



Southwood High School Athletic Department Athletic Policy Handbook

I. PHILOSOPHY and OBJECTIVES

Philosophy

Athletics at Southwood High School contribute to the development of athletes toward maturity. Interscholastic Competition must develop an athlete's attitudes of good sportsmanship, fair play, and a respect for the individual. Athletes must be taught to win graciously, lose honorably, give an effort that they will reflect upon with pride, and at all times, play according to the rules and spirit of the game and to accept any official's decision without anger or malice. The athletes must also be taught to respect and care for equipment that is issued to them and available for their own usage.

Objectives include:

- A. to Teach good playing and practice habits,
- B. to Teach good sportsmanship,
- C. to Teach respect for others,
- D. to Teach respect for all participants,
- E. to Teach respect for school property and equipment,
- F. to Teach athletes to always conduct themselves to reflect credit upon themselves, their teammates, and their school,
- G. to Teach all participants to seek to develop their individual abilities and to give their best efforts in all endeavors.

II. THE ATHLETIC COUNCIL

The Athletic Council is the governing body for all athletic activities and outlines the policies and administration of the athletic program. The body acts upon all recommendations for honors and awards bestowed on the athletes within the program.

The members of the Athletic Council are:

- A. the Principal,
- B. the Assistant Principal or Principals,
- C. the Athletic Director,
- D. all paid Members of the Coaching Staff
- E. the Cheerleader Sponsor(s)

The Athletic Director shall act as the chairman of the Athletic Council and according to Robert's Rules of Order shall vote only in order to break a tie which may exist on the Council. The Athletic Director is responsible entirely to the Principal for all dealings with the IHSAA. The Athletic Council will hold meetings as deemed necessary.

III. COACHES and ADMINISTRATIVE RESPONSIBILITIES

- A. Scheduling of games and hiring of all officials will be done by the Athletic Director. The Principal is the person RESPONSIBLE for the entire athletic program and its activities and the Athletic Director will be responsible directly to him.
- B. The coaches are expected to take pride in their work, particularly in the appearance of the athletic areas. These should be kept neat, clean, free from debris at all times. A feeling of pride in their equipment, playing area, and school should be built into each athlete.
- C. Coaches of each sport are responsible for the conduct of the athletes under their supervision and for the equipment used in the athletic program.
 1. They are responsible for checking eligibility and all aspects necessary to play the game.
 2. They will keep an inventory of equipment on hand and issued.
 - a. Each coach will keep an accurate inventory of equipment and each piece that is owned by the school shall be clearly marked with a number to make it more easily identified. Any equipment, such as jerseys or shirts with numbers, need not have additional numbers.
 - b. Each coach will keep a card on an athlete or a tab sheet, listing each athlete's name and equipment issued to him or her. All school equipment issued to any athlete MUST be turned in or paid for by the student-athlete before receiving any award.
 - c. Each coach will submit Inventory Forms and Needs Lists by the designated dates (two weeks following completion of season) so that proper planning for ordering for the next season can be done. Examples of forms are available in the Coach's Handbook and in the office of the Athletic Director.
 3. Coaches will insist that student-athletes take proper care of equipment issued to them and of school property.
 4. Coaches will insist on student-athletes keeping themselves neat and clean in word and action while participating and practicing in all sports as a representative of Southwood High School.
 5. All athletes shall be properly groomed as prescribed by the coach while practicing and participating in sports. Student-athletes are examples for other students and represent Southwood High School.
 6. Team members are encouraged to dress appropriately as directed by the coach for all interscholastic contests.
 7. All student-athletes must go to games and return by school bus with the coach UNLESS excused exclusively by the coach. (See APPENDIX)
 8. Each coach must closely supervise his athletes in locker room areas.
 9. All coaches are asked to keep their office and equipment areas organized so that custodians can clean properly.
 10. Coaches are requested to do the following:
 - a. See that all student-athletes are out of the building before leaving the athletic areas,
 - b. Check all appropriate doors after practices and games to be sure they are secure and locked,
 - c. Check locker rooms to be sure equipment is not lying around and that all showers are completely off,
 - d. Turn off all lights in used areas,
 - e. Contact area media with results REGARDLESS of win or loss.
 - f. Submit result sheets and trip tickets the morning after a contest.
 11. All coaches shall complete an injury report following an injury to a student-athlete which requires medical attention. Forms are available from the school secretary.
 12. Physical examination forms and insurance waivers are REQUIRED prior to the beginning of practice by a student-athlete. School policy: NO approved IHSAA physical examination – NO PRACTICE!
 13. Athletic practices and/or contests, in spite of great efforts, often conflict with other school sponsored and school board approved activities. All coaches are encouraged to initiate COMMUNICATION when such conflicts are apparent or potential.
 14. SUPERVISION of all practices and activities is essential. NO STUDENTS ARE TO BE IN THE BUILDING AFTER SCHOOL WITHOUT SUPERVISION OR UNDER THE DIRECT RESPONSIBILITY OF A STAFF MEMBER.
 15. SECURITY of the building and athletic materials is the responsibility of ALL COACHES. Please check all doors in your areas and do not be the last person to leave with unsupervised students in the building.

III. COACHES and ADMINISTRATIVE RESPONSIBILITIES (Continued)

16. Non-practice days: All coaches should be aware of the MSD School Board action taken as of 11-10-76 which reads as follows: "There are to be NO school related practices, activities, co-curricular, extra-curricular, performances, etc., without written approval of the Superintendent of Schools on the following days:"

Sundays,
Labor Day (revised Fall 1980 - may be held after 5:00)
Thanksgiving Day
Christmas Day
New Year's Day
Memorial Day (except for IHSAA Sectional Baseball contests)
Independence Day

IV. GENERAL INFORMATION

It is the policy to restrict the Physical Education Instructor's office, the Training Room and the Coach's Office from all student usage. This is private property and students should not use these rooms or be allowed to enter without the Coach's consent. Keep offices locked when not occupied. Replacement of equipment maliciously destroyed must be made if student is to remain in good standing on the team. The student-athlete is responsible for all equipment issued to him or her. Negligence shall be cause for replacement of equipment. All athletic practices regularly scheduled shall be determined in advance. It shall be the duty of the Athletic Director to arrange the practice schedules with the cooperation of the participating coaches. It is the responsibilities of the coaches to inform the Athletic Director when assigned practice times are not going to be used. It is also the responsibility of the coach to issue practice schedules to all student-athletes and student-managers.

