



**2025-26**

# **RIDGEDALE LOCAL SCHOOLS ATHLETIC HANDBOOK**

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For  
**Students, Parents,  
and Coaches**

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Adopted by  
Ridgedale Board of Education  
7/21/25



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## **Ridgedale Athletic Information**

### **Ridgedale Local School District**

3103 Hillman Ford Rd.

Morral, OH 43337

(740) 382-6065

### **Ridgedale High School**

3165 Hillman Ford Rd.

Morral, OH 43337

(740) 382-6065

### **Ridgedale Elementary School (JH Sports Facility)**

3105 Hillman Ford Rd.

Morral, OH 43337

(740) 382-6065

For complete information, including schedules, visit [ridgedaleschools.org](http://ridgedaleschools.org)

Follow the Ridgedale App (live feed and facebook) for game updates, scores, etc

### **Superintendent**

Dr. Erika Bower – [ebower@ridgedaleschools.org](mailto:ebower@ridgedaleschools.org)

### **High School Principal**

Mr. Jacob Neutzling - [jneutzling@ridgedaleschools.org](mailto:jneutzling@ridgedaleschools.org)

## **7-12 Athletic Director & Health Teacher**

Ms. Cherie Leach – cleach@ridgedaleschools.org

## **Athletic Event Supervisors**

### **Athletic Affiliations**

Ohio High School Athletic Association (OHSAA)

National Federation of State High School Association (NFHS)

Northwest Central Conference (NWCC)

**Mascot:** Rockets

**Colors:** Columbia Blue and Red

## **RIDGEDALE ALMA MATER**

### **“Red and Blue”**

**Blend with ours your voices strong, Join us in the triumph song**

**Red and Blue will lead the way to Glory Ridgedale on this day. Faithful, loyal one and all,**

**Though our victories rise and fall, Strength and honor shall prevail. So onward then we cannot fail.**

## **RIDGEDALE FIGHT SONG**

### **“Onward Ridgedale”**

**Onward Ridgedale, Onward Ridgedale**

**Drive right down that floor (field, court). Shoot a foul or make a Basket (Run the ball clear round the  
(opponent mascot) Either way we'll score. Onward Ridgedale, Onward Ridgedale**

**Fight for her fame. Fight fellows fight and we will win the game. Fight!**

## **I. Athletic Philosophy**

With the help of a team made up of parents, students, boosters, staff, and community, the Ridgedale Athletic Department provides activities for students in grades 7-12 that complement their education in ways not provided by the curriculum. For the athletic program to be successful, there must be tremendous communication and effort from all members of this team.

Athletic participation is a privilege that encourages students to create high quality habits needed for success in the classroom first, as well as on the field of play. Being a part of an athletic team at Ridgedale will also help prepare students to become productive adults after high school. Coaches, students, and parents who are involved in athletics are at all times expected to model good sportsmanship and set an example that reflects positively on our school and community. At all times, all Ridgedale teams will “win with honor and lose with class.” These high standards of behavior, scholarship, and citizenship are important to a sound athletic program.

Finally, the athletic program will be conducted in accordance with existing Ridgedale Board of Education policies, middle and high school handbook rules and regulations, as well as league, state and national association guidelines. As used in this handbook, “student,” “student athlete,” or “participant” refers to a Ridgedale student who has chosen to participate in an extracurricular program. “Parent” refers to the student’s parent, guardian, or custodian.

## **II. Purpose**

The purpose of this handbook is to establish expectations for conduct and to provide a resource to parents, coaches, and students of grades 7-12 to refer to as situations arise, and to answer questions related to the athletic department. The policies and procedures within this handbook create a framework that allows stakeholders within Ridgedale athletics to best work together. Although the handbook is intended to be comprehensive, inevitably situations will occur that are not outlined in this handbook. In addition, student athletes must comply with the Student Code of Conduct set forth in the high school and/or middle school handbook at all times, as well as individual athletic program rules, and the standards of conduct specific to athletes set forth in this handbook.

Coaches, students, and parents are obligated to be knowledgeable and supportive of these policies and procedures. Participation in athletics at Ridgedale is a privilege, not a right. When

joining a team, students are choosing to take on the extra responsibilities and obligations set forth by their coaches, the school, the administrative team, and this handbook. Failure to meet these responsibilities or the requirements of this handbook and/or the school handbook can result in consequences up to and including removal from a team/teams.

