
WEST CENTRAL SCHOOLS

MANDATORY DRUG TESTING PROGRAM

WEST CENTRAL MIDDLE/HIGH SCHOOL
MANDATORY DRUG TESTING PROGRAM TABLE OF CONTENTS

1. Purpose	Page 3
2. Introduction	Page 3
3. Who will be randomly tested	Page 3
4. Definitions	Page 3
5. Legal Obligations	Page 4
6. Drug Education	Page 4
7. Mandatory Consent form information	Page 4
8. Testing procedures	Page 4
9. Test Results	Page 5
10. Chain of custody procedures	Page 6
11. Financial responsibility	Page 6
12. Consequences	Page 7
a. Honesty Clause	Page 7
b. 1 st Occurrence	Page 7
c. 2 nd Occurrence	Page 8
a. Counseling alternative to 2 nd occurrence	Page 8
b. Procedure for counseling alternative	Page 8
d. 3 rd Occurrence	Page 9
13. Miscellaneous Provisions	Page 9
14. Confidentiality	Page 9
15. Consent Form	Page 10

WEST CENTRAL MIDDLE/HIGH SCHOOL
MANDATORY DRUG TESTING PROGRAM

The West Central School Corporation is committed to providing a school environment that is safe, free from substance use or abuse, and conducive to learning. Parents and school personnel must work together in order to attain a safe, orderly, and drug free school environment.

1. PURPOSE

The purpose of the drug-testing program is four fold: (1) To provide for the health and safety of students while directing them away from alcohol and drug abuse; (2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use substances detrimental to their health; (3) To identify students who might have a drug/alcohol/substance abuse problem and encourage them to participate in a drug treatment program. (4) To prevent students from participating in extra-curricular activities while he/she has drug residues in his/her body.

2. INTRODUCTION

The program does not affect the current policies, practices or rights of the West Central School Corporation regarding student drug and/ or, alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student shall be expelled or suspended from school as a result of any verified positive test conducted by the school under this program other than those stated therein. However, a student will be suspended from extra-curricular activities and/or driving privileges if found in violation of this policy. No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic records.

3. WHO WILL BE RANDOMLY TESTED

Any student in grades 6 through 12 and his or her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one or combination of the following:

- Drive a motorized vehicle to school
- Driver Education
- Athletics
- Extracurricular activities other than athletics
- Curriculum related activities

4. DEFINITIONS

Extracurricular Activity: Any school, club or activity listed as such in the West Central Schools Student Handbooks and those not listed.

Curriculum Related Activity: Any activity meeting the following criteria: (1) It is done or performed outside the regular school hours; (2) the student is graded on his/her performance, and (3) it is done in conjunction with a regular class or course that is a part of the school curriculum. (Curriculum related activities include, but are not limited to, band activities, choral activities, theater activities, etc.

Athlete: Any student who is actively participating in any West Central Schools sponsored sport as listed in the West Central Student Handbooks.

5. LEGAL OBLIGATION

Indiana Code 20-8.1-7 sets for health measures to be governed by school officials. Most specifically, 1C 20-8.7-2 establishes the responsibilities of schools to assist children found to be ill or in need of treatment.

6. DRUG EDUCATION

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at this time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

7. CONSENT FORM

Students who drive to school, participate in extracurricular activities, participate in athletics, participate in curriculum related activities or participate in driver education will receive a "registration/consent" form, a copy of which is attached hereto, which shall be signed and dated by the participant and by the parent(s)/guardian(s). In doing so, the student is agreeing to participate in the random drug testing and education program at the West Central Schools in grades 6-12.

It is **Mandatory** that each student who intends to drive to school, participate in extracurricular activities, participate in curriculum related activities, participate in athletics or participate in driver education sign and return the "consent form" prior to participation in any of the above listed activities. **Failure to comply will result in non-participation in the above listed activities.**

8. TESTING PROCEDURES

Each student participating in the program will be assigned a number, and the principal or designee will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done **RANDOMLY** and may occur on different days Monday through Saturday throughout the school year. The drug testing company (_____) will do the selection of students. They will call the number selected and the principal or designee will cross-reference the numbers selected to the master list of participating students.

