

**SOUTH ADAMS SCHOOLS
RANDOM DRUG TESTING GUIDELINES
May 2011 (revised August 3, 2011)**

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug-free school. Through driving or participating in extra-curricular/co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three-fold: (1) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (2) to provide for the health and safety of students; and (3) to encourage students who use drugs to participate in drug treatment programs.

Students involved in extra-curricular/co-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular/co-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The primary purpose of this program is not intended to be punitive or disciplinary in nature. However, there are consequences for a positive test result in the areas of extra-curricular, co-curricular, and students who drive to school. A positive test result in the random drug-testing program will not result in suspension or expulsion from school, and it will not be documented in any student's academic records.

INTRODUCTION

The intended effective date of this program is the 2011-2012 school year. This program does not affect the current policies, practices, or rights of South Adams Schools with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. South Adams Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

A substance abuse-free environment must be the stated goal of the school district, and the support and cooperation of the entire community are essential if the goal is to be realized. South Adams Schools has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment at South Adams Schools requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular/co-curricular activities. Data accumulated in the school alone shows that our goal of a safe and drug-free school has not been realized. Therefore, we need to implement a program relating to detection, treatment, and prevention of substance abuse by students involved in activities where safety for the student participant as well as others is of utmost concern.

SCOPE

The extra-curricular/co-curricular activity programs of South Adams Schools, herein referred to as extra-curricular activities, are an integral part of the school system and the community. Extra-curricular activities are school-sponsored activities. The recognized value of the extra-curricular activity to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school but believes the opportunity for such participation is not a right.

It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. This drug-testing program will be applied to all high school and middle school students (grades 6-12), male and female, who participate in any one or combination of the following:

- A. Extra-curricular activities (sports, clubs, student government, etc.)
- B. Co-curricular activities (band, choir, musical, academic teams, National Honor Society, FFA etc.)
- C. Drive a vehicle to, from, or during school
- D. Students enrolled in drivers education through South Adams Schools
- E. Any student whose parent/guardian or custodian elects to enroll his/her student in the program

FORMS

Any student who refuses to sign the appropriate form will be ineligible to participate in all extra-curricular activities and from driving to or from school. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extra-curricular activity program at a later date must submit to a drug test, which must be negative, and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the drug test.

CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular activities or drives to or from school sign and return the "consent form" within the first two weeks of school or for new students within the first two weeks of enrollment.

Each student shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian or custodian. In so doing, the student is agreeing to participate in the random drug-testing program at South Adams Schools. A new consent form is required at the beginning of each school year.

NON-CONSENT FORM

A student signing the “non-consent form” is stating he/she does not plan to participate in extra-curricular activities or drive to or from school for that current school year. If a student wishes to participate in extra-curricular or drive to or from school at a later date that same school year, he/she must submit to a drug test, test negatively, and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the drug test, and the drug test must be negative.

WITHDRAW OF CONSENT FORM

If a student wishes to withdraw from the random drug-testing pool, he/she must sign a “Withdrawal of Consent Form.” The “Withdrawal Consent Form” must be signed by the student and custodial parent/guardian or custodian before the student is removed from the pool. Once the form is signed, all corresponding privileges will no longer be available to the student for **365 days**. After the 365 days has elapsed, he/she may reenter the testing pool by signing a “Consent Form” and by testing negative. The student and/or parent/guardian or custodian will be financially responsible for the drug test.

TESTING PROCEDURES

The selection date is defined as two weeks after the first student day of each school year or two weeks after the student’s enrollment date.

1. The selection of participants to be tested will be done randomly by the testing facility and selections will be made from time to time throughout the school year. Names will be drawn from two pools of those agreeing to be tested. The first pool will include students in grades 6, 7 and 8. The second pool will include students in grades 9-12. 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. Each student will be assigned a number that will be placed in the drawing. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing. Seven students will be tested weekly – two from the middle school and five from the high school.
2. 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.
3. Upon being selected for a drug test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen.
4. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian.
5. If a student refuses to submit to the drug test, it will be considered a positive test.

6. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and “street drugs”, (which may include all drugs listed as controlled substances under the laws of the state of Indiana).
7. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

PICK-UP PROCESS

The school is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the “Chain of Custody” form properly annotated.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without express written consent of the South Adams Schools’ Board of Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

Under this drug testing program, any staff, coach, or sponsor of South Adams Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or 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. Once again, this will underscore the South Adams Schools commitment to confidentiality with regards to the program.

CERTIFYING SCIENTIST RESPONSIBILITIES

The certifying scientist will review all results of drug testing. Any specimen testing positive for illicit or banned substances will be handled in the following manner:

1. The certifying scientist determines if any discrepancies have occurred in the “Chain of Custody”.
2. Depending on the substances found in the sample, if necessary the principal/designee will contact the parent/guardian or custodian to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the parent/guardian or custodian will be asked to obtain a letter from the prescribing physician, within 2 business days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
4. The certifying scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
5. Finally, the certifying scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results.

- a. For example, a drug screen positive for codeine may be ruled negative by the certifying scientist 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.
 - b. 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 his/her pills), this would likely be ruled a positive drug test by the certifying scientist.
 - c. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the certifying scientist.
6. The certifying scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the certifying scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
 7. The certifying scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

RANDOM DRUG TESTING GUIDELINES CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's random pool number, not name, will be used.
2. Before the student's specimen is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
3. A sanitized kit containing a specimen container will be given to each student. The container will remain in the student's possession until a seal is placed upon it. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
4. 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. The student will be called again as soon as possible. The student will remain eligible for extra-curricular/co-curricular activities subsequent to this retest.
5. After it has been sealed, designated personnel will send the specimen to the testing laboratory. The testing laboratory will report the results of the first drug test back to the school designee only. If the first drug test is "positive", the parents will be notified by the school.
6. In order to maintain confidentiality, the container will not have the name of the student on the container. Instead, the student's random pool number will appear on the container. The student will initial the specimen container and/or date and sign the chain of custody form. Also, the result sheet for the drug test will be

mailed back to the principal/administrative designee with no name attached; only the student's random pool number will appear on the results sheets.

NOTIFICATION PROCEDURE FOR A POSITIVE TEST

When a principal/designee is notified that a student has tested positive the principal will notify the student and parent/guardian or custodian of the positive test result and give the student and the parent/guardian or custodian the following information:

- a. The substance(s) they tested positive for in the drug test
- b. The student and/or parent/guardian or custodian may submit any CURRENT documented prescription, explanation, information or doctor's letter within 2 business days, which will be considered in determining whether a "positive" test has been satisfactorily explained.
- c. The consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian or custodian

CONSEQUENCES

The student will be prevented from participating in the activities listed under these guidelines until the consequence in all situations that apply to the student is served and after a "follow-up" test is conducted and the results are negative.

First offense for a student athlete – As per the Athletic Code of Conduct.

1. 40% suspension of the maximum number of scheduled IHSAA contests for that season.
2. If the entire 40% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.
3. Offense becomes part of the athlete's athletic record.
4. While under suspension for first offense, the athlete may continue to practice with the team with the approval of the athletic director and coach. The athlete may continue to travel with the team to away contests, with the approval of the athletic director and coach. The athlete may continue to be on the sideline, bench area, etc. while under suspension, with the approval of the athletic director and coach. The athlete must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.
5. The student, at the parents' expense, has a follow up drug test and the result is negative.
6. The student will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parents' expense.

First offense for all other extra-curricular and/or driving students - The student will be ineligible to participate in any non-athletic extra-curricular activity and co-curricular activity and will not be allowed to drive on school property for 45 school days. In addition, the following steps must be taken:

1. The student, at the parents' expense, has a follow up drug test and the result is negative.
2. The student will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parents' expense.

Second offense for a student athlete – As per the Athletic Code of Conduct.

1. Athletic career in all sports is suspended from all athletic contests for one calendar year from time the offense is proven.
2. A conference will take place within 5 school days for drug or alcohol related offenses. Parents may use a drug counselor as a resource. The conference will include: the athlete, the parent(s), guardian(s), the principal, the athletic director, the coach, and the school counselor.
3. Offense becomes part of the athlete's athletic record.
4. While under suspension for second offense, the athlete may continue to practice with the team with the approval of the athletic director and coach. The athlete may continue to travel with the team to away contests, with the approval of the athletic director and coach. The athlete may continue to be on the sideline, bench area, etc. while under suspension, with the approval of the athletic director and coach. The athlete must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.

