

Students

Random Drug Screening Program

Participants in Athletics/Extracurricular/Privileged Activities

The Conduct Code for Participants in Athletic/Extracurricular/Privileged Activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Parent(s)/Guardian(s) of Sandwich CUSD #430 students (including home-schooled students) will be asked to sign the Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, running from August 1 through July 31. Students are not eligible for participation in any athletics/extracurricular/privileged activities unless these consent forms are signed by September 1st (or within two weeks of registering if enrolling after the start of the school year). Students submitting signed forms after this time will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider at the student's expense) and release the results to the designated school representative.

Non Participants in any Athletic/Extracurricular/Privileged Activities:

Parent(s)/Guardian(s) may voluntarily enroll their student in the random drug screening program even if the student chooses not to participate in athletics/extracurricular/privileged activities. Parent(s)/Guardian(s) must sign the consent forms. Students testing positive in the random drug screening program that do not participate in athletics/extracurricular/privileged activities will be provided with resource and intervention options, and there will be no school consequences for the positive test.

For the purpose of this policy, the following definitions shall provide guidance:

- Athletic/Extracurricular/Privilege activities: All 7th and 8th grade Sandwich Middle School and Sandwich High School athletic/extracurricular/privilege activities that are both voluntary in nature and that are not associated with an academic grade or curricular requirement.

Athletic/Extracurricular/Privilege activities at Sandwich Middle School include, but are not limited to the following:

- Basketball
- Cheerleading
- Class Sponsored Trips
- Cross Country
- Dances
- IEMA Solo & Ensemble Contest
- Jazz Band
- Jr. Regiment

- Poms
- Promotion/Awards ceremony
- Soccer
- Spelling Bee
- Statisticians/Managers
- Student Council
- Track
- Volleyball
- Wrestling
- Yearbook

Athletic/Extracurricular/Privilege activities at Sandwich High School include, but are not limited to the following:

- Awards Night
- Baseball
- Basketball
- Bass Fishing
- Celebration Assembly
- Cheerleading
- Chess Club
- Class Offices
- Class Sponsored Trips
- Computer Club
- Cross Country
- Dances
- Drama Club
- DCP/Safe
- Driving/Parking on school grounds
- Fall Play
- FFA
- Football
- Fine Arts Club
- Future Educators of America
- Golf
- Graduation/Awards Ceremony
- History Club
- Homecoming Activities, Court
- IMEA
- I8 Leadership Conference
- I8 Music Festival
- Jazz Choir
- Jazz Ensemble
- Jazz Lab
- Madrigals
- Marching Indians
- Math Team
- Men's Choir

National Honor Society
Pep Band
Poms
Prom Court and Prom
Renegade Regiment
Scholastic Team
Science Club
Soccer
Softball
Spanish Club
Speech Team
Spring Musical
Statisticians/Managers
Student Council
Student Leadership Initiative Program
Thespian Club
Track
Variety Show
Volleyball
Wrestling
WYSE

- Random: selection by a contracted vendor using a double-blind selection method--one in which neither the administrators nor the participants can predict or affect the outcome. The computer does not examine participant IDs, nor does it take into account how many times, when, or whether participants have been tested in the past. It is possible that someone chosen for a random test may have been previously selected in the last random selection. The random element of chance is just what is implied--a random chance. Random testing will be done at least once per month, provided, however, parent(s)/guardian(s) of a student selected for testing who is not currently participating in any athletic/extracurricular/privilege activity may elect not to be tested.
- Drug: any substance illegal for consumption by a minor unless prescribed by a physician. The drugs tested will be determined by the Board of Education, the Superintendent of Schools, or designee.
- Sign-up period: registration through September 1, or two weeks after registration if enrolling during the school year.
- Revoke: a student or parent/guardian may change his/her mind and deny consent after the consent agreements have been signed, but in doing so the student will become ineligible to participate in extracurricular activities in the same manner as if he/she had a positive test for drugs.
- Testing: collection of a urine specimen on school site (utilizing a modified bathroom to meet collection criteria for urine drug testing- meeting the Federal Guidelines- 49CFR Part 40 requirements) by contracted certified collectors. The specimen will be tested at a certified laboratory and investigated and confirmed by a contracted Medical Review Officer. Questions about testing results or testing procedures will be referred to the contracted medical provider.

