

## **Substance Abuse Random Testing and Prevention Policy**

### **NEED AND PURPOSE:**

The South Central School Corporation recognizes the health risks and dangers associated with “substance abuse” which is a threat to the health and safety of all South Central Students. A program of deterrence will be instituted as a pro-active approach to a drug free school. The purpose of the Random Substance Abuse Testing Program is:

1. to provide for the health and safety of students;
2. to provide another means of educating students about the risk and dangers associated with the use of unlawful substance abuse;
3. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and substances; and
4. make every student aware when he/she graduates from South Central, we have done all we can to assure they are “drug-free”.

### **INTRODUCTION**

The effective date of this program is August 1, 2011. This program does not affect the current policies, practices, or rights of South Central School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

### **SCOPE OF THE POLICY**

Participation in extra-curricular and co-curricular activities and driving to and from school is a privilege. This policy applies to all South Central High School students in grades 9-12 who wish to participate in extra-curricular and co-curricular activities that are listed below:

**Athletics:** Volleyball, Football, Cross Country, Basketball, Baseball, Softball, Track and Field, Boys Golf, Dance Team (Rockettes), and Cheerleading, and any other participants in IHSA recognized sports. (Participants include, but are not limited to, athletes, managers, and other athletic personnel.)

**Co-Curricular Clubs:** Extra-Curricular Music Groups (Jazz Band, Swing Choir, etc.), Intramurals, Class Officers, Student Senate, National Honor Society, FHA, FFA, Health Careers, German Club, Spanish Club, Drama Club (Including Drama Productions), Yearbook Club

**Drivers:** Any student who drives to school and/or from school.

Up to 20% of eligible students may be randomly tested anytime during the year.

### **BANNED SUBSTANCES**

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for South Central students:

Amphetamines, Methamphetamines, Barbiturates, Benzodiazepines, Cocaine, Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Ecstasy, Expanded Opiates, Propoxyphene, and Phencyclidine (PCP), Other Specific Drugs, Tobacco, and Alcohol.

## 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 unless mandated by a binding legal subpoena or other legal process, which the South Central School Corporation will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent/legal guardian will be notified before response is made by the South Central School Corporation, to the extent permitted by such subpoena or legal process.

## CONSEQUENCES

Students with a "positive test" will be subject to the following consequences:

### 1<sup>st</sup> Offense:

Student-athletes will be suspended for 50% of scheduled contests for a positive test for drugs or alcohol, or 20% of the season for a positive tobacco test. If the student was tested while "out-of-season", the suspension will be served in the next season in which the student participates. For returning athletes, a suspension will be enforced during or after a sport season that the athlete had previously participated in. (Example: An athlete that only participated in basketball as a sophomore tests positive in the spring after basketball season has ended. The suspension will not be served until the next basketball season or the next sport the athlete chooses to participate in after the next basketball season.) If a student is unable to serve entire suspension during a contest season, the remainder of the suspension will be served in the next contest season in which the student participates.

Co-Curricular participants and student drivers who test positive for drugs or alcohol will not be allowed to participate in co-curricular activities for a period of 63 calendar days, or 25 calendar days for a positive tobacco test. "Summer" days between the last day of school and first day of school, Spring Break, and Winter Break are not included in the suspension days.

Student Drivers who test positive for drugs or alcohol will have their driving privileges revoked for a period of 63 calendar days. A positive tobacco test will not affect driving privileges.

When deemed appropriate by the administration, South Central students may be given a one-time option to reduce disciplinary action by 50% by attending and completing a certified substance abuse counseling program which must be approved by the Principal/designee.

Students will be subject to a urinalysis at the parent/guardians expense prior to reinstatement. A positive result on the "follow up" test will be considered a 2<sup>nd</sup> Offense.

2<sup>nd</sup> Offense: Student is suspended from Athletic and Co-Curricular/driving to school participation for a period of 365 calendar days. Students will be subject to a urinalysis

at the parent/guardians expense prior to reinstatement. A positive result on the “follow up” test will be considered a 3rd Offense.

3<sup>rd</sup> Offense: Student is suspended for the remainder of the student’s career from participating in athletics, co-curricular events, driving to school

*Refuse to submit sample or attempt to cheat or taint a sample:* Student will be suspended from athletics, co-curricular activities and driving to or from school for 365 days after which time student will be subject to a urinalysis prior to reinstatement.

*Shy Bladder:* Students selected for testing will have up to 90 minutes to produce a urine sample. Water will be provided to the student. If the student is unable to produce a sample after 90 minutes, parents will be notified. It will be the responsibility of the student and parent to arrange for a sample to be collected at the testing laboratory in LaPorte within 48 hours.

### CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular and co-curricular activities or drives to or from school sign and return the “consent form” prior to participation in any athletic and/or co-curricular activity. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school. Any student who refuses to consent to urine drug testing will not be allowed to practice or participate in designated extra-curricular and co-curricular South Central School Corporation activities or drive to and from School.

Each student shall be provided with a “consent form”, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the South Central School Corporation random drug-testing program.

### TESTING PROCEDURES

South Central Community School Corporation requires analytical urine drug testing to be conducted when circumstances warrant or as outlined in this policy. South Central affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the tests results are compromised, the test will be cancelled.