If a student shows signs of reasonable suspicion, the principal/designee may call the student's parent/guardian and request that the student be tested. Also, a parent may request testing of his/her student. 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.

Upon being selected for a urinalysis under this policy, either by random draw, reasonable suspicion, request of parent/guardian, or a “follow up” test, a 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.

All students will remain under school and/or testing lab supervision until they have produced an adequate, acceptable urine specimen. If a student is unable to produce a specimen, the student will be given a glass of water, or soft drink. If the student is unable to produce a specimen by the end of the school day, he/she will be required to report to the principal’s office where they will be given an informal hearing. The hearing will be to discuss any medical and/or other reasons he/she was unable to provide a specimen. The principal will consider any reasons given by the student before determining whether the student may continue in any school activities referred to earlier. In addition, parents will be telephoned and informed of the situation prior to the informal hearing. The parent will be given the choice of attending the hearing or discussing the matter over the telephone prior to the hearing. If the principal is unable to reach the parent prior to the hearing and has made a reasonable effort to do so, the informal hearing may proceed. If it is found that the student is being uncooperative in the testing procedure he/she may be tested at a later date to be reinstated for eligibility in school activities or may suffer the maximum consequence at the principal’s discretion.

All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.

If it is proven that tampering or cheating has occurred during the collection process, the student will become ineligible for all the extracurricular, athletic or curriculum related activities for 12 consecutive months (1 year). This will be reported to the parent(s)/guardian(s).

Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.

The testing laboratory will then take the specimens, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of Indiana). Also “performance enhancing” drugs such as steroids may be tested.

The testing 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) and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

9. 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 reasons for preventing students from participating in extracurricular activities.

If the results of the test are “positive”, that is, if they show drug/alcohol/nicotine residue, the principal will so advise the student and the student’s parent(s) or guardian(s). Information on a verified “positive” test result will be shared on a “need to know basis” with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested. At notification either by phone call, letter or personal contact, the student and the student’s custodial parent(s) or guardian(s) may

submit any prescription or other explanation or information which will be considered in determining whether a “positive” test can be satisfactorily explained.

Once a student, who was found to have a positive urine test through the provisions of this policy, or has been arrested by law enforcement, a “follow-up” test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use had occurred. If a second “positive” result is obtained from the “follow-up” test or any later test of that student, the said student will be subject to the terms of this policy “second consequence” level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student’s ability to maintain an alcohol/drug free lifestyle.

In addition, the student or parent(s)/guardian(s) may appeal by requesting that the urine specimen be tested again by a certified laboratory at a cost to the student or his/her parent(s)/guardian(s). If the test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent(s)/guardian(s) at a school corporation facility. The parent(s)/guardian(s) will be given the names of counseling and assistance agencies that the family may want to contact for help. The principal/designee will also notify the student of any consequences, based on the policies/procedures as outlined in this program.

10. CHAIN OF CUSTODY

The testing laboratory will oversee and conduct the testing program. The testing laboratory will be responsible for setting up the collection environment, guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.

The principal/designee will be responsible for escorting students to be tested to the collection site. The student should bring all materials with him/her to the collection site and will not be allowed to go to his/her locker.

A sanitized kit containing a specimen bottle will be given to each student being tested. The bottle will remain in the student’s possession until a seal is placed on the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.

After the specimen has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee as soon as possible.

In order to maintain confidentiality, the specimen container to be tested will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student random identification number will appear on the result sheet

11. FINANCIAL RESPONSIBILITY

Under this policy, West Central Schools will pay for all initial random drug tests or tests done at its request, all initial reasonable suspicion drug tests, and all initial “follow-up” drug tests. A request on APPEAL for another test of a “positive” urine specimen is the financial responsibility of the student or his/ her parent(s)/guardian(s). Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student and his or her parent(s)/guardian(s).