Parents and students are required to sign the “Acknowledgement of Athletic Policies Agreement” on their FinalForms account stating that this handbook has been read and understood before the students may participate in a sport. Please refer to this handbook throughout the year for all sports. Beginning with the date that the student and parent(s) sign the “Acknowledgement of Athletic Policies Agreement,” policies are in effect for one calendar year. There is no “off-season” as far as adherence to this handbook. Policies are in effect for student athletes 24 hours per day, 7 days per week, and 365 days per year.

### **III. Governance**

#### **1. Ridgedale Local Schools Board of Education**

The Board of Education is the ruling agency for the Ridgedale Local Schools.

#### **2. The Ohio High School Athletic Association (OHSAA)**

Ridgedale High School and Middle School are voluntary members of the OHSAA and agree to abide by and enforce all rules and regulations promulgated by this association.

#### **3. The National Federation of State High School Associations (NFHS)**

The NFHS serves, protects, and enhances the interstate activity interests of high schools belonging to state associations (such as the OHSAA). The NFHS is both a service and regulatory agency.

#### **4. The Northwest Central Conference (NWCC)**

Ridgedale High School and Middle School are members of the NWCC. The league promotes and organizes athletic activities among its member schools, including Ridgedale, Elgin, Ridgemont, Hardin Northern, Lima Perry, Upper Scioto Valley, Lima Temple Christian, Waynesfield Goshen.

Crestline (Football ONLY) and in 2023-24 the addition of Cory Rawson and North Baltimore.

#### **IV. General Eligibility**

Student athletes are subject to all general regulations and eligibility bylaws of the OHSAA. This includes non-traditional students, transfers, move-ins, etc. Please visit [OHSAA.org](http://OHSAA.org) for more information.

#### **V. Getting Started**

In order to participate in any school-sponsored tryout, practice, or contest, a student must meet the academic eligibility requirements set forth in this handbook, must not be in violation of the behavior expectations or substance abuse policy set forth in this handbook, the Student Code of Conduct, and Board policy, and must have the following items on file in the office:

- a. OHSAA Physical Form
- b. Parents and students must sign **all** of the items on FinalForms.

#### **VI. Team Selection**

Tryouts for athletic programs are open to all students providing they meet the standards for participation outlined in this handbook. In certain sports, more students try out than can be kept on a team, and cutting students from a team is necessary. This is a difficult process and all coaches realize that sensitivity and communication are essential. Coaches have discretionary authority in choosing their teams, and placing students on JV or Varsity levels. Students may move between JV and Varsity as a season progresses at the full discretion of the coaching staff.

Going into a season, if coaches deem that cuts may be necessary, there must be a tryout start and end period. Throughout this tryout period, each sport's coaching staff will evaluate team prospects and decide which students will be placed on the team. Making the team in previous seasons is not a guarantee of making the team in the current season. Students who do not make the team should be informed in person by the coach.

#### **VII. Disciplinary Procedures**

Parents and students are required to sign the "Acknowledgement of Athletic Policies Agreement" stating that this handbook has been read and understood before participating in a sport. Please refer to

this handbook throughout the year for all sports.

In addition, each student and a parent/guardian should be present for one OHSAA pre-season meeting, as well as a team meeting after teams are chosen where the coach shall explain the program rules. A copy of those rules should be provided for students and parents/guardians to review. Missing these meetings does not void any rules or policies listed in this handbook, or any individual program rules or policies. Coaches have the right to handle discipline up to and including suspension from contests and/or recommendation for removal from the team in accordance with program rules and policies. When a disciplinary situation occurs that could result in a student being removed from a team or activity, the athletic director shall complete a "Notice of Intended Removal" form before a decision is made. This form shall state the nature of the violation and be signed by the Athletic Director and the student. The athletic director/principal will then hold an informal hearing where the student is provided opportunity to ask questions and present their side of the situation. Following this hearing, the athletic director/principal will inform the student of the disciplinary action to be taken.

The Athletic Director reserves the right to deny participation for violation of school rules. This can include conduct detrimental to the team and activities outside of the regular school day. Student athletes may appeal this decision with the Athletic Director and Principal.