ELIGIBILITY RULES

Student-athletes must be residents of the Southwood School District or be sanctioned through court mandate, Board action or IHSAA approval in order to participate in athletics at Southwood. This means that the potential student-athlete must reside within the legally defined attendance areas of the Southwood School District and must conform with the existing legal settlement statutes as defined in Indiana Code 20-8.1-6 1.

Prior to being allowed to participate in a first practice, a student-athlete must have completed the following:

- Have a completed physical examination signed by a licensed physician, parent or guardian and student athlete.
Included with this information: the Physical, the Emergency Info Card, the Athletic Responsibility Acknowledgement, the Concussion Information Sheet
- Meet all academic eligibility requirements
- Attend a Team / Parent Meeting with Coach
- Complete a Drug Testing Consent Form
- IF A NEW STUDENT TO SOUTHWOOD HIGH SCHOOL – have an IHSAA Transfer filed

"CODES of the SOUTHWOOD KNIGHTS"
Southwood Junior-Senior High School

V. TRAINING RULES, CONDUCT POLICIES, CELL PHONE, CAMERA, SOCIAL MEDIA POLICY

Student-athletes who represent Southwood Junior Senior High School Each student-athlete is expected to maintain the personal and health habits which will insure that he or she is in the best physical and mental condition to participate in sports and represent the school in athletic competition. The interests of the team and the school should have high priority. **The Code of Conduct is in effect year round, not just in season.**

The conduct of participants in athletics at Southwood, in and out of school, year round, shall be such as to

- Not to reflect discredit on our school.
- Not to create a disruptive influence on the discipline, good order, moral or educational environment in our school
- Not to be considered an activity "unbecoming of an athlete"
Any behavior deemed inconsistent with the Athletic Code of Conduct and / or that negatively affects or is likely to negatively affect team morale or performance will be deemed conduct unbecoming a Southwood student-athlete.

- Any such misconduct violating these principles or conduct deemed unbecoming of an athlete shall be subject to disciplinary measures including forfeiting all or part of a student's eligibility.

Cell Phone, Camera, and Social Networking Site Policy

All cell phones and cameras are to be secured and unseen within any Southwood Jr-Sr High School locker room; this applies to all athletic related participants (i.e. players, managers, and coaches). Those found in violation of the policy will receive immediate consequences, which could include dismissal from the team and/or referral to the main office for possible legal ramifications. Should an athlete receive an electronic transmission while in a locker room, he/she should remove himself or herself from the locker room before accepting the communication.

Student-athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain.

Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the Metropolitan School District of Wabash County.

Texting, tweeting, and uses of other social networks to disparage or criticize any Southwood team, other students, opponents, coaches, or other school personnel will be deemed conduct unbecoming a Southwood student-athlete. Any individual identified on a social networking site which depicts illegal or unacceptable behavior will be considered in violation and subject to athletic discipline.

A. General Training and Conduct Rules

1. General training rules and regulations are established by the Athletic Director and coaches, subject to the approval of the Principal.
2. Any student-athlete who plans to participate or is participating in any interscholastic athletic program at Southwood shall not have in possession, smoke or use tobacco products of any form, possess or drink alcoholic beverages, or possess or use drugs other than those medically prescribed at any time, in or out of any sport season. The selling of any drugs shall result in permanent expulsion from participating in any sport.
3. Athletes will never employ illegal tactics to gain an undeserved advantage. All athletes will devote themselves to being true sportspersons
4. Athletes shall refrain from using profanity
5. Attendance at social events (parties, dances, etc.) is the choice of the student-athlete and parent/guardian. However, student-athletes are expected to leave social events immediately where there is illegal use of chemical substances, alcohol, or tobacco.
6. Violation of the above rules will result in indefinite suspension of the violator by the coach, Athletic Director, or Principal. The length of suspension will be considered by the Athletic Council, based upon the specific nature of the case involved, and recommendations made to the Principal for action.
7. TOBACCO, ALCOHOL and CONTROLLED SUBSTANCES Sanctions under Part VI are in addition and not in lieu of sanctions in Parts III, IV, and V. The policy is in effect for 365 days a year, 24 hours a day.
Offenses accumulate in grades 7 and 8 however, they will not be carried over the grades 9-12.
Offenses will accumulate in grades 9-12. The Metropolitan School District of Wabash County Extra-Curricular Policies regarding athletics appears in this handbook.

B. Conduct Policies

1. Each student-athlete is expected to conduct himself/herself on and off the site of competition in a manner which will bring credit to a) self, b) the team, c) the school.
2. Behavior involving abusive language, fighting, willful destruction of property, theft, and other violations of responsible citizenship is considered inappropriate and violations will result in disciplinary action.
3. All members of any athletic teams are expected to attend all scheduled practices unless excused by the coach.
4. Athletes who quit as a participant of the team before the season is completed must be released by the coach of that sport BEFORE participating in any activity relating to future sports' seasons.

CODE OF CONDUCT PENALTIES

Some infractions may not fall under the general conduct rulings and will be presented to the Principal and Athletic Director for an imposed penalty. IF a student-athlete is arrested and charged with a felony or felony misdemeanor, the Principal and Athletic Director, along with a commit of three head coaches, will review the situation and a penalty will be assessed which may entail a career ending suspension from participation.

Conviction of a felony WILL result in the automatic imposition of a career suspension from participation in extra-curricular activities.

