

**Harney County
School District 3**

Code: **IGD/IGDJ-AR**
Revised/Reviewed: Unknown; 6/11/13; 6/09/15
Orig. Code(s): None

**Activity/Athletic Participation
Insurance Waiver/Medical Consent Form**

Consent is hereby given for _____ (Name of student) to participate for Harney County School District #3 in school/OSAA-approved activities and to go with the advisor/coach on any scheduled trips. The advisor/coach or other adult escort may seek the nearest medical treatment in case of injury to the above named student. I also release the school district from any liability of any kind associated with the actions taken in good faith by school district personnel in providing emergency medical treatment.

In extraordinary cases, where participation in an extracurricular activity might result in an increased chance of injury or illness to the participant, Harney County School District No. 3 may require a doctor's release prior to participation or resumption of participation if, during the course of a season, an injury or illness or physical disorder interrupts participation. On this release, it would state any restrictions/conditions that would apply to the participant while engaged in practice and/or competition.

This form will be used for all extracurricular participants from grades 6 through 12 for Harney County School District No. 3. It is the coach's, of each sport, responsibility to collect these signed forms and turn them into the school office to be kept on file. They will be made available for inspection when requested.

I have personal insurance coverage for accidents which will cover any accident incurred by the above named student while participating in any activity/athletic program at Burns High School. I release the school and its insurance agent from all responsibility should my insurance fail to cover injury during the school year 20 ____ - ____.

Name of Student: _____ Date of Birth: _____

Address: _____ Phone: _____

Email: _____ Grade: _____

Name of Parent(s): _____

Emergency Contact Person: _____

Past Injuries (2 years): _____

Allergies and Health Concerns: _____

Insurance Waiver

I have personal insurance coverage for accidents which will cover any accident incurred by the above named student while participating in any activity/athletic program for Harney County School District #3. I release the school and its insurance agent from all responsibility should my insurance fail to cover injury during the school year 20 ____ - ____.

Name of Insurance Company: _____

Policy Number: _____

Family Doctor: _____

Signature of Participating Student _____ Date Signed _____

Signature of Parent/Guardian _____ Date Signed _____

**Harney County
School District 3**

Code: **JFCIA-AR(2)**
Revised/Reviewed: 6/29/04; 8/13/13
Orig. Code(s): JFCIA-AR

Student Athlete Drug Testing Consent Form

I understand that my performance as an athlete and the reputation of my school and community is dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Harney County School District No. 3 Board.

I authorize the Harney county School District No. 3 to conduct a test for the use of illegal or performance-enhancing drugs and alcohol through the collection of a personal specimen. I also authorize the release of information concerning the results of the test to the district, to designated school officials, and to my parent(s) and/or legal guardian.

This shall be deemed consent pursuant to the Family Educational Rights and Privacy Act for the release of the above information to the parties named above.

I have received a copy of this release. I have read and understand the district policy and procedures.

Student Signature

Date

Parent/Legal Guardian Signature

Date

The Harney County School District No. 3 Drug Testing Program currently tests for the following substances:

1. Alcohol;
2. Cocaine;
3. Amphetamine/methamphetamine;
4. THC/marijuana;
5. Opiates/opioids.

The substances that are tested are subject to review and period changes may occur. Prior notification will be made to students upon any change in the above listed substances.

**Harney County
School District 3**

Code: **EGB-AR(1)**
Revised/Reviewed: 5/13/14

Code of Conduct for Interscholastic Activities Agreement (Students)

This agreement is made between _____ and the Harney County School
(Print Students Name)

District #3 to participate in _____ for the 20____ - _____ school year.
(List Activity)

I understand that participation in interscholastic activities is a privilege afforded me by the school. Thus, I promise comply with the code of conduct listed in Board policy EGB - Code of Conduct for Interscholastic Activities. I will follow Oregon School Activities Association (OSAA) rules. I will demonstrate good sportsmanship. I will compete in a fair manner, and refrain from the use or abuse of controlled substances, alcohol and prohibited performance-enhancing drugs and supplements.

