

STUDENT ACTIVITY CODE OF CONDUCT POLICY

Plainfield Community School Corporation

INTRODUCTION:

For the purpose of providing a safe, drug, alcohol, and tobacco free school environment, this policy provides accountability for appropriate student conduct for those students who are involved in athletics, extracurricular, and co-curricular activities as well as those students who drive to school and attend dances/prom. This policy offers redirection and opportunities for help to those students who violate the Code of Conduct.

Students could have a violation of the Code of Conduct by any one of the following but not limited to:

- Positive Random Drug Testing Result
- Positive Drug Test as a result of Reasonable Suspicion
- Arrest
- In School Conduct
- Self-Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations *p.4

Random Drug Testing Procedure

The School Board requires that each high school or middle school student participating in one of the corporation's interscholastic athletic programs, extracurricular or co-curricular programs, driving to school, or attending a school dance/prom sign an enrollment application agreeing that the student will participate in a random drug testing program, conducted and paid for by the school corporation. Students will not be allowed to participate in activities or drive to school until they have registered for the program. Initial registration will take place at the beginning of each school year. Students participating in fall activities must have enrollment forms completed prior to the start of their activities. The program 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 the school under this program; however, this program will not affect the policies, practices, or rights of Plainfield school administrators in dealing with drug or alcohol possession.

Once enrolled in the Random Drug Testing Program, the students will remain enrolled for the duration of their time at Plainfield Community Middle School or Plainfield High School. Students, however, are required to re-enroll upon entering Plainfield High School for the first time. Students will have the opportunity to withdraw from the program. The request must be in writing from a parent and/or guardian and must take place prior to the first day of each school year. Once a parent has withdrawn a child, he/she may not participate in one of the corporation's interscholastic athletic programs, extracurricular or co-curricular programs, or drive to school or attend a dance/prom unless enrolled back into the program. The superintendent will be responsible for developing regulations to implement this random drug testing policy.

SELECTION AND NOTIFICATION PROCEDURE

The number of individuals to be tested on a given date will be determined by the building principal or designee. Each individual in the testing pool will be assigned an identification number that will represent his/her name. The building principal will maintain a cross listing of the participants and their prearranged identification number. The selection for testing will be done randomly by the chosen agency from the numbers in the pool. Students will be eligible for selection even if they have previously been selected.

SPECIMEN COLLECTION PROCEDURE

The Principal or designee shall locate participants for testing and escort them to the collection site.

At the collection site each participant will be asked to complete a pre-testing form which will include procedures that will be followed during the collection process.

Each student will remain under school supervision until he/she has produced an adequate specimen.

If students cannot produce a specimen, water will be provided and the student will be given 2 hours in which to give a specimen. If a student cannot produce a specimen, the student will be considered to have failed the drug test. The student will be informed that he/she will no longer be eligible for activities until a new test can be given at an approved testing agency. Parents will be notified if this occurs.

All specimens must register between 92.0 and 99.8 degrees Fahrenheit to be valid.

Any student attempting to use urine other than their own or in any way attempting to alter the outcome of a test, will face disciplinary action including possible suspension and/or expulsion from school. That student would also face a violation and the test would be considered positive.

Students refusing to test will result in the student being treated as if he/she had a positive test.

A student who is taking any prescription or over the counter medication which may contribute to a positive drug test shall inform the collector or designee of this fact at the time that the specimen is requested. This information may require confirmation from the parent/guardian or a physician if requested by the administration.

The student will be released to return to class immediately after a specimen has been taken.

TESTING FLOW CHART

1. Student names are entered into the data pool by assigned number.
2. The testing numbers are selected by the testing agency.
3. The Principal matches the numbers to the student names.
4. An administrator or designee will escort the student to the testing site for specimen collection by the school nurse
5. The specimens will be sent to the testing agency.
6. The testing agency will follow the chain of custody and test the sample.
7. A positive test screening will result in a second confirming test on the same sample by the laboratory.
8. The testing agency will notify the school principal of the results.
9. The school principal will notify parents and the student testing positive and set up a meeting with the parents and the student to explain the consequences of the positive test.
10. Parents of students testing negative will be notified by the principal in writing.

