

# ***Cougar Code of Conduct***

## ***ATHLETIC POLICY HANDBOOK***

***2019-2020***

### ***New Prairie High School***

Mrs. Jen Sass	Principal
Mr. Tim Scott	Assistant Principal
Mr. Ben Bachmann	Athletic Director
Mrs. Anne Spahn	Athletic Assistant



#### **Vision of the New Prairie Athletic Department:**

*To create an athletic program that is a source of pride for our community by providing an opportunity for our students to maximize their academic and athletic potential. Through practice and competition, we will look to instill life skills to further prepare our students for their future.*

#### **Mission of the New Prairie Athletic Department:**

*The New Prairie Athletic Department strives to develop student-athletes through education-based athletics.*

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## New Prairie High School Fight Song



(Sung to the tune of the University of Michigan Fight Song)

**Go, you New Prairie Cougars Fight  
For New Prairie High School We're  
Always Backing You Whatever 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!**

## New Prairie Athletic & Activities Expectations

1. Attend 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 NPUSC and IHSA 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.**

## Athletic Department Information

### Athletic Beliefs

#### Athletic Involvement

1. Compliments, supports and extends to the overall learning experience.
2. Will provide opportunities to develop life skills such as teamwork, time management, responsibility and respect.
3. Will provide experiences that will be a catalyst in increasing school moral and provide an avenue for students to take pride in their school and themselves.
4. Will be instrumental in the development of leadership skills by promoting positive behaviors that show respect for rules, opponents, officials, teammates and the game they play.
5. Is a privilege for all students who are willing and capable to meet the standards of the athletic program.
6. Along with cooperation from the parents, the student body, New Prairie United School Corporation and the community is necessary to the development of a successful program.
7. Is a tool to teach character development through exercising sportsmanship, being a good citizen, and putting the needs of others ahead of yourself.

### Code of Ethics

The New Prairie Athletic Community is dedicated to personal, academic, and athletic excellence. New Prairie students wishing to join and participate on an athletic team must realize it is a privilege and not a right. We all must agree to value integrity and work to develop character. It is understood that by joining an athletic team one is agreeing to certain ideals and striving to integrate the school approved core virtues.

### Athletic Department Structure

The Athletic Director has been delegated the authority for total responsibility concerning the operation of all athletic programs in the New Prairie United School Corporation, utilizing the

body of coaches to determine appropriate decisions and to facilitate solutions. The Athletic Director shall be directly responsible to the building principal and to the Superintendent.

The body of varsity head coaches shall function as the board of directors, meeting periodically with the Athletic Director to determine the best course of action to continue to move New Prairie Athletics forward towards success.

Varsity head coaches have the authority to state and guide the style of play used by junior varsity, C-team, and freshman teams (if applicable). This merely means that coordination between the various levels of competition is a must and is to be expected if programs are to grow and continue to be an integral part of the educational process.

*New Prairie Athletic Program Profile*

All students with sufficient ability are eligible to participate, provided they meet the established scholastic standards, eligibility requirements, and conduct requirements. The following athletic opportunities are offered at New Prairie High School:

<b>Fall</b>	<b>Level Offered at NP</b>	<b>IHSAA Start Week</b>
Girls Golf	JV & V	Week 4
Girls Volleyball	Freshman (C), JV & V	Week 5
Boys Tennis	JV and V	Week 5
Boys Football	Freshman (C), JV & V	Week 5
Boys Cross Country	JV & V	Week 5
Girls Cross Country	JV & V	Week 5
<b>Winter</b>	<b>Level Offered &amp; NP</b>	<b>IHSAA Start Week</b>
Girls Basketball	Freshman (C), JV & V	Week 16
Girls Swimming	JV & V	Week 17
Boys Wrestling	JV & V	Week 18
Boys Basketball	Freshman (C), JV & V	Week 19
Boys Swimming	JV, & V	Week 19
<b>Spring</b>	<b>Level Offered at NP</b>	<b>IHSAA Start Week</b>
Girls Track & Field	JV & V	Week 33
Boys Track & Field	JV & V	Week 33
Girls Softball	JV & V	Week 36
Boys Baseball	JV & V	Week 37
Girls Tennis	JV & V	Week 37
Boys Golf	JV & V	Week 37
<b>Multi-Season</b>	<b>Level Offered at NP</b>	<b>IHSAA Start Week</b>
Cheerleading	JV & V	-----

Dance Team	JV & V	-----
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IHSAA - Indiana High School Athletic Association

Organized in 1903, the Indiana High School Athletic Association is a voluntary, not-for-profit organization that is self-supporting without the use of tax monies.

The purpose of the IHSAA is to encourage and direct wholesome amateur athletics in the high schools of Indiana. In keeping with this mission, the Association:

- Regulates, supervises, and administers interschool athletic activities among its member high schools as an integral part of the secondary education program. A tournament series is sanctioned in 20 sports, 10 for girls and 10 for boys. This school year, more than 160,000 students will compete in IHSAA-sanctioned tournaments.
- Cooperates with all agencies vitally concerned with the health and educational welfare of secondary school students.
- Determines qualifications of individual contestants, coaches and officials.
- Provides written communications to facilitate athletic relations among member schools.
- Establishes standards of eligibility, competition, and sportsmanship while providing protection against exploitation of schools and students.