I understand that my violation of the terms of this policy and agreement may result in OSAA fining the district. In the event the district is fined by OSAA for my actions that are in violation of the terms of this policy and agreement, I agree to reimburse the district for any monetary penalty imposed by OSAA.

I understand that violation of these terms may result in discipline, including revocation of the privilege to represent the school and participate in school-sponsored activities, events, clubs or programs for the remainder of the sports season and suspension, expulsion, or referral to law enforcement. School conferred privileges, honors and distinctions may also be revoked.

I also understand that rehabilitation or counseling may be required by the district as a condition to further participation in district-sponsored activities, clubs or programs.

I have read, understood and now agree to abide by the district's code of conduct for interscholastic activities and terms of this agreement.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of District Official

Date

Harney County School District 3

Code: **IGD/IGDJ**
Adopted: 8/17/04
Readopted: 6/11/13
Orig. Code(s): IGD/IGDJ

Extracurricular Participation Policy**

Student participation in extracurricular activities is considered to be a privilege. Students who do participate in extracurricular activities must assume certain obligations and responsibilities beyond those of other students. High standards of conduct, performance, leadership and maintaining an alcohol and drug free person and environment will be expected of all students participating in the activities covered by this code.

The guidelines set forth in this code have been established as minimum requirements for students participating in extracurricular activities. This code does not supercede the district's student discipline policy, weapons policy or its extracurricular student drug policy.

Participants must agree to abide by the following conduct and training rules in order to be permitted to participate in any of the district's extracurricular programs. The district's extracurricular programs include rally, dance team, football, volleyball, cross country, soccer, basketball, wrestling, tennis, golf, track, baseball. Participants and parents must indicate their acceptance of this code by signing an appropriate notice form.

This Extracurricular Participation Code is in effect for all athletes in all sports seasons commencing on the Oregon School Activities Association (OSAA) first established practice date in the fall and it continues until the last day of school, play-off contests or awards ceremonies, whichever is later.

1. Provisions for Eligibility

a. Extracurricular Activities

Prior to participating in an athletic activity, the participant must have completed and placed on file in the office the following items:

- (1) Physician's statement; (A physical exam is required every two years and a medical history form must be signed by a parent/guardian in years the exam is not required.)
- (2) Verification of insurance statement (each year);
- (3) Participation agreement that includes this policy signed by parent and participant each year;
- (4) Emergency medical card signed by the parent.

b. Academic Eligibility Provisions

Students participating in extracurricular activities must comply with OSAA and school policies.

- (1) The OSAA requires that participants must pass four classes in the immediately preceding trimester to be eligible to participate in the next trimester in which they are enrolled.
- (2) Burns High School requires that to be eligible to participate in extracurricular activities a participant must be enrolled full time and passing all courses. If a participant receives one or more F's (an average of 69 percent or less) on a six or twelve- week grade report the participant will be placed on academic probation. The probation will begin on the Monday following the issuance of the grade on the previous Friday. The probation will last three school weeks. During the period of probation the participant may attend practices, but may not participate in any event or activity. At the end of the three-week probation the student's grades will be checked. The participant must be passing in all classes. If not, the probation will be extended for another three school weeks at which time grades will be checked again. This procedure will continue until a grade check at the end of a three-week probationary period shows the student is passing in all classes. Should a participant become academically eligible midway through an activity season, such eligibility does not guarantee placement, playing time, or reinstatement to a position. The coach and/or appropriate advisor must approve reinstatement of a student midway through a season.
- (3) Hines Middle School requires that students be passing all their classes to be eligible to participate in extracurricular activities. Grade checks will be at 3, 6, 9 and 12-week intervals. Students with one or more D/F's as an average grade in a class at any of the above grade checks will be placed on academic probation. The probation period (one week) takes place from the following Monday through the next Saturday/Sunday. This means they may practice/participate with the team, but they may not compete and/or travel to any competitions during that full week from Monday-Sunday. Those students will have their grades checked again at the end of the week's probation. A student's whose grades are up to a C or better will be allowed to continue with the activity as usual. If not, the student will be placed back on probation (may practice but not compete) until the next grade check at the regular three-week time. If the student's grades are up to a C level at the next regular grade check period, he/she may return to full participation as usual. If the grades are still below a C level, he/she will be removed from the extracurricular activity for the remainder of the season. No probation or suspension that a student might incur will carry over to the next school year.