Reasonable Suspicion Drug Test

Students may be required to submit to drug testing or a breathalyzer test when reasonable suspicion exists. Plainfield Community School Corporation reserves the right to test any student who, at the time, exhibits cause for reasonable suspicion of drug or alcohol usage. Reasonable suspicion may arise from the following supportive indicators: (1) a student's behavior in conjunction with physical appearance and/or odor, (2) the student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance, and (3) information communicated to an administrator by a teacher, staff member, parent, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any controlled substances. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.) **If a student tests positive as a result of being tested for reasonable suspicion, the student will be subjected to school rules as outlined in the Student/Parent Handbook. This could result in suspension and expulsion from school and possible arrest.**

Other than Random Drug Testing and Reasonable Suspicion Violations a student could also violate this Code of Conduct by:

- Arrest
- In School Conduct
- Self Report of Violation
- Police Report
- Act of Delinquency
- Other Major Handbook Violations

**If a student violates the code of conduct by creating a disruption at school or any other violation of the code of conduct not previously discussed in this policy, the principal has the discretion to investigate and determine if a violation has occurred and then to apply appropriate consequence.*

****This Code of Conduct is in effect 365 days a year.**

Consequences for Violations

First Violation

The student shall be put on probation from all extracurricular activities for 365 days (one calendar year) from the day that the violation is verified. The student may resume activities 4 weeks from the date a positive test is verified or (2 weeks if a student or the student's parents or guardians report the violation to a Plainfield High School administrator, coach or sponsor prior to the independent verification of a violation) if the following conditions are met.

1. **Counseling Program.** The student must agree to an appropriate program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student's original suspension of 365 days being enforced.
2. **Drug Free.** The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the high school. The results of the test will be sent directly to the parents/guardian of the student.
3. **Administrative Drug Test.** The student agrees to be tested once eligibility has been re-instated (steps 1 and 2 completed). The test will take place at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test, it will be treated as a second violation and the student will be excluded from all extracurricular and co- curricular activities for 365 days from the verification of the second positive test.

*If the student cannot complete the **Counseling Program** requirement within the 4 weeks, (2 weeks if self-reported) the student could be allowed to resume all activities if the student is involved in the counseling program process (must have written verification by the Student Assistance Counselor) and the student has produced a negative drug specimen. If the student is allowed to return to activities under these conditions but then fails to complete the counseling program, the original suspension will occur for the remainder of the 365 days. This decision will be made by the Principal and the Student Assistance Counselor

Second Violation

The student shall be excluded from all extracurricular activities for 365 days (one calendar year) from the day the second violation is verified. The student may resume activities after 365 days and only if the following conditions are met.

1. Counseling Program. The student must agree to an appropriate counseling program. The program must have approval by the Student Assistance Counselor and will include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardian. Failure to complete the program will result in the student's original suspension being enforced.

2. Drug Free. The student must supply the school with a negative test at the cost of the student and/or his/her parents or guardian. The follow-up test must be taken at the high school. The results of the test will be sent directly to the parents/guardian of the student.

3. Administrative Drug Test. The student agrees to be tested once eligibility has been re-instated (steps 1 and 2 completed). The test will take place within 365 days following reinstatement. The date of the test will be at the discretion of the administration. The cost of the test is the responsibility of the student and/or his parents or guardian. If the student tests positive during this test it will be treated as a third violation and the student will be excluded from all extracurricular and co-curricular activities for the remainder of the student's career

Third Violation

The student shall be excluded from athletics, extracurricular, and co-curricular activities as well as driving to school and attending dances/prom for the remainder of the student's high school career.