C. Sport Specific Training Rules

1. Each coach may establish specific written rules which are subject to the approval of the Athletic Director and Principal.
2. Adequate rest and sleep are essential to health, physical condition and stamina. Each coach may establish training hours which will be in effect during the time an athlete is under his/her direction. Athletes should be informed and fully aware of these expectations.
3. All athletes shall comply with the Cell Phone & Social Networking Policy:

Student-athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, Twitter, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain.

Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the Metropolitan School District of Wabash County.

Texting, tweeting, and uses of other social networks directed at teammates, coaches, opponents, other students, or other school personnel that is inconsistent with the Athletic Code of Conduct and/or negatively affects or is likely to negatively affect team morale or performance will be deemed conduct unbecoming a Southwood student-athlete. Any individual identified on social networking site which depicts illegal or unacceptable behavior will be considered in violation and subject to athletic discipline.

ALCOHOL, TOBACCO and CONTROLLED SUBSTANCES

This policy is in effect for 365 days a year and 24 hours a day. Offenses accumulate in grades 7 and 8; however, they will not be carried over to grades 9 - 12. Offenses incurred in grades 9 - 12 will accumulate. These are in addition to and not in lieu of sanctions imposed by the school for violating any school rules or policies.

1. FIRST OFFENSE of possessing / using / alcohol, tobacco or controlled substances
 - The student athlete will miss 50% of the season schedule OR 25 % of the season schedule plus voluntary cooperation and completion of the approved MSD substance abuse program (the Bowen Center)
2. SECOND OFFENSE of possessing /using / alcohol, tobacco or controlled substances:
 - The student -athlete will miss 100 % of one year=s athletics OR 100 % of the season schedule, plus voluntary cooperation and completion of the approved MSD substance abuse program (the Bowen Center).
3. FIRST OFFENSE of dealing/selling/distributing of alcohol, tobacco, or controlled substances:
 - The student-athlete will automatically be suspended for one year from all athletic related *activities and will be recommended for assistance with the approved MSD substance abuse program (the Bowen Center).*
4. SECOND OFFENSE of dealing / selling / distributing of alcohol, tobacco, or controlled substances:
 - The student -athlete will not be able to participate in any extracurricular activities for the remainder of grade 7 and 8 OR grades 9 - 12 depending on the student=s academic classification.
5. THIRD OFFENSE or different combinations will be handled by the respective governing bodies and building principal.

Any coach and/or teacher, if viewing a reportable offense, should go to the player's coach to tell of the infraction. All coaches are required to report their athletes.

An athlete and his or her parent(s) or guardian has the right to a hearing with the Athletic Council on an exclusion by so notifying the Principal in writing within five (5) school days after the exclusion decision. The right of appeal is forfeited if this is not requested within this five (5) day limit.

The purpose of the appeal hearing is to inquire into the athlete's alleged violation and to allow the athlete and parent(s) or guardian to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to be in athletics. This process has no legal implications or requirements.

VI. ELIGIBILITY REQUIREMENTS

A. Grades 9 - 12

As a member school in the Indiana High School Athletic Association (IHSAA), Southwood High School follows the eligibility standards established by the IHSAA. To be eligible to represent your school in interscholastic athletics you:

1. Must be a regular bona fide student-athlete in good standing in the school you represent; must have enrolled not later than the fifteenth day of the current semester .
2. Must have completed 10 separate days of organized practice in said practice under the direct supervision of the high school coaching staff preceding the date of participation in interscholastic contests (excluding Girls Golf - See IHSAA Rule 101).
3. Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of the semester; must be currently enrolled in at least five full credit subjects or the equivalent.
4. Must not have reached your twentieth birthday prior to or on the scheduled date of the IHSAA State Finals in a sport.
5. Must have been enrolled in your present high school last semester or at a junior high school from which your high school receives its students.
 - . . . unless you are entering the ninth grade for the first time,
 - . . . unless you are transferring from a school district or territory with a corresponding bonafide move on the part of your parents,
 - . . . unless you are a ward of the court; you are an orphan, you reside with a parent, your former school closed, your former is not accredited by the state accrediting agency in the state where your school is located, you are emancipated, you are a foreign exchange student under an approved CSIET program. You must have been eligible from the school from which you transferred.
6. Must not have been enrolled in more than eight consecutive semesters beginning with grade 9.
7. Must be an amateur, have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts or honors from colleges or their alumni, have not signed a professional contract.
8. Must have had a physical examination between April 1 and your first practice and filed with your principal your completed Consent and Release Certificate.
9. Must not have transferred from one school to another for athletic reason as a result of undue influence or persuasion by any person or group.
10. Must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA.
11. Must not accept awards in the form of merchandise, meals, cash, etc.
12. Must not participate in an athletic contest during the IHSAA authorized contest season of that sport as an individual or on any team other than your school team. (See IHSAA Rule 15-1a. Exception for outstanding student-athlete - See IHSAA Rule 15-1b).
13. Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.
14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in the sport as a prospective post-secondary school athlete. Graduates should refer to college rules and regulations before participating.
15. Must not participate with a student enrolled below grade 9.
16. Must not, while on a grade 9 junior high team, participate in tryouts or demonstrations of athletic ability in the sport as a prospective post-secondary school athlete.
17. Must, if absent five or more days due to illness or injury, present to your principal a written verification from a physician licensed to practice medicine stating you may participate again. (See IHSAA Rule 3-11) **Practices missed shall require the following: 5 to 10 days missed - 4 practices required. More than 10 consecutive practices missed - 6 practices required.**
18. Must not participate in camps, clinics, or schools during the IHSAA authorized contest season. Consult your high school principal for regulations regarding out-of-season and summer.
19. Girls shall not be permitted to participate in an IHSAA tournament program for boys where there is an IHSAA tournament for girls in that sport in which they can qualify as a girl=s tournament entrant.
20. Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interschool contests at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

B. Grades 7 - 8 (Jr. High Athletic Eligibility)

The academic requirements of junior high eligibility for athletic participation shall be the same as the standards established by the IHSAA for high school participation with the following qualifiers:

1. If a student receives two F's in non-wheel courses, he/she is academically ineligible until the next grading period.
2. Nine week courses will have the grades apply for that particular nine weeks grading period. The semester grade for the nine weeks course, be it passing or failing, will not be counted to determine academic eligibility.
3. All incoming seventh grade students enrolling from grade six are considered academically eligible for athletic participation for the first nine week grading period.

