

TELL CITY JR.-SR. HIGH SCHOOL
DRUG AND ALCOHOL TESTING PROGRAM GUIDELINES
NEOLA Policy 5530.01

INTRODUCTION

The Board of School Trustees of the Tell City-Troy Township School Corporation recognizes that the misuse of drugs/alcohol is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse and help substance abuse users.

This policy will not affect the policies, practices, or rights of the School Corporation in dealing with drugs/alcohol handling, possession, or use where reasonable suspicion is obtained by means other than random sampling provided herein. The policy and program is intended for athletes, extra-curricular participants, students who park and/or drive on school property, and volunteers to the random testing pool.

PURPOSE

Athletics, extra-curricular activities, and parking and/or driving on school property are an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in the programs of the school; however, the opportunity for such participation is not an absolute right. Rather, it is a privilege offered to students who meet both the scholastic and physical conditions of eligibility.

The testing program serves several purposes:

1. Operating as an integral component of the overall physical and mental educational program of Tell City Jr.-Sr. High School
2. Serving as a medical diagnostic aid in disclosing possible drug related problems and providing opportunities for early intervention
3. Preventing impaired students from engaging in athletics, extra-curricular activities, parking and/or driving on school property while he/she has drug residues in his/her body

Obligation to govern the medical condition of students:
Indiana Code 20-34-3 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

CONSENT FORM

Each student shall be provided with a consent form, which must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to practice or participate in athletics, extra-curricular activities, or park and/or drive on school property. By signing the consent form, the student, if selected as part of the random-testing procedure, agrees to provide a urine sample to be tested for drugs/alcohol. The custodial

parent(s) or guardian(s) also gives consent for his/her child to provide the urine sample by signing the form.

In addition, the school will also test any student who VOLUNTEERS to participate in the drug testing program as well as students under the age of 18 whose parents/guardians wish to have them included in the drug testing program. Such parents/guardians must provide the school with their consent in writing.

Once consent is given for testing, it shall be in effect for the remainder of the student's tenure at Tell City Jr.-Sr. High School or until the consenting parent or guardian withdraws his/her child from the program in writing.

FINANCIAL RESPONSIBILITY

The Tell City-Troy Township School Corporation will pay for all initial random drug tests.

A request on APPEAL for another test on the same specimen of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

TESTING PROCEDURES

Each participating student will be assigned a number, and the principal or his/her designee will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done randomly on any given Monday through Saturday throughout the school year. The drug testing company will select random numbers from the pool. They will inform the school of the numbers selected, and the principal and a designee will cross reference the numbers selected to the master student list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen as required by the drug testing and collection companies. If a student is unable to produce a specimen, the student will be given a glass of water or soft drink. Additional liquids will be given to the student until an adequate, acceptable urine specimen is collected.

If student tampering or cheating has occurred during the collection, the student will become ineligible for all athletics, extra-curricular activities, and parking and/or driving on school property for the remainder of the school year.

When students' test results are complete, the laboratory will report to the principal and a designee the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone else other than the student, the student's parent(s) or guardian(s), the principal/designee. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated above.

If the results of the test are 'positive', that is, if they show drug/alcohol residue, the principal/designee will advise the student and the student's parent(s) or guardian(s). When notified by phone call, letter, or personal contact, the student and 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. If not, the parent/guardian will be given names of agencies that can be of help to the child. The principal/designee will also notify the student of any consequences, based on the policies/procedures as outlined in this program. The coach, sponsor, and athletic director will be notified of any suspensions.

Collections may be conducted by outside agencies. If collections are conducted by the principal/designee, the certified laboratory will first provide training to principal/designee who collects the sample.

INCLUDED ACTIVITIES

Parking and/or driving on school property, all athletics, cheerleading, and all extra-curricular activities will be reviewed annually. Extra-curricular activities are those activities that occur outside of the regular school day; participation does not impact grade.

DURATION OF CONSEQUENCES

These consequences are not solely within one school year at Tell City Jr.-Sr. High School. After the student completes grades 7 and 8, the student will enter grade 9 resetting the consequences to **zero**. The consequences then accumulate over the entire tenure from grades 9 through 12.

CONSEQUENCES FOR DRUGS / ALCOHOL

FIRST OCCURRENCE

Athletics/Cheerleading

The student shall be suspended for a minimum of 20 percent of the contests scheduled for that sport for that school year (e.g. 9 football games x .20 = 1.8 or 2 games; 20 basketball games x .20 = 4 games.) If the suspension falls near enough to the end of a season so that the full penalty of 20 percent of the contests cannot be assessed, the penalty shall carry over to the next sport season in which the athlete participates. IHSAA guidelines will be used to determine the number of contests.