NIC - The Northern Indiana Conference

The Northern Indiana Conference was founded in 1963 and is comprised of 13 member schools from Northwest Indiana, which include the following:

Bremen	Penn
Elkhart Central	South Bend Adams
Jimtown	South Bend Clay
John Glenn	South Bend Riley
Mishawaka	South Bend Saint Joseph
Mishawaka Marian	South Bend Washington
New Prairie	

Student-Athlete/Parent Information

Athlete Defined

A New Prairie student-athlete is defined as all young men and women who represent a team that engages in interscholastic competition of IHSAA sanctioned sports and further includes student managers, athletic training student assistants, and statisticians.



### *Sport Season Defined*

Each sport season is defined by the IHSAA By-Laws: Girls – Rule 101; Boys – Rule 50. Each sport season begins with the first day of authorized practice and concludes on the date of which the team is eliminated from the IHSAA state tournament series.

### *Realities of High School Sports*

Participation in New Prairie High School extracurricular programs are a privilege. We want New Prairie Athletics to be a model for other athletic teams and programs to emulate. Coaches and student-athletes are expected to exemplify sportsmanship and good behavior both on and off campus. Academics are a priority, and participation in extracurricular programs should complement a student's academic schedule and not hinder it.

New Prairie's student-athletes involved in extracurricular activities have fewer behavior infractions, lower truancy rates, and higher grade point averages than the at-large student. We praise the academic accomplishments of our student-athletes along with their athletic success. However, the personal demands of belonging to an athletic team are great. The following are some points to be mindful of when joining one of our team sports:

- Vacations should NOT be planned during the playing season
- There are NO guarantees for playing time.
- Student-athletes are expected to be at ALL practices and to be on time for those practices (communication with coach).
- New Prairie High School provides student-athletes with the opportunity to train and condition on a year-round basis within the confines of IHSAA Rules.
- Expectations and commitment of time becomes greater with higher levels of competition.
- Practices may occur before the start of school as well as in the evening after school. Practices will be planned for Saturday's as well.
- Studies and homework are expected to be completed for classes even if a weeknight competition brings teams back at late evening hours.

### *Season Conditioning*

Our coaching staff is expected to conduct opportunities for training and conditioning while out of season. These opportunities also extend into the summer months. Students are strongly encouraged to become multisport athletes at New Prairie High School. Students who participate in more than one of our varsity programs become well-rounded athletes and help to contribute to the success of New Prairie. If a student-athlete is not involved with a seasonal

sport, they are encouraged to participate with the off-season conditioning of their team. These activities may include:

- Meetings
- Camps
- Strength Training (weight room)
- Core Conditioning
- Competition Strategies

### Moratorium Week (Includes week of July 4<sup>th</sup>)

According to Rule 15-3.4 of the IHSAA By-Laws: Each member school shall observe a moratorium week starting on Monday of the week which includes July 4<sup>th</sup>. During this seven day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted.

There are no New Prairie High School athletic activities scheduled for this week and our facilities will be closed. This is a vacation period for families established by the IHSAA.

### Required Participation Forms

Prior to being cleared for athletic participation at New Prairie High School, students must have completed/signed the following forms online or have them returned to the New Prairie Athletic Office:

1. A completed IHSAA Physical Packet with both parent and student signatures where applicable (dated after April 1<sup>st</sup>).
2. Concussion/Sudden Cardiac Arrest Acknowledgement and Information.
3. Insurance Information Form (if family does not have insurance, the participation waiver must be signed).
4. Emergency Medical Form for the athletic trainer.
5. ImPACT Testing Consent Form.
6. A completed Athletic Code of Conduct acknowledgement form.

A student CANNOT begin participating with a sport until all the above forms have been completed and returned to the athletic office.

### Health Insurance / Student Accident Insurance

New Prairie High School administrators, coaches, and athletic trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their particular sports. However, due to the nature of athletic activity, injuries do occur. The

school provides the opportunity for participation while the parent retains the right of denial for such participation.

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

### Physical Examinations

Every student-athlete is required by New Prairie High School and the IHSAA to have a current physical examination and a consent/release certificate completed and on file with the athletic office prior to the first official practice of any sport. The doctor's signature must be dated after April 1<sup>st</sup> prior to the beginning of each school year. Physical examinations and the submitting of completed forms to the athletic office are the responsibility of the athlete and his/her parents/guardians. New Prairie High School will schedule a date after April 1<sup>st</sup> of the current school year for physical exams to be provided by a local physician.