c. Multi-Sport Participation

In the athletic program, a student may participate in more than one sport during each sport season, provided each head coach involved agrees, and a workable practice and game conflict solution is in place. The athlete will declare a primary and secondary sport in case of contest conflicts. The athlete will be required to attend all practices for each sport, unless excused by the coach. Coaches can provide alternative workouts or practices on a daily or weekly basis, as they deem appropriate.

d. Attendance

- (1) When students are excused from class for an activity, they are not excused from doing make up work. They must arrange before the absence to make up the work according to the district's incomplete work policy.
- (2) Students will not be permitted to participate in a contest/competition or practice if they have an unexcused absence on the day of the contest/competition or practice. If the unexcused absence occurs the last school day of the week, students are not eligible to participate in contests/competitions or practices until the next school day. Students are expected to be in attendance on a regular school day after a competition
- (3) Students placed on an out-of-school suspension will not be allowed to participate or practice during the term of that suspension. If at the time of the out-of-school suspension, the activity season has reached the point where interscholastic contests or competitions are being held; the suspended student will not be allowed to participate in such interscholastic contests or competitions during the period of suspension. However, if during the time of the out-of-school suspension, no interscholastic contests or competitions happen to be scheduled, then the student will not be allowed to participate in the first interscholastic contest or competition that occurs after the out-of-school suspension is completed.

e. Transportation

- (1) The district provides transportation to and from all extracurricular activities. Participants are to travel to and home from away events by school transportation, unless prior permission has been arranged with the activity director or administrator for unusual or specific circumstances. Participants can only be released to their parent, guardian or relative after the conclusion of an away contest for home transportation. The relative must be a minimum of 21 years of age. The granting of permission is at the coach's/advisor's discretion. The parent, guardian, or relative must make personal contact with the coach/advisor at the away event unless prior permission as discussed above has been arranged.
- (2) Participants who are not participating in the contest/event may travel with the team only with the approval of the activity director or administrator.

f. Dropping/Adding an Extracurricular Activity

- (1) A participant, who wishes to drop an extracurricular activity and turn out for another, may do so only by first obtaining the permission of the coach/advisor from whose activity the participant is dropping, and then getting permission from the coach/advisor of the other activity. This must be done with the activity director's concurrence.
- (2) A participant who is not allowed to participate in an extracurricular activity because of violation of this Extracurricular Participation Policy or other disciplinary rules of the district is not eligible to participate in any other extracurricular activity for the duration of the first extracurricular activity.

2. Suspensions and dismissals

- a. If a student is on academic suspension and incurs a discipline suspension, the two suspensions will be implemented consecutively.
- b. If a participant is dismissed from an extracurricular activity, the participant forfeits the right to receive any awards for participation in that activity.

3. Student rights

- a. The parent/guardian and participant will be notified personally of any charges, confirmation, suspension and or dismissal by the administrator.
- b. Any participant accused of committing a Group I, II or III offense is entitled to due process. The student shall be afforded prior knowledge of behaviors that will result in disciplinary consequences and what the consequences will be. (This policy serves that purpose.) The participant shall be informed of charges alleging his/her violation of any provision of this policy. The complaint procedure shall serve as the appeal process as outlined in Board policy KL - Public Complaints.

