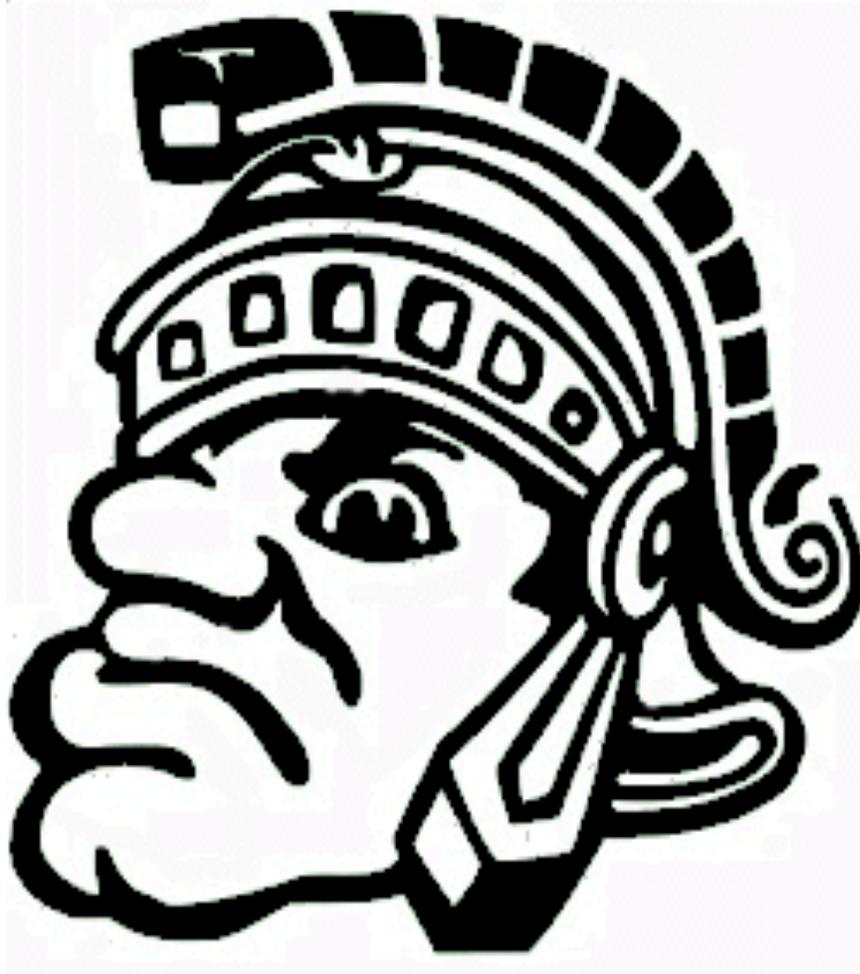


# **Pleasant High School & Middle School**



## **Extra - Curricular Activities Handbook for Students & Parents**

Revised June 2010

## **I. Philosophy of Extra Curricular Activities of the Pleasant Schools**

The Pleasant Local School District believes that extra curricular activities can play an integral part in the overall development of young adults during their school careers. The over-all goal of the entire extra curricular program at Pleasant is to aid in the developing of habits that will benefit our students in their adult lives so they will be able to make positive contributions to society. In order to accomplish this goal, the Pleasant Local School District strives to offer well-balanced programs for as many students as possible.

All of the extra curricular programs for the Pleasant Local School District will be conducted in accordance with all of the existing policies, rules, and regulations of the Pleasant Local Board of Education, the Ohio High School Athletic Association, and the Mid Ohio Athletic Conference.

All of the programs offered at Pleasant will stress sportsmanship, teamwork, self-discipline, and respect for authority. These ingredients are required to put quality and competitive teams and ensembles on the athletic field, courts, stages, and in concert halls. To accomplish this, all students and parents of students must understand that certain responsibilities will have to be taken and sacrifices made. The purpose of this handbook is to outline the guidelines necessary for all students to follow for the extra curricular program at Pleasant to be one all Spartans everywhere can be proud.