### Acknowledgement of Risks

When participating in any type of athletic activity, there is always a possibility that an injury can occur. Statistically, an athlete will suffer at least one injury during their athletic career that requires that he/she miss a number of practices and/or games. There are several types of injuries that can force an athlete to miss practices and/or games. Some of the more common injuries that occur in athletics are strains (stretching or tearing of muscle and tendon tissue), sprains (stretching or tearing of ligaments), and contusions (bruises of soft tissue or muscle tissue). These three types of injuries can vary in their severity. In the case of mild strains, sprains, and contusions, the athlete will feel some discomfort but will be able to continue his or her participation in athletics. In severe cases of strains, sprains, and contusions, the athlete may miss a large amount of time participating in his or her sport. Some severe injuries may need to be surgically repaired and require an extended period of physical therapy.

Athletes can also experience more serious injuries such as fractures, dislocations, concussions, internal injuries, spinal injuries, or death. Fortunately, most of the injuries that occur with athletics are mild and the athlete misses little or no participation. It is important to remember that statistically, athletes are much safer than those who participate in riskier types of physical activity. Athletes can decrease their chances to be injured by adhering to the following guidelines:

- Use the proper athletic techniques that are taught by the coaches.
- Condition properly during the preseason and work to stay in condition.
- Get proper rest, nutrition, and hydration.
- Refrain from risky behavior on the athletic field or in the locker rooms.

- Wear proper fitting protective equipment.
- Keep all protective equipment in working order.
- Stay alcohol and drug free.

Remember that some serious or severe injuries still occur when the athlete follows the above guidelines. However, those who disregard the above guidelines are at greater risk to sustain a serious or severe injury.

### Notice of Disclosure

In compliance with the membership requirements of the Indiana High School Athletic Association, Inc. and as a condition to your child's athletic participation in an IHSAA recognized sport, this school shall make available to the IHSAA, in the event of an investigation, complete detailed financial (athletic or otherwise), scholastic and attendance records of this school. Records that are available to the IHSAA include those that relate to or concern your child/ward and include information that has been provided in the course of your application for student aid. Reasonable steps will be taken by the IHSAA to maintain the confidentiality of the records provided.

### Residency Requirements

Student-athletes must be residents of the New Prairie United School Corporation, be sanctioned through court mandate, or be accepted as a transfer student in order to participate in athletics at New Prairie High School.

### Athletic Transfers

Students who did not attend New Prairie High School during the previous school year or move into our district must file for a transfer with the IHSAA. Following the completion of the appropriate portion of the form by the student and parents, it will be returned to New Prairie in order that it may be sent to the former high school for further information. Upon receiving it from the former school, it will be forwarded to the IHSAA for final approval. The student cannot become eligible for competition until approval has been granted by the IHSAA. New Prairie will abide by the decisions of the IHSAA in declaring the students level of eligibility. Students who transfer without a corresponding change in residence may be granted "limited eligibility" which allows for participation at the junior varsity level only for a period of 365 days.

This rule does not apply to students entering their freshman year, but only to those who have been enrolled in another high school. Be sure to make the New Prairie High School Athletic Department aware if you have transferred to New Prairie High School from another HS.

### Dual Sport Participation

Definition: Participating in two sports during the same season.

While not encouraged by New Prairie Athletic Department, dual sport participation is permitted under the following conditions:

1. The athlete and his/her family are in favor of competing for two (2) sports teams.
2. The coaches of the affected sports are in agreement that this is a desirable situation.
3. The coaches of the affected sports, athlete, and athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
4. The athlete is expected to practice regularly in both sports.
5. The athlete will not be permitted to leave practice early in order to attend a practice in the other sport without the permission of both coaches.
6. The athlete will not be permitted to miss any practices or contests in either sport without the consent of one or both of the coaches.
7. A prioritized list of contest levels will be established before the first contest of either sport, such as the following:
  - a. Contests take precedence over practices
  - b. IHSAA tournament games
  - c. Conference games
  - d. Other tournaments
  - e. Non-conference games

The student-athlete will be required to determine his/her “primary” and “secondary” sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season. If the letter requirements of both sports are met, then the athlete will be eligible to receive letters and awards in both sports. All final authority regarding conflicts and clarification of dual sport participation shall be vested in the Athletic Director.

### Illness/Injury

If you are absent five (5) or more consecutive days due to illness or injury, you must present a medical note clearing you to participate to the athletic department and athletic trainer. Additional practices are required by the IHSAA before regaining eligibility after an extended absence due to illness or injury (Rule C-9-14). All accidents or injuries home or away, are to be reported to the trainer and coach immediately.

### Practices and Contests

All team members are expected to attend all practices and contests. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practices during a school closing time (snow, etc.) are under the New Prairie United School Corporation policy.

### School Cancellations

If school is dismissed early or cancelled for the safety of the students because of inclement weather, i.e., hazardous road conditions, then the building principal and/or Superintendent shall have the discretion to decide if practices, scheduled contests, and other activities will be allowed provided that no student is required to participate in such activities. Furthermore, there will be no penalty for any student who does not participate on a day school is canceled.

If an activity is planned by the IHSAA, which is under no control of the school corporation, our student's participation will be reviewed to determine if attendance and participation is acceptable.