During the suspension, as long as the student is working to complete the conditions set forth to re-establish eligibility, the individual may continue to be a part of practices and/or meetings, but will not be allowed to participate as an active participant in any games, contests, performances or be allowed to drive to school or school activities. The coach, teacher or club sponsor may require the student to perform duties at games, contests or performances other than active participation in the event.

A student who violates this policy after the last day of a school year and prior to Monday of week number five of the I.H.S.A.A. calendar will begin their suspension starting on Monday of week number five of the I.H.S.A.A. calendar.

SELF REPORT

Students will be able to self-report any violation to a Plainfield High School administrator, coach or sponsor prior to the independent verification of a violation and within 48 hours of the violation. Students will not be able to self-report once they have been notified of their selection to be tested through the random drug testing program. Students who self-report may resume activities two weeks from the date of confirmation if requirements (stated above) are met.

No student will have the opportunity to exercise the self-reporting option more than once during attendance at Plainfield High School.

ADDITIONAL INFORMATION

At the discretion of administrators, all students attending high school and middle school functions may be required to submit to a breathalyzer test as a condition of admittance. Breathalyzers may also be used in the case of reasonable suspicion of alcohol use.

At any time a parent may request that their student be tested utilizing the school's contracted hospital drug testing lab. The process will occur at the school, and at the parent's expense. The student will be informed that it is a parent request test. The results will be sent to the family directly. In order to initiate this process, the parent should contact a counselor who will instruct the parent on the process.

Less serious violations of school, coach, teacher or sponsor rules are to be handled by the head coach, teacher or sponsor.

DEFINITIONS:

Alcoholic Beverages-For the purpose of this policy, an alcoholic beverage would include beer, wine, distilled liquors and any other liquid containing alcohol. It could also include the misuse of cough syrup and/or mouthwash containing alcohol.

Co-Curricular activities-School activities outside of the formal curriculum which are an extension of a curricular area.

Drugs-For the purpose of this policy, a drug includes, but is not limited to, marijuana (THC), cocaine, methamphetamine, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidine (PCP), alcohol, anabolic steroids, nicotine, look alike substances such as Spice or K2, or any other substance which is defined as a controlled substance by Indiana law.

Extracurricular Activity-Any activity in which a student actively participates.

Student Pool-Includes any high school student who drives to school and parks on school grounds, any middle school and high school students who are members of school sponsored athletic teams, any middle school and high school student who are members of school clubs and organizations, any student who participates in co-curricular activities, any student who wishes to attend a school dance/prom, and any student whose parents agree for the student to be a part of the student pool. Any student intending to participate in any extracurricular activity during second semester must enroll in the program by the end of the first semester.

Tobacco-For the purpose of this policy, tobacco use may be in the form of cigarettes, electronic (E) cigarette, chew, dip, snuff, or any other form of tobacco.

Verification-Self-admitted involvement by the student, witnessed student involvement by a coach or any Plainfield Community School Corporation staff member, parent admission of their student's violation of the code of conduct, and/or verification by an official police agency or probation.

365 Day Policy-This program is in effect from the time the student is enrolled in the program until the completion of their academic and athletic career. This includes summertime activities outside of school as well as time after graduation if the student is still involved in athletic competition.

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Plainfield Community School Corporation

CONSENT FORM

I, _____ have read the Plainfield Community School Corporation STUDENT ACTIVITY CODE OF CONDUCT POLICY and agree to abide by the rules set forth in said program.

This consent will be in effect for the duration of the student's initial enrollment in Plainfield High School unless withdrawn in writing by the parent/guardian. Any student who withdraws for any reason and returns as a student must submit a new consent form upon enrolling. A student wishing to withdraw from the program must do so in writing prior to the start of the school year.

Student Name Printed _____

Student Signature _____

Date of Signature _____

Parent/Guardian Name Printed _____

Parent/Guardian Signature _____

Date of Signature _____

GRADUATION YEAR _____

Office Use Only

Received by (initials) _____ Date _____