Clubs/Activities

The student will not be allowed to participate for 3 weeks.

Driving/Parking on School Property

Students will not be allowed to park/drive on school property for 3 weeks. See handbook for parking policy.

SECOND OCCURRENCE

Athletics/Cheerleading

The student shall lose eligibility to participate in all athletic activities for (1) year from date of such confirmation.

The athlete/cheerleader may elect a probationary period in lieu of the one year suspension, and may re-establish his/her eligibility to participate in athletic/cheerleading activities provided the following terms are met:

- The probationary period will last for one calendar year, the same length as the period of the suspension.
- The athlete/cheerleader shall be suspended from participation an additional 20% as described in the first violation.
- The athlete/cheerleader shall agree to meet regularly with a substance abuse program at the student/parent expense for the purpose of becoming and staying free of illicit, mood altering chemicals.
- The student and parent/guardian must sign a release of confidential information.
- The principal/designee will stay in contact with the substance abuse program to monitor the student's progress.
- The student will meet the provisions of the substance abuse counselor.

Failure to meet these requirements will result in suspension from the original date of the confirmation of the occurrence for one calendar year.

Clubs/Activities

The student will not be allowed to participate in clubs/activities for one year.

The student may elect a probationary period in lieu of the one year suspension, and may re-establish his/her eligibility to participate in clubs/activities for 5 weeks, and receive counseling at the student/parent expense at a substance abuse program. The student and parent/guardian must sign a release of confidential information for the principal/designee in order to verify completion of the program.

Driving/Parking on School Property

The student will not be allowed to park and/or drive on school property for one year.

The student may elect a probationary period in lieu of the one year suspension, and may re-establish his/her eligibility to park and/or drive for 5 weeks, and receive counseling at the student/parent expense at a substance abuse program. The student and parent/guardian must sign a release of

confidential information for the principal/designee in order to verify completion of the program.

THIRD OCCURRENCE

Athletics/Cheerleading/Extra-Curricular Activities/Driving

The student shall lose eligibility to participate in athletics, extra-curricular activities, and parking/driving on school property for the remainder of his/her tenure.

GENERAL POLICY NOTES

- The participant will be allowed to practice.
- Jamborees or scrimmages will NOT be considered a contest for suspension purposes. An athlete will not be allowed to participate in a jamboree or scrimmage while under suspension.
- For any participant no longer “in season,” any suspensions shall carry over to the next normally played sport and the percentage recalculated based on the number of games/matches scheduled.
- If the student chooses to participate in a new sport or activity, he/she must complete the season in the newly chosen sport or the consequences will carry over to the subsequent season or activity. In confrontation, the final decision will be made by the Athletic Director and guardians of the student.

CHAIN OF CUSTODY

1. The principal/designee will be responsible for escorting the students to the test site. The student should bring all possessions from the classroom with him/her to the test site, the nurse’s station, and will not be allowed to go to his/her locker before going to the testing area.
2. Once at the testing area, the student will agree to complete the testing paperwork that is required by the testing laboratory.
3. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal will only be broken at the testing laboratory.

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 for a new specimen.
5. The student will be instructed to remove all coats, empty pockets, and wash his/her hands in the presence of the principal/designee prior to entering the testing restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The principal/designee will wait outside the restroom.
6. The specimen will then be sealed in the presence of the student. The laboratory will report the results back to the principal.
7. After testing a student, the principal/designee will attempt to contact the parent via telephone or email to inform the parent/guardian of the test. Further contact with the parent/guardian will only occur if the test is positive.
8. In order to maintain confidentiality, the container, which contains the urine specimen 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. The results for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's random identification number will appear on the results.

INCLUDED ACTIVITIES

Parking/driving on school property, all athletics, Academic Teams, Spell Bowl Teams, Student Council, Renaissance Student Steering Committee, VICA (Skills USA), DECA, Class Officers, Natural Helpers, HOSA, World/Foreign Language Club, Advocates Club, JAG, Health and Wellness Club, Outdoorsmen Club, Prom Court, Homecoming Court, Hacky Sack Club, Film Society, Key Club, Drama Club, Art Club, Pep Club, National Honor Society, Intramural Sports, any club/sport/activity defined as an extra-curricular activity.