### Equipment

All equipment issued to an athlete is expected to be returned in the same condition as when issued (except normal wear and tear) or the athlete is expected to compensate the athletic department for the lost or damaged equipment. Failure to return equipment or to compensate the school for lost or damaged equipment will result in forfeiture of all athletic awards for that sport. No athlete may practice or tryout for another sport until all issued equipment has been turned in and they have been cleared by the previous sports coach. The Athletic Director will release the names of those student-athletes who are not cleared to all coaches of the next sports season.

### Transportation

New Prairie student-athletes are expected to travel to and from athletic contests and special events in school approved vehicles under adult supervision provided by the school as per corporation policy. Due unique circumstances and with approval by the administration and coach, a travel release form may be filled out and considered allowing the student-athlete to leave the event with their parents/guardians.

### Locker Rooms

Locker rooms will be made available to each member of our athletic teams. Each student-athlete will be issued a school purchased lock for their locker and for securing their personal items. 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. Locker room regulation include:

- Roughhousing, throwing objects, or snapping of towels is not allowed.
- Hazing is not allowed.
- All showers are to be turned off after use.
- No one other than coaches and assigned players and managers are allowed in the locker rooms.
- No glass containers are permitted in the locker rooms.
- In wet conditions all spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard plastic spikes or cleats are allowed in any other part of the school building.
- Practice/game clothing and materials should be taken home on a regular basis to be cleaned.

### Weight Room

The weight room is available for use by athletes before and after school as scheduled by the coaches. Weight room regulations include:

- Shirts and shoes are required at all times.
- No one is to be working out in the weight room alone without adult/coach supervision.
- Weights are to be replaced on racks immediately following use.
- Food and drink products are prohibited in the weight room.
- No horseplay or profanity is allowed.
- Report broken equipment immediately. Abuse of equipment will be cause for removal from the weight room.

### Changing Sports

Same sport season - If a coach cuts a student from a team, the student may join another team or program in that sport season, provided that tryouts for the second sport have not concluded and/or the head coach grants permission. An athlete who quits one sport may join another team in that same sport season, provided that tryouts for the second sport have not been concluded, it is prior to the first interscholastic competition of the original sport, coaches are in mutual agreement, and all outstanding athletic fees/obligations have been paid.

Different Sport Season - An athlete who quits one sport after the first contest has been completed to join another sport in different seasons may not do so until the original season is completed. Special circumstances may dictate exceptions to this practice. Exceptions will be made at the discretion of the Athletic Director, provided there is mutual agreement among coaches.

### Cutting/Tryouts

In some of our sports, cutting a team down to a manageable size is necessary. Each of New Prairie's sport programs will have its own policy on choosing teams and the head coach of the program will be charged with developing and implementing that policy. However, all of our sports will use these principles as contributing factors when determining squad selection: talent, ability, and potential; attitude; attendance; and scholastic performance. Evaluations are made on a daily basis and athletes may be cut from a team anytime during the season.

All students who are in good standing with the New Prairie United School Corporation will be allowed to try-out for the sport/activity of their choosing. All potential student-athletes will be evaluated for minimum of two (2) practice sessions prior to cuts being made.

### *Athletic Department Fees*

Each sport may have an expected cost for its consumables that student-athletes will use and keep. New Prairie athletics strives to do its best to keep participation costs to a minimum. Fundraiser events conducted by teams can be done to minimize the cost for equipment and other items.

## Eligibility Rules

The eligibility rules, which apply to student-athletes are in two categories. The Indiana High School Athletic Association (IHSAA), of which New Prairie is a voluntary member sets one set of regulations. The other regulations are established by the New Prairie United School Corporation Board of Trustees, New Prairie Administration, the Athletic Department and coaches.

### *IHSAA Eligibility Rules*

To represent New Prairie High School in athletics, a student must meet all eligibility requirements of the Indiana High School Athletic Association.

You are ineligible by the IHSAA rules if:

1. AGE
  - a. You are 20 years old on or prior to the first date of the IHSAA tournament in your sport
2. AMATEURISM
  - a. You play under an assumed name
  - b. You accept money or merchandise directly or indirectly from athletic participation
  - c. You sign a professional contract in that sport
3. AWARDS/GIFTS



- a. You receive in recognition for your athletic ability any award not approved by your high school or the IHSAA
- b. You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum
- c. You accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni
- 4. CONDUCT/CHARACTER
  - a. You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA
  - b. You create a disruptive influence on the discipline, good order, moral and educational environment in your school
- 5. ENROLLMENT
  - a. You did not enroll in school during the first 15 days of a semester
  - b. You have been enrolled more than four fall semesters and four spring semesters beginning with grade 9
  - c. You have represented a high school in a sport more than 8 semesters
- 6. ILLNESS/INJURY
  - a. You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation
- 7. PARTICIPATION
  - a. During a contest season
    - i. You participate in tryouts or demonstrations of athletic ability in that sport as a prospective college student athlete
    - ii. You participate as a grade 9, 10, 11, or 12 student in a contest with or against a student enrolled below grade 9
    - iii. You participate in an organized athletic contest with or against players not belonging to your school
    - iv. You participate as an individual on any team other than your school team
    - v. You participate as an individual without following the criteria for the outstanding student-athlete
    - vi. You attend a non-school camp
    - vii. You attend and participate in a student clinic
  - b. During school year out of season
    - i. You participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, who have participated the previous year in a contest as a member of their school team in that sport
      - 1. Basketball – 3
      - 2. Football – 6
      - 3. Softball – 5
      - 4. Baseball – 5
      - 5. Volleyball – 3
      - 6. Soccer – 7