4. Group I offenses and penalties

a. Substance Abuse

- (1) No participant involved in an extracurricular activity shall knowingly possess, use, transmit or be under the influence of alcohol, dangerous drugs, tobacco products, performance enhancing drugs, inhalants or controlled substances of any kind (except as prescribed by a medical professional), from the first established OSAA practice date in the fall until the last day of school, play-off contests or awards ceremony, whichever is later.
- (2) No participant shall attend or remain at parties or other functions where alcohol or drugs are being consumed or used contrary to the provisions of Oregon law. If a participant knows that the dangerous use of alcohol or drugs is occurring he/she must promptly remove him/herself from the scene upon the discovery of the dangerous usage.

b. Misdemeanors and Felonies

The committing of a misdemeanor or felony by a student shall be considered to be a violation of this policy. If a participant is arrested by a police agency for an action that might be in violation of this code, the district may defer its own investigation to the criminal justice process, or it may undertake its own independent investigation, irrespective of the criminal justice process. The district's student discipline process is totally separate from the criminal justice system. The determination of whether to investigate or to defer investigation will be at the total discretion of the district.

c. Charges of a Group I Offense violation will be investigated and may be confirmed by any of the following:

- (1) Statements of the student;

- (2) Witness interviews;
- (3) Records from law enforcement or juvenile agencies;
- (4) A positive result on the district wide random drug test.

- d. The first violation of a Group I offense will result in the participant being suspended for three school weeks commencing with the next scheduled contest. If a participant is not participating in an activity at the time of the offense, the suspension from contests will occur in the next activity in which the student participates. The participant shall also be required to complete an appropriate assessment and enroll in and complete any recommended treatment. The evaluation and treatment will be at student expense. The participant must show evidence of beginning the process of enrollment to be eligible to participate after serving his/her suspension. To remain eligible, the student must show evidence of completion of the program. The time it takes to complete the program must be established upon enrollment. The participant must be able to show that he/she is following a timeline for completion of the program as determined upon enrollment. Failure to enroll in and/or complete the program within the timeline will result in the student being ineligible until the program is completed.
- e. The second violation of a Group I offense will result in an immediate dismissal for one extracurricular season. If a violation occurs after one or more of the season's contests are completed, the penalty will be extended into the next extracurricular season in which the student participates. For example: if a participant has completed 25 percent of the football contests he would be dismissed from the remaining 75 percent and would also miss 25 percent of the contests in the next season of completion. Resulting contest suspensions could extend into the next academic year. If a student is not participating in an activity at the time of the offense, the suspension from contests will occur in the next extracurricular season (fall, winter, spring) in which the student has a history of participation. History is defined as successful completion of a season. Being dismissed for grades or other disciplinary issues does not constitute a successful completion. A participant will not be eligible to participate in any extracurricular at any time until he/she completes an appropriate evaluation and enrolls in and completes any recommended treatment. The evaluation and treatment will be at participant expense.
- f. If a participant commits a third violation of a Group I offense in grades six through eight, he/she will no longer be eligible to participate in extracurricular activities at the Middle School. Offenses accrued during grades six through eight will not carry over to the High School. If a participant commits a third violation of a Group I Offense, in grades nine through twelve, he/she will no longer be eligible to participate in extracurricular activities at Burns High School.

5. Group II offenses and penalties.

- a. Students participating in an extracurricular activity are required to attend practices and competitions.
 - (1) The first unexcused absence from practice will result in a suspension from the next competition date.
 - (2) The second unexcused absence from practice will result in dismissal from the team/activity.
 - (3) Unexcused absence from a competition will result in dismissal from the team/activity.

- b. Only the coach or advisor can excuse a participant from a practice or competition. The coach or advisor must follow guidelines described in the *Coach/Advisor Handbook*.
6. Group III offenses and penalties
- a. Students participating in an extracurricular activity may incur a disciplinary penalty or consequence for misconduct, disobedience or lack of cooperation.
 - (1) The penalty may be any of the following and/or a combination of them.
 - (a) The assignment of extra workouts or practice time.
 - (b) Curtailing playing/competition time.
 - (c) Imposing a full or partial suspension from a competition.
 - (d) Dismissing the student from the team/activity, depending on the severity and/or reoccurrence of violations.
 - (2) Penalties will be determined by the coach or advisor and activity director or administrator following the guidelines in the *Coach/Advisor Handbook*. In cases involving suspension or dismissal, the parent or guardian will be contacted by the coach or advisor.

