Band of Blue 2013-2014 Handbook

Students are responsible for seeing that their parents receive any and all pertinent information whether it is written or verbal. Parents should occasionally ask their children for information about the band. Booster club meetings are held on the first Monday/Tuesday of each month unless otherwise announced. Booster meetings are held in the Band Room at 7:00pm.

This handbook has been developed over the past several years. Thousands of Band of Blue members have operated by these rules and procedures. Our manner of operation is largely responsible for the tremendous success the band has enjoyed. These policies have much to do with the quality of your performance and the quality of your education. Be mature and cooperative, and make these policies a part of your daily habits.

Each student is important! We are a team and everyone depends on each team member to do his job. We will be successful only if we work together to accomplish the same goals.

You should ask yourself this question: "If everyone in the band was like me, what kind of band would this be?" I hope that the answer for each of you will be "awesome"!

We want everything we do this year to be better! From playing better, to marching better, to rehearsing better. If we do this, then we will be successful! The Band of Blue is a big family! Together, we will have a program that all of our friends and family will be proud of! You can count on your staff to do everything it takes to give you a great program. **We need to count on you to do your very best.** Together we will have a great year and keep the Band of Blue one of the finest band programs in the country! Should any circumstance arise that is not covered in the handbook, the decision of the Director of Bands will be final.

The Director of Bands reserves the right to depart from the rules should extraordinary circumstances require this. The Director of Bands will be solely responsible for making this determination and his decisions will be final.

It is our hope that the good things our students learn from participation in the band will help them in other areas and at home.

Best of Luck!

Tom Finigan

Director of Bands

Ervin Manigo
Nick Infinger
Ashley Moore
Stacey Miller

- **GRADES**

It is our belief that any student who can do all the things necessary to be a BAND of BLUE member and can behave and show respect for his fellow students and his teachers should receive a reasonably high grade.

Performing Band places an emphasis on learning technical skills, interpretation, phrasing, balance, blend, dynamic control, breath control, artistic interpretation, and appreciation, through the preparation and performance of traditional band literature. Participation in all performances is required for a unit in performing band.

To ensure a good grade you must:

- Prepare all music to the required level of competency.
- Memorize music on time.
- Not be tardy.
- Attend all rehearsals.
- Pass all inspections. Have a good attitude. Show Respect to directors.
- Satisfactorily play the Winter and Spring Audition. **(These are required for a passing grade.)**
- Practice your music at home. *(Don't leave instrument at school.)*
- Attend all performances or dress rehearsals.
- Complete all assignments and on time.
- Keep your music and folder neat and complete.
- Have required music and instrument for ALL rehearsals and performances.
- Complete any additional requirements as assigned by the Directors completely and adequately.

You can receive extra credit by:

- Taking part in any of the events sponsored by SCBDA/CWEA (Region Band, Solo and Ensemble, Winter Guard, Winter Percussion)
- Improving your chair position.
- Taking private lessons.

- **BAND OF BLUE GRADING PROCEDURE**

This grading system is based on 100 points with the final grade determined by dividing the total points earned by 20. You get a grade daily for band. Letter requirements are separate but you must have a grade of 90 or above to letter.

40 points - Class attendance and rehearsal attendance with required materials and instrument; participation; and attentiveness. *(deduct points per absence)*

15 points - Timely and proficient memorization of show music. (It is up to **you** to pass off the music to a director, don't wait for us to ask you)

20 points - Individual winter audition *(requirements met).*

10 points - Individual Contribution to the ensemble. Attitude, Musicianship, Behavior

15 points - Prepared and on time for performances with all required materials, dress, and equipment.

Band members are required to make all performances. Failure to do so will result in a failing grade and possible dismissal from the band program. Daily Marching Grades and Daily Performance Grades will be given each week during the semester.

It is our goal to have every student earn a great grade in band. You will get the grade you deserve by the amount of work you put in to the ensemble. Band students in the future will possibly earn honors credit for Symphonic Band and Winter Guard.

- **MAINTAINANCE OF ROOM & SCHOOL OWNED HORNS** After several years of observation, your Directors have come to the conclusion that the organization and care of the facilities (band room) and equipment go hand in hand with pride and musical excellence. Please make careful note of this statement.

1. Neatness and Cleanliness of the Band Room.
   A. After every event, the room must be clean and everything must be put in its place before we leave for the field, or bus, or before we go home.
   B. Cleaning crews will be assigned weekly. One person from each section will be given the assignment by the section leader.

