

# **RANDOLPH SOUTHERN JR. SR. HIGH SCHOOL VOLUNTARY DRUG/SUBSTANCE ABUSE TESTING PROGRAM**

## **MISSION STATEMENT**

The Randolph Southern Jr. Sr. High School drug/substance abuse-testing program has three primary objectives.

1. To ensure student safety: Safety is a necessity any time students are at school, en route to or from school, and en route to or from a school-sponsored activity.
2. To provide a positive learning environment for students: A successful and productive learning environment cannot exist if students' minds are dulled by drug/substance abuse.
3. To ensure that those students who represent Randolph Southern Jr. Sr. High School are free from drugs and other dangerous substances: Students who are free from drugs and other dangerous substances are essential to a successful and productive learning environment in classrooms, athletic fields, and other competitive areas.  
Drug/substance abuse is a national problem, it is illegal, it is a danger to physical health, and it is a major obstacle to learning.

## **INTRODUCTION**

This drug/substance abuse-testing program does not affect the current policies, practices, or rights of Randolph Southern Jr. Sr. High School in regard to possession or use of alcohol, drugs, and other dangerous substances when reasonable suspicion is established by means other than drug/substance abuse testing through this program.

If a student's behavior causes school personnel to have reasonable suspicion of the use of alcohol, drugs, or other dangerous substances, an administrator/designee may call the student's parent/guardian and suggest that the student be tested for such use. Indicators producing reasonable suspicion include, but are not limited to, speech; odor; previous drug, substance, or alcohol test results; excessive discipline problems; excessive absences; decline in grades; and/or other signs of being under the influence of alcohol, drugs, or other dangerous substances.

Randolph Southern Jr. Sr. High School reserves the right to request the parent/guardian to permit testing of any students who at any time exhibits cause for reasonable suspicion of the use or possession of drugs, alcohol, or other dangerous substances. A parent/guardian may refuse such testing; however, the school will follow current practices as outlined in the Due Process Procedures in the Student/Parent Handbook.

A parent/guardian may request testing of students at the expense of the parent/guardian.

## **PURPOSE**

The purpose of this program is to provide a diagnostic aid in disclosing Drug/Substance Abuse among Randolph Southern students. It is not intended to be disciplinary or punitive in nature. It will identify students with Drug/Substance residues in their bodies to notify these students' parents/guardians and to guide students toward healthy safe and drug free participation in school activities. By promoting health and safety, this program is a part of the Randolph Southern Jr. Sr. High School's physical and mental education programs. Students involved in extracurricular and co-curricular activities and who drive to school must be exemplary in the eyes of their peers and the community, and they must be free of alcohol, drugs, and other dangerous substances in order to participate safely in these activities. The need to insure student safety is the primary reason for restricting students from participating in school activities and driving if they test positive for drug/substance abuse.

## **OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS**

The Legal obligations is set forth in Indiana Code 20-8.1-7 which sets forth health measures to be governed by school officials and most specifically, Indiana Code 20-8.7-3 establishes the responsibility of school to assist children to be ill or in need of treatment.

## **SCOPE**

Participation in extracurricular and co-curricular activities is a privilege. This policy applies to all Randolph Southern Jr. Sr. High School students in grades 7-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school or during school.

## **DRUG EDUCATION**

The sponsor or AD of each extracurricular activity will verify at a required meeting that all prospective participants have received a copy of this policy. Each driver to school shall receive a copy of this policy at the beginning of each school year. A copy of those students who receive a policy will be maintained in the Principal's Office. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

## **CONSENT FORM**

It is Mandatory that each student who drives or participates in extracurricular or co-curricular activities sign and return the "consent form" prior to participation in any extracurricular or co-curricular activity. Failure to comply will result in denial of driving privileges and or in non-participation. Any Randolph Southern Jr. Sr. High School student and his/her parent/guardian must submit by the first Monday in September of each school year the consent form (attached) in order to be eligible to participate in any of the following activities.

1. Extracurricular Activities
2. Co-curricular Activities
3. Driving a vehicle to school

Students who do not participate in any of the above activities may be included in the Drug/ Substance Abuse program by submitting a completed consent form. This form can be student or parent initiated.

## **TESTING PROCEDURE**

1. *The selection of participants to be tested will be done randomly by the Principal/administrative designee, and selections will be made from time to time throughout the school year. Student identification numbers specific to this program will be assigned to each participant. Identification numbers for each random testing will be drawn from one large pool of those agreeing to be tested. There will be only one copy of the listing of students consenting to be tested and their identification numbers. This copy will be maintained by the building principal. Testing may occur any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.*
2. 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.
3. Upon being selected for a urinalysis test under this policy by random draw 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.

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 two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardians will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date, or the option of the Randolph Southern nurse taking the sample and sending it to Witham, to be reinstated for eligibility.
5. 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.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
7. 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/administrative designee must time and sign the pass. Submitting to random drug testing will be considered an excused absence from class and there shall be no penalty to grades.
8. The specimens will then be turned over to the testing laboratory, 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 the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
9. The school will select one or more laboratories to conduct the testing. The 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 of Accreditation of Healthcare Organizations (JCAHO).

### **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. To maintain anonymity, the student's number, not name will be used.
2. The principal/administrative 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. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class (participants may be called after school during activity time).
3. Before the student's urine sample is tested by the laboratory, the student shall fill out, sign, and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. 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 on the bottle. The student will sign that the specimen has been sealed. *Only the lab testing the specimen may break the seal.*
5. 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. The student will remain eligible for extracurricular or co-curricular activities subsequent to a retest.

6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
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 it. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no named attached; only the student's random identification number will appear on the results sheets.

## **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 participation in co-curricular or extracurricular activities or from driving to, from, and at school.
2. The principal/administrative 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 analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may 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 certified laboratory, at a cost to the student or his/her parent/guardian, test the urine specimen again.
3. If the initial test is verified "positive", the principal/administrative 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 contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after the principal/administrative designee requests a "follow-up" test and negative results are reported. This non-participation includes practices, meetings, trips, and any other activities of that group. The principal/administrative designee will request a "follow-up" test after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume "limited participation" in co-curricular and extracurricular activities. "Limited participation" allows a student to participate in practices and/or attend meetings. A student under limited participation may not participate in contests or activities as a representative of school. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. Student driving privileges will not be suspended for positive nicotine test. A student who only participates as a student driver will not be tested for nicotine.
4. Students who have tested positive without satisfactory explanation, and who have provided a negative follow-up test will be granted "limited participation" in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the entire year, the period for "limited participation" shall be for the next nine weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less than 25% of the calendar or season remaining, the remainder of the 25% will be served at the beginning of the next season or calendar in which the student has previously participated. The period of limited participation upon a first offense may be waived by the building principal if the student produces documentation of satisfactory

assessment/counseling by a school approved agency. The student and/or his/her parents would be responsible for any fees associated with the approved assessment/counseling. On a student's second positive test without satisfactory explanation, the period of limited participation shall be one full year. This period of limited participation can be decreased to 50% of a season or calendar by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency. The student and/or his/her parents would be responsible for any fees associated with the approved assessment/counseling. On a third unsatisfactory positive result the student will lose eligibility to participate the remainder of their middle or high school career depending on the student's grade level. A student who has tested positive three times in grades 6-8 would lose eligibility in middle school but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from junior high school to high school. In addition, Randolph Southern Jr. Sr. High School reserves the right to continue testing any participating student who at any time during the school year tested "positive" and did not make satisfactory explanation.

5. 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.
6. Drug testing result sheets will be returned to the principal/administrative 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/administrative designee has access.