

Union County College Corner Joint School District Bylaws & Policies

5530.01 – Extra-Curricular Activities Drug Testing Program

VISION STATEMENT

The Drug, Alcohol, and Tobacco Procedures at Union County College Corner Joint School District are focused upon the welfare of students. The policy and procedures support students and parents as they make healthy choices. In the case of violations, it holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of the nature of our students and the importance of the educational process. The policy is written and administered in accordance with all applicable legal requirements, policies, and statutes. The policy seeks to keep students involved in the programs and school and to provide learning experiences that lead students to responsible, healthy choices.

INTRODUCTION

The effective date of this program is January 4, 2017. Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular activities (including prom) throughout the remainder of the 2016-2017 school year must enroll by January 13, 2017. Any student not enrolled by this deadline will not be allowed to participate in any of the activities addressed by this policy. Students new to the district after January 13, 2017 will be presented the option to enroll upon registration and must enroll within seven school days following registration.

This program does not affect the current policies, practices, or rights of the Union County College Corner Joint School District with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Union County College Corner Joint School District reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage.

PURPOSE

The purpose of this program is two-fold:

1. To deter the use of illegal substances at Union County High School and Union County Middle School,
2. To enhance the health and safety of all students participating in extracurricular and co-curricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be disciplined by a school official as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

SCOPE

Participation in extracurricular and co-curricular activities, as well as in driving to school and parking on school grounds is a privilege. This policy applies to all Union County College Corner Joint School District students in grades 7-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school, or park on school grounds. Any student not driving or participating in an extracurricular or co-curricular activity who would like to enroll in the program, or any custodial parent / guardian wishing to enroll their student for the random testing program may do so by completing the consent form.

LEGAL OBLIGATION

- The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code §7101 *et seq.* and specifically § 7102.]
- Indiana Code 20-34-2-2 that directs this School District to plan and maintain drug free schools.
- Indiana Code 20-30-5-11 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, sign and return the “Consent Form” prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Each extracurricular and co-curricular participant as well as drivers shall be provided with a “Consent Form,” a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student agrees to participate in the Union County College Corner Joint School District random drug-testing program. This form will be kept on file for the length of the student’s school career. To withdraw from the program, the parent / guardian must sign a withdrawal form and have a personal interview with an administrator or designee.

STUDENTS AGE EIGHTEEN AND OVER

Rights and notices to parent / guardian described in this policy will be provided only to the student after age eighteen (18) if the student does not live with and is not supported by a parent/guardian.

TESTING PROCEDURES

1. The school district may test by urine, oral fluid, or hair sample. The district utilizes a laboratory with the capability to test for up to several hundred drugs.
2. A table of random numbers will be used to assign numbers to the participants. The selection of numbers chosen to be tested will be done using a random mathematical formula determined by the principal or designee, and selections will be made from time to time throughout the school year. Participants in grades 7-8 will be in one testing pool. Participants in grades 9-12 will be in one testing pool. Numbers will be drawn from each pool of those agreeing to be

tested. Testing may occur on a different school day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.

3. 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.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a "positive" test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure.

CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. The school district may test by urine, oral fluid, or hair sample. All collections will be done by trained and certified personnel. The district utilizes a laboratory with the capability to test for up to several hundred drugs. To maintain anonymity, the student's number, not name, will be used.
2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.

TEST RESULTS

1. 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 participating in extracurricular and co-curricular activities.
2. The principal or designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his / her parent / guardian has 3 school days to submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent / guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian. Refusal by **any** student enrolled in this program to submit to a drug screen when directed will be considered a violation under the terms of this program.
3. If the test is verified "positive", the principal or designee will meet with the student and his/her parent / guardian at a school corporation facility. The student and parent / guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

4. 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.
5. Drug testing result sheets will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal or designee will have access.
6. Union County College Corner Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested positive.

FINANCIAL RESPONSIBILITY

1. Under this policy, Union County College Corner Joint School District will pay for all initial random drug tests and all initial reasonable suspicion drug tests
2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his / her parent / guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his / her parent / guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Union County College Corner Joint School District 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 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 Union County College Corner Joint School District commitment to confidentiality with regards to the program.

Union County College Corner Joint School District

**EXTRA CURRICULAR
CONSENT FORM**

(Please read and complete this form and turn it in to the main office)

I have received and have read and understand a copy of the "Union County College Corner Joint School District Extracurricular Activities Drug Testing Program". I desire that

_____ *(Print name clearly)*

participate in this program, and in the extracurricular program of Union County College Corner Joint School District, and hereby, voluntarily agree to be subject to its terms for the entire-school career (grades 7 -12). I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine 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: _____, 20 _____

CONSENT

Student Signature

Parent Signature

Non-Consent

I, _____ *(print clearly)*, have decided not to participate in any extracurricular activities sponsored by Union County College Corner Joint School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date