## **II. Activities Covered**

The rules, policies, and regulations stated in this handbook will cover all activities sponsored by the Pleasant Local Schools for students in grades 7 - 12 that are NOT required for a class where a student is given a grade or taken for credit towards graduation.

This includes all athletic teams, extra curricular musical groups, dramatic groups, student clubs, student groups, student elected positions, and parking on school property during the school day.

This does not include any activities where attendance is not taken, such as school dances or attendance at school related activities such as athletic events, musical or dramatic performances, or informational meetings.

Activities covered under this handbook will be broken into the following three categories. The building principal will decide the appropriate category for any activities or groups not clearly established in the categories listed.

### **A. Multi Performance Activities**

These are activities that have several performances. This includes all athletic teams, musical groups (such as Show Choir and Jazz Band) that perform several times throughout the school year, and any other student groups or clubs (such as class officers) that meet or perform throughout the school year. For these activities, a season will be defined as the contests or performances that occur during the times established by the OHSAA for the fall, winter, and spring seasons.

### **B. Single Performance Activities**

These are activities that normally require the same members for each event or performance. This would include all dramatic groups (such as the Fall Play and Spring Musical) and any other student groups, clubs, or teams (such as Homecoming Court, Robotics Club, Mock Trial Team, Academic Challenge Team, and the FCCLA Team) that will only meet for a brief or limited time period.

### **C. Parking on School Property**

This includes all vehicles driven by students to school from 7:00 am until 2:30 pm on days when school is in session. This does not include driving to any events not held at Pleasant or events that are not part of the normal school day, such as athletic contests.

### **III. Eligibility Requirements**

#### **A. Residency Requirements**

All students must be attending either Pleasant High School, Pleasant Middle School or taking classes that the Pleasant Board of Education recognizes as counting towards graduation from Pleasant High School. A student, who is “home schooled” or attends the Pleasant Community Digital Academy and resides within the normal Pleasant School District boundaries, may participate in the programs provided he or she meets all the board-established criteria for home schooling and the criteria established by the OHSAA. A student in this situation must attend at least one period per day at either Pleasant High or Middle School to be eligible.

#### **B. Age Limitations**

Students must be 18 years old or younger to participate in High School Extra Curricular Activities on August 1<sup>st</sup> for the following school year.

Students must be 14 years old or younger to participate in Middle School Extra Curricular Activities on August 1<sup>st</sup> for the following school year.

These age limitations do not apply to parking on school property during the school day. Additionally, the principal may waive this requirement if special circumstances exist and/or a waiver from the OHSAA is obtained.

#### **C. Academic Requirements**

Extra Curricular Activities are only one part of the overall curriculum of Pleasant Local Schools. Therefore, all students must meet the following academic requirements to participate in all extra curricular activities, except parking on school property during the school day:

All high school students must have recorded passing (D- or better) grades in a minimum of five one credit courses and earned a minimum of a 1.5 grade point average the preceding nine weeks grading period. One half-credit courses that are completed in one semester will count as full credit courses.

All middle school students must also carry a 1.5 grade point average and earn passing grades in at least five of their classes. All incoming 7<sup>th</sup> graders are exempt for the first nine week grading period from the eligibility requirements.

All courses (both core and non core) will be counted towards the grade point average.

All changes of eligibility will begin and continue throughout the start of the fifth school day of the next nine weeks grading period with the exception of the first grading period of the school year which will begin with the start of the fall sports season. Summer school grades will not be able to be used to substitute for failing grades for the last nine weeks grading period.

D. Attendance Requirements

If school is in session, students must be in attendance for four (4) consecutive academic periods of the school day to participate in any contest, performance, practice, or meetings that day. Students missing school for reasons other than personal illness may participate if the reason for missing school was excused by the principal. Permission for this must be granted before the student misses school. If extenuating circumstances exist, the case will be handled on a case by case situation by the administration. Students who normally only attend classes at Pleasant for a portion of the day (PSEO, Tech Prep, Home Schooled, etc) must be in attendance for at least half of their normally scheduled classes at Pleasant.

