the New Prairie United School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

BANNED SUBSTANCES

For the purpose of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for New Prairie United School Corporation students.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Ecstasy	Opiates
Propoxyphene	Other Specific Drugs	

TESTING PROCEDURES

- A. The selection of participants to be tested will be done randomly by the principal/designee, or outside agency and selections will be made from time to time throughout the school year. The drug-testing pool will consist of those persons agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in a drawing. The principal/designee or outside agency 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.

- B. 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.
- C. Upon being selected for a urinalysis test under this policy, either by random draw, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- D. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to forty (40) ounces of fluid. If still unable to produce a specimen within three (3) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of the extra-curricular and co-curricular activities and driving to and from school. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.
- E. All specimens registering below ninety degrees (90°) or above 100 degrees (100°) Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- F. If it can be proven that tampering or cheating has occurred during the collection, the student and any accomplice or accomplices will be suspended from all extra-curricular/co-curricular activities and driving to and from school for the duration of the suspension, this will be reported to the parent/guardian. Once a negative test is confirmed, the student may be allowed to resume participation in extra-curricular and co-curricular practices, and driving privileges will be restored. The student may resume extra-curricular and co-curricular contests and events participation after the suspension has been fulfilled.
- G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site. The principal/designee must time and sign the pass.
- H. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested.

- I. The laboratory selected must follow the standards set by the U.S. Department of Health and Human Services. It must be certified by HHS under the National Laboratory Certification Program (NLCP).

CHAIN OF CUSTODY

- A. All collection personnel will be trained according to Department of Transportation collection procedures. To maintain confidentiality, the student's name will not appear on the laboratory copy of the chain of custody and control form.
- B. The principal/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. The administrator should not bring all the students drawn from the pool to the collection site simultaneously.
- C. Before the student's urine specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, s/he may notify the administrator that s/he is taking a prescription medication.
- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid and the test will be canceled.
- F. Students will be instructed to remove all coats and wash their hands in the presence of the collector prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The collector will wait outside the restroom. The student will have four (4) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

TEST RESULTS

- A. 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 participation in extra-curricular and co-curricular activities and restrict him/her from driving to or from school.

- B. The principal/designee will be notified of a student testing "positive" only after the test result is verified by the Medical Review Officer. The laboratory will report the test result to the Medical Review Officer after initial and confirmatory test results are completed. The student and his/her parent/guardian will be notified by the Medical Review Officer where they will be given an opportunity to present documentation of a prescription for the positive substance. The Medical Review Officer will contact the prescribing physician and verify the prescription.
- C. If the test is verified "positive", the principal/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.

A "follow-up" test will be requested by the principal/designee after such an interval of time that the substance previously found would normally have been eliminated from the body. The cost of the test is the responsibility of the student and/or his or her parents or guardians. If the follow up test is negative, the student may be allowed to resume extra-curricular and co-curricular practices, and driving privileges will be restored. The student may resume extra-curricular and co-curricular contests and events participation after the suspension has been fulfilled. Subject to the disciplinary consequences of the Athletic Code of Conduct and/or applicable Student Activities Code of Conduct. 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, the New Prairie United School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

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

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory, Medical Review Officer or third party administrator may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the New Prairie United School Corporation Board of Education. However, the third party administrator 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.

FINANCIAL RESPONSIBILITY

- A. Under this policy, New Prairie United School Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests. The student or his/her parent/guardian shall pay for all "follow up" drug tests.

- B. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of New Prairie United School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the New Prairie United School Corporation commitment to confidentiality with regards to the program.

OTHER RULES

Apart from this drug-testing program, New Prairie High School Athletic Department and the coaching staff/sponsor of each sport/activity 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.

COLLECTION PROCESS

Selected student athlete's report from class to the collection site. A specimen of urine is collected following this process:

- A. Student first is asked to wash their hands with water and dry them.
- B. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- C. The drug testing custody and control form is completed by the student and collector.
- D. The collector adds a bluing agent to the water in the urinal or toilet.
- E. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45ml) in one (1) attempt. The student is also told they are to hand the container of urine to the collector.
- F. The student enters the stall to collect the specimen, and then hands the container to the collector. The student may then rewash their hands.
- G. The collector checks the volume, reads and records the temperature within four (4) 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 principal notified.

- H. With the student watching, the collector will recap the specimen bottles tightly.
- I. The collector takes the properly student-signed and initialed bottle seals and places them over the caps and the side of the bottles.
- J. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- 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. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- L. While the student watches, the sealed specimen bag is carried to a secured storage area.
- M. The student is then sent back to class.
- N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the principal/designee and Medical Review Officer in a timely manner.
- O. The principal will be notified immediately of any student who refuses to give a urine sample.

MEDICAL REVIEW OFFICER RESPONSIBILITIES

The Medical Review Officer 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 Medical Review Officer determines if any discrepancies have occurred in the chain of custody.
- B. Depending on the substances found in the urine, if necessary the Medical Review Officer 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 Medical Review Officer will contact the prescribing physician to verify the prescription and overturning the positive result to a negative result. Failure to cooperate with the Medical Review Office in obtaining this information will result in the positive test being reported to the principal/designee.
- D. The Medical Review Officer will then determine if any of the prescribed medications resulted in the positive drug screen.

- E. Finally, the Medical Review Officer, based on the information given will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results by phone. The Medical Review Officer will also notify the prevention coordinator that a drug test returned positive giving only the dates of the collection reporting.
1. For example, a drug screen positive for codeine may be ruled negative by the Medical Review Officer when s/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 (1) of their pills), this would likely be ruled a positive drug test by the Medical Review Officer.
 3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine, etc.) would automatically be considered positive by the Medical Review Officer.
- F. The Medical Review Officer will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

Sung to the tune of the Michigan Fight Song

Go, you New Prairie Cougars Fight
For New Prairie High School We're
Always Backing You What Ever The Score...

Go Cougars

Yes, We Will Win Again Try Hard

Team, and Go... Fight... Win...

Cause We've Got The Greatest Team

So Fight Forever More!

C-C-COU

G-G-ARS

C-O-U-G-A-R-S

COUGARS!