12. CONSEQUENCES

Involvement in athletics, extracurricular or curriculum related activities and/or being a student driver are privileges. With that in mind, the West Central Schools feels that students who cannot follow the rules set forth in this Drug Testing Policy relinquish the privilege to participate in school activities as listed above.

The occurrences listed below are cumulative over the entire years of a student's middle and high school tenure with the West Central Schools.

Students who violate the West Central Drug Testing Policy using (valid police report or arrest) or having a positive test for drugs/alcohol will be suspended from participation in extracurricular activities, curricular activities, driver education, and parking on school property according to the following guidelines:

A. HONESTY CLAUSE

If a student admits to a violation of the West Central Drug Testing Policy prior to the date of being randomly tested, the "first offense" consequences will be reduced to half. A "follow-up" test will be administered to this student after such an interval of time that the substance previously admitted to would have normally been eliminated from the body if no intervening drug use had occurred. If a "positive" result is obtained from the "follow-up" test or any later test of that student, the said student will be subject to the terms of this policy "second consequence" level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student's ability to maintain an alcohol/drug free lifestyle. The honesty clause may only be used one time, on a first offense, per student involved during his/her MS/HS career.

B. FIRST OCCURENCE

Athletes will face consequences for first occurrence as provided in the West Central Athletic Code. A student participating in curriculum related or extracurricular activities shall be immediately suspended from participation in the next consecutive 30% of the events, functions, contests or other activities in which that student was to have participated in each of the extracurricular and curriculum related activities in which he or she is involved. Forfeiture of awards will also occur. The 30% shall be computed from the total functions, events or contests or other activities for each such extracurricular or curriculum related activity for the school year involved and not for those remaining for that school year. *

Student drivers shall have their privilege of driving to school suspended for 6 weeks (30 school days)

The penalties set forth in the section above, "First Offense", shall be cumulative so that the student participating in more than one sport or activity and/or driving shall incur the consequences set forth above as to each such activity in which he or she is involved.

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time prior to full participation being allowed. If the student was to again test "positive", the student would have their second occurrence. The student will also be required to receive a substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment should be forwarded to the principal (or designee).

C. SECOND OCCURENCE

The student shall not be allowed to participate in any sport, extracurricular activity, curriculum-related activity and/or drive to school for 1 calendar year (12 consecutive months) along with forfeiture of awards.

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time prior to full participation being allowed. If the student was to again test "positive", the student would have their second occurrence. The student will also be required to receive a substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment should be forwarded to the principal (or designee).

a. COUNSELING ALTERNATIVE RELATED to "SECOND OCCURENCE"

At the discretion of the West Central Schools, if a student successfully participates in the counseling program described below (the Counseling Alternative) the consequences set forth under "Second Offense" above **may** be reduced so that the student is suspended for less than 100% of the scheduled functions, events, contests, or other activities in which that student was to have participated, or in the case of drivers, for 6 consecutive months. The percentage reduced shall be computed from the total functions, events, contests or other activities for each such extracurricular or curriculum related activity for the school year involved and not from those remaining for that school year. The consequences shall be cumulative. *

b. PROCEDURE for COUNSELING

In the event that a student who has committed a second offense wishes to undergo counseling for drug and alcohol abuse, the student or his parent(s) or guardian(s) shall so inform the athletic director (if the student is an athlete) and/or the principal (if the student is a driver or participating in an extracurricular or curriculum related activity).