### **VIII. Attendance**

In order to participate in a given day's practices or contests, a student must be present for at least half of their scheduled classes for that day. The High School/Middle School Principal or Athletic Director may waive attendance guidelines when an excused absence is deemed necessary. Excused absences are outlined in the Ridgedale student handbook.

### **IX. Transportation**

Students are expected to travel to and from a contest, scrimmage, etc. on school-provided transportation unless a waiver has been signed in accordance with this section of the handbook. If school bus transportation will not be provided in a particular instance, the coach or other Ridgedale administrator will communicate with students and parents on a case-by-case basis about the



transportation to be provided. No student may be transported by private vehicle (either being driven or driving themselves), unless the parent has communicated with the athletic director or building principal and obtained approval for this exception, and the Ridgedale Transportation Waiver has been completed and submitted to the athletic director or building principal.

#### **X. Parent/Coach/Athletic Director Communication**

It is reasonable to expect that situations will arise that would call for discussion, explanations, or simple dialogue between parents and coaches. It is the recommendation of the Ohio High School Athletic Association and the philosophy of the Ridgedale athletic department that those discussions occur at a scheduled time away from practice/game situations. The emotional ups and downs of pre/post-game situations for students, parents, and coaches dictate that this is not the most productive time for discussion of strategy, playing time, difference of opinion, etc. Therefore, it is the policy of the Ridgedale athletic department that conference times between parents, coaches, and students be arranged on non-game days at the convenience of all parties involved.

- Requested meetings generally shall include parents and coaches, and it is strongly suggested that the student athlete is involved in these conversations. In most situations, misunderstandings will be ironed out at this time.
- Coaches determine playing time or strategy. Meetings shall not be used to attempt to persuade a coach to change his/her determination.
- If the meeting ends amicably, but conflict or disagreement is not resolved, parents and/or coaches may meet with the athletic director and/or building principal. This will generally only be permitted after the initial meeting with the coach has taken place
- In no instance will confrontational behavior in anger or at inappropriate times be tolerated.

**\*\* Parent/Fan Removal** – If asked to leave a game/contest, removal will occur via athletic director/administration. A letter will be sent via the district's Superintendent to inform of consequences if further issues occur.

**\*\* Please note** that if a parent/fan is removed for a longer length of time, this also will include away games/contests per the NWCC and opposing school guidelines.

#### **XI. Academic Eligibility**

##### **Grades 9-12:**

- Student scholastic eligibility for participation is based on the immediately preceding 9-week period. The student must have passed 5 credits of academic courses, or the equivalent, all of which must count towards graduation. In addition, students must have maintained a grade point average of 1.0 during the immediately preceding 9-week period. (Note: Not all elective classes count as a full credit, some are only ½ credits).
- Eligibility of 9th grade students for the fall grading period is based on the student having passed 4 classes during the final grading period of their 8th grade year.

#### **Grades 7-8:**

- Student scholastic eligibility for participation is based on the immediately preceding 9-week period, in which the student must have passed 4 classes.
- Scholastic eligibility of 7th grade students during the fall grading period is not considered, as long as they are enrolled in school.

#### **All Grades:**

- Summer school grades/credits may not be used to substitute for failing grades from the last grading period of the regular school year.
- In accordance with OHSAA Bylaw 4-4-3, eligibility or ineligibility for the first grading period starts at the beginning of each fall sport's OHSAA season.
- In accordance with OHSAA Bylaw 4-4-3, the academic eligibility or ineligibility of a student other than in the first grading period continues until the start of the fifth school day of the next grading period, at which times the grades from the preceding grading period become effective. Holidays and school breaks do not count towards the five-day total. Faculty in-service, calamity days, and regular school days do count.
- In accordance with OHSAA Bylaw 4-4-3, a student coming off of academically ineligible status may become eligible five calendar days after the end of the grading period if an administrator can verify the passing grades.

### **XII. Ridgedale Athletics – Participant Prohibition on Alcohol, Tobacco, and Illicit Substances**

Participants are expected to refrain from using and/or possessing tobacco and using, selling, and/or possessing alcohol or illicit substances at all times. This also applies to possession of any

associated paraphernalia and look-alike paraphernalia. This is a 24/7/365 policy, with participants found in violation being subject to the same consequences as for a positive drug test result under the drug testing policy in section XIII of this handbook, regardless of the location of the violation, or the student's age at the time of the infraction. They may also be subject to discipline under the Student Code of Conduct, as applicable.