- Positive Test: a failure to fully cooperate with the testing procedures, a refusal to test, or a confirmation of a positive test shall all be considered a positive test. The medical provider will inform parents/legal guardians and the designated school representative of the test results. A positive test will be referenced as “use of drugs” in the Conduct Code.
- Confidentiality: information and results will be kept separate from the student’s educational records. Negative results will be kept in a secure file with the provider for one year and positive results will be kept in a secure file with the provider for five years. Due to HIPAA privacy laws, information will only be shared with the Medical Review Officer, the parent(s)/legal guardian(s) who signs the consent form and the Sandwich School District’s designated representative.

Responsibilities

Superintendent or Designee: forward list of all enrolled students to contracted vendor, arrange testing dates with vendor, serve as point of contact for vendor, receive test results and forward them to the appropriate principal.

Principal: plan student and parent orientation programs, advertise sign-up period, collect signed Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Drug Testing forms, facilitate testing, review with students and parents the results of the testing, determine the consequences, and monitor successful completion of intervention programs that reduce consequences.

Assistant Principal/Athletic Director: inform building administration sponsors/coaches of students ineligible to participate because of failure to have a signed Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Drug Testing form on file in the office, or because of a positive test.

Social Worker/Guidance Counselor: provide support and referrals to students and parent(s)/guardian(s) when positive test results are returned.

Consequences

Listed in 7.240-AP1; 7.240-AP2

ADOPTED: June 19, 2012

Students

RANDOM DRUG SCREENING POLICY & PROCEDURES CODE OF CONDUCT

Participation in athletic, extracurricular and/or other privileged activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate/enroll in athletic/extracurricular/privileged activities are required to comply with this Code of Conduct. By the district permitting participation in privileged activities by the student, both the student and the student's parent(s)/guardian(s) agree and promise that the student will abide by all the requirements of this Code of Conduct.

The Code of Conduct for participants in all athletic/extracurricular/privileged activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Parent(s)/Guardian(s) and the student will be asked to sign the Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, extending from August 1 through July 31 of each year (or two weeks after registration through July 31 if enrolling after the start of the school year).

Students are not eligible to participate in any athletic/extracurricular/privileged activity unless these consent forms are signed and submitted by September 1st. Students submitting signed forms after September 1st, (or later than two weeks after registration if enrolling after the start of the school year) will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider – at student's expense) and release the results to the designated school representative.

Non Participants in any athletic/extracurricular/privileged activity: Parent(s)/Guardian(s) may voluntarily enroll their student in the random drug screening program even if the student chooses not to participate in athletics/extracurricular/privileged activities. Parent(s)/Guardian(s) must sign the consent forms. Students testing positive in the random drug screening program that do not participate in athletics/extracurricular/privileged activities will be provided with resource and intervention options, and there will be no consequences due to the positive test.

Random Drug Testing Program

For the purpose of this policy the following definitions shall provide guidance:

- **Athletic/Extracurricular/Privileges:** All activities that are voluntary in nature and that are not associated with any academic grade or curricular requirement.

- **Random:** selection by a contracted vendor using a double-blind selection method--one in which neither the administrators nor the participants can predict or affect the outcome. The computer does not examine participant IDs, nor does it take into account how many times, when, or whether participants have been tested in the past. It is possible that someone chosen for a random test may have been previously selected in the last random selection. The random element of chance is just what is implied--a random chance. Random testing will be done at least once per month, provided, however, parent(s)/guardian(s) of a student selected for testing who is not currently participating in any athletic/extracurricular/privilege activity may elect not to be tested.
- **Drug:** any substance illegal for consumption by a minor unless prescribed by a physician. The drugs tested will be determined by the Board of Education, the Superintendent of Schools, or designee.
- **Sign-up period:** registration through September 1st, or two weeks after registration if enrolling after the start of the school year.
- **Revoke:** a student or parent(s)/guardian(s) may change their mind and deny their consent after the consent agreements have been signed, but in doing so the student will become ineligible to participate in athletics/extracurricular/privilege activities in the same manner as if he/she had a positive test for drugs.
- **Testing:** collection of a urine specimen on school site (utilizing a modified bathroom to meet collection criteria for urine drug testing- meeting the Federal Guidelines- 49CFR Part 40 requirements) by contracted certified collectors. The specimen will be tested at a certified laboratory and investigated and confirmed by a contracted Medical Review Officer. Questions about testing results or testing procedures will be referred to the contracted medical provider.
- **Positive Test:** a failure to fully cooperate with the testing procedures, a refusal to test, or a confirmation of a positive test shall all be considered a positive test. The medical provider will inform parent(s)/legal guardian(s) and the designated school representative of the test results. A positive test will be referenced as "use of drugs" (**Level C**) in the Conduct Code for Participants in Extracurricular Activities.
- **Confidentiality:** information and results will be kept separate from the student's educational records. Negative results will be kept in a secure file with the provider for one year and positive results will be kept in a secure file with the provider for five years. Due to HIPAA privacy laws, information will only be shared with the Medical Review Officer, the parent(s)/legal guardian(s) who signs the consent form and to Sandwich School District's designated representative.