E. Necessary Forms

All students must complete all and have on file all forms pertaining to his or her activity before they may participate. The forms include, but are not limited to the following:

1. The signed form (located at the end of this document) stating both the parents and student agree to follow and abide by all of the conditions, policies, rules, and regulations in this handbook. This form also includes the Informed Consent Agreement, which applies to the student entering the Random Drug Testing Program with the Pleasant Schools.
2. For students involved in athletics (covered by the OHSAA) the following forms are required:
  - a. OHSAA Physical Card
  - b. Emergency Medical Form.
  - c. Insurance Coverage Form
  - d. Any other forms required by the OHSAA
3. Students wanting to park on school property during the school day must complete the Parking Permit Application. The rules specific to this are included on the application.

F. Financial Obligations

All students will also need to return all uniforms, costumes, and equipment, and/or pay for any lost or damaged items, before they will be eligible to participate in any other extra curricular activity at Pleasant or receive any awards.

All students must pay participation fees as set forth by the Board of Education before he or she participates in any contests or performances.

## **IV. Conduct and Training Regulations**

### **A. Conduct**

All students participating for Pleasant High School or Middle School Extra Curricular Activities should realize that they are representing the entire school. Behavior, both on and off the playing field and/or stage, should represent Pleasant in a positive manner.

All athletes must follow all conduct rules adopted by the Ohio High School Athletic Association for their specific sport while participating on the athletic playing field.

Any student who is convicted of any criminal offense will be ineligible for any participation (practice or contests) while he or she is serving a punishment for that crime. A student placed on probation by the courts may be allowed to participate, providing the probation officer agrees it is in the best interest of the individual. After a punishment has been served, the Extra Curricular Council may reinstate their eligibility.

Any student that has been suspended from school will not be allowed to participate (practice, performance, or contests) while he or she is suspended. In school suspensions are counted as a day present in school. These students may participate in practices, performances, or contests.

Any student whose conduct is detrimental to a specific activity or the overall school program may also be disciplined by his or her coach, supervisor, or school administration.

### **B. Training Regulations**

Extra Curricular Activities are endeavors that should promote positive mental, emotional, and physical health. For this reason all students involved in extra curricular activities in the Pleasant Local School District are prohibited from using, possessing, or selling:

- a. all illegal or mind-altering drugs,
- b. any form of alcohol, or
- c. any form of tobacco

To be involved in any extra curricular activities (including parking on school property during school hours), a student **MUST** be enrolled in the Drug Testing Program. The drug testing program rules, regulations, and policies are as follows:

## **V. Policy for Random Urine Drug Testing of Pleasant Local School District Students**

### **A. Overview**

The procedure for initial and random drug testing of students in extracurricular activities (including all athletics, drama events, music productions, obtaining a Parking Permit, and all other student groups and/or clubs, with the exception of any activity required in a class taken for academic credit) is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects up to 20% of these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

### **B. Statement of Need and Purpose**

Recognizing that observed and suspected use of alcohol and illicit drugs by Pleasant Local School District students is a serious concern, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- a. to provide for the safety of all students
- b. to undermine the effects of peer pressure by providing a legitimate reason for Students to refuse to use illegal drugs
- c. to encourage Students who use drugs to participate in drug treatment programs
- d. prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Pleasant Local Schools.

The program is designed to create a safe, drug free, environment for Students and assist them in getting help when needed.

## C. Definitions

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

Designated Official - The individual hired by the school or district to oversee the drug testing program of the school or district.

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

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

Banned Substance - A substance defined by School policy as being banned from use by students.

Student Participant - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.