C. Attendance in School & Eligibility to Participate in Game Contests and Practices

1. If an athlete is too ill to be in school on the day of a game or sports contest, he or she cannot participate in that day's scheduled interscholastic contest. Minimum attendance of the second half of the school day is MANDATORY.
2. Absence from school due to prearranged personal days may excuse athletes from participating in game contests or practices on the day(s) involved. Athletes should be aware that coaches may take disciplinary action when practices or contests are missed without authorization from the coach involved.
4. Athletes should make every effort to be in attendance the day prior to, the day of, and the day following participation on a team. It should be emphasized that normal fatigue incurred because of participation should not be a reason for missing school.

The above is a summarization of the policies of the IHSAA and/or Southwood Jr-Sr High School. Students should consult school administrative officials for further information and for clarification of state and local policies. IT IS FURTHER UNDERSTOOD THAT NEW POLICIES MAY BE ENACTED WHICH WILL NOT BE IN THIS HANDBOOK BUT THAT MAY HAVE THE SAME LEGAL STANDING AS THOSE WRITTEN.

ATHLETIC AWARDS

This section contains information for coaches and student-athletes in understanding the standards and requirements for issuing and earning athletic awards.

A. General Policies Regarding All Athletic Awards

1. Athletic Award jackets, as well as other athletic awards received by the student-athlete, are intended for the personal use of the recipient and should be worn only by that individual.
2. Athletic award jackets and other awards should be worn appropriately and in good taste. Care should be taken to wear these with pride.
A student-athlete who enrolls in Southwood from another high school may apply for credit for previous letters earned toward a jacket award providing that those letters transferred are successfully defended at Southwood. Any awards previously earned must be verified in writing by the Principal of the preceding school.
4. In order to be considered for an award, a student must be on the squad at the end of the season, be academically eligible, be in good standing, and receive the recommendation of the coach. (Disciplinary action taken by the Coach and/or Athletic Council may or may not eliminate the athlete from the squad.) Athletes who are injured while participating or who are restricted from participation by a doctor may be recommended by the coach for an award.

B. Letter and Certificate Awards

Standards to earn (1) major awards, (2) reserve, junior varsity or minor awards or (3) freshman numerals are established by the Athletic Council.

1. Major Letter Award:
A six-inch chenille letter is awarded to an athlete who qualifies under the general requirements for a major award. This award shall be given in the first sport in which the athlete qualifies. For each additional major letter won, a chevron with a specific sport insert shall be awarded. Each varsity award earned is valued at 4 points.

2. **Minor Letter Award:**
A reserve certificate is awarded to a freshman, sophomore, or junior athlete who qualifies under the general requirements for a minor award, but has not fulfilled the requirements of the individual sport for a major award. A reserve certificate will be awarded in each sport in which the athlete fulfills the requirements for an award. Each reserve award earned is valued at 2 points REGARDLESS of grade level of participant.
4. **Freshman Numeral Award:**
Any freshman athlete and/or manager may earn numerals upon successful completion of the first sport season of the freshman year. Numeral awards will be granted upon fulfilling the general requirements for a varsity, reserve, or freshman athletic award. Chenille numerals representing the year of graduation will be presented for the first sport in which the athlete is recommended. Additional freshman awards in other sports will be in the form of a certificate. Each freshman award earned is valued at 1 point. FRESHMAN PARTICIPATION on a reserve team will earn the participant 2 points.

C. Individual Special Awards

General Statement of Philosophy

- The Southwood Athletic Council believes that appropriate individual awards should be given (a) in order to encourage the development of attitudes and total effort to improve self and the team and which also recognizes achievement in special areas of the sport.
- * Three types of awards may be presented whenever it is considered appropriate by the coach and approved by the Athletic Council.
 - *. An appropriate plaque may be presented to the athlete, in each varsity sport, who is selected by his/her varsity coach as the MOST VALUABLE or MOST OUTSTANDING (both on and off of the playing area) member of the team.
 - *. An appropriate plaque may be presented to the athlete, in each varsity sport, who is selected by his/her coaches as exemplifying the BEST MENTAL ATTITUDE. Qualities including loyalty to his/her team and coaches, encouragement of team spirit, placing the team success above self, and a generally positive attitude before, during, and after team practices and contests are considered.
 - *. One of the two following approaches to "special skill" awards may be followed by the coaches of each sport in proposing appropriate awards for their individual sport:

C. Individual Special Awards (continued)

- i. Appropriate awards (plaques) may be awarded to athletes whose skills and achievements exemplify outstanding performances in "special skills" categories as predetermined by the coaches and Athletic Council. Such awards should be limited in number, based upon the athlete leading his/her team in the determined skill area and surpassing a minimum standard, determined by statistical data compiled, somewhat "proportionate" to the nature of the sport and the number of regular and eligible participants.
- ii. Appropriate awards (plaques) may be awarded to athletes whose combined skills and efforts earn them recognition in some special phase of the sport in which they are participating. Several statistical results, as well as coach's evaluations, may be utilized to determine the recipients. In some team sports, awards may be determined based upon a combination of skills or achievements in such as defensive or offensive areas, in areas relative to position played, or a combination thereof.