INFRACTIONS AND CONSEQUENCES – Use of Drugs

FIRST OFFENSE: (Positive Test Result)

Athletics

The participant will be suspended from participation in 66% of the total sport season with an option to attend an intervention program to reduce the penalty to a minimum of 20% of the season. Participants are allowed to practice, not compete.

Suspensions carry over from one activity to the next until the full consequence has been served.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of testing positive, and documentation of successful completion must be provided to the principal.

All Other Extracurricular/Privileges (non-athletics)

Suspensions involving a student participating in extracurricular activities and/or other privileges (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible to participate in any activity scheduled during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days). Participants are allowed to practice, not compete/participate.

Suspensions carry over from one activity to the next until the full consequence has been served.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of testing positive and documentation of successful completion must be provided to the principal.

Example A: Student plays a sport, is involved in student government and has registered for a parking permit: Consequence: The student shall be suspended from each activity/privilege until consequences have been served for that activity/privilege.

Sport: participation in 66% of the total sport season with an option to attend an intervention program to reduce the penalty to a minimum of 20% of the season; **and Student Government & Parking Permit:** loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible to participate in any activity scheduled during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days).

Example B: Student is involved in student government, has registered for a parking permit and chooses to attend a dance - Consequence: The student shall be suspended from each activity/privilege until consequences have been served for that activity/privilege.

Student Government, Parking Permit, Dance (all encompassed): loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible to participate in any activity/privilege scheduled during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days).

Example C: Student is not involved in extra-curricular activity but has registered for a parking permit - Consequence: The student shall be suspended from driving/parking on school grounds until consequences have been served.

Parking Permit: loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible for this privilege during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days).

SECOND OFFENSE (Positive Test Result):

Athletics

Suspension will be for the balance of the current sport season and 66% of the next season in which the participant is involved. Participants are allowed to practice, not compete.

All Other Extracurricular/Privileges (non-athletics)

Suspensions involving a student participating in extracurricular activities and/or other privileges (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will be served immediately and will make the student ineligible to participate in any activity scheduled during that time period. Participants are allowed to practice, not compete/participate.

Example – 2nd Offense: Student plays football, is involved in student government and has registered for a parking permit. This consequence will begin immediately after a positive test result and will make the student ineligible for this privilege during that time period.

Consequence: The student shall be suspended from the rest of the football season and then 66% of his/her next sport. The student will also be suspended from all other activities/privileges for 57 school attendance days.

THIRD OFFENSE (Positive Test Result)

The student will be suspended for all athletics/extracurricular/privilege activities for the duration of his/her career at that school.

Positive test results will not carry over from the middle school to the high school; the time at the middle school is treated independently of the time at the high school

ADOPTED: June 19, 2012

Students

ATHLETICS & EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

Participation in school sponsored athletic and/or extracurricular activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate in athletic and extracurricular activities are required to comply with this Code of Conduct. By the district permitting participation in an athletic or extracurricular activity by the student, both the student and the student's parent(s)/guardian(s) agree and promise that the student will abide by all the requirements of this Code of Conduct. **This code of conduct is enforced at all times, even when school is not in session.**

The Code of Conduct for participants in all Athletic/Extracurricular Activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Copies of this code shall be given to all extracurricular participants and their parent(s)/guardian(s) and the code shall be explained at an orientation meeting. Parent(s)/Guardian(s) and the student will be asked to sign the Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, extending from August 1 through July 31.

Students are not eligible for participation in any athletic/extracurricular activities unless these consent forms are signed and submitted by September 1st. Students submitting signed forms after September 1st (or later than two weeks after registration if enrolling after the start of the school year) will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider – at student's expense) and release the results to the designated school representative.