- ii. You receive instruction in team sports from individuals who are members of your high school coaching staff (exception: during the IHSAA limited contact program)
  - c. During summer
    - i. You attend a non-school fall sports camp and/or clinic after Monday of Week 4
    - ii. You attend any other non-school camp and/or clinic after Monday of Week 5
- 8. PRACTICE
  - a. You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest
- 9. SCHOLARSHIP
  - a. You did not pass five full credit subjects or the equivalent in your previous grading period. Physical Education will count as one of the five full credit subjects. Semester grades will take precedence
  - b. You are not currently passing five full credit subjects or the equivalent
- 10. CONSENT AND RELEASE CERTIFICATE
  - a. You do not have the completed certificate of file with your principal each school year, between April 1 and your first practice
- 11. TRANSFER (for complete IHSAA Transfer rules, go to IHSAA.org)
  - a. You transfer from one school to another primarily for athletic reasons.
  - b. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless
  - c. You are entering the 9th grade for the first time
    - i. You are transferring from a school district or territory with a bona fide move by your parents
    - ii. You are a ward of the court
    - iii. You are an orphan
    - iv. You transfer to reside with a parent
    - v. Your former school closed
    - vi. Your former school is not accredited by the state accrediting agency in the state where the school is located
    - vii. Your transfer was pursuant to school board mandate for redistricting.
    - viii. You enrolled and/or attended, in error, a wrong school
    - ix. You transferred from a correctional school
    - x. You are emancipated
    - xi. You did not participate in any contests as a representative of another school during the preceding 365 days
    - xii. You return to an IHSAA member school from a non-member school and reside with the same parent or guardian
    - xiii. You transfer to a member boarding school with a corresponding move from the residence of your parent or you transfer from a member boarding school with a corresponding move to the residence of your parent
    - xiv. You are a qualified foreign exchange student attending under an approved CSIET program

12. UNDUE INFLUENCE

- a. You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents

New Prairie Eligibility Rules

To represent New Prairie High School in athletics, a student must meet all eligibility requirements of the New Prairie United School Corporation and the New Prairie Athletic Department.

1. A current IHSA physical is on file in the athletic office complete with all student and parent/guardian signatures. Concussion and Sudden Cardiac Arrest forms have been acknowledged.
2. A student-athlete has no outstanding Athletic Code of Conduct violations.
3. Remaining in good academic standing, which indicates the following:
  - a. A fulltime student-athlete who is enrolled and passing all their courses at the time of all end of grading period/semester grade checks.
  - b. Attendance (Practice or Competition): In order to participate in athletics daily, a student-athlete must be in attendance at least 5 of the 7 class periods.
  - c. Exceptions may include: Dr. appointments, funerals, court appearances, college visitation, etc.... that have been approved by the school administration.

## Health and Injury Prevention

Athletic Trainer

If the athletic trainer is present, they will evaluate all injuries, provide first aid and make needed referrals to physicians or emergency care. In the event the athletic trainer is not present, the coach will handle the injury, provide first aid and refer to the athletic trainer.

The Athletic Trainer will evaluate all athletic injuries daily prior to the athlete returning to practice/competition and provide the coaches with the following information:

1. Impression of injury
2. Status
3. Treatment program
4. Restrictions
5. Estimated time to full competition

The Athletic Trainer will provide treatments and rehabilitation as directed by the athlete's physician.

### *Athletic Training Room*

The athletic training room should only be used by athletes when the athletic trainer or coach is present. The training room is not a lounge and those not receiving treatment should wait in the hall. The athletic training room is a co-ed facility. Proper attire and conduct is required at all times.

### *Injury Notification*

Parents/guardians will be notified if injury occurs that may result in no practice or requires a physician. The notification may be via phone, text, or email.

### *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.

### *New Prairie Concussion/Traumatic Brain Injury Protocol*

Concussion is a functional injury to the brain, where the normal brain physiology and function is disrupted by biomechanical forces to the brain. There are a wide variety of signs, symptoms, and behaviors consistent with a concussion. These may include symptoms (e.g. headache, nausea, feeling "in a fog", dizziness); signs (e.g. amnesia, confusion, balance problems); mood or behavior changes (e.g. irritability, mood swings); cognitive changes (e.g. slowed reaction time, difficulty concentrating or with memory); and sleep disturbances (e.g. drowsiness, insomnia). An athlete with a concussion does not have to experience loss of consciousness (LOC).

If an athlete has had a concussion previously, then they are at increased risk to have another concussion. The more concussions a student-athlete has had, the longer it may take for that athlete's brain to recover. In addition, the effects of repetitive concussions may be cumulative.

