

NORTHRIDGE HIGH SCHOOL  
CO/EXTRACURRICULAR CODE OF CONDUCT  
(MARCHING BAND, SHOW CHOIR, SPEECH TEAM, ATHLETIC TEAMS)

**A. RULES**

Participants shall abide by the following rules in season and out of season: (365 days)

1. Participants shall not use tobacco in any form at any time.
2. Participants shall not illegally possess or consume alcoholic beverages at any time.
3. Participants shall not possess or use performance-enhancing drugs at any time.
4. Participants shall not possess or consume unauthorized or illegal drugs or intoxicants at any time.
5. Participants shall not commit offenses, which would be classified as misdemeanors or felonies if committed by adults.

**B. PROCEDURE**

Coaches/Directors are responsible for enforcing all of the rules. A Director/Administrator must confront a participant concerning a rule violation and its consequences. If they determine that the student has violated the rules, they must inform him/her of the punishment for the violation.

An Administrator will make a written or verbal contact with the student's parent or guardian.

The student and his or her parent or guardian may appeal the disciplinary action to the Principal. If they are not satisfied with the Principal's decision, they may appeal to the Superintendent and School Board.

**C. DEFINITIONS** For the purposes of these rules a season consists of the scheduled contests for a group or an individual.

A participant is one who has established a position in a group. When a student has become a member of a group, he/she will maintain that status as long as he/she is a student at Northridge unless he/she has been permanently excluded from the group.

Participants in co-curricular activities grades will not be affected by the sanctions. They will be asked to submit individual work to replace their participation in contests. The grade for this work will replace the grade they would have received had they participated in contests.

An Administrator will determine the number of contests for each activity.

**D. SANCTIONS**

A student who breaks a rule prescribed by his or her coach/director shall be subject to the sanctions set forth in the coach/director's rules. A student who breaks any codes of conduct applicable to all participants shall be subject to the following sanctions:

**FIRST OFFENSE:** Suspension from participation in 1/3 of the contests. If the violation occurs in the last 1/3 of the season, the participant will be suspended from all remaining contests and will not receive any awards as a result of his/her participation. If the violation occurs out of season, the participant will be suspended for 1/3 of the contests of the next co/extracurricular activities in which he/she participates. During suspension from participation in contests for a first offense, a participant must attend all practices for his/her activity (unless excused).

A participant must sit out 1/3 of the contests and complete that season to be reinstated. A participant whose offense involves alcohol, drugs or other illegal substances must also submit to a professional drug and alcohol assessment by an organization approved by the school after notification of the parent or guardian. A copy of the assessment and the recommendations must be submitted to an Administrator. The participant must follow the recommendations of the assessment. Reinstatement is conditional upon continued compliance with the recommendations of the assessment. A participant who does not continue with the assessment recommendation will be suspended from participation in contests until he/she completes the recommendations of the assessment.

**SECOND OFFENSE:** Suspension from all co/extracurricular activities for one calendar year from the date of notification. If the offense involves alcohol, drugs or other illegal substances, the participant must also submit to a professional drug and alcohol assessment by an organization approved by the school after notification of the parent or guardian. A copy of the assessment and the recommendations must be submitted to an Administrator. The participant must follow the recommendations of the assessment. Reinstatement is conditional upon continued compliance with the recommendations of the assessment. A participant who does not continue with the assessment recommendation will be suspended from all co/extracurricular activities until he/she completes the recommendations of the assessment.

THIRD OFFENSE: Permanent exclusion from co/extracurricular activities.

A participant may not serve an academic penalty and a code of conduct rule violation penalty simultaneously. A participant who is academically ineligible may continue to practice with the consent of his or her parent or guardian and the director.

#### E. SELF-REFERRAL PROCEDURE

In an attempt to support parents and their efforts, Northridge High School has established the "Self-Referral" procedure. This procedure encourages parent(s)/guardian or participants to come forward voluntarily to acknowledge a participant's dependency on alcohol, drugs, intoxicants and tobacco. Parent(s)/guardian and/or participants who voluntarily come forward may earn a waiver, which suspends any discipline that would have been imposed for violation of this Code of Conduct from participation in contests.

1. The parent(s), guardian and/or participant must voluntarily seek a waiver before any school personnel or a law enforcement agency learns or is about to learn of a violation of the Code of Conduct and before the selection of the participant for any testing under the random drug testing program which yields a positive test result.

2. The parent(s)/guardian and participant agree to work through the Northridge High School Administration to complete the assessment outlined in a "First Offense".

3. The participant and parent(s) or guardian will consent to mandatory participant drug screening for one full calendar year. Northridge High School personnel will determine the frequency of the drug test after reviewing the assessment recommendations.

4. The parent(s)/guardian and /or participant must agree to pay for a maximum of three tests. However, if a participant qualifies for free lunches, the school will pay for the first three tests. The school will assume the financial responsibility for any additional tests.

5. A Northridge student may qualify for this waiver once during his/her career. If a student commits a violation after using the "Self-Referral" procedure the violation will be treated as a "Second Offense" and those procedures will apply.

#### F. DRUG-TESTING PROGRAM

1. Purposes. The purposes of the Northridge High School student participant drug-testing program are:

(a) To prevent drug, alcohol, intoxicant and tobacco usage.

(b) To educate participants and parents/guardians as to the serious physical, mental and emotional harm caused by drug, alcohol, intoxicant and tobacco use and abuse.