### **XIII. Ridgedale Local Schools – Drug Testing Policy for Grades 7-12, Including Students with Driving Privileges and Participants in Athletic/Extracurricular Activities**

#### **5530.01 - RANDOM URINE DRUG TESTING**

##### **OVERVIEW**

The procedure for initial and random drug testing of students in athletics, extra-curricular activities, and students wishing to obtain a parking permit 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 twenty percent (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.

##### **A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of alcohol and illicit drugs by Ridgedale School District students is a serious concern, a program of deterrence will be instituted as a proactive 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; and
- 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 Ridgedale Schools.

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

## SUPPORTING DATA

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Veronia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

## DEFINITIONS

- A. **Vendor** - The medical office or company selected by the Board of Education to carry out the policy and procedure.
- B. **Designated Official** - The individual hired by the school or District to oversee the drug testing program of the school or District.
- C. **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.
- D. **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.
- E. **Banned Substance** - A substance defined by school policy as being banned from use by students.
- F. **Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extra-curricular activity as defined by the Board, or a student wishing to receive a parking permit.
- G. **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.
- H. **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.
- I. **Quantitative Levels** - The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).
- J. **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.
- K. **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.

## **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 **Ridgedale Code of Conduct and Expectations Informed Consent Agreement** (Exhibit A). 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, extra-curricular activities, or park on campus may be subject to urine testing for illicit or banned substances as specified in C below. Following initial testing, up to twenty percent (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 listed 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.

## **CONFIDENTIALITY OF RESULTS**

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them, as set forth by this policy must sign a Confidentiality Statement (Exhibit B).

## **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 Ridgedale School District Students**. Chain-of-Custody forms will be provided by the Vendor that meets 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 ten (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 Ridgedale 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 (7) 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 Ridgedale 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.

**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 parent:**

1. The building principal, within twenty-four (24) hours, will notify the parent/guardian/custodian first, then the student and designated official of any positive results. A written notification from the building principal, by form letter, will be sent to the parent/guardian/custodian by certified mail. The building principal may keep all test results for a period up to one (1) year.
2. If the parent/guardian/custodian or student wishes 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 (5) working days from first notification of positive test results.
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.

**B. First Positive Result**

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will forfeit 100% of their activity and/or driving, participate in a drug assistance program, or forty percent (40%) if they are enrolled in a drug counseling program and submit to three (3) follow-up drug tests at the parent/guardian expense. Failure to comply will result in indefinite suspension from activities and/or driving privileges. If at the time of the positive test, there is less than forty percent (40%) of the season left, the forty percent (40%) will roll to the next sport. For drivers the forty percent (40%) will be determined by the following seasons: Fall (Beginning of the School year through November 30), Winter (December through March 15) and Spring (March 15 through the end of the school year.)

C. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the forfeiture of 100% or the rest of the school year of their activity and/or driving, complete a program recommended by a certified substance abuse counselor, and continue or repeat the three (3) follow-up drug tests at the parent/guardian expense. Failure to comply will result in indefinite suspension from activities and/or driving privileges.

D. Third Positive Result

A third positive result or ruling of adulteration, the student participant will be barred from participation in any athletic activity, extra-curricular activity and/or parking on campus at Ridgedale Local Schools. Prior to reinstatement the student must show significant progress toward rehabilitation from a certified substance abuse program.

E. Self-Referral

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in B above of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a first offense only, subsequent positives following a referral will continue to actions stated in C and D above. A student may only self-refer one time while a student in the Ridgedale School District.

### **NON-PUNITIVE NATURE OF 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 Ridgedale 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 seventy-two (72) hours before response is made by the Ridgedale School Board of Education, to the extent permitted by such subpoena or legal process.

### **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 Ridgedale School District students:

Alcohol  
Amphetamines  
Anabolic Steroids  
Barbiturates  
Benzodiazepines  
Cocaine Metabolites  
LSD  
Marijuana Metabolites  
Methadone



MDMA (Ecstasy)  
Nicotine  
Opiates  
Phencyclidine  
Propoxyphene

### **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.

### **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.

### **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.

### **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** (*Policy Exhibit A*) prior to testing. A student is only required to take one (1) initial test per year to participate and/or receive a parking permit.

### **TESTING YEAR**

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

### **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 Ridgedale 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.

