



# BAUGO COMMUNITY SCHOOLS

## Small School Feel~World Class Education

### Drug Testing Policy

#### **Purpose**

The Baugo Community School Corporation is strongly committed to the health, safety and welfare of students and patrons of its school system. Baugo Community Schools also recognize that alcohol, tobacco and drug use are serious problems that adversely affect the school community as well as private industry and society as a whole. Recognizing, however that prohibitions and preventative education by themselves are not totally effective in proactive policy that provides programs of detection and treatment for prevention of student substance use at Jimtown Schools.

This Policy is designed to deter and prevent substance use: educate students and parents about the potential physical, emotional, and psychological harm caused by substance use: and give students who may be tempted to experiment with illegal substance usage and excise to say "NO". This policy will also aid in maintaining a school environment free of drugs, alcohol and tobacco and prevent injury to students and patrons resulting from illegal substance abuse.

This policy is not intended to be punitive in nature. This policy, instead, is designed to help responsible school employees identify, as soon as possible, those students who are using illegal substances, intervene for the benefit of those students, and immediately involve the parents of those students in remedial or corrective deterrent programs.

#### **Participants**

Extracurricular activities, performing arts activities, student government, clubs, and interscholastic athletic programs complement the school corporation's academic educational program. Athletics, performing arts activities, and extra-curricular activities provide students with opportunities to learn desirable qualities, including the principles of justice, fair play, sportsmanship, sacrifice, self-discipline, team work and respect for fellow human beings.

However, Participation in school activities other than strictly academic programs is a privilege, not a right. Students that participate assume greater responsibilities and make certain sacrifices. All participating students must conduct themselves in a manner that appropriately represents the students, the families, the activities, the teams, the schools, and the Baugo Community. Therefore, all participants in grades **6 through 12** will consent to random testing by means of urinalysis, saliva screening, and/or breathalyzer to determine if participants have violated this substance abuse policy.

#### **Student Drivers**

Many Jimtown High School students find it convenient to drive to school and make use of parking lots on campus. Parking on campus is a privilege and not a right. The school corporation wishes to make this privilege available to qualified high school student drivers, but expects student drivers to abide by a code of conduct which is designed to ensure the safety of drivers, passengers and others.

Consequently, students who drive vehicles to and from school and other activities sponsored by Jimtown High School and park on school property must submit to random urinalysis and or saliva swab testing. A student driver will not be subject to consequences for a positive test for tobacco.

### **Random Selection**

The Principal/Assistant Principal/Designee shall maintain a database, which includes the names of all participants and drivers. In the database, each student shall be assigned an identification number. After any change in the database and before the next selection of students for testing, the Principal/Assistant Principal/Designee shall report to the local selection, collection and reporting agency all of the identification numbers currently in the database. (This report may require only notification of changes).

Tests shall be conducted when school is in session. The Principal/Assistant Principal/Designee shall determine how frequently the tests shall be conducted; having made a determination with regard to frequency, the Assistant Principal shall select by lot the day or days within any given period when the tests shall be conducted. The Assistant Principal shall also determine the number of students to be tested on any given day. The Assistant Principal shall tell the local selection, collection and reporting agency when the next tests will be conducted and how many participants and drivers will then be tested. The agency shall use a reputable computer program for randomly selecting the identification numbers of student participants and drivers to be tested on the chosen dates.

### **Collection of Sample**

On the day of testing, the Principal/Assistant Principal/Designee shall notify the students whose identification numbers have been drawn that they should report to the collection facility at an appointment time. The means of notification shall be as discreet as practicable; the notice shall be clear with respect to the time and place of the student's appointment.

Urine samples shall be provided under the supervision of medical personnel in an area closed off from view. Such medical personnel shall be in the employ of the local selection, collection and reporting agency or in the employ of the Corporation. If a student is unable to produce a sample at the appointed time, the student will be allowed to return later in the same day to provide the sample. Saliva samples shall be provided under the direct observation of medical personnel, who shall also directly administer any confirmatory breathalyzer tests.

The Principal/Assistant Principal/Designee shall monitor the presentation of students at the collection facility. Students shall be instructed to identify themselves by number only to the person or persons supervising the production of samples. After a student produces a sample, he or she will observe the process of sealing and marking the sample, and upon leaving the collection facility, the student shall initial the Principal/Assistant Principal/Designee's cross reference list, thereby confirming that the sample was properly sealed and marked.

### **Testing**

If medical personnel in the employ of the Corporation collect samples, they shall transmit the samples to the local selection, collection and reporting agency under conditions that would preserve the samples from the possibility of tampering or loss. The local selection, collection and reporting agency shall transmit the samples to a reputable testing laboratory under conditions which would preserve the samples from the possibility of tampering or loss. The testing laboratory shall first screen a sample using generally accepted testing techniques. In the event any sample tests positive, the laboratory shall conduct a confirmatory test.