D. Specific Sport Award Requirements and Standards

1. Baseball Awards

- a. Major Awards: Varsity letter may be earned by those who:
 - i. Start at least 25% of the varsity games played,
 - ii. Participate in an average of one or more innings per varsity games played or appear in 3/4 (75%) of all scheduled games played.
- b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards,
- c. See Section D, Item 12 on MINOR Awards
- d. See Section D, Item 13 on MANAGER Awards

2. Basketball Awards (Boys and Girls)
 - a. Major Awards: Varsity letter awards may be earned by those who:
 - i. Participate in a minimum of 25 % of all varsity quarters scheduled and played during the season
 - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards,
 - c. See Section D, Item 12 on Minor awards,
 - d. See Section D, Item 13 on MANAGER awards

3. Cross Country Awards (Boys and Girls)
 - a. Major Awards: Varsity letter awards may be earned by those who:
 - i. Average in the top seven runners on the team for the entire season,
 - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
 - c. See Section D, Item 12 on MINOR awards,
 - d. See Section D, Item 13 on MANAGER awards.

4. Football Awards
 - a. Major Awards: Varsity letter awards may be earned by those who:
 - i. Participate in a minimum of 20 quarters or an average of two quarters per game played,
 - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
 - c. See Section D, Item 12 on MINOR awards,
 - d. See Section D, Item 13 on MANAGER awards.

D. Specific Sport Award Requirements and Standards (continued)

5. Golf Awards (Boys and Girls)
 - a. Major Awards: Varsity letter awards may be earned by those who:
 - b. Accumulate a minimum number of points equal to two-thirds the number of regular season matches played. Points may be earned as follows:
 - i. One point for each varsity match played,
 - ii. One point for each county or invitational tournament in which the athlete competes at the varsity level,
 - iii. Two points for participation in each conference or sectional meet
 - d. See Section D, Item 11 for "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards,
 - e. See Section D, Item 12 on MINOR awards,
 - f. See Section D, Item 13 on MANAGER awards

6. Softball Awards
 - a. Major Awards: Major letter awards may be earned by those who start at least 25% of the varsity games played and participate in an average of one or more innings per varsity games played or appear in 3/4 (75%) of all scheduled games played.
 - b. See Section D, Item 11 on ACOACH=S RECOMMENDATION for EXCEPTIONAL MERITORIOUS@ or ALOYALTY SERVICE@ awards.
 - c. See Section D, Item 12 on MINOR awards
 - d. See Section D, Item 13 on MANAGER awards

7. Tennis Awards
 - a. MAJOR AWARDS: Major letter awards may be earned by those who:
 - > Compete in at least one-half of the varsity matches played
 - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
 - c. See Section D, Item 12 on MINOR awards
 - d. See Section D, Item 13 on MANAGER awards

8. Track Awards (Boys and Girls)
 - a. MAJOR AWARDS: Major letter awards may be earned by those who:
 - i. Compete in at least one-half of the varsity meets **held** and average a minimum of two points for all regular season varsity meets. Points are earned as followed:
 - > Actual meet points awarded or placing in a given event position in individual events
 - > Each relay team member's proportion of relay points will be doubled,
 - > One point is granted for competing in each varsity meet
 - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
 - c. See Section D, Item 12 on MINOR awards
 - d. See Section D, ITEM 13 on MANAGER awards

9. Volleyball Awards
 - a. MAJOR AWARDS: Major letter awards may be earned by those who:
 - i. Compete in at least one half of the varsity matches **played**
 - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
 - c. See Section D, Item 12 on MINOR awards
 - d. See Section D, Item 13 on MANAGER/STATISTICIAN awards

D. Specific Sport Award Requirements and Standards (continued)

10. Wrestling Awards
 - a. MAJOR AWARDS: Major letter awards may be earned by those who:

Wrestle in at least one-half of the varsity matches.

 - > A super-six meet counts as one meet match
 - > A triple-dual meet counts as one meet match
 - > A tournament shall count as one meet match
 - b. See section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
 - c. See Section D, Item 12 on MINOR awards
 - d. See Section D, Item 13 on MANAGER awards

11. Coach's Recommendation for Exceptional Consideration in Determining Award Recipients

In addition to the specific "participation" or "achievement" requirements established for each individual sport, in order to receive an award:

 - A participant may earn an award for "EXCEPTIONAL MERITORIOUS SERVICE" throughout the season, by recommendation of the coach and approval of the Athletic Council.
 - A SENIOR may be recommended for a varsity award for "LOYAL SERVICE" and individual effort during the athlete's years of participation in a specific sport.

12. Minor Awards

Any underclass member of a varsity team or junior varsity team who does not earn a varsity award, regularly fills required responsibilities, and completes the season in good standing may be recommended for a reserve certificate (minor award). (A senior, who does not receive a varsity letter award, is NOT eligible for a minor letter certificate or jacket points.)

13. Student Manager Awards

A student manager may be awarded a varsity manager letter by completing his/her second or subsequent year in good standing as a student manager in that sport (effective Fall 2010) and by fulfilling all items listed.:

- a. Attending all scheduled practices and contests in that sport unless excused by the coach.
- b. Fulfilling assigned responsibilities given by the coach or coaches,
- c. Completing the season in good standing,

- d. Maintaining academic eligibility throughout the entire season
- e. Receiving the recommendation of the coach

Any differential between varsity or reserve manager awards may take into consideration the following factors:

- a. previous managerial experience in any sport or in the specific sport involved,
- b. level of responsibility expected from the managerial candidate,
- c. establishment and fulfillment of a specific list of responsibilities and/or task description

14. Student Statistician Awards

- a. It is possible that individual coaches may establish criteria necessary for statisticians to receive varsity or reserve statistician award.
- b. Criteria shall be established in writing in advance by the coach and approved by the Athletic Council.

A form shall be provided upon which to submit the proposed criteria. Coaches who wish to Establish criteria for "statistician" awards in their sport should refer to those previously established as guides to their establishment of criteria.

- c. A maximum of two individuals may be submitted for a varsity award in any sport.
- d. STATISTICIAN JACKET AWARDS shall be based on the same criteria as "Student Manager Jacket Awards".

Refer to VIII: Athletic Awards (Section G) requirements.

