



Putnam County High School

300 War Eagle Drive, Eatonton, GA 31024

(O) (706) 485-9971

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Dr. Andrew Cooper

Principal

Dexter Dawson – Brian Patrick

Assistant Principals

Decal Number _____

Parking Space# _____

FEE PAID _____

DATE ISSUED _____

Student Name: _____

Last

First

Middle

List vehicles covered by this permit:

	YEAR	COLOR	MAKE	BODY STYLE	TAG#	STATE
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____

Being able to drive to Putnam County High School is a privilege. As a result, that privilege can be revoked vehicles could be towed and/or suspension from school could occur if violations of the Parking Contract occur.

- 1) Parking Passes will cost **\$15** per year and vehicles without a parking pass will be towed at the owner's expense.
- 2) Parking is strictly limited to the Student parking areas on the east side of the school.
- 3) All vehicles must be licensed and insured. The school is not responsible for the security of the vehicle or its contents.
- 4) There is no loitering allowed in the parking lot, or visitation of the same, without permission.
- 5) Any student leaving the school or taking students off campus, without permission, WILL have their parking privileges revoked without a refund.
- 6) Student's vehicles may be searched if there are reasonable grounds to believe drugs, alcohol, stolen property, or other contraband might be in the vehicle.
- 7) Students applying for, and receiving decals fully understand their responsibility in following these rules.

I, _____ (Student), agree to the terms and conditions of this parking pass and will accept the consequences if any part of this Parking Contract is violated.

Student signature

Date

I, _____ Parent/Guardian for _____, give permission to my student to drive on school campus. It is understood that the violation of any driving or parking regulations may result in the suspension or revocation of this privilege.

Parent signature

Date

Contact#

Email

PUTNAM COUNTY SCHOOL SYSTEM

DRUG SCREENING PROCEDURES FOR PARKING PERMIT HOLDERS AND/OR STUDENTS PARTICIPATING IN ANY GHSA GOVERNED ACTIVITY

Goal:

In order to provide for the health and safety of students who drive vehicles to school or participate in interscholastic activities, as well as providing a legitimate reason for students to say “NO” to drug use and an opportunity for those using drugs to receive help in locating assistance with that problem, the Putnam County Board of Education is implementing a drug screening program for all students driving a vehicle to school or participating in any GHSA governed interscholastic activity. The program is not designed to be punitive but is instead designed to create a safe, drug free environment for students who drive vehicles to school or participate in interscholastic activities as well as to assist them in getting help when needed.

The procedures outlined below will be in place for the 2024-2025 school year.

Procedures

- A. **Consent:** Each student and his or her parents are required to sign a written consent for drug screening prior to being allowed to participate in any interscholastic activity or before obtaining a school parking permit. Any random drug screening done throughout the course of the school year will be paid for by the Putnam County Board of Education. Any refusal by a participating student to be tested shall constitute a violation of this procedure.
- B. **Medication:** Participating students who have been selected for drug screening and who are or have been taking prescription or non prescription medication should disclose that fact at the time of drug screening and upon request must provide verification. This may be done by either a copy of the prescription or by the physician’s written authorization.
- C. **Selection Process:** Individuals will be selected at random using a numerical selection process (not a social security number) where each participating student’s name and identity remain unknown until the random selections are completed. The random selections will occur throughout the school year. The random drawing of 10 participating students (plus three alternates, to ensure we test 10 students each testing opportunity) will be performed by the contracting body (TEAM WORKS) and provided to the Putnam County High School Administration. This is to ensure fairness and confidentiality for students. Retesting of participating students following a first offense or first positive drug test result shall occur as specified in Paragraph B.1 under General Prohibitions and Penalties.
- D. **Specimen Collection Procedures:** Procedures for the collections, testing and result verification of specimens will be set forth by the testing facility contracted

to perform such services and will be distributed to all the parents and students, and will be included in the student handbook.

- E. **Guidance Counselor:** The designated counselor will receive all reports of positive drug test results and will be supplied with information to determine the correct name of the participating students, whose identifying number appears on each positive test result report. The designated counselor shall contact the participating student whose name coincides with the identifying number on the positive drug test report and that participating student's parent(s) to afford them the opportunity to confidentially discuss the test results and any available options for treatment and/or counseling with the designated counselor and the student's principal or assistant principal, identifying that participating student by name so that appropriate action can be taken pursuant to this procedure.
- F. **Maintenance of Records:** Records of testing will be kept secure and separate from the student's permanent file in the counselor's office and will be shredded one year (1) after the participating student turns 18 years old or one year after the student graduates, whichever is the later.