## **PROTOCOL FROM INJURY TO PLAY**

1. When a student-athlete exhibits signs, symptoms, or behavior consistent with a possible concussion, they shall be removed from practice or competition and evaluated by the certified athletic trainer and/or the team physician.
2. The student-athlete will be evaluated and monitored for a minimum of 15 minutes to determine their status as it relates to being concussed.
3. If diagnosed with a concussion, athlete will be removed from physical activity until seen by a physician.
4. The athlete or their caregiver will be provided instructions on further care.

## **RETURN TO PLAY GUIDELINES (RTP)**

1. The athletic trainer will monitor the progression of the athlete to their sport.
2. The SAC test will be used as a form of sideline assessment along with ImPact testing to confirm the possibility of a concussion.
3. The athlete must be asymptomatic before progressing to the next stage, as follows:

Stage 1: At rest and daily living activities for 24 hours.

Stage 2: May participate in light activity (10 minutes bike, walk, jog, no weight lifting, jumping, or hard running).

Stage 3: May participate in moderate activity (moderate intensity on bike, jog, or weight lifting-reduced time/weight).

Stage 4: May participate in heavy; non-contact physical activity (sprinting, running, bike, weight lifting, no contact)

Stage 5: Full contact practice in controlled practice setting

Stage 6: Full participation with the release of the team Physician

## **BASELINE AND POST-CONCUSSION TESTING**

- Student-athletes in sports with an increased risk of concussion or with a pre-participation history and/or exam concerning concussions undergo ImPact concussion testing.
- Post-concussion testing will be performed on these athletes and compared to baseline values to aid in clearance decisions. Post-concussion balance testing and other cognitive tests may also be utilized as needed to aid in clearance decisions.

## Athletic Department 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.

## New Prairie Athletic Code of Conduct

Student-athlete conduct during the regular school day, during school related activities, and at other times is subject to the provisions of the New Prairie High School “Student Code of Conduct”. In addition, the conduct of students who wish to participate in school sponsored athletic programs are subject to this Athletic Code of Conduct. Because participation in such

activities is a privilege, the Athletic Code addresses conduct beyond that applicable to students in general, to further the expectations, purpose, and integrity of athletic activities.

The Athletic Code is a document that is part of the New Prairie Athletic Form Packet and is signed by the student and parent each year prior to being allowed to try-out or to participate on an athletic team. Once signed, the Athletic Code applies to the student's entire athletic career at New Prairie on a 24/7/365 basis to conduct both at school and off school grounds. Applicable penalties will be applied whenever the conduct is discovered. That is, the New Prairie administration reserves the right to fully investigate conduct which potentially violates the Athletic Code whenever evidence is provided, even if the conduct occurred during prior seasons or school year (e.g., conduct occurring during a student's freshman year may result in a penalty during the student's senior year if not discovered/reported until that time).

IT IS EXPECTED that the individual rights of all must be respected and all teammates and participants treated equally. Hazing, harassment, including but not limited to verbal, physical, or sexual harassment, intimidation or initiation of student-athletes will not be tolerated.

IT IS EXPECTED that student-athletes will not possess, use, consume, or be under the influence of tobacco products, alcohol, controlled substances nor shall they possess related paraphernalia.

IT IS EXPECTED that student-athletes will adhere to standards of decorum and behavior at the highest level as representatives of New Prairie. Theft, acts of violence, fighting, poor classroom behavior, and unlawful conduct will not be tolerated.

IT IS EXPECTED that student-athletes will follow rules established for that sport/activity, including but not limited to those regarding tardiness to team or activity meetings, absences from practice, events, or meetings, disrespect to coach or activity sponsor, acts of unsportsmanlike conduct, and verbal abuse of others involved in the activity.

IT IS EXPECTED that during any athletic season, a student-athlete will only participate on one team (unless mutually agreed upon by the two head coaches involved). If a student-athlete quits a sport once games have started, that student-athlete will not be allowed to participate (either at practice or in competition) for any other team during that season. This rule can be waived at the coach's discretion. An athlete must finish the season in good standing in order to letter, attend banquets, and receive athletic awards. Uniforms, equipment, fees, and other obligations must be met or turned in before moving to the next sport.

IT IS EXPECTED THAT ALL STUDENT-ATHLETES USE TRANSPORTATION PROVIDED BY THE SCHOOL CORPORATION. Traveling with the team/group is part of the athlete's obligation to his/her teammates and coach. Not riding with the team/group should only be done in a family emergency or a situation where undue hardship is caused by traveling with the

team/group. In order for an athlete to travel to or from an event by means other than the school transportation, he/she must bring a Travel Release Form signed by a parent/guardian. The athlete will only be released to his/her parent/guardian. Friends, relatives or other students are not acceptable as travel alternatives. This form must be in the athletic office and with the coach, as applicable no less than 24 hours prior to the trip.

Violations of the Athletic Code can result in some of the following consequences: assigned disciplinary consequences at the team level, probation, and suspension from practices and/or games, career expulsion from athletics and other extracurricular events.