2. **DO NOT BRING FOOD, GUM, OR DRINKS INTO THE BAND ROOM!**

3. The room must be left in order after each rehearsal.

4. During indoor rehearsals, *do not bring cases* (other than flute or clarinet) *into the band set*. Leave your case in your storage locker . Flutes and Clarinets are to be placed underneath your chair.

5. Do not track dirt into the band room, especially after marching rehearsals.

6. **All instruments are to be kept clean and in good working condition.**
   A. Keep instruments in the Storage Lockers when they are not in use. Students who leave instruments in the Band room do so at their own risk. Music should also be kept in music folders in the proper music slots or crates.
   B. **Please don't use the storage room as your personal locker.** (ie: no books or clothes are to be kept in there.)

7. Have pride in your band room and the band.
   A. When asked to do your part in helping to clean up, do it willingly.
   B. Any deliberate abuse or defacing of the room, equipment, or instruments will NOT be tolerated. Individuals caught abusing the room or equipment will:
      1. Pay any expense due to the abuse or defacing.
      2. Stand the risk of being removed from the Band.

The Band Room is primarily a place for work. The striving to make good music is enjoyable work nevertheless. When you enter the room your purpose for being there should be reflected in your behavior. The band functions as a school unit, and in many ways we are like a big family. Each student should *quickly and efficiently* go about preparing to begin the planned activity on time. Any kind of horseplay, foolishness, or immature rowdy behavior is strictly out of place because it is contrary to our purpose, and will not be tolerated.

- **FEES**

All band fees must be paid in full for the student to participate in the band. If there is a hardship, arrangements should be made with the Directors.

1. Each student will pay a Band Fee for the year of $200.00. If you have more than one child in the band, each additional child's fee will be $100.00. We want to split this up into 4 easy payments of $50.00. ($50 – May; $50.00 – July; $50.00 – August; $50.00 – September) **The initial $50 fee to be paid in May is non-refundable.**

2. The band fee is used to help pay for the marching show and additional instructors we may use during Band Camp. It also covers the cost of your child's band T-shirt, drinks for ballgames and contests, and a family membership in the Band of Blue Booster Club.

3. In addition to the $200 Band Fee, students will be expected to pay all costs for any overnight band trips. They may do this through fund-raising or by simply paying the full amount of the trip expense.

4. Students who have not paid their fees (or made other arrangements), as well as those students whose fees are not up-to-date, will not be allowed to participate in non-classroom activities (ie: football games, competitions, concerts, etc).

5. Students are responsible for keeping receipts for all fees paid to the band. Students should pay by check when possible to give an added record of the payment. **Make checks payable to either BAND OF BLUE or CCHS BAND.** Fees are to be paid to the bookkeeper, Mrs. Simmons, in the Main Office. *Students should never pay without requesting a receipt.* An exception is made when students are purchasing merchandise like reeds or valve oil and receive the merchandise at the time of payment. Students can pay the money for reeds (or oil) to one of the Directors or Drum Majors.

6. Students may charge up to 2 reeds or 1 bottle of valve oil, or $6.00. After this, all items must be paid for before any additional charges can be made. We recommend that you pay for each item (reed) as you get it. *Woodwind players are expected to have several extra reeds at all times in case the one they are using breaks*. Failure to have an extra reed could cause you to fail inspection for not having all your equipment.

- **CHAIR AUDITIONS & SELECTION OF ALTERNATES**

There will be TWO auditions for chairs each year. One will be held in the Spring and will determine placement for the Marching season. The other will be held in December and will determine placement for the Concert season.

Students who are late for either audition will be lowered one chair for each 10 minutes they are late. *Students who fail to show up for their audition will be placed in last chair and will still be required to pass-off the requirements in order to stay in Band and receive a passing grade.*

- **MARCHING BAND**

Rookies will be listed at the end of the Spring Audition list in the order of placement from their BAND OF BLUE auditions. Marching positions will be determined by going down the list until the section is filled. Once the section is filled, positions in the Colorguard or positions in unfilled sections may be offered to those rookies who remain. Those not gaining initial marching positions will be designated as alternates with all the rights and privileges as well as responsibilities of any other band member.

The directors reserve the right to switch people to other instruments in order to fill out weak sections or to make the Band more competitive. Should any band member in a starting position fail to meet his responsibilities as a band member in any way, he may be replaced by another student who is capable and willing to meet those responsibilities. This includes performing marching and playing at acceptable levels of competency. Those students who perform better will be given preference in the assignment of marching positions.