### **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 bluing agent (food coloring) to the water in the urinal or toilet.
- C. Students are 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 (1) 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 (4) minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **refusal to test** and the designated official notified.
- H. With the student watching, the collector will pour the specimen into the two (2) 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.

#### **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 (5) 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 s/he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  - 2. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one 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 result 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.

#### **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.

#### **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 parent:
  - 1. The building principal, within twenty-four (24) hours, will notify the parent/guardian/custodian first, then the student and designated official of any positive results. A written notification from the building principal, by form letter will be sent to the parent/guardian/custodian by certified mail. The building principal may keep all test results for a period up to one (1) year.

2. If the parent/guardian/custodian or student wishes 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 (5) working days from first notification of positive test results.
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.

B. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will forfeit 100% of their activity and/or driving, participate in a drug assistance program, or forty percent (40%) if they are enrolled in a drug counseling program and submit to three (3) follow-up drug tests at the parent/guardian expense. Failure to comply will result in indefinite suspension from activities and/or driving privileges. If at the time of the positive test, there is less than forty percent (40%) of the season left, the forty percent (40%) will roll to the next sport. For driver's the forty percent (40%) will be determined by the following seasons: Fall (Beginning of the school year through November 30), Winter (December through March 15) and Spring (March 15 through the end of the school year.)

C. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the forfeiture of 100% or the rest of the school year of their activity and/or driving, complete a program recommended by a certified substance abuse counselor, and continue or repeat the three (3) follow-up drug tests at the parent/guardian expense. Failure to comply will result in indefinite suspension from activities and/or driving privileges.

D. Third Positive Result

A third positive result or ruling of adulteration, the student participant will be barred from participation in any athletic activity, extra-curricular activity and/or parking on campus at Ridgedale Local Schools. Prior to reinstatement the student must show significant progress toward rehabilitation from a certified substance abuse program.

E. Self Referral

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in B above of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a first offense only, subsequent positives following a referral will continue to actions stated in C and D above. A student may only self-refer one (1) time while a student in the Ridgedale School District.

## Exhibit A

### CODE OF CONDUCT AND EXPECTATIONS INFORMED CONSENT AGREEMENT

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

(Please Print)

#### As A Student:

- A. I understand and agree that participation in athletic or extra-curricular 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**.
- B. 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.
- C. I understand and realize that there is risk of injury in participating in activities.
- D. I understand that when I participate in any athletic program, extra-curricular 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 below this form and agree to its terms.
- E. I understand this is binding while a student within the Ridgedale School District.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

#### As A Parent/Guardian/Custodian:

- A. I have read the Code of Conduct and understand the responsibilities of my son/daughter/ward as a participant in athletic, extra-curricular activities and/or parking privileges in the Ridgedale School District.
- B. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities.
- C. I understand that my son/daughter/ward, when participating in athletics, extra-curricular 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 below this form and agree to its terms.

- D. I understand this is binding while my son/daughter/ward is a student within the Ridgedale School District.

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian/Custodian Signature

#### **CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING**

We hereby consent to allow the student name on the top of 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 Ridgedale School District Students**, as approved by the Ridgedale 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 Ridgedale 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 Ridgedale 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 this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current School year.

We hereby release the Ridgedale 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.

#### **Exhibit B**

#### **CONFIDENTIALITY STATEMENT FOR RANDOM URINE DRUG TESTING PROGRAM**

I, \_\_\_\_\_, acknowledge that I will be privileged to hear and see sensitive information related to results of random urine drug testing performed on students of Ridgedale Schools. I pledge to keep any information related to results of random urine drug testing performed on students of Ridgedale Schools. I pledge to keep any information given to me in strict confidence, and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and parent/guardian/custodian.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature

#### **XIV. Behavioral Expectations**

As noted above, student athletes are subject to the Student Code of Conduct set forth in the high school and/or junior high school handbook, as well as the standards of conduct specific to athletes set forth in this handbook, and individual athletic teams at Ridgedale. The following offenses may result in disciplinary action by a coaching staff or the Ridgedale administration, up to and including suspension, removal from the team, or other disciplinary action:

- Unexcused practice absences, or lack of communication regarding practice absences.
- Late arrival for practices, team functions, games or team buses.
- Violation of the transportation policy.
- Disrespectful behavior to any faculty, administrator, or school employee at any site.
- Major offenses, such as assault/fighting, theft, vandalism, etc.
- Rebellious or poor attitude toward any teammate, team manager, or coaching staff member.
- Hazing, bullying, or intimidating other members of a team, which includes any racial slurs/annotations.
- Profanity directed towards any faculty, administrator, school employee, official, or coaching staff member.
- Unsportsmanlike conduct during a contest or scrimmage.
- Improper care of uniforms, or damaging of district property at home or away sites.
- Any behaviors deemed to be inappropriate by a coaching staff or the administration can be disciplined in accordance with this handbook.