<b>Type 1 violation</b>	<b>Occurrence</b>	<b>Penalty</b>
Being arrested for or possessing, using, consuming or being under the influence of a controlled substance or possession of paraphernalia	1st	Expelled from athletics/extracurricular activities for 365 days and probation for the remainder of career. By self-reporting and completion of an evaluation program, a student may practice but not compete in contests.
****	2nd	Permanent expulsion from athletics and extracurricular activity participation.
<b>Type 2 violation</b>	<b>Occurrence</b>	<b>Penalty</b>
Possessing, using, consuming, or being under the influence of alcohol	1st	33% of current, next, or combined seasons or extracurricular term. Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible.
****	2nd	Expulsion from athletic/extracurricular activities for 365 days.
****	3rd	Permanent expulsion form athletic/extracurricular activity participation.
<b>Type 3 Violation</b>	<b>Occurrence</b>	<b>Penalty</b>
Possession and/or use of a tobacco or E-cigarette type of product	1st	33% of current, next, or combined seasons or extracurricular term. Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible.



****	2nd	Expulsion from athletic/extracurricular activities for 365 days.
****	3rd	Permanent expulsion from athletic/extracurricular participation.
<b>Type 4 Violation</b>	<b>Occurrence</b>	<b>Penalty</b>
Unlawful conduct, disruptive conduct, hazing, harassment, non-traffic misdemeanor and/or bringing dishonor to the school, the athletic department, or the community	All	Determined by the Principal, Athletic Director, and head coach.

\*All Athletic Code of Conduct violations are accumulative over the entire span of a student-athlete's athletic career at New Prairie High School.

*Social Media Policy and Guidelines*

Playing and competing for New Prairie High School is a privilege, not a right. Student-athletes are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our school and ourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us, but benefit the whole team.

In recent years, Facebook, Instagram, Snapchat, Twitter and other social networking sites have increased in popularity and are used by the majority of student-athletes at New Prairie.

Student-athletes may not be aware that third parties including the media, faculty, future employers, college coaches and IHSAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the school. This can be detrimental to a student-athletes future.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, ex., No holding cups, cans, shot glasses etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
5. Posting photos, videos, comments or posters that demean other New Prairie students, athletes, teammates, coaches, or school personnel.
6. Posting photos, videos, comments or posters that are derogatory towards opposing schools or opposing student-athletes.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to an Athletic Code of Conduct violation and penalties as determined by the school administration, athletic department, and coaching staff.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Social Media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the athletic department and the school. Remember to always present a positive image and don't do anything to embarrass yourself, the team, your family or New Prairie High School.

#### *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.

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

### Sexting - Indiana Code 35-42-4-4.

“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.

### Penalty Assessment

The method used to determine the number of contests for a suspension will be the IHSAA maximum number of varsity scheduled contests allowed for a sport. The penalty will use scheduled contests whether played or cancelled and any calculated suspension of .5 contests or more will be rounded up. Only contests that are actually played will be used to serve the assessed penalty and varsity scrimmages will be counted.

### Combination of Offenses

Any combination of two of type 2, 3, and 4 violations will result in at least 50% loss of season/extra-curricular activity term; any combination of three of these violations will result in permanent expulsion from athletic/extra-curricular participation. The second or third offense can be from any category (type 1, 2, 3, or 4).

### Carry Over Suspension/Penalty

A student-athlete must complete the entire season/activity period in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught for drinking in January. The athlete decides to go out for a spring sport to serve the 33% penalty. After 5 contests the athlete quits the team. It would not count for completion of the penalty.

### Terms of Suspension

- A student athlete who has been suspended from a team for any length of time is expected to continue his/her association with the team in terms of attending practice and following team rules. The student-athlete will attend the contests but is not allowed to participate in the contest.
- A student athlete who has been excluded from participation for a full calendar year will not associate with that team or other New Prairie athletic teams. This includes after school conditioning.
- A student athlete who transfers into New Prairie High School while serving suspensions at his/her school will serve out the remainder of his/her penalty at New Prairie. The

previous school's penalty will be honored in full and will not be increased or decreased in length.

- Records of violations will be kept on file in the athletic director's office. Violations will be cumulative grades 9 through 12.

### Summer Participation

Suspended students are allowed to participate in summer instruction. Students who have been excluded for one year or participation will not be allowed to participate in the summer instruction. Summer instruction is considered the same as practice for these purposes.

### Parent/Student Notification

Parents will be notified in writing of each offense. Coaches shall have the right to impose further rules, as they deem proper for their activities.

### Appeals

Participants may appeal suspensions. All appeals must be submitted in writing within five days after a penalty has been assessed. This request should be submitted to the Athletic Director or his/her Principal, as applicable. A committee consisting of at least the Athletic Director, one school administrator, and one varsity coach/sponsor, as applicable, will be formed to consider any unique circumstances and to review penalties when deemed appropriate.

### Athletic Council

The Athletic Council may be composed of at least one high school administrator or designee, the athletic director, and one head coach.