This Code of Conduct is not intended to be used as the sole disciplinary model for students participating in athletics and/or extracurricular activities. It is to be used in conjunction with the Sandwich CUSD #430 disciplinary model and IHSA rules included in other sections of the handbook.

Although the Code of Conduct applies to students at both Sandwich Middle School and Sandwich High School, behavior and consequences occurring at Sandwich Middle School do not carry over to Sandwich High School.

LEVEL A INFRACTIONS AND CONSEQUENCES (athletes/extracurricular participants)

Level A infractions include, but are not limited to, behavior noted as Level 1 in the "Disciplinary Cycle Model" section of the handbook. This includes rude and unacceptable behavior. It does not include behavior that falls under Level B and/or Level C below. For purposes of this section, these infractions will be considered on a season by season basis. Participants are allowed to practice, not compete.

FIRST OFFENSE:	Warning letter placed in file
SECOND OFFENSE:	Warning letter placed in file
THIRD OFFENSE:	Suspended for one contest
FOURTH OFFENSE:	Suspended for two contests
FIFTH OFFENSE:	Suspended for 20% of current season(s)

LEVEL B INFRACTIONS AND CONSEQUENCES (athletes/extracurricular participants)

Level B misconduct includes the possession or use of tobacco products. It includes behavior on or off school property occurring at any time, including school holidays and vacations. Participants are allowed to practice, not compete.

FIRST OFFENSE:	Suspension of one contest (no warning)
SECOND OFFENSE:	Suspension of two contests
THIRD OFFENSE:	Suspension of 20% of current season(s)

LEVEL C INFRACTIONS AND CONSEQUENCES (athletes/extracurricular participants)

Level C misconduct includes, but is not limited to, the behaviors shown below. It includes behavior on or off school property occurring at any time, including school holidays and vacations.

1. Any use, possession, or transportation of alcohol or illegal drugs; being under the influence of alcohol or a controlled substance; testing positive for drugs; possession of drug paraphernalia, steroids, a controlled substance, or look-alike drugs.
2. Criminal acts (charged with and/or convicted of)
3. Behavior noted as Level 3 or Level 4 in the "Disciplinary Cycle Model" section of the handbook (with the exception of tobacco, which is handled above as a Level B infraction).
4. A positive test result under the Random Drug Screening Program.

FIRST OFFENSE:**Athletics**

The participant will be suspended from participation in 66% of the total sport season with an option to attend and successfully complete an intervention program to reduce the penalty to a minimum of 20% of the season. Participants are allowed to practice, not compete.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of an infraction and documentation of successful completion must be provided to the principal.

Example of Level C Infraction: Student plays a sport(s). Consequence: The student shall be suspended from each athletic activity until consequences have been served.

Sport: loss of 66% of the total sport season with an option to attend and successfully complete an intervention program to reduce the penalty to a minimum of 20% of the season. Suspensions carry over from one athletic activity to the next until the full consequence has been served.

All Other Extracurricular Activities (non athletics)

Suspensions involving a student participating in non-athletic extracurricular activities will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. If the student agrees to attend and successfully complete an intervention program the consequence will be reduced to 20% (17 school attendance days). Participants are allowed to practice, not compete/participate.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of the infraction and documentation of successful completion must be provided to the principal.

Example of Level C Infraction: Student is involved in regiment and the play - Consequence: The student shall be suspended from participating until consequences have been served.

Regiment & Play (all encompassed): loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. If the student agrees to attend and successfully complete an intervention program, the consequence will be reduced to 20% (17 school attendance days). Suspensions carry over from one activity to the next until the full consequence has been served.

SECOND OFFENSE:

Athletics

Suspension will be for the balance of the current sport season and 66% of the next season in which the participant is involved. Participants are allowed to practice, not compete.

All Other ExtraCurricular Activities (non athletics)

Suspensions involving a student participating in extracurricular activities (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. Participants are allowed to practice, not compete/participate.

Example of Level C Infraction – 2nd Offense: Student plays football and is involved in student government. Consequence: The student shall be suspended from the rest of the football season and then 66% of his/her next sport. The student will also be suspended from all other activities/privileges for 57 school attendance days.

THIRD OFFENSE:

The student will be suspended from all extracurricular activities for the duration of his/her career at that school. Consequences will not carry over from Sandwich Middle School to Sandwich High School.