#### **XV. Sportsmanship Expectations**

When Ridgedale students participate in athletics, their conduct reflects on the District, and each student is expected to accept the seriousness of this responsibility. Students should refrain from taunting, trash talking, and making derogatory remarks to others. At all times, all Ridgedale students are expected to be good ambassadors for our great school and supportive community during athletic

contests.

All parent spectators are expected to be mindful of the fact that they are at games to enjoy watching a Ridgedale TEAM compete against other school's teams. A ticket to a Ridgedale athletic event is a ticket to enjoy the game, not a license to verbally assault others. Parents need to support students when they have success, but also remember that interscholastic athletics are learning experiences for those involved in a number of different ways. Players and officials have made mistakes during every contest in athletic history, and will continue to do so for all of time. How parents react to these mistakes often dictate how students react, and negative reactions from adults can have a negative impact on a team's ability to succeed. Parents in attendance are expected to be positive role models for their children, other children, and other adults at contests, in accordance with Board policy regulating public conduct and the conduct of visitors on school property and at school events. Should any parent fail to meet these expectations to the point where an ejection from the event takes place, the individual may be banned from Ridgedale athletic events for a period of time determined by the superintendent, principal and the athletic director in accordance with Board policy.

#### **XVI. Social Media**

The behavioral expectations and sportsmanship expectations set forth in this handbook apply to conduct on social media as well as in-person conduct. Any social media posts that violate these expectations are subject to discipline in accordance with this handbook (and the Student Code of Conduct, as applicable). Discipline may be issued for social media posts that violate these expectations even if the posts have been deleted. This is a 24/7/365 policy...there is no off-season for inappropriate social media usage.

#### **XVII. Students Leaving a Team Mid-Season**

Students who are removed from the team and/or students who remove themselves voluntarily from the team will not receive any end of the season athletic awards, and must return all team purchased clothing items such as uniforms, warm-ups, etc. These students are not permitted to attend another sports team's off-season workouts until the team's season in which they left mid-season has been completed. Once a student participates in an official team practice during the OHSAA season, they



remain in the random drug testing pool until the end of that calendar school year.

Additionally, students who are removed from the team and/or students who remove themselves voluntarily are responsible for 100% of their athletic fees (shoes, clothing, equipment, etc.) after they participate in any scrimmage or contest.

#### **XVIII. College Signings**

The Ridgedale Athletic Department will conduct signing ceremonies on a National Signing Day on dates set by the NCAA for those students signing a National Letter of Intent (not a celebratory signing letter or other similar document), as well as one afternoon signing ceremony each spring, with date to be determined. Students who are not signing a National Letter of Intent or who may be but did not participate on National Signing Day may all choose to sign at this school-sponsored event. Signings to be conducted on dates other than those aforementioned will be conducted at the discretion of each individual student, but may not include Ridgedale Athletic Department participation.

#### **ALL SPORTS PASSES**

All sports passes shall be sold to the public in the fall of every year. This covers all home regular season contests for all levels of every sport. Family passes are \$400 which covers up to 2 residential parents only. K-12 Ridgedale students will be permitted for free to all **home events** when having their student ID which will be given at the beginning of the school year. Children not yet in school are admitted free. Individual adult passes are \$200, and senior citizens age 62 or older are \$50, unless a resident of the Ridgedale School District, then please see the Administration Building Secretary for a senior citizen pass.

#### **HS/JH SCHOOL PRACTICES WHEN DELAYED OR CANCELED**

When School is closed due to snow or ice, Junior High/Youth School athletic teams will not practice/play. Practices on days school is canceled due to fog or mechanical problems may be held at the superintendent's discretion. All HS practices will be decided by the administration depending on the weather situation. Decisions regarding HS scheduled athletic contests will be made later in the day and cancellations announced over radio stations via email and athletic alerts.