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.

### Parent Assistance

Any parent seeking help or assistance involving his/her child's use of drugs, alcohol, or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/participant will receive a lesser consequence than what is outlined above. This consequence may include athletic/participant suspension, drug counseling, and random drug testing. In the case of an athlete, the Athletic Director and Principal will determine the severity of the consequence.

### Self-Reporting

Level 2 Violation – The penalty will be reduced by 25% of the current and/or next sport season if:

1. The student or the student's parents/guardians report the violation to the principal and/or athletic director, or coach prior to their independent confirmation of a violation.
2. The student submits to and receives a certificate of completion from a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the principal and may include a recommendation for parent/guardian participation. The cost of the program is the responsibility of the student and/or his/her parents.

Level 3 Violation – The penalty will be reduced by 25% of the current and/or next sport season if:

1. The student or the student's parents/guardians report the violation to the principal and/or athletic director, or coach prior to their independent confirmation of a violation.
2. The student submits to and receives a certificate of completion from a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the principal and may include a recommendation for parent/guardian participation. The cost of the program is the responsibility of the student and/or his/her parents.

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## 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 by consequences set forth in section D of this policy under Testing Procedures.

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 through the NPUSC testing program at a pre-approved facility of the NPUSC Random Testing Vendor to be reinstated for eligibility at the individual’s expense.

Refusal to produce an adequate urine specimen when randomly selected under the provisions of this policy will be considered an admission of guilt subject to automatic and immediate 365 days suspension of the current and/or next season of participation. Any Student in violation of this provision will lose driving privileges at NPUSC for 365 days. Reinstatement will occur after serving the 365 days suspension only if a clean sample is provided under the provisions of this policy.

Student-athletes or students testing positive for drugs-controlled substances Type I violations or refusing to participate in random drug testing and thus earning a first time 365 days suspension are eligible to have their suspension reduced by 50% (or 183 days) to be approved by the athletic director and in consultation with an athletic committee consisting of the athletic director, one school administrator, and one varsity coach/sponsor. Criteria to be eligible for a 50% suspension reduction includes:

*Upon testing positive, or being deemed to have violated the drugs or controlled substance Type I policy of the athletic code of conduct or by refusing to provide a sample when randomly selected, a student-athlete may provide documentation, to the athletic director, of an assessment and completion of a substance abuse rehabilitation program with a licensed professional program and complete 10 hours of community service in our school(s).*

*If the student-athlete completes the program in good standing and completes the recommendations of the substance abuse rehabilitation program, his /her suspension may be reduced upon a request, in writing, for a review to the Director of Athletics & Athletic Committee from the student or student's parent or guardian. The assessment and substance abuse rehabilitation program undertaken by the student-athlete will be at the expense of the parent or guardian. The substance abuse rehabilitation program must be engaged in for a minimum of 30 calendar days, or longer if prescribed the substance abuse rehabilitation program professional. Documentation of successful rehabilitation program completion must be provided to the Athletic Director prior to consideration of a suspension reduction. Ten hours of community service, approved by the NPHS Principal, must be completed prior to consideration of suspension reduction as well. Suspension reduction decisions will be made by the NPHS Athletic Director, in consultation of the Athletic Committee. The rehabilitation program must begin within 30 calendar days of beginning of the 365 days suspension for eligibility for a 50% or 183 days penalty reduction*

- 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.

#### PICK-UP PROCESS

The collector is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the chain of custody form properly annotated.

Updated & Board Approved 6/17/2019

**Parent/Guardian Certification of Consent, Acknowledgement and Release**

In accordance with the rules of the IHSAA and the New Prairie Athletic Department I hereby give my consent of the above student to participate in all athletics at New Prairie High School.

I understand that participation may necessitate an early dismissal from classes and I also understand that travel is necessary and accident causing injury is possible.

I consent to the disclosure, by my son's/daughter's school, to the IHSAA of all requested, detailed financial (athletic or otherwise), scholastic and attendance records of such school concerning my son/daughter.

I know of and acknowledge that my son/daughter knows of the risks involved in athletic participation, understands that serious injury, and even death, is possible in such participation, and chooses to accept any and all responsibility for his/her safety and welfare while participation in athletics. With full understanding of the risks involved, I release and hold harmless my school, the schools involved, and the IHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation, and agree to take no legal action against the IHSAA or my school because of any accident or mishap involving the athletic participation of my son/daughter.

As a parent and/or guardian of the above student-athlete, I have read the Athletic Handbook, the Athletic Code of Conduct and discussed it with my son or daughter. I understand the Code and realize that it applies year round. I also realize that my son/daughter is subject to disciplinary measures should he/she violate the rules of the Athletic Code of Conduct or of the coaches.

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Printed Parent/Guardian                      Signature Parent/Guardian                      Date

**Student-Athlete Certification of Consent and Acknowledgement**

I hereby acknowledge that I have read and understand the Athletic Code of Conduct and written rules, regulations and information published in the New Prairie Athletic Student Handbook.

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Printed Student                                      Signature Student                                      Date