For the student to gain the benefit of the Counseling Alternative, his or her parent(s) or guardian(s), the principal, and either (1) the athletic director and coach of the sport in which the student participates, or (2) the sponsor of the extracurricular or curriculum related activity in which the student participates, or (3) the athletic director, coach and sponsor if the student is involved in both athletics and extracurricular or curriculum related activities, (the group considering the request of the particular student to participate in the Counseling Alternative shall be referred to below as the "Advisory or Athletic Council" must agree that the student be allowed to do so. In making the determination, the attitude of the student and his or her parents(s) or guardian(s), the nature of the offense, and whether or not the behavior in question is of the kind customarily corrected shall be taken into account.

If the "Counseling Alternative" is so agreed upon, the parent(s) or guardian(s) of the student shall be so notified in writing. Then the parent(s) or guardian(s) must, within 15 days of the date set forth upon such written notice, file written proof from a reputable, professional counseling service setting out the counseling objectives and methods to be used. The counseling must be done in regular, reasonably frequent sessions for a minimum of six months. However, if a reputable counseling service, based on their professional judgment, concludes that a counseling period of less than six months is all that is required in a particular case, then the counseling may continue for a period of less than 6 months as recommended by the counseling service. Further, each month the student being counseled shall furnish to the school a copy of his or her counselor's report evidencing a bona fide effort on the part of the student to correct the problem for which he or she is being counseled and to participate in the counseling program. In the event that the

“Advisory or Athletic Council” determines by a majority vote that the student does not in good faith participate in the counseling program, then the student’s eligibility to participate in the Counseling Alternative and his or her eligibility for the resulting reduced consequence shall be terminated and the full one year suspension set for under “Second Offense” above shall be enforced.

*Students suspended from “participating in . . . events, functions, contests or other activities...” under provisions for “First Offense” or for the Counseling Alternative provisions for “Second Offense” herein above shall nonetheless be allowed to participate in practices for their sport(s), extracurricular and curriculum related activities and, in the case of curriculum related activities, in school classes relating to their curriculum related activities.

D. THIRD OFFENSE

A third offense shall result in the suspension of all driving privileges to school and privileges of participating in any extracurricular activities, athletic, and/or curriculum related activities for the remainder of the student’s enrollment in the West Central Schools along with forfeiture of awards.

13. MISCELLANEOUS PROVISIONS

Students who test positive for nicotine and are 18 years of age or older shall not be subject to any penalties regarding extracurricular or driving activities. Athletes, however, shall remain subject to all penalties relating to athletic participation despite their age.

Students who test positive on the drug test and would receive a grade based upon their participation in a curriculum related activity shall not be subject to any grade reductions. However, an alternative assignment or assignments will be provided to such students to compensate for any missed performances.

Once a student becomes eligible for drug testing and delivers to West Central Schools an appropriately executed consent form; he or she shall remain eligible for drug testing for the remainder of that year and until graduation. Any refusal to be tested will result in forfeiture of that student’s driving privileges to school and participating in any curriculum-related activities and/or extracurricular activities, including athletics.

Apart from the Drug Testing and education program, the West Central Schools coaching staff sponsors of extracurricular or curriculum related activities have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

14. CONFIDENTIALITY

Under this drug testing program, any staff, coach or sponsor of West Central Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the students 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 West Central Schools commitment to confidentiality with regards to the program. All results of the testing program will be kept in the school administrative office and/or athletic director’s office until the student graduates. All results of the testing program will be destroyed when a student graduates from the West Central Schools.

**WEST CENTRAL SCHOOLS
CONSENT FORM FOR THE DRUG TESTING AND EDUCATION PROGRAM**

Please read and complete form. Turn this sheet into the main office. I have read and understand a copy of the "West Central Schools Drug Testing and Education Program". I desire that:

_____ (Print Student Name Clearly)

Participate in this program, and hereby, voluntarily agree to be subject to the terms and conditions of this program for the entire school career (grades 6-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of this program.

I further agree and consent to the disclosure of the sampling, testing and results provided by 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 disclosure in this program.

Date: _____ , 20_____

Student Signature

Parent/Guardian Signature

Year of Graduation _____