In addition, the following steps must be taken:

1. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student is enrolled in a drug rehab program at the parents' expense.
2. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information
3. The student, at the parents' expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
4. The student will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parents' expense.

Second offense for all other extra-curricular and driving students - The student will be ineligible to participate in any non-athletic extra-curricular activity and co-curricular activity and will not be allowed to drive on school property for one calendar year. In addition, the following steps must be taken:

1. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student is enrolled in a drug rehab program at the parents' expense.
2. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information
3. The student, at the parents' expense, has a follow-up drug test at or near the end of the suspension and the result is negative.

4. The student will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parents' expense.

Third offense for a student athlete – As per the Athletic Code of Conduct.

1. Athletic career in all sports is terminated.
2. Parents will be notified by the athletic director within 5 school days.
3. Notification will be both written and verbal.
4. At this time parents and athlete may meet with a drug dependency agency for evaluation and possible treatment if drugs and alcohol are involved.
5. Parents may submit written results of their action with a chemical dependency agency for possible appeal process to regain eligibility.

Third offense for all other extra-curricular and driving students - The student will be ineligible to participate in any non-athletic extra-curricular activity and co-curricular activity and will not be allowed to drive on school property for the remainder of their school career.

APPEALS

The student or parent/guardian or custodian may appeal by requesting in writing that the original specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian or custodian. During the appeal, the consequences of the offense will be enforced. All appeals will be made on a case by case basis by the superintendent based on evidence from the laboratory.

FOLLOW-UP TESTS

A “follow-up” test will be requested by the principal/designee 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 extra-curricular/co-curricular activities and/or driving. If a “positive” result is obtained from the “follow up” tests, or any other later test of that participant, the consequence of the next offense will be applied.

South Adams Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

FINANCIAL RESPONSIBILITY

1. Under this policy, South Adams Schools will pay for all random drug tests and all reasonable suspicion drug tests.
2. All follow up tests are the responsibility of the student and/or parent/guardian or custodian.

3. The student or parent/guardian or custodian may appeal by requesting that the original specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian or custodian.
4. A mandatory drug test will be given to a student who chooses to participate after the selection date of a school year, and it is the financial responsibility of the student or parent/guardian or custodian.
5. Counseling and subsequent treatment by non-school agencies, which are not funded by the school or grants received by the school, are the financial responsibility of the student or his/her parent/guardian or custodian.
6. If a parent requests a drug test, the parent is responsible for paying for the testing.

SOUTH ADAMS SCHOOLS
EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES
& STUDENT DRIVER
CONSENT FORM

I have received a copy of the “South Adams Schools Extra-curricular/co-curricular Activities & Student Driver Random Drug Testing Program.”

I, _____, desire to participate in this program of South Adams Schools, and hereby, voluntarily agree to be subject to its terms for the entire school year. I accept the method of specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, _____

Student Signature

Parent/guardian or custodian Signature

SOUTH ADAMS SCHOOLS
EXTRA-CURRICULAR ACTIVITIES & STUDENT DRIVER
NON-CONSENT FORM

I, _____, have decided not to participate in the South Adams Schools Extra-curricular/co-curricular Activities & Student Driver Random Drug Testing Program. I understand that I will not be allowed to participate in any extra-curricular/co-curricular activities and/or drive to or from school for this current school year. In order for me to participate in the extra-curricular/co-curricular activity program at a later date or to begin driving to and from school for this current school year, I understand that I must submit to a drug test (which must be negative), and ***I understand that my parent/guardian or custodian and I are financially responsible for the drug test.***

Student Signature

Date

Parent/guardian or custodian Signature

Date

SOUTH ADAMS SCHOOLS
EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES
& STUDENT DRIVER
WITHDRAW FORM

I, _____, have decided to withdraw my name from the random drug testing pool. By doing so I understand that once signed, I will not be allowed to participate in any extra-curricular/co-curricular activities or drive to or from school for **365 days**. After the 365 days have elapsed, I may then reenter into the testing pool with a “Consent Form” and by testing negative. I understand that this reentry drug test will be paid for by **either the student and/or parent/guardian or custodian**.

Student Signature

Date

Parent/guardian or custodian Signature

Date