11/11/14

Samples may be tested for tobacco, alcohol, performance-enhancing drugs, illegal drugs and substances, and commonly abused prescription drugs. Samples will not be screened for the presence of any other substance or existences of any physical condition other than drug, alcohol and tobacco abuse covered by this policy.

After testing, the laboratory shall retain the remainder of any sample producing a positive test result for a period of at least thirty days. The laboratory shall dispose of any sample producing a negative test result and, after at least thirty days, any sample producing a positive test result in such a manner as to render any further identification or testing of the sample impossible.

### **Test Result**

The laboratory shall report test results by sample number to the local selection, collection and reporting agency, which shall report test results by sample number to the Principal/Assistant Principal/Designee. The Assistant Principal will notify the participant and his parent or guardian. At that time (or at any time prior thereto), the student and his parent or guardian may provide to the Assistant Principal in a sealed envelope information concerning use by the student of over-the-counter or prescription drugs that may explain a positive test result. The envelope should be marked with the student's identification number only, and nothing in the envelope should identify the student by name. If the Assistant Principal received (or has previously received) such information, the Assistant Principal shall deliver the sealed envelope to the local selection, collection, and reporting agency. The agency in consultation with the laboratory shall then determine if the positive test result may be thus explained and shall report to the Assistant Principal who shall then advise the student and his or her parent or guardian of the determination.

Test results shall initially be disclosed only to the Principal/Assistant Principal/Designee. The Assistant Principal will advise the Principal that the drug-testing program has revealed a violation requiring sanctions. With the written consent of the student and his or her parent or guardian, test results may be disclosed to other agencies (i.e. . . . Probation). The written agreement to participate in the drug testing program shall constitute written consent by the student and his or her parent or guardian to disclosure of test results to the organization conducting a drug and alcohol assessment. If a student submits to a professional drug and alcohol assessment required as part of the sanction for a first offense, the written consent to participate in the drug-testing program shall constitute written consent by the student and his or her parent or guardian to the disclosure of both the best results and the results of the assessment to the Principal, Superintendent, and the Athletic Director. If the student and his or her parents or guardians appeal a decision of Assistant Principal based upon test results, the written request for an appeal shall constitute written consent to the disclosure of test results to the Principal, Assistant Principal, Superintendent, or Board of School Trustees hearing the appeal.

Test results will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or the legal process, which the Corporation shall not solicit. In the event of service of any such subpoena or legal process, the student and student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the Corporation.

### **Sanctions for Drivers**

First Positive Test: The results of the test will only be provided to the parent(s) or guardian(s) and the Assistant Principal or Designee. The designated school official will work with the parent(s) to provide evaluation and/or treatment as indicated. The student driver will lose parking privileges until school officials meet with the student's parent(s) or guardian(s).

Second Positive Test: The results of the test will only be provided to the parent(s) or guardian(s) and the Assistant Principal or Designee. The student will lose his parking privileges for 60 days. The designated school official will work with the parent(s) to provide evaluation and/or treatment as indicated. A student who does not complete the evaluation and the recommendations within 60 days will continue to be suspended from driving to school until he/she completes the treatment.

Third Positive Test: The student will lose driving privileges for one school year (180 days) from the positive test date.

### **Sanctions for Athletics**

As per Athletic Handbook

### **Sanctions for Activities**

By the nature of different activities, the sanctions for a positive test will vary according to the length and duration of the activity. Sanctions may include loss of leadership roles in student government for the year and/or participation opportunities in activities such as clubs, musicals and plays. The Principal, sponsor and parents will work together to determine appropriate sanctions and support programs needed to assist the student. The decision of the Principal will be final.

### **Student Driving and Parking Rules**

1. Students having a valid driver's license may drive to school and park in areas designated for students.
2. Student automobiles are to be parked in the north and east parking lots.
3. Cars are to be locked at all times.
4. Students may not take cars, motorcycles or other vehicles off school grounds during school hours without permission of a school official.
5. Students may not go to their car during school hours without permission of a faculty member.
6. Students are expected to drive with caution in the parking lot, observing the 15 M.P.H speed limit.
7. Students must register their vehicles and purchase a parking tag with in one week after the beginning of school. After the beginning of the school year, students must register their vehicles and purchase a parking tag prior to driving to school.
8. All Students and teachers must have a permit and tag to park on school grounds.
9. Students are no to exit through Junior High and Elementary School areas.
10. When leaving the parking lot, student vehicles must yield to the buses.
11. Student drivers are subject to random drug testing. The student and his parent or guardian must sign and turn in the random drug testing agreement to receive a parking tag.

Students found in violation of the above regulation may have their driving privileges suspended or their keys held in the school office during the school day for specified periods of time, in addition to other disciplinary measures. Other disciplinary measures may include towing (at owner's expense) or "booting", therefore disabling a car pending a \$10.00 fine for repeated parking violations.