

Western Boone
Jr. / Sr.
High School

Drug and Alcohol
Random Testing Program

INTRODUCTION

Drug abuse is a serious problem in today's society, and schools are not immune to this problem. It is statistically predictable, according to Rural Indiana Profile Alcohol, Tobacco & Other Drugs, (www.drugs.indiana.edu/publications/rual/rual.html) and Western Boone Jr. Sr. High Student Drug Information Survey (2004), and is within our experiences, that some students have used alcohol and have experimented with drugs or may do so during their junior high and high school years. We recognize that serious attention is being given to the drug use and abuse problems in private business and industry, government, schools and colleges throughout the country.

In order to try and help insure the safety of our student drivers and participants in extra-curricular (activities outside the regular classroom curriculum) and co-curricular (activities inclusive and outside the regular classroom curriculum) activities, a strong drug testing program should be an essential aspect in the accomplishment of this task by following the Western Boone Jr. Sr. High handbook.

PHILOSOPHY

This testing program is intended as an integral component of the overall education process of Western Boone Junior Senior High School. Its purpose is intended as a medical diagnostic aid in discovering possible drug and alcohol related problems and as an extension of our education programs.

A student driver or an extra-curricular / co-curricular participant who has consumed alcohol or illegal drugs presents a REAL and SUBSTANTIAL safety hazard to his/her own health and safety, and to the safety of others.

1. Extra-curricular / co-curricular activities are an important aspect of the educational process, yet safety must take precedence. Drugs or alcohol may mask the pain that a student may feel thus causing the extra-curricular / co-curricular participant to over exert his/her body. Drugs or alcohol may reduce one's motor coordination, or alter one's mood to the degree that participating in extra-curricular / co-curricular activities is unsafe for the individual athlete as well as those around them.
2. Many students choose to drive to and from school and school related activities. Operating a motor vehicle after having consumed alcohol or drugs can prove to be fatal. Since this is an obvious safety issue, Western Boone Junior Senior High School demands that a student driving to school remain alcohol and drug free for the safety of themselves and other students, faculty, staff and community members.

PROGRAM GOALS

The intent of this program is to ensure that extra-curricular / co-curricular participants and student drivers at Western Boone Junior Senior High School are alcohol and drug free.

The purpose of this testing program is to:

- identify a student with alcohol or drug residue in his/her body
- provide notification to the custodial parent/guardian
- educate, help, and direct students away from drug and alcohol use and toward a healthy, safe and drug-free participation in activities.

It is not the intent of this policy to automatically bar students from all further participation in extra-curricular / co-curricular activities or permanently bar students from driving to school who exhibit a "positive" urinalysis test.

OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS

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

POLICY

Any student who wishes to participate in extra-curricular / co-curricular activities or drive to or from school or any school related events must participate in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program. Any student who does not consent to enroll will not be permitted to participate in such activities. Students enrolled in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program will be subjected to a random chemical test to determine if the student has consumed or is under the influence of drugs or alcohol.

Students who do not drive to school or any school activities or participate in extra-curricular / co-curricular activities may voluntarily enroll in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program.

REASONABLE SUSPICION

Reasonable suspicion shall include, but is not limited to:

1. The observation of a student by a staff member of objective signs of impairment which gives the staff member reason to suspect the students is engaged in substance abuse. This

observation shall be reported verbally to the principal or designee of the principal (for this purpose): and if the principal or designee agrees, the student may be tested.

2. The observation by a staff member of the activities of a student which gives rise to a suspicion that the student is engaged in the sale of drugs. This observation shall be reported verbally to the principal or the designee of the principal (for this purpose): and if the principal or designee agrees, the student may be tested.

ENROLLMENT PERIOD

Any student who anticipates participating in extra-curricular / co-curricular activities or driving to school or any school related activities during the current school year MUST enroll in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program.

EXAMPLE: A student who participates only in a spring activity must enroll in the Western Boone Junior Senior High School Drug and Alcohol Random Drug Testing Program during the initial enrollment period. He/she must be in the testing pool for the school year.

EXAMPLE: A student who receives his/her driving license in the spring must enroll in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program during the initial enrollment period. He/ She must be in the testing pool for the entire school year.

1. Consent form for the drug testing pool must be completed within the first five days of the current school year.

2. *Once enrolled in the Western Boone Drug and Alcohol Random Testing Program the student will remain enrolled for the duration of their time at Western Boone Junior Senior High School. Parents/students will have the opportunity to change their enrollment status each year during the enrollment period.*

3. Student drivers must be entered in the pool before they receive a parking permit.

4. Enrollment in the pool after the deadline will be allowed with a negative test furnished at the parent/student expense. Testing is performed by Witham Toxicology Lab, 1400 Dan Conn Drive, Lebanon Indiana 46052, (765)483-1804. The expense is approximately fifteen dollars.