END OF POLICY

Legal Reference(s):

ORS 326.051
ORS 332.075(1)(e)
ORS 339.430

OAR 581-021-0045 to -0049
OAR 581-022-1680

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).
OR. SCH. ACTIVITIES ASS'N, OSAA HANDBOOK (2005).
Montgomery v. Bd. of Educ., 188 Or. App. 63 (2003).

**Administrative Regulations – Cocurricular/Extracurricular
Student Athlete Drug Policy**

Definitions

1. “Illegal drug” is any drug which an individual may not sell, possess, use, distribute or purchase under state law, or as defined in schedules I through V of the Controlled Substances Act (21 U.S.C. § 812) including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, “illegal drug” also means possession, use, sale or supply of prescription and nonprescription medication - in violation of Board policy JHCD - Administering Noninjectable Medicines to Students and accompanying administrative regulation and JHCDA - Administering Injectable Medicines to Students. “Illegal drug” shall also include alcohol.
2. “Performance-enhancing drug” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drug” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
3. “Prescription medication” means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
4. “Nonprescription medication” means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.

The following procedures shall govern the district’s Cocurricular/Extracurricular Student Drug Policy program:

Program Coordinator

1. The superintendent will be designated as the district’s program coordinator.

The superintendent will:

- a. Ensure that all student athletes receive written materials explaining the district’s program requirements including:
 - (1) The district policy and administrative regulation;

- (2) A contact person knowledgeable about the materials, policy and administrative regulations;
 - (3) Specific information concerning prohibited conduct;
 - (4) Circumstances under which student athletes will be tested;
 - (5) Procedures used in the testing process;
 - (6) Explanation of what constitutes a refusal to submit to a drug and/or alcohol test;
 - (7) Consequences of violations (e.g., suspension or removal from practices or team, referral to substance abuse professional for evaluation, treatment and follow-up testing as required);
 - (8) Information on the effects of drug use and alcohol misuse on personal life, health and safety.
- b. Ensure that student athletes sign the drug testing consent form;
 - c. Ensure that the district properly maintains information and complies with all requirements for confidentiality of records;
 - d. Ensure selection of a site with appropriately trained personnel for the collection of specimens for drug testing;
 - e. Ensure selection of a site with a certified breath alcohol technician and evidential breath testing devices for alcohol testing;
 - f. Ensure selection of a laboratory certified by the Department of Health and Human Services (DHHS) to conduct drug specimen analysis;
 - g. Ensure the district's student athlete drug testing program is maintained in at least outline form, on file and available for inspection at the district office.
 - h. Ensure the establishment of clearly defined communication procedures to include the method (e.g., mail, fax) and frequency (e.g., monthly, daily and weekly) as well as the authorized individuals to impart and receive information.

* Site requirements noted in subsections 4 - 7 above are met by _____ and _____ Hospital.

Procedures for Student Athletes

1. **Consent:** Each student wishing to participate in any interscholastic athletic program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as Exhibit A. No student shall be allowed to participate in any interscholastic athletic program absent such consent.
2. **Student Selection:** At the option of the district, all student athletes may be drug tested at the beginning of any athletic season. Selection for random testing may be conducted weekly during the athletic season. Selection for random testing will be by lottery drawing from a "pool" of all student athletes participating in interscholastic athletic programs in the district at the time of the drawing. The superintendent designee shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the selection process by at least two adults.
3. **Sample Collection:** Collection of samples will be supervised by qualified personnel.

4. **Prescription Medication:** Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification to school personnel. Such information provided by the student will not be disclosed to any unauthorized school official. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."
5. **Scope of Tests:** The testing lab will be instructed to test for one or more dangerous drugs. Student athlete samples will not be screened for the presence of any substance other than an illegal or performance-enhancing drug or for the existence of any physical condition other than drug ingestion.
6. **Limited Access to Results:** The testing lab will be authorized to report results only to the Superintendent or to such person as the superintendent may designate.