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

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

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

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

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

D. Procedures for Students

a. Informed Consent for Testing

At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the Pleasant Local Code of Conduct and Expectations Informed Consent Agreement. No student may participate and/or receive a parking permit until this form is properly executed and on file with the School.

b. Urine Drug Testing Frequency

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extracurricular activities, or park on campus may be subject to urine testing for illicit or banned substances as specified in Paragraph 9 below. Following initial testing, up to 20% of eligible students will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test under article 7b.

c. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate or park until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

E. Confidentiality of Results

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

## F. Vendor Requirements

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

a. **Random Selection of Eligible Students**

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. **Collection of Urine Specimens**

The Vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Pleasant Local School District Students. Chain of Custody forms will be provided by The Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. **Testing of Urine Specimens**

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

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

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

- d. **Medical Review Officer (MRO) Services**  
The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of Pleasant Local School District Students as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of seven years.
- e. **Reporting of Random Urine Test Results by Vendor**  
The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Building Principal.
- f. **Statistical Reporting and Confidentiality of Urine Drug Test Results**  
The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Pleasant Local School District Board of Education. However, the Vendor will provide the Building Principal with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

G. Procedures in the Event of a Positive Result

- a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parents by the Medical Review Officer:
  - (1) The Building Principal (or his designee) will notify the student and attempt to notify the parent/guardian/custodian of any positive results. This should be done during the next day the student is in attendance at school. If school will not be in session for an extended period of time (such as Christmas, Spring, or Summer Break) the principal (or his designee) may choose to call the student's home to notify both the student and parents. A written notification from the Building Principal (or his designee) will be sent to the parent/guardian/custodian in all cases.

- (2) If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results by the building principal.
- (3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

#### H. Non-Punitive Nature of the Policy

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Pleasant Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Pleasant Local School Board of Education, to the extent permitted by such subpoena or legal process.

#### I. Illicit or Banned Substances

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

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

## **VI. Procedures for Random Urine Drug Testing of Pleasant Local School District Students**

### **A. List of Eligible Students**

The Designated Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

### **B. Random Selection of Students for Testing**

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

### **C. Scheduling of Urine Drug Testing**

Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the Vendor. Random testing may be done up to bi-weekly, but not during holidays and spring break.

### **D. Initial Testing**

At the beginning of the year/season or when a student moves into the district, all eligible students may be subject to urine drug testing at the parent expense. This testing will be accomplished on a date and time coordinated with the testing Vendor. The Designated Official is responsible for seeing that all students and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing. A student is only required to take one initial test per year to participate and/or receive a parking permit.

### **E. Testing Year**

The testing year begins the date the first activity for the upcoming school year commences and continues for 365 days thereafter.

### **F. Form Completion**

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Policy for Random Urine Drug Testing of Pleasant Local School District Students and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and School Official.

## G. Collection Process

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

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- b. The collector adds a blueing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- d. The drug testing custody and control form is completed by the Student and collector.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 30ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- f. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.  
If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the Designated Official notified.
- h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- i. The collector takes the bottle seals and places them over the caps and sides of the bottles and ensures they are properly signed and initialed.
- j. The sealed bottles are placed inside the transport bag
- k. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
- l. The Student may wash their hands and is then sent back to class.
- m. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- n. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

#### H. Medical Review Officer (MRO) Responsibilities

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

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
  - (1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
  - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
  - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- e. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative results may be reported.
- f. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the Building Principal by phone.

#### I. Pick-Up Process

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

## **VII. Penalties for Training Rules Violations**

### **A. First violation in a career**

The student will be suspended for the equivalent of 100% of the contests and/or performances of a multi performance extra curricular activity or season.

The student will not be permitted to try out or be involved in any single performance activities for a period of 45 school days.

The student will not be permitted to park a car on school property during the normal school day for a period of 45 school days. Students without a parking permit will not be issued a permit during this time period.

The student will be included in three additional drug tests. The medical review officer will determine the times for these tests. The student or their parents are responsible for the costs associated with these tests.

If the student chooses to participate in an approved program designed to help with the specific area of violation, all of the suspension times will be reduced to 50% of the suspension times listed above. This does not include the three follow up drug tests. Any costs associated with these programs are the responsibility of the student or their parents.