5. Parental consent forms *for new students at Western Boone* will be signed *during the enrollment* procedure. Every new student must have a signed form on file indicating their choice of participation in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program. New students must enroll in the program within five school days of enrolling in school.

DRUG SCREENS

Testing is performed by Witham Toxicology Lab, 1400 Dan Conn Drive, Lebanon Indiana 46052, (765)483-1804.

The drugs that could be included in the screening process:

1. Amphetamines/Meth/ MDMA (Ecstasy)
2. Barbiturates
3. Benzodiazepines
4. Cocaine Metabolite
5. Oxycodone
6. Opiates
7. Phencyclidine (PCP)
8. THC- Cannabinoids
9. Ethanol (Alcohol)
10. Cotinine (Nicotine)

In addition to testing for drugs, Western Boone Junior Senior High School will also test each sample for creatinine. Creatinine is a chemical that is in everyone's body. It is a way to tell if a sample is "normal" or if the person has tried to dilute his/her sample by drinking a large amount of fluid. Western Boone Junior Senior High School reserves the right to retest an individual who produces a specimen with a creatinine level of less than 0.2. (Mg/ml)

SELECTION AND NOTIFICATION PROCEDURE

The number of individuals to be tested on a given date will be determined by the school administration. Each individual in the testing pool will be assigned a unique identification number that will represent his/her name. The principal or his designee will maintain a cross listing of the individual and his/her prearranged identification number.

The selection for testing each period will be done by a random selection of the numbers in the pool. Persons selected to be tested will have their numbers put back into the pool for the random tests in subsequent weeks.

EXAMPLE: A single individual could be tested each and every testing period if his/her number keeps coming up.

The Principal and/or his designee shall locate each individual selected for testing and escort them to the appropriate collection site.

SPECIMEN COLLECTION PROCEDURE

Procedures for the urine collection must provide for the collection site to be secure and private. Chain of Custody Forms (guidelines to ensure proper procedures) must be properly executed by authorized collection site personnel upon receipt of specimens. The handling and transportation of urine specimens from one authorized individual or place to another must always be accomplished through the use of chain of custody procedures.

Procedures for providing urine specimens must allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided. Precautions must be taken to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle can be identified as belonging to a given individual. The following identifies select elements of the collection process.

1. At the collection site, toilet bluing agents shall be placed in the toilet tanks wherever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other source of water (shower, sink, etc.) in the enclosure where urination occurs.
2. Upon arrival at the collection site, the collection site person shall request the individual to present some type of identification or be identified by administration. If the individual refuses to cooperate, it will be treated as a positive test.
3. The collection site person shall ask the individual to remove any unnecessary outer garments (coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or adulterate his/her urine specimen. Also, all personal belongings (purse, book bag, etc.) must remain with outer garments. The collection site person shall note any unusual behavior or appearance on the chain of custody form.
4. The individual shall be instructed to wash and dry his/her hands prior to urination.
5. After washing hands, the individual shall remain in the presence of the collection site person and not have access to water fountains, faucets, soap dispensers, or cleaning agents.
6. The individual may provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for individual privacy. The collection site person shall note any unusual behavior by the individual on the chain of custody form.

7. If the collection site uses a public restroom the following procedures should be followed:

Female: Toilet bluing should be placed in the toilet bowl. The individual should be asked to void into the disposable specimen container and asked not to flush the toilet. The collection site person remains outside the stall until the urine specimen is collected and handed to the collection site person by the individual. The collection site person should flush the toilet and continue on with the chain of custody procedure.

Male: Toilet bluing should be placed in the toilet bowl. The individual should be asked to void into the disposable specimen container and asked not to flush the toilet. The collection site person remains outside the stall until the urine specimen is collected and handed to the collection site person by the individual. The collection site person should flush the toilet and continue on with the chain of custody procedure.

8. Upon receiving the specimen from the individual, the collections site person will determine that it contains at least 30 milliliters of urine. If there is not sufficient urine in the container, the sample is disposed and a second specimen will be collected. The individual may be given reasonable amounts of liquid (e.g. a glass of water).

9. After the specimen has been provided and submitted to the collections site person the individual shall be allowed to wash his/her hands.

10. IMMEDIATELY after collection, the collection site person shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