- **MARCHING REHEARSALS**

Rehearsals for marching band will be held Monday nights (6:00-9:00pm) and Tuesday through Thursday after school until 5:00 unless otherwise announced. Students may be kept for additional practice when necessary. We will try to notify you of changes to our schedule when possible.

Marching rehearsals are reduced to a minimum after State Marching Contest. There is generally no after school marching practices after the State Contest.

- **SYMPHONIC & CONCERT BANDS**

The spring band seating will be determined by the winter audition. The top players from each section will be seated in the Symphonic Band. The remaining students will them be seated in the Concert Band. When necessary, more than one concert band may be used to facilitate learning. The directors will determine the instrumentation of these bands as appropriate. Students must agree to be available for any additional practices and are required to perform at the State Concert Festival. This is the goal of all of the spring bands.

- **CONCERT REHEARSAL**

As long as we operate on the 90-minute block schedule for band classes, all concert rehearsals will be held during class time. Should this schedule change, then after school rehearsal times will be announced.

Band class is considered a rehearsal! **Students should not ask to miss class for field trips, plays, etc…. for three weeks prior to the concert or festival.**

ATTENDANCE AT DRESS REHEARSAL IS MANDATORY. YOU MUST ATTEND DRESS REHEARSALS IN ORDER TO BE IN THE CONCERT UNLESS EXCUSED IN ADVANCE BY MR. FINIGAN.

- **ABSENCES**

Absences from rehearsal must be for legitimate reasons and must be approved by the director in advance. Unexcused absences and absences for which the director does not receive prior notification will result in the student losing the opportunity to perform with the band during the next performance. The student will still be required to attend the performance. Only Mr. Finigan can excuse absences. Please do not ask the assistant directors to excuse you. Students will be excused for sickness and doctor's appointments when we are notified in advance. It is helpful when these appointments can be scheduled before or after band practice. Unless there is an emergency, please do not schedule dental work that will affect the students playing for more than a day. If you aren't sure, ask us!

STUDENTS MAY BE EXCUSED FROM A PERFORMANCE IF THEY ARE SICK AND HAVE A DOCTOR'S EXCUSE OR IF THERE IS A DEATH IN THE FAMILY. Parents are asked to make every effort to have students available for performances even when it may be difficult to do so. The dedication of our students is what makes us a great band. Students should understand that every other student is depending on him to do his part. We work too hard not to have every band member at our practices and performances. In the past, we have had students perform during times of great sadness and while ill because their fellow band members were depending on them. Band of Blue members are traditionally very dedicated and dependable. ***Absences for reasons other than those listed above will result in loss of membership in the Band of Blue.*** If you are going to miss practice due to sickness, please call the Band Office (782-0034/893-6026) or the school's Main Office (782-0031) so that you will not lose your performing position.

- **TARDIES**

If you are tardy and you feel you have a legitimate excuse, you have three (3) days to bring in a written explanation as to why you were late. The director will decide whether or not the excuse is acceptable. After three days has passed the tardy will count and there will be no appeal. (Having a car accident on the way to practice IS excusable; "My ride was late picking me up or forgot me" is NOT excusable.) If you are late returning to the stands at a football game you will have an unexcused tardy and will lose the privilege of leaving the stands during other games as well as losing your band letter. Being tardy to classes also applies here.

- **AFTER SCHOOL PRACTICE – RIDES HOME**

We will try to dismiss the band on schedule as much as possible. Dismissal time refers to the practice field and it may take students a few extra minutes to put away their equipment. Please ask your parents to be prompt when picking you up. We cannot be responsible for you for unreasonable lengths of time after practice.

- **PARADES**

A BAND MEMBER'S FIRST PRIORITY IN A PARADE IS TO THE BAND. Band members should not expect to be allowed to ride a float or represent another organization in a parade.

- **BAND LETTERS**

Students may letter in Band by completing the following requirements:

1. Guard members must perform a 3-minute routine demonstrating all basic moves and fundamentals or meet the requirements of playing members. This must be done 3 weeks prior to the awards program. Guard Members participating in CWEA will
2. automatically qualify.
3. The students must play the Clinic requirements for the SCBDA All-State Band. This includes 9 major scales and the chromatic scale for wind players, and the 9 required rudiments for battery percussion.
4. The students must audition and qualify for Region Band and earn at least an Excellent rating at Solo & Ensemble. *Scales and music prepared for these events must be performed for one of the directors prior to the event and must be suitably prepared.*
5. The students must not have any unexcused absences from practice without a proper excuse that has been cleared in advance through Mr. Finigan. Band Class is considered a practice. **Signing out does not excuse you from practice!**
6. The student must NOT be tardy for a practice or a performance without a proper excuse.
7. The student must NOT fail an inspection at any time. Inspections will be held before EACH performance.
8. The student will maintain a level of behavior conducive to learning in all classes, rehearsals, and performances. Disciplinary problems will make you ineligible to letter in Band.
9. The student will have NO absences from any performance. The only excuses will be sickness (with a doctor's excuse) or a death in the family. Absences for other reasons could result in loss of membership in the Band of Blue.
10. **Students that participate in Winter Guard or Winter Percussion and complete the season are eligible to letter.**
11. **THE DECISIONS OF THE DIRECTORS ARE FINAL!**

- **BAND TRIPS**

Students must fill out and return a trip permission form AND a medical release form as provided by the school district before making any trip with the band. Each student will be assigned to a specific bus. **Students may NOT change from one bus to another.**

All students are expected to ride to and from ALL band competitions with the band. Students who wish to ride home from Ballgames with their parents MUST obtain an "Alternate Transportation Permission Form" from the band office. (*School Board policy will not permit us to allow students to ride home with someone other than their parents.)* This form must be turned in to a director at least five (5) minutes before tardy time on the day of the Ballgame. After this time the form WILL NOT be accepted and the student will be required to ride home with the band. At the end of Ballgames, parents of those students who are not riding back with the band should report to the bus area to pick up their child. **Students WILL NOT be dismissed from the bleachers to go with their parents.** Students must see the director at the bus to be checked off of the bus list before leaving the group.

Students may leave all HOME GAMES with their parents as long as they have someone to take care of their instrument or equipment. (It may NOT be left on the bus or on the truck.) Students with large instruments on the truck will be responsible for helping to load and unload the band truck.

THE USE OF TOBACCO, IN ANY FORM IS FORBIDDEN. THE USE OF ALCOHOL *(OR ANY OTHER DRUG)* BEFORE OR DURING ANY BAND ACTIVITY WILL NOT BE TOLERATED AND WILL RESULT IN IMMEDIATE LOSS OF MEMBERSHIP IN THE BAND OF BLUE. ALL BAND MEMBERS ARE TO SIGN AND ADHERE TO THE CCSD DRUG POLICY.

Roll call will be taken after every stop in which the band members disembark the bus.

On overnight trips, students will not be allowed out of their rooms after the specified time without permission from one of the Band Directors. STUDENTS MAY NOT ALLOW MEMBERS OF THE OPPOSITE SEX IN THEIR ROOMS AT ANY TIME WHILE ON A BAND TRIP.

All rooms will be checked and "secured" by chaperones and Directors before lights out.

Students will be given a detailed schedule for trips other than Ballgames. We will do everything in our power to arrive home at the appointed time. *We ask that you have someone waiting to pick you up when we return*.

Students are responsible for their own instrument, luggage, uniform, etc… on any trip and should see that it is loaded and unloaded properly. (We reserve the right to search any and all baggage or instrument cases taken on any school sponsored trip or band trips to insure the safety of all concerned.)

Student leaders will be responsible for checking members' equipment, music, instrument, and uniform before that member will be allowed to board the bus.

- **INSPECTION**

Inspection will be held before each performance to ensure the cleanliness of uniforms and instruments as well as making sure students have all their equipment.

YOU WILL FAIL INSPECTION IF:

- Your uniform or any part thereof is soiled (dirty).
- You are missing any part of your uniform.
- You are missing any music or your flip folder.
- Your shoes are not shined and polished.
- Your flag is dirty or torn.
- Your instrument is dirty and not shined.
- You are missing any part of your instrument. (reed, mouthpiece)
- Your socks are the wrong color.
- You are not wearing a T-shirt under your uniform. (no undershirts)

- **DISCIPLINARY ACTIONS**

The Band operates within the school's disciplinary policy. However, the Performing Band is largely an after school activity. **We are not obligated to keep a person in the Performing Band who constantly requires disciplinary action or who by breaking a specified rule brings shame to his fellow Band of Blue members and to the school. We will NOT allow a student who (by or through disobedience) places himself or any fellow student in danger to continue as a member in the band.** *Any student who intentionally disrupts a rehearsal (this includes the band class) or who deliberately refuses to obey the requests or directives of the directors, will be dismissed from the Band program*. Students who are dismissed from the band are subject to loss of credits toward graduation. Student membership in the Performing Band is at the discretion of the Director.