ADOPTED: June 19, 2012

Valley West Community Hospital

Consent and Release for Random Drug Screening

PRINT Name

Name of School

Student ID Number

Date of Birth

I hereby consent and agree to voluntarily submit to a drug screening for substance abuse testing. I acknowledge that the substance abuse testing is a request and/or a requirement of the Sandwich CUSD #430 for participation in athletics/extracurricular/privileged activities.

I understand that Sandwich CUSD #430 has requested Valley West Community Hospital, an independent drug-testing vendor, to obtain a freshly voided urine specimen for the purposes of substance abuse testing. I understand that a Substance Abuse Mental Health Services Administration (SAMHSA) certified laboratory will conduct the confirmation analysis of my urine specimen. I hereby consent and agree to the procedures required for testing.

I understand that I should review the Sandwich CUSD #430 Athletic/Extracurricular/Privilege Code of Conduct if I have any questions concerning the substance abuse testing program, the results, or use of the results by Sandwich CUSD #430.

I release all information and results to Sandwich CUSD #430's designated representative and acknowledge that the results will also be provided to the parent(s)/legal guardian(s).

This consent and release for substance abuse testing is valid from August 1, 2012 – July 31, 2013 and may be revoked in writing, by my parent(s) or legal guardian(s), to the Sandwich CUSD #430 Administrative Office.

Please select method of receiving result:

- Valley West Community Hospital send result by regular US postal service to address listed below
- Parent(s)/Legal Guardian(s) will pick up result at Valley West Community Hospital
- Copy of result is not necessary

Signature of Student

Date

Signature of Parent(s)/Legal Guardian(s)

Date

Print Name

Mailing Address

Parent(s)/Legal Guardian(s) Phone Number

Alternate Phone Number

Identification Methods: Photo ID School Representative Parent(s)/Legal Guardian(s)

School Representative as Witness-Must Check Photo ID

Print Name

Signature

Student ID Number

Date

SANDWICH CUSD #430
ATHLETICS/EXTRACURRICULAR/PRIVILEGED ACTIVITIES
CODE OF CONDUCT
INFORMED CONSENT AGREEMENT

Student Name (please print) _____ Grade _____

AS A STUDENT:

- I have been provided a copy of Sandwich CUSD #430's Random Drug Testing Policy and its implementing rules/procedures.
- I understand and agree that participation in athletics/extracurricular/privileged activities is a privilege that may be withdrawn for violations of the Athletics/Extracurricular/Privileged Activities Code of Conduct.
- I have read the Student Handbook, Athletics/Extracurricular/Privileged Activities Code of Conduct, and the Athletic Handbook and thoroughly understand the consequences that I will face if I do not honor my commitment to the Athletics/Extracurricular/Privileged Activities Code of Conduct.
- I understand that when I participate in any athletic/extracurricular/privileged program, I will be subjected to random urine drug testing and if I refuse, I will not be allowed to practice or participate in athletic/extracurricular/privileged activities. I have read the Consent and Release for Drug Testing form and agree to its terms.

I understand this consent is revocable, and that upon its revocation I will be excluded from participation in extracurricular activities while I am a student at Sandwich CUSD #430 Schools.

Student Signature _____ Date _____

AS A PARENT(S)/GUARDIAN(S)/CUSTODIAN(S):

- I have been provided a copy of Sandwich CUSD #430's Random Drug Testing Policy and its implementing rules/procedures.
- I have read the Athletics/Extracurricular/Privileged Activities Code of Conduct and understand the responsibilities of my son or daughter as a participant in athletic/extracurricular/privileged activities in the Sandwich CUSD #430 Schools.
- I understand that my son/daughter/ward will be subject to random urine drug testing; that if he or she refuses, he or she will not be allowed to practice or participate in athletic/extracurricular/privileged activities; I have read the Consent and Release for Drug Testing form and agree to its terms.

I understand this consent is revocable, and that upon its revocation my son or daughter will be excluded from participation in extracurricular activities while he or she is a student at Sandwich CUSD #430 Schools.

If your student is not participating in athletic/extracurricular/privileged activities at the time your son or daughter is randomly drawn for a drug screening test, do you give permission for the school district to proceed with a drug screening test and implement the policy and procedures? ____ YES ____ NO

Parent(s) or Guardian(s) Signature

_____ Date _____