### **B. Second violation in a career**

The student will be suspended for the equivalent of 100% of the contests and/or performances of a multi performance extra curricular activity or season.

The student will not be permitted to try out or be involved in any single performance activities for a period of 45 school days.

The student will not be permitted to park a car on school property during the normal school day for a period of 45 school days. Students without a parking permit will not be issued a permit during this time period.

The student will be included in three additional drug tests. The medical review officer will determine the times for these tests. The student or their parents are responsible for the costs associated with these tests.

The student must participate in an approved assessment program dealing with the specific area of violation. The costs associated with this program are the responsibility of the student or their parents. Students refusing to participate in an approved assessment program will be suspended from all extra curricular activities until an approved assessment program is completed.

C. Third violation in a career

The student will be permanently suspended from participation in all extra curricular activities. For this student to regain their extra curricular eligibility, they must appeal to the Extra Curricular Council. This may be done at any time while the student is still enrolled.

D. Removal from the Drug Testing Program

Any student who removes themselves from the Drug Testing Program during the school year will be placed on the same conditions as students with three violations and will be permanently ineligible for all extra curricular activities. For this student to regain their extra curricular eligibility, they must appeal to the Extra Curricular Council. This may be done at any time while the student is still enrolled.

E. Conditions that Apply to All Extra Curricular Suspensions

1. All Extra Curricular Code of Conduct Rules for the Pleasant Schools apply to all students beginning with the first day of school of their 7<sup>th</sup> grade year or when any practice and/or rehearsals begin for Middle School activities, whichever is earlier. For transfer students, these rules apply as soon as they begin the enrollment process.

2. The Extra Curricular Code of Conduct Rules apply to all students for all twelve months of the year, both in and out of season.

3. The number of violations for Middle School students will be reset to zero at the start of their freshmen year, providing they remain in the Drug Testing Program. However, all current penalties must be served, regardless of when they are served. If another violation occurs before these penalties are completed, then the number of violations will not be reset for that student.

4. Beginning with the student's junior year, Multi Performance Suspensions must be completed in activities previously participated in by the student. A Junior or Senior under a Multi Performance Suspension may not participate in an activity they have not previously participated. The principal may waive this requirement if extenuating circumstances (such as prior knowledge of the student's plan to participate before the violation occurred) exist.

5. Suspensions involving students in multiple activities will be fully enforced in all current activities until the suspension time is completed. If the suspension time can not be completed in the current activities, the remaining time (based on the percentage) will carry over into the next activity or activities the student participates. The suspension time will be carried over into the next school year(s) if necessary.

6. Extra Curricular Suspension times and percentages will be based on the number of regular season and/or scheduled events for each activity.

7. A student under suspension must practice with their team to have the time count.
8. A student's suspension time will begin with the date of their determination of guilt.
9. The Principal and/or Athletic Director will decide the exact number of events and times a student will be suspended based on the guidelines established above.
10. Any student punished for a violation must be apprehended by one of the following:
  - a) Coaching or Supervisory Staff (all coaches and directors for the Pleasant Schools)
  - b) Law Enforcement Official
  - c) Pleasant Teacher or Administrator
  - d) Pleasant School Board Member
11. Parking on School Property Privileges will not be revoked for students with Nicotine - Only Violations providing the student was 18 years old, or older, at the time of the violation AND the violation did not involve possession of tobacco products on school property or at school events. However, all other extra curricular suspensions and sanctions will apply.

#### F. Appeal Procedures

Any student may appeal his or her suspension or any other consequences to the Extra Curricular Council. A letter requesting an appeal must be presented to the principal within one week of notification of his or her suspension or consequences. There is no time limit for appeals with respect to students appealing a permanent removal of their eligibility status.

The following guidelines will be followed for all cases involving an appeal of an extra curricular suspension or other consequences imposed on a student. The Building Principal will have the right to alter or change any of the following procedures, as necessary, when extenuating circumstances exist.