Punishment may be issued for minor infractions or the student's offense may be written up and the student referred to an assistant principal. Punishment for minor infractions may include but are not limited to such things as cleaning the Band Room, push ups, running laps, staying after band, calling the parent to come and pick up the student, etc.

- **INSURANCE**

While band members are not required to carry school insurance, we strongly recommend that you do so unless you have another Health and Accident Policy which covers you.

- **CARE & MAINTENANCE OF UNIFORMS**

We will have new guidelines and procedures for our new uniforms. We will issue these instructions in August.

The specific dress will always be announced prior to each event.

At certain times of the year, it will be necessary for students to wear a pair of Khaki shorts instead of the full band uniform. This is normally during the first couple of football games and at the Rice Festival parade. You should always wear white socks and shoes with the white pants and wear black shoes and socks with the navy pants. Students are to always wear the waist cinch and shoulder slash unless instructed to do otherwise by the directors.

All Band members will dress in the band room or in specific areas prior to contests and ball games. All band uniforms will be CLEANED at periodic intervals throughout the school year. Since most of the uniform usage occurs in the fall this should be the time of frequent cleaning.

Always hang your uniform up after a performance so that it can dry and be ready for the next time of use. STUDENTS WHO ABUSE THEIR UNIFORMS WILL BE REQUIRED TO BE DRESSED AND MONITORED BY A PARENT OR STAFF MEMBER AND WILL BE SUBJECT TO INSPECTIONS. .

On ALL band trips, your uniform must be carried in a garment bag with your name clearly visible on the outside of it. Each student is responsible for seeing that his/her uniform is properly loaded on the bus or truck. Upon returning to school, each student is to make sure that you have all of your uniform parts including shoes taken off of the bus or truck.

STUDENTS MUST ALSO TURN IN THE "BAND OF BLUE" GARMENT BAG WITH WHICH THE UNIFORM WAS ISSUED. Uniforms should be returned on a wooden or hard plastic suit hanger.

APPROXIMATE REPLACEMENT COST FOR NEW UNIFORM PARTS

Coat	$ 300.00	Gauntlets	$ 60.00
Navy Bibber Pants	$ 125.00	Gloves	$ 6.00 pair
White Bibber Pants	$ 125.00	Hat	$ 42.00
Guard Uniform	$ 150.00	Hat Box	$ 20.00
Plume	$ 35.00	Garment Bag	$ 20.00

- OFFICERS

All Band Officers will be appointed by the Directors. **These may include Band Captain, Lieutenants, and Sergeants, Quarter Masters,** Guard Officers will also be selected by the Directors.

Drum Majors will be selected by the Directors. All drum majors must attend a summer camp while serving in that capacity. The camp must be approved by the directors.

- **AWARDS**

The following awards will be presented during the banquet at the discretion of the Directors.

- **Rookie of the Year**
- **Drum Major Award**
- **Band Captain Award**
- **Guard Captain Award**
- **Most Outstanding Sophomore**
- **Most Outstanding Junior**
- **Rookie of the Year**
- **Most Outstanding Woodwind**
- **Most Outstanding Brass**
- **Most Outstanding Percussion**
- **Most Improved**
- **Most Improved Rookie**
- **Most Improved Guard**
- **Spin! Guard Award**
- **Toss! Guard Award**
- **Slam! Guard Award**
- **USMC Semper Fi Musicianship Award**
- **TRUE BLUE Award**
- **Directors Award for Excellence**
- **John Philip Sousa Award**

The Colleton County Board of School Trustees, in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Colleton County School District, has adopted the following procedures for drug testing of students in competitive extra-curricular activities.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Trustees, administration, and staff desire that every student in the Colleton County School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in competitive extra-curricular activities. The sanctions imposed for violations of this policy will be to place limitations solely upon the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This procedure supplements and complements all other policies, rules, and regulations of the Colleton County School District regarding possession or use of illegal drugs.

Participation in school-sponsored extra-curricular activities in the Colleton County School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.
The purpose of this policy is six-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.

2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them the privilege of competition as an incentive to stop using such substances.

3. To ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

6. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, thereby, providing a deterrent to drug abuse.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Colleton County School District. For the safety, health, and well being of students in extra-curricular activities, the Colleton County School District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of Vernonia School District 47j (Oregon) v. Wayne and Judy Acton. Random urine drug tests of public schools extra-curricular activity students are legal as determined by the United States Supreme Court in the case of Pottawatomie County Independent School District #94 vs. Earls. The students subject to testing will be determined by the Colleton County School District based upon these two Supreme Court Rulings.