Pre-Season Testing

1. The district may conduct pre-season testing as follows:
 - a. Participation in the sport may be contingent upon the test results;
 - b. Prospective student athletes must have signed the drug testing consent form.
 - c. Prior to being directed by the district to a collection site for drug or alcohol testing, the student athlete will be notified that the sample collected shall be tested for the presence of drugs and that breath testing may be conducted for the presence of alcohol;
 - d. Failure to report to the collection site for testing within the time frame specified by the district shall constitute a refusal to report for testing and shall result in the consequence of being treated as a "positive result."
 - e. Drug and alcohol testing will be paid for by the district;
 - f. Refusal to submit to drug and alcohol testing as required by the district shall result in the consequence of being treated as a "positive result."
 - g. The district will not provide exceptions to any pre-season drug and alcohol testing requirements.

Random Testing

1. The district shall conduct random drug testing during the season as follows:
 - a. Testing rates shall provide for a reasonable sampling number;
 - b. The testing rate may be adjusted periodically;
 - c. The testing process shall, in fact, be random. All student athletes will remain in the pool for each subsequent testing period, whether or not they have been chosen for testing in the past;
 - d. The process selected by the district will ensure that all student athletes shall have an equal chance of being tested each time selections are made;
 - e. All such testing shall be unannounced and time will be selected reasonably throughout the testing period;
 - f. Following notification of testing, selected student athletes shall proceed to the district selected collection site immediately or as soon as practicable;
 - g. Student athletes who are absent will remain subject to random testing. Student athletes drawn for such testing will be notified and will be given the tests as soon as practicable upon return to school.

Drug and Alcohol Testing Procedures

1. The district, in cooperation with contracted collection and testing facilities, shall maintain drug and alcohol testing procedures as follows:

a. **Drugs:**

- (1) The student athlete reports to the district designated collection site and provides positive identification.
- (2) The student will produce an appropriate sample for testing.
- (3) The superintendent or designee will report positive testing results to the student athlete and discuss the type of dangerous substance found and determine whether there is any valid medical reason for the positive testing results. As part of due process, a positive sample will automatically be sent to a certified laboratory for further testing.
- (4) A verified medical reason for a positive testing result will be reported as a negative testing result to the superintendent or designee.
- (5) If no legitimate reason exists for positive testing, the student will be in violation of this policy.
- (6) All laboratory results will be reported to the superintendent.
- (7) Any sample that appears to be diluted or tampered with will be sent to the certified laboratory for further testing. If the laboratory verifies the sample is dilute or tampered with it is considered a positive test.
- (8) The testing agency or trained personnel will follow all standard procedures including chain of custody, verification of positive testing results and maintenance of confidentiality requirements.

b. **Alcohol:**

- (1) The student athlete reports to the district designated testing site and provides positive identification.
- (2) Under the alcohol testing rule, a positive alcohol test result will be considered positive even if over-the-counter or legally prescribed medication is involved.
- (3) All testing will be conducted by a trained breath alcohol technician and using evidential breath testing devices. Testing may be conducted at a Department of Health and Human Services (DHHS) certified laboratory or other location including mobile facilities equipped for such testing.
- (4) Under certain circumstances, a properly trained district employee may conduct such testing in the absence of another breath alcohol technician.

The student athlete submits to breath testing:

- (1) If the result of the testing indicates an alcohol concentration rate of 0.02 or greater, a second confirmation breath testing is administered.
- (2) The breath alcohol technician will report any invalid tests in which the initial positive test and the confirmation test do not match, confirmed positive and negative results to the superintendent or designee.
- (3) Student athlete refusal to sign forms as required shall be considered as refusal to be tested.

Procedures in the Event of Positive Result

If student's test result indicates the presence of illegal or performance-enhancing drugs as described above, it will be considered to be confirmation of a Group I offense of the district's Board policy IGD/IGDJ - Extracurricular Participation Policy. The procedures and penalties for such offense are as stated in that policy.