1. An Extra Curricular Council will be established by the principal to hear any appeals with respect to the Extra Curricular Handbook rules, policies, and regulations. The time and location for the hearing will be established by the principal.
2. The Extra Curricular Council will consist of nine members. The members are:
  - a) Building Principal
  - b) Athletic Director and Assistant Athletic Director
  - c) Guidance Counselor
  - d) Two School Board Members - established by the Board President
  - e) Three Faculty Members appointed by the principal - these change for each hearing

The building principal reserves the right to change the number and/or qualifications of council members, if necessary or appropriate.

3. The building principal will preside over the appeal meeting and record the appropriate minutes. The student (unless excused by the principal) must be present at the meeting. The student's parents will also be invited to the meeting. The student may also choose to bring any other individual(s) to the meeting they feel are necessary. The principal reserves the right to limit the number of individuals attending the meeting.

4. At this meeting, the principal will inform the council of the offense and the consequences associated with the offense. Any official documents related to or used to determine the guilt of the student will be distributed to all council members and the student. These documents will be collected and destroyed at the conclusion of the meeting.

The student will then have an opportunity to explain their actions. The student may also have any other individuals in attendance make remarks on their behalf. The council will then be given an opportunity to ask questions of anyone in attendance.

5. After the above discussions have taken place, the student and any other individuals in attendance except the council member will be asked to leave the meeting. The council will then further discuss the matter among themselves.

6. If the council decides more information is needed to make a decision, then they may schedule another time (at the council's discretion) to meet again to discuss the situation. The council members may invite any individuals they determine are necessary to the meeting.

7. After all discussions have concluded and information is gathered, any member may make a motion to either uphold or amend specific items of the current consequences. Any items not covered by the motion will not be altered in any manner.

After the motion is seconded and further discussion is concluded, a vote will be taken. All members will be asked individually for their vote by the principal. The Building Principal will vote last and will only vote in the case of a tie.

8. The student and parents will be notified by the school administration the next day of the results of the meeting. Council members will not discuss the specific results of the meeting with any other individuals (including the student and parents) after the meeting.

9. The Extra Curricular Council may amend any suspension or consequence in any manner they deem appropriate. They may also add any additional stipulations to the amendment. The decisions of the Extra Curricular Council are final and may not be appealed again.

10. After hearing the council's decision, the student may choose to have the original consequences reinstated in place of the council's revisions.

## **VIII. The Role Of Parents In Extra Curricular Activities**

### **A. Guidelines for Communicating With Your Children about Extra Curricular Activities**

Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.

Try your best to be completely honest about your child's abilities, competitive attitude, sportsmanship and actual skill level.

Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.

Teach them to enjoy the thrill of competition and/or performance, to be "out there trying," to be working to improve their skills, talents, and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.

Try not to relive your life through your child in a way that creates pressure. You lost as well as won, you were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. All children need their parents, so you must not withdraw. Remember, there is a thinking, feeling, sensitive, free spirit out there in that uniform who needs a lot of understanding, especially when their world turns bad. If they are comfortable with you win or lose, then they are on their way to maximum achievement and enjoyment.

Don't compete with the coach or director. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.

Don't compare the skill, talent, courage or attitude of your child with other members of the team.

Get to know the coach (es) and/or director(s). Then you can be assured that his or her philosophy, attitudes, ethic and knowledge are such that you are happy to have your child under his or her leadership.

Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Make a point of understanding courage and the fact that is relative. Some of us climb mountains and are afraid to fly. Some of us will fly but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear and discomfort.