The selection of participants to be tested will be done randomly by the testing laboratory and selections will be made from time to time throughout the school year. The drug-testing pool will consist of those persons agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.

The testing laboratory will use a computerized system to assure that students are selected in a random fashion. The selection of these students for random testing will be made using a scientifically valid method that ensures each student will have an equal chance of being selected each time selections are made. Thus, a student might be

selected more than once during a year. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences. If a student is not in attendance during a day they were selected for testing, that student will be tested on the next testing date.

Upon being selected by the testing laboratory for a urinalysis test under this policy, or a "follow-up" test, the student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If the sample is outside the acceptable range, the student must give another specimen.

The specimens will then be turned over to the testing laboratory, and each specimen may be tested for banned substances as outlined in this policy.

### COLLECTION PROCESS

Selected student participants will be individually escorted by the Principal or designee directly to the collection site. The student will bring all materials with them to the collections site and will not be able to go to his/her locker prior to the test. The collector will meet with each student individually to complete the collection process. A specimen of urine is collected following this process:

- A. Student first is asked to wash their hands with water and dry them.
- B. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jacket, sweaters, etc., are to be removed before entering the collection area.
- C. The drug testing custody and control form is completed by the student and collector. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- D. To prevent diluting the urine sample, the water supply to sinks in the collection area is shut off and the collector adds a bluing agent to the water in the urinal or toilet
- E. The student is told to urinate directly into the provided container and provide a sufficient amount of urine (45ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- F. The student enters the restroom alone to produce a specimen. The collector will wait outside the restroom. Once the specimen sample is collected, the student exits the restroom and hands the container to the collector. The student may then rewash their hands.
- G. The collector checks the volume, reads and records the temperature within four 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 Principal/designee shall be notified.
- H. With the student watching, the collector will recap the specimen bottles tightly. Only the lab testing the specimen may break the seal. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid and the test will be canceled

- I. The collector takes the properly student-signed and initialed bottle seals and places them over the caps and side of the bottles.
- J. The sealed bottles are placed inside the transport bag which is then sealed.
- K. The 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. This pouch is then sealed as indicated. To maintain confidentiality, the student's name will not appear on the laboratory copy of the chain of custody and control form. The student is given the donor copy of the form.
- L. While the student watches, the sealed specimen bag is carried to a secured storage area.
- M. The student is then sent back to class with a pass.
- N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Principal/designee and M.R.O. in a timely manner.
- O. The Principal/designee will be notified immediately of any student who refuses to give a urine sample.

## TEST RESULTS

This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extra-curricular and co-curricular activities and restrict him/her from driving to or from school.

The principal/designee will be notified of a student testing "positive" only after the test result is verified by a Medical Review Officer. (M.R.O). The testing laboratory will report the test result to the M.R.O. after initial and confirmatory test results are completed. The student and his parent/ guardian will be notified by the M.R.O. where they will be given an opportunity to present documentation of a prescription for the positive substance. The M.R.O. will contact the prescribing physician and verify the prescription. If the test is verified "positive" by the M.R.O., the principal/designee will meet with the student and his/her parent/guardian. The student and parent/ guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A "follow up" test at the expense of the parent/guardian will be required after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular and co-curricular activities and/or driving. If a second "positive" result is obtained from the "follow up" test, it will be considered a 2<sup>nd</sup> violation of the Drug Testing Policy. In addition, the South Central School Corporation will retest within 12 months of reinstatement any athlete who previously had a "positive" test. This test is in addition to any tests in which the student name was selected by the random draw process.

Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to

protect the identity of all students being tested. All drug test results will be kept in locked files with access only by the principal/designee.

### MEDICAL REVIEW OFFICER RESPONSIBILITIES

The Medical Review Officer (M.R.O.) will review all “positive” results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- A. The M.R.O. determines if any discrepancies have occurred in the chain of custody.
- B. Depending on the substances found in the urine, if necessary the M.R.O. will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- C. If the student is on medication, the M.R.O. will contact the prescribing physician to verify the prescription and overturning the positive result to a negative result. Failure to cooperate with the Medical Review Office in obtaining this information will result in the positive test being reported to the principal/designee.
- D. The M.R.O. will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. Finally, the M.R.O., based on the information given will certify the drug test results as positive or negative and report this to the building principal/designee, initially reporting positive results by phone.
- F. The M.R.O. will complete the final review on the drug testing custody and control form and return the appropriate copy to the principal/designee in a confidential manner

Examples:

1. A drug screen positive for codeine may be ruled negative by the M.R.O. when 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 M.R.O..

### FINANCIAL RESPONSIBILITY

1. Under this policy, the South Central School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all 12 month follow-up tests.
2. Tests required for reinstatement after a “positive” test will be the financial responsibility of the parent/guardian.
3. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
4. Counseling and subsequent treatment by certified non-school substance abuse agencies is the financial responsibility of the student or his/her parent/guardian.

### CONFIDENTIALITY

Under this drug testing program, any staff, coach/sponsor, or sponsor of South Central School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test ,of the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

The testing laboratory, M.R.O. or third party administrator 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 South Central School Corporation Board of Education.