Drug Testing Program Regulations

Definitions

- A. **Alcohol** shall mean any beverage, mixture or preparation, including any medication or other products containing alcohol or ethanol.
- B. **Chain of Custody** refers to the procedures for maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each site in handling, testing, and storing specimens and reporting test results.
- C. **Drugs** shall mean any substance screened for under the procedure and shall include, without limitation, alcohol, amphetamines, anabolic steroids, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, phencyclidine and propoxyphene.
- D. **Specimen** means a product of the human body capable of revealing the presence of drugs in its metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration. The school system has opted to do saliva testing as the screening means.
- E. **Participating Students** are any students enrolled in Putnam County High School who participate in or apply for participation in any GHSA governed interscholastic program, or who park a vehicle on school property.
- F. **Interscholastic activity** encompasses all GHSA high school interscholastic activities, and parking a vehicle on school property. The following activities are included: Football, Basketball, Golf, Soccer, Cheerleading, Gymnastics, Lacrosse, Riflery, Softball, Track and Field, Cross-Country, Baseball, Tennis, Swimming and Diving, Wheelchair Sports, Volleyball, Wrestling, Literary Team, Debate Team, and One Act Play.

General Prohibitions and Penalties

- A. **Standard of Conduct for Participating Students:** The use or possession of a drug, as defined herein, by a participating student is both dangerous and detrimental to a student's ability to drive and participate in extracurricular activities and is hereby prohibited.
- B. **Penalties:** Any participating student who drug test administered pursuant to this procedure renders a positive test result as indicated by the testing facility or who otherwise violates this procedure shall be subject to the following consequences:
1. **First Offense or First Confirmed Positive Drug Test Result:** The participating student and his or her parents will be counseled by the designated guidance counselor and designated school administrator. If this is a student-athlete, the student will be banned from 10% of the team's scheduled games for the season (excluding practices) beginning with the next scheduled contest. The student-athlete may remain part of the team and will be expected to participate in team practices or conditioning sessions. If this is a student driver, the student will lose 10% of driving privileges for the year (18 school days). If this is a student-athlete who also has a driving permit both consequences will be applied. In every case the participating student will be required to offer evidence of participation in a drug assessment/counseling program, paid for by the parent. The student-athlete must agree to another drug test within a timeframe recommended by the third party tester, at parent expense. The participating student will be subject to recurring drug tests (up to four times a year) at times not to be previously disclosed to the participating student to deter the participating student from committing a subsequent violation of this procedure.
 2. **Second Offense of Subsequent Positive Drug Test Result:** The participating student will be suspended from participating in interscholastic activities or from parking privileges for 45 days. The participating student may reapply to the athletic director, or principal, as applicable, for reinstatement of his/her eligibility to participate in interscholastic activities or parking privileges only after a negative test result is obtained along with written verification of successful completion of an appropriate drug assessment/counseling program, paid for by the parent.
 3. **Subsequent Offense or Subsequent Positive Drug Test Results:** Upon determination of a third or subsequent positive drug test result, the participating student shall be prohibited from participation in all interscholastic activities or parking for one full calendar year from date of finding. Parents or guardians will be notified immediately. Continued counseling and treatment during the year of suspension is expected with periodic testing at parent expense.

Retesting of participating students who previously tested positive or other violations of this procedure shall be processed in the manner described above.

Appeal Procedures

A participating student who tested positive and whose test results have been forwarded by the Guidance Counselor to the school principal or his or her designee for the imposition of action provided herein shall be entitled to appeal such a decision to the school principal. All appeals should be in writing and within 48 hours of parent/student notification of removal from interscholastic activities.

Administration will NOT use test results obtained pursuant to this procedure for disciplinary or other purposes, other than as set forth above. **All students remain subject to the Putnam County School System's Student Code of Conduct and may be subject to established discipline procedures if found in possession or under the influence of illegal drugs or alcohol at school or school sponsored events.**

This procedure is not a part of the disciplinary code but is relative to student participation in areas of parking and participation in interscholastic activities. There is not an appeal process outside the school principal, as this policy affects participation not discipline therefore the decision of the high school principal is final in all matters regarding this procedure.

**Putnam County High School
Consent to Participation in Student Drug Screening**

Involvement as a participant in GHSA governed interscholastic activities and on campus parking at Putnam County High School is a privilege and will be directly influenced by my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by Putnam County High School for activities in which I voluntarily participate.

I understand that submission to testing for the presence of drugs and alcohol is a condition of participation in privileged activities at Putnam County High School. I further understand that if I refuse to take the test, fail to report for the test, or if the test establishes a violation of the drug screening procedure, I will be subject to consequences as set forth by this procedure.

By signing and dating this form, I consent to participate in a computerized random selection process. The selection process for random drug testing will be performed by the contracting body with the participating students being notified on the day they are to report for testing.

I hereby consent to the administration of drug screenings and to the conditions listed in this consent and the accompanying general prohibitions and procedures.

I understand that unless my parent or guardian contacts the Drug Testing Administrator after the first year, and makes a formal request to remove my name and student ID number from the testing pool, my name will automatically be re-entered into the testing pool each year until I leave or graduate from Putnam County High School.

Please Print

Student Name _____ Grade _____

Date: _____ Student Signature: _____

Parent/Guardian's Name _____

Date: _____ Parent Signature: _____