DEFINITIONS AND PROCEDURES

I. Definitions

"Activity Student" means a member of any school-sponsored extra-curricular activity in grades 7-12. "School-sponsored extra-curricular activity" means, without limitation, all clubs, musical performances, dramatic productions, student government, and any other activity, sport, or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the school.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine or saliva.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing conducted by the contracted professional testing agency that:

A. results in an equal probability that any activity study from a group of activity students subject to the selection mechanism will be selected, and
B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or South Carolina law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by South Carolina statute, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability.

"Positive" when referring to a drug use test administered under this procedures manual means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established in the industry.

II. Procedures

The coach/sponsor shall provide each activity student with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated before each student shall be eligible to participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample or saliva sample: (a) when the activity student is selected by the random selection basis to provide a urine sample or saliva sample, and (b) when reasonable suspicion as to drug use exists. **No student shall be allowed to participate in any extra-curricular activities or interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."**

Prior to the commencement of drug testing each semester an orientation may be held with all Activity Students to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Procedures. In addition, all the students will receive an annual initial orientation on the drug testing policy.

Drug use testing for Activity Students will be conducted on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Colleton County School District will determine the number of samples that will be taken monthly i.e. 5% of participants plus any students who have tested positive at previous testing during the year to be drawn at random to provide a urine sample or saliva sample for drug use testing for illegal drugs or performance-enhancing drugs

Because the Board of Trustees feels strongly about drug testing, testing will be available to any parent of any student enrolled in Colleton County School District not covered by this policy. This is strictly voluntary and will only be done at parent's written request upon completion of the "Student Drug Testing Consent Form." Parents will be assessed a fee established by the District for this service.

Any drug use test will be administered by or at the discretion of a professional laboratory chosen by the Colleton County School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use-testing program, including the taking of specimens, will be conducted in a manner designed to safeguard the personal and privacy rights of the students. Samples will be taken under conditions that are no more intrusive to students than the conditions experienced in a public restroom.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. A specimen shall not be reported positive unless the second test procedure is positive for the presence of illegal drug or the metabolites thereof. The laboratory shall preserve the unused portion of a specimen that tested positive for a period of six (6) months or the end of the school year, whichever is shorter. Student record will be retained until the end of the school year.

III. Confidentiality

The laboratory will notify the superintendent or his designee of any confirmed positive test. To keep the positive test results confidential, the superintendent will only notify the principal/head coach or sponsor. The principal/athletic director will schedule a conference with the student and parent or guardian.

The Colleton County School District will rely on the opinion of the laboratory, which performed the test in determining whether the positive test result was produced by something other than the use of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test.

V. Consequences

No student will be penalized academically for testing positive for illegal drugs or banned substances as a result of a drug test conducted pursuant to the random testing procedures. However, students drug tested pursuant to the "reasonable suspicion" standard may be subject to academic penalty if the student's use of drug violates District rules concerning drug use, sale and possession. The results of a random drug test conducted pursuant to this policy will not be documented in any student's academic record. Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal requirement, which the Colleton County School District Board of Trustees, to the extent permitted by such subpoena or legal requirement.

Any **Activity Student** who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director/band director/sponsor and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within twenty-one (21) calendar days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. The student will be suspended from participation in all activities covered under this policy for twenty-one (21) calendar days beginning on the first day of a performance or competition in which the student is involved. Additionally, the student must voluntarily submit to a second drug test to be administered within three weeks in accordance with the testing provisions in this policy. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity after the suspension. Should the parent/guardian and student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense:

Suspension from participation in all activities covered under this policy for ninety (90) calendar days beginning the fist day of a performance or competition in which the student is involved and successful completion of substance abuse education/counseling. The student

may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

C. For the Third Offense:

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for a calendar year dating from the time of the positive test results.

D. For the Fourth Offense:

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the student's school career.

E. This provision does not limit or restrict the school district's ability to implement academic penalties or discipline to students who test positive for drug use pursuant to a "reasonable suspicion" drug test when the student's use of drugs violates District rules concerning drug use, sale and possession.

VI. Refusal to Submit to Drug Use Test

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for the remainder of the school year. Such student shall not be considered for any interscholastic activity honors or awards given by the school

Colleton County School District is committed to cooperating with parents/guardians in any effort to help students avoid illegal drug use. The Colleton County School District believes that accountability is a powerful tool to help some students avoid drugs and that early detection and intervention can save lives.