## B. Guidelines for Communicating With The Coach or Director

1. Communication You Should Expect From Your Child's Coach or Director:
  - a. Philosophy of the coach or director
  - b. Expectations the coach or director has for your child as well as other participants
  - c. Locations and times of all practices, performances, and contests
  - d. Activity requirements (fees, special equipment, off-season conditioning)
  - e. Procedure should your child be injured
  - f. Discipline that results in the denial of your child's participation
  
2. Communication Coaches or Directors Expect From Parents
  - a. Concerns expressed directly to the coach or director
  - b. Notification of any schedule conflicts well in advance
  - c. Specific concerns in regard to a coach/director's philosophy and/or expectations
  
3. Appropriate Concerns To Discuss With Coaches or Directors
  - a. The treatment of your child, mentally and physically
  - b. Ways to help your child improve
  - c. Concerns about your child's behavior
  
4. Issues Not Appropriate To Discuss With Coaches or Directors
  - a. Playing time or roles
  - b. Team strategy
  - c. Play calling
  - d. Other student athletes
  
5. Appropriate Procedures For Discussing Concerns With Coaches or Directors  
Call to set up an appointment with the coach or director (contact the school administration to set up the meeting if unable to reach the coach).

Do not confront a coach or director before or after a contest, performance, or practice - these can be emotional times for all parties involved and do not promote resolution.

### 6. If The Meeting With The Coach/Director Did Not Provide A Satisfactory Resolution

Call to set up an appointment with the administration.

Determine the appropriate next step at this meeting.

7. Failure to abide by these guidelines (given by the OHSAA) may result in the parents not being permitted to attend contests, performances, and/or practices of the group involved.

## **IX. Transportation Policies**

Whenever possible and practical, Pleasant High School provides transportation to away extra curricular events via a school bus. When this is the case, all students shall travel both to and from all events using the group's designated mode of travel (i.e. bus, etc.). Exception to this policy is a signed waiver to ride home with parents after the event is completed. This is to the discretion of the head coach or director. The athletic director, principal, head coach, or director may also grant exceptions to this policy if:

- a) unusual circumstances exist, which make traveling with the group unfeasible and
- b) there is a signed note from the parents before the trip begins.

## **X. Items and /or Situations Not Covered**

Any other circumstances not specially covered in this handbook will be handled as deemed appropriate by the administration, coaches, directors, and athletes involved.

**PLEASANT LOCAL SCHOOLS CODE OF CONDUCT AND EXPECTATIONS  
INFORMED CONSENT AGREEMENT**

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

**AS A STUDENT:**

I understand and agree that participation in athletic or extracurricular activities and parking on school grounds is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations, hereinafter Code of Conduct.**

I have read the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct.** I agree to abide by all of the regulations set forth in this handbook. I also agree to abide by all guidelines set forth by the Ohio High School Athletic Association when applicable.

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

I understand that when I participate in any athletic program, extracurricular activity, and/ or receive a parking permit, I will be subjected to initial and random urine drug testing, and if I refuse, it will be treated as a positive test. I have read the consent on the bottom of this form and agree to its terms.

I understand this is binding while a student within the Pleasant Local School District.

**AS A PARENT/GUARDIAN/CUSTODIAN:**

I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in athletic, extracurricular activities and/or parking privileges in the Pleasant Local School District. I understand my son/daughter/ward agrees to abide by all of the regulations set forth in this handbook. I also understand my son/daughter/ward agrees to abide by all guidelines set forth by the Ohio High School Athletic Association when applicable.

I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities.

I understand that my son/daughter/ward, when participating in athletics, extracurricular activities and/or receiving a parking permit, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice, participate, or park. I have read the consent on the bottom of this form and agree to its terms.

I understand this is binding while my son/daughter/ward is a student within the Pleasant Local School District.

**Consent to Perform Urinalysis for Drug Testing**

We hereby consent to allow the student named on this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Pleasant Local School District Students** as approved by the Pleasant Local School District Board of Education.

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

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

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

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

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

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

_____ Student Signature	_____ Date	_____ Student Cell Phone
_____ Parent/Guardian/Custodian Name (print)	_____ Date	_____ Home Phone
_____ Parent/Guardian/Custodian Signature	_____ Cell phone	_____ Work Phone