(c) To assist participants who might be tempted to use drugs, alcohol, intoxicants or tobacco to say no and have a sound reason for doing so.

(d) To prevent injury, illness and harm as a result of drug, alcohol, intoxicant and tobacco use.

(e) To maintain a school environment free of drugs, alcohol, intoxicant and tobacco use and abuse.

(f) To expose and educate participants to a procedure frequently and increasingly used in society.

This program will provide an opportunity for participants and parents/guardians to gain a greater awareness of substance use and abuse issues. Participants, with the support of their parents/guardians, will be encouraged to choose a drug free lifestyle.

2. Participation in the Program is a Condition of Participation in Co/extracurricular activities. No student shall be allowed to participate in co/extracurricular activities sponsored by Northridge High School unless the student and his or her parent or guardian shall have signed a form in which they agree that the student will participate in the drug-testing program. The student will be asked to sign the form as soon as he or she has established participant status.

3. Random Selection. The Administration shall maintain a database, which includes the names of all student participants. In the database, each student shall be assigned an identification number. After any change in the database and before the next selection of student participants for testing, an Administrator shall report to the local selection, collection and reporting agency all of the identification numbers currently in the database. (This report may require only notification of changes.)

Tests shall be conducted when school is in session. An Administrator shall determine how frequently the tests shall be conducted; having made a determination with regard to frequency, an Administrator shall select by lot the day or days within any given period when the tests shall be conducted. An Administrator shall also determine the number of student participants to be tested on any given day. An Administrator shall tell the local selection, collection and reporting agency when the next tests will be conducted and how many student participants will then be tested, and that agency shall use a reputable computer program for randomly selecting the identification numbers of student athletes to be tested. The local selection, collection and reporting agency shall not have access to the student names that correspond with identification numbers.

4. Collection of Samples. On the day of testing, the nurse shall notify the student participants whose identification numbers have been drawn that they should report to the collection facility at an appointed time. The means of notification shall be as discreet as practicable; the notice shall be clear with respect to the time and place of the student's appointment.

Samples shall be provided under the supervision of medical personnel in an area closed off from view. Such medical personnel shall be in the employ of the local selection, collection and reporting agency or in the employ of the Corporation.

The school nurse shall monitor the presentation of students at the collection facility. Students shall be instructed to identify themselves by number only to the person or persons supervising the production of samples. After a student produces a sample, he or she will observe the process of sealing and marking the sample, and upon leaving the collection facility the student shall initial the nurse's cross-reference list, thereby confirming that the sample was properly sealed and marked.

If a student refuses to produce a sample for testing after having been selected and requested to do so, the participant's refusal shall be deemed a confirmed positive test result.

5. Testing. Medical personnel in the employ of the Corporation will collect the samples and shall transmit the samples to the testing agency under conditions, which would preserve the samples, from the possibility of tampering or loss. The testing laboratory shall first screen a sample using the enzyme multiplied immunoassay technique (EMIT). In the event any sample tests positive, the laboratory shall conduct a confirmatory test using the gas chromatography/mass spectrometry (GC/MS) techniques.

Samples may be tested for tobacco constituents, alcohol, performance-enhancing drugs, illegal drugs and substances and commonly abused prescription drugs. Samples will not be screened for the presence of any other substance or the existence of any physical condition other than drug intoxication.

After testing, the laboratory shall retain the remainder of any sample producing a positive test result for a period of at least thirty days. The laboratory shall dispose of any sample producing a negative test result and, after at least thirty days, any sample producing a positive test result in such a manner as to render any further identification or testing of the sample impossible.

6. Test Results. The laboratory shall report test results by sample number to the local selection, collection and reporting agency, which shall report test results by sample numbers to an Administrator. Upon notice of a positive test result, an Administrator will notify the student participant and his parent or guardian. At that time (or at any time prior thereto), the student or his parent or guardian may provide to an Administrator in a sealed envelope information concerning use by the student participant of over-the-counter or prescription drugs, which may explain a positive test result. The envelope should be marked with the student's identification number only, and nothing in the envelope should identify the student by name or otherwise than by his or her identification number. If an Administrator receives (or has previously received) such information, the Administrator shall deliver the sealed envelope to the local selection, collection and reporting agency. That agency in consultation with the laboratory shall then determine if the positive test result may be thus explained and shall report to an Administrator who shall then advise the student participant and his or her parent or guardian of the determination.

Test results shall initially be disclosed only to an Administrator. An Administrator may advise the student participant's director /coach that the drug-testing program has revealed a violation of the code of conduct rules requiring sanctions under section D of this Co/extracurricular code of conduct, but shall not initially disclose to the director /coach the particular test results. With the written consent of the student athlete and his or her parent or guardian, test results may be disclosed to any other person. The written agreement to participate in the drug-testing program shall constitute written consent by the student participant and his or her parent or guardian to the disclosure of test results to the organization conducting a drug and alcohol assessment under section D of this Co/extracurricular Code of Conduct. If a student participant submits to a professional drug and alcohol assessment required as a part of the sanction for a first offense, the written consent to participate in the drug-testing program shall constitute written consent by the participant and his or her parent or guardian to the disclosure of both the test results and the results of the assessment to the participant's director/coach. If the student and his parent or guardian appeal a decision of an Administrator based upon test results, the written request for an appeal shall constitute written consent to the disclosure of test results to the Principal, Superintendent, Assistant Superintendent or Board of School Trustees hearing the appeal.

Test results 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 the legal process, which the Corporation shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the corporation.