D. Specific Sport Award Requirements and Standards (continued)

15. Student Trainer Awards

A student trainer may be awarded a varsity manager letter by completing his/her second or subsequent year in good standing as a student trainer in that sport effective Fall 2010 and by fulfilling all items listed.:

- Attending all scheduled practices and contests unless excused by the athletic trainer,
- Fulfilling assigned responsibilities given by the athletic trainer,
- Completing the season in good standing in accordance with the rules set forth in the MSD Student Handbook and Student Athletic Trainer Handbook,
- Maintaining academic eligibility throughout the entire season,
- Receiving the recommendation of the athletic trainer

16. Student-Athlete Chevron

The Athletic Council may award a special chevron to juniors or seniors who meet criteria similar those used by the Three Rivers Conference in the naming of All-TRC Academic teams / individuals.

17. Special "Patch" Award

The Athletic Council may award special chenille patches to be presented to team members and/or individual athletes who achieve exceptional team or individual accomplishment.

Patches may be awarded to:

1. All team members of conferences or IHSAA state tournament series champions,
2. Student managers or other auxiliary student personnel who have been integral members of the team, if recommended by the coaches.
3. Individual student-athletes who are individual winners at the IHSAA Sectional, Regional, Semi-State or advances to the state finals.

The individual or team will receive a patch signifying the highest level of accomplishment

E. INDIVIDUAL SPECIAL AWARDS (Plaques, Trophies, etc.)

Individual special awards may be granted in varsity level sports as determined by the coach when minimum standards are set. The major awards which may be granted in each varsity sport may include a MVP award and a Mental Attitude Award. All other awards may be trophies or lesser size and appearance as appropriate plaques.

1. **Baseball**

- a. Most Valuable Player Award
- b. Mental Attitude Award
- c. Best Hitter Award (highest season batting average with a minimum standard of .300)
- d. "Golden Glove" Award (highest fielding percentage with a minimum of 30 chances and a .900 fielding percentage with catchers ineligible to be a recipient.)
- e. R.B.I. Award (most runs batted in with a minimum of one-third as many games scheduled.
- f. E.R.A. Award (lowest earned run average by a pitcher with a maximum of 3.000 average of one inning pitched per varsity game scheduled and played.)

2. **Boys Basketball {6 Awards}**

- a. Most Complete Player Award
- b. Mental Attitude Award
- c. Most Improved Player Award
- d. Top Defender Award

3. **Girls Basketball**

- a. Most Valuable Player Award
- b. Mental Attitude Award
- c. Most Rebounds Award - (Minimum of six rebounds per game average.)
- d. Most Assists Award - (Minimum of three assists per game average.)
- e. Best Percentage Shooter - (Minimum average of two free throws and five field goal attempts per game average.)
- f. Most Improved Player - (reserve girls award)

E. INDIVIDUAL SPECIAL AWARDS (Plaques, Trophies, etc.) - (Continued)

4. **Cross Country (Boys & Girls)**

- a. Most Valuable Runner Award
- b. Mental Attitude Award
- c. Most Improved Runner

5. **Football**

- a. Most Valuable Player Award
- b. Gus Dorais Loyalty Award (mental attitude award)
- c. Best Offensive Lineman
- d. Best Defensive Lineman
- e. Best Offensive Back
- f. Best Defensive Back
- g. Best Linebacker
- h. Best Receiver

6. **Golf (Boys & Girls)**

- a. Most Valuable Golfer Award
- b. Mental Attitude Award
- c. Most Improved Golfer

7. **Softball**

- a. Most Valuable Player Award
- b. Mental Attitude Award
- c. Best Hitter Award ((highest season batting average with a minimum standard of .300)
- d. Golden Glove Award
- e. RBI Award
- f. Most Improved Player Award

8. **Tennis**
 - a. Outstanding Singles Player Award
 - b. Outstanding Doubles Player Award
 - c. Most Improved Player
 - d. Mental Attitude Award

9. **Track (Boys & Girls)**
 - a. Most Valuable Thrower Award
 - b. Most Valuable Jumper Award
 - c. Most Valuable Distance Runner Award
 - d. Most Valuable Sprinter Award
 - e. Mental Attitude Award

10. **Volleyball**
 - a. Most Outstanding Player Award
 - b. Mental Attitude Award
 - c. Silver Spiking Award - (most successful kills in a season)
 - d. Most Successful Passer (Most successful passes to setter)
 - e. Most Improved Player
 - f. Coach=s Award

11. **Wrestling**
 - a. Most Outstanding Wrestler Award
 - b. Milo V. Welsh Mental Attitude Award
 - c. Most Pins - (minimum of 8 pins)
 - d. Most Outstanding JV Wrestler Award
 - e. Most Improved Wrestler

F. ATHLETIC HONOR JACKET AWARDS

An athlete is eligible for consideration to receive an athletic honor jacket when he/she has met the standards for the award established by the Southwood Athletic Council. It should be worn with honor and reflect the high standards of the Southwood athlete.

A jacket with a major 6" letter will be made available to each athlete who has met the following criteria:

Qualifications for earning a jacket award:

- A. A minimum of 16 points must be earned before an award jacket is earned. Points may be earned as follows:
 1. Varsity award: 4 points
 2. Reserve award: 2 points for freshmen, sophomores, or juniors on reserve teams or non-varsity Award winners
 3. Freshmen award: 1 point for each sport completed at the freshman level.
- B. A minimum of one (1) varsity letter must be earned in order to be eligible for an athletic honor jacket.
- C. A one-sport athlete may earn an athletic honor jacket by participating in four years of the chosen sport and earning a minimum of three (3) varsity awards.
- D. Jackets earned will be awarded during the particular sports seasons' awards ceremony when all qualifications for earning the jacket are met

Student Manager / Statistician / Trainer Jacket Awards

- A. Student managers, statisticians and trainers must meet the following criteria in order to be eligible to receive an athletic honor jacket:
 1. Earn 16 points, as a manager, statistician or trainer based upon the same procedure as an athletic participant,
 2. Earn a minimum of one (1) major manager, statistician or trainer letter.
- B. An athlete may use a maximum of four (4) manager / statistician / trainer points toward an award jacket as a participant. (If an athlete uses more than the allotted four (4) manager/statistician/trainer points toward a jacket award he/she will get a "manager", "statistician" or@trainer@ insert on the jacket.)

Cheerleader Jacket Award

- A. Cheerleaders must meet the following criteria in order to be eligible to receive an athletic honor jacket:
 - 1. Earn 16 points as a cheerleader based upon the same procedure as an athletic participant,
 - 2. Earn a minimum of one (1) major cheerleader letter.
- B. A cheerleader may use a maximum of four (4) cheerleader points toward an award jacket as a participant. (If an athlete uses more than the allotted four (4) cheerleader points towards a jacket award he/she will get a cheer insert on the jacket.)

G. Knight Award for Loyalty & Participation

- A 14" x 11" plaque with an appropriate nameplate will be awarded to student-athletes who meet the following criteria:
- 1. Is a member of their graduating class
 - 2. Participates in 10 seasons as an athlete at Southwood High School. (Participation in previous schools will count if this participation is verified in writing by the Principal or Athletic Director or the school last attended. The student athlete must have one year of participation in the same sport/season for past participation to become eligible for counting.)
 - 3. Receives five (5) varsity athletic letters as a participant.
 - 4. Receives a 3/4 recommendation of the members of the Athletic Council.

This award will not be awarded until the spring sports award banquet of the recipient's senior year.

H. Special Honor Blanket Award - SENIORS ONLY

- A special honor blanket (5' x 6') with a large "S" may be awarded to any senior who meets the following qualifications:
- 1. Is a member of the graduating class,
 - 2. Earns a minimum of six (6) major letter awards as a participant,
 - 3. Maintains excellent citizenship,
 - 4. Maintains a 3.1 (4.0 is perfect) or an 8.6 on a 12 point scale scholastic average during his/her four years of high school work,
 - 5. Has the recommendation of 3/4 of the members of the Athletic Council.

The award may not be awarded before the end of the first semester of the senior year.

I. Cheerleader Awards

- 1. Varsity
A 6" official athletic "S" with a "Cheer" insert shall be awarded to the cheerleader under the general requirements for a major award. This award shall be given in the first sport season in which the cheerleader qualifies. For each additional season completed at the varsity level, a chevron with a cheer insert, shall be awarded. Each varsity award is valued at four (4) points.
- 2. Junior Varsity
A member of the reserve cheerleading team will be awarded a reserve certificate. A reserve certificate will be awarded for each sport season the cheerleader completes at the reserve or junior varsity level. Each junior varsity award is valued at two (2) points regardless of the grade level of the participant.
- 3. Frosh
Freshman cheerleaders will be given numerals upon completion of the first sport season of the freshman year. Numeral awards will be granted upon fulfilling the general requirements for a varsity, reserve or junior varsity or freshman cheerleader award.

Chenille numerals representing the year of graduation will be presented for the first sport in which the cheerleader is recommended by the coach. Additional freshman awards in other sports will be in the form of a certificate. Each freshman award earned is valued at one (1) point.

Junior High Awards:

- 1. Junior High Participation Awards
A 4" chenille letter will be awarded to all who take part in junior high athletics and meet the following general requirements:
 - a. Meet all requirements of the high school letter award winner such as begins the season when practice officially starts, maintains eligibility throughout the season and completes the season in good standing. The junior high athlete is expected to attend all practices and scheduled events, unless excused by his/her coach.

An appropriate Junior High Certificate of participation will be awarded to the Jr. High athlete in each sport in which he/she completes the requirements. One 4" chenille letter will be awarded in Jr. High. It shall be awarded at the completion of the first sport season in which requirements are met.

2. Junior High Cheerleader Awards

Junior High cheerleaders will be awarded a Jr. High cheerleader letter providing they complete the season and are in good standing. This letter will be a 4" chenille letter on a megaphone background or with a "Cheer" insert. Cheerleader participation certificates will be provided at the completion of each sport season in which the cheerleader completes successfully.

To be eligible for an award the student must conform to the cheerleader eligibility rules and be recommended By the Cheerleader sponsor(s), the Athletic Director, and the Principal.

K. Letterman's Club ("S" Club)

All winners of major letters in any sport at Southwood High School are eligible to become members of the Letterman's Club or "S" Club. The purpose of this club is to uphold and further the ideals of sportsmanship and to offer such help to the athletic program as is deemed necessary by the Athletic Department and the Principal.

One or more varsity coaches will sponsor the Letterman's Club. See "S" Club Constitution for further explanations.

APPENDIX 1

Following the policy passed by the Athletic Council on September 4, 1986. The proceeding method shall be used in determining who does not have to ride the bus home from away athletic contests:

- 1) If a parent/legal guardian has DIRECTLY told you that their son/daughter will be riding home with them That evening, the athlete does not have to ride the bus home.
- 2) For a student to ride home with another ADULT, a written note from a parent must be furnished prior to the contest.
- 3) Finally, a coach retains the option to require that all ride the bus home.

MSD of WABASH COUNTY

STUDENT DRUG TESTING PROGRAM

POLICY AND GUIDELINES

MSD of Wabash County
Student Drug Testing Policy

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extra-curricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs or substances by students at any time.

The Board requires that each student participating in one of the Corporation=s interscholastic athletic programs, extra-curricular programs, or driving to school, sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the Corporation, during the term in which the student will be participating.

The Corporation=s drug-testing program may include urinalysis tests, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. The Corporation will also see that:

the testing is administered randomly;

tests will produce consistently reliable results;

in addition to standard screening testing, gas chromatography testing may be used;

the privacy of students is protected during the collection of the sample;

the privacy of the student is protected by limitations on the disclosure of the test results.

In addition to standard screening testing, if the original test results are challenged, a confirmation test will be administered at the student=s or parent=s expense.

The principal shall be responsible for administering the drug-testing program and imposing sanctions for all students who violate this policy.

Test results will not become a part of the student=s permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in a legal proceeding. In the event that the Corporation is required to release the information, the student and his/her parents will be notified seventy-two (72) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication shall be removed from the athletic activity, the extra-curricular activity, and/or denied the privilege of driving to school.

I.C. 20-26-3I.C. 20-26-5-4I.C. 20-30-15-6Linke v. Northwestern School Corporation (763 N.E. 2nd 972)
Adopted 2/25/08

MSD of Wabash County
Student Drug Testing Guidelines

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 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 activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular activities while 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. The program is non-punitive. 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 result of any verified "positive" test conducted by his/her school under this program other than stated therein.

INTRODUCTION

This program does not affect the current policies, practices, or rights of the School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

The School Corporation has a strong commitment to the health, safety, and welfare of its students. The commitment to maintaining the extra-curricular activities in the School Corporation 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 activities.

SCOPE

Participation in extra-curricular activities is a privilege. This policy applies to all School Corporation students in grade 7-12 who wish to participate in extra-curricular activities that are listed below:
athletics (participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel)
music (participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests)
academic teams
drama
FFA
National Honor Society
Student Government
SADD

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 activities or drives to or from school sign and return the consent form prior to participation in any extra-curricular activity. Failure to comply will result in nonparticipation 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 Corporation 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 will be randomly tested on up to 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 school activities or to drive.

Each student shall be provided with a "consent form" which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at the School Corporation or is stating s/he does not plan to participate in extra-curricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extra-curricular activity program at a later date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the School Corporation Board 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 School Corporation Board, 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 School Corporation students.

A.

- | | |
|-----------------------|-----------------------|
| Alcohol | Nicotine |
| Barbiturates | Propoxyphene |
| LSD | Anabolic steroids |
| Methacholine | Cocaine metabolites |
| Phencyclidine | Methadone |
| Amphetamines | Opiates |
| Benzodiazepines | Other specified drugs |
| Marijuana metabolites | |

TESTING PROCEDURES

The selection of participants to be tested will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from two (2) pools of those agreeing to be tested. The first pool will include students in grades 7 and 8. The second pool will include students in grades 9 through 12. 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 the drawing. The principal/designee 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 testings.

If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.

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.

Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

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 twelve (12) ounces of fluid. If still unable to produce a specimen within two (2) 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 activities. 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.

All specimens registering below 90.5 degrees or above 99.8 degrees 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, another specimen must be given by the student.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extra-curricular activities for the remainder of the school year. This will be reported to the parent/guardian.

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.

The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also nicotine and "performance enhancing" drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

COLLECTION OF SPECIMENS, CHAIN OF CUSTODY

The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

TEST RESULTS

This program seeks to provide needed help for students who have verified a "positive" test. The student's and other students' health, welfare, and safety will be the reason for preventing students from participation in extra-curricular activities and restrict him/her from driving to or from school.

The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for

notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

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 student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in nonathletic extra-curricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct. A student driver who tests positive for tobacco will have his/her driving privileges suspended for fifteen (15) school days. A student driver who tests positive for alcohol will have his/her driving privileges suspended for forty-five (45) school days. A student driver who tests positive for banned substances other than alcohol will have his/her driving privileges suspended sixty (60) school days. Suspensions of driving privileges may carry over to the following school year. A student driver suspended for alcohol use may have his/her suspension reduced to twenty-five (25) school days if the student successfully completes an alcohol program at a licensed drug and/or alcohol rehabilitation center. A student driver suspended for banned substances other than alcohol may have his/her suspension reduced to thirty (30) days if the student successfully completes a drug program at a licensed drug and/or alcohol rehabilitation center.

A "follow-up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities and/or driving. If a second "positive" result is obtained from the "follow-up" tests, or any later test of that participant, the same previous procedure shall be followed. In addition, the 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. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/designee has access.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory 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 Board. However, the lab 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.

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

FINANCIAL RESPONSIBILITY

Under this policy, the School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

A mandatory drug test for a student who initially indicated that s/he would not participate in any extra-curricular activity for the remainder of the school year is the financial responsibility of the student and/or parent/guardian.

Counseling and subsequent treatment by nonschool agencies is the financial responsibility of the student or his/her parent/guardian.

The parent/guardian/student will be responsible for the cost of any drug test given as the result of a parent/guardian/student request that a student be tested or included in the testing pool.

CERTIFYING SCIENTIST RESPONSIBILITY

The Certifying Scientist 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:

The Certifying Scientist determines if any discrepancies have occurred in the **Chain of Custody**.

Depending on the substances found in the urine, if necessary the principal/designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.

If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document the medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.

Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the building principal, initially reporting positive results by phone.

For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist 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.

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 Certifying Scientist.

Drug screens positive for illicit drugs (marijuana, heroin, cocaine, or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.

The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cut-offs do not reflect current use but natural decay, then a negative result may be reported.

The Certifying Scientist 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.

OTHER RULES

Apart from this drug testing program, High School Departments and the coaching staff/sponsor of each sport/activity have their own 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.

I.C. 20-26-3I.C. 20-26-5-4I.C. 20-30-15-6Linke v. School Corporation (763 N.E. 2nd 972)

Approved 2/25/08

MSD of Wabash County
Student Drug Testing Consent Form

5530.01 F1/page 1 of 1

DRUG TESTING CONSENT FORM

I have received and have read and understand the MSD of Wabash County Extracurricular Activities Drug Testing Program. I desire that _____ participate in this program, and in the covered programs of the School Corporation, and hereby, voluntarily agree to be subject to its terms for the entire high school career (grades 7-12).

I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. The results of the drug testing will be released only to appropriate staff members as designated in the administrative guidelines unless further permission is obtained.

Date: _____, 20_____

Student Signature

Parent/Guardian Signature

I, _____, have decided not to participate in any covered activities sponsored by the MSD of Wabash County for the remainder of this school year. In order for me to participate in one (1) or more of the covered programs at a later date, I understand, that I must submit to a drug test.

Student Signature

Date

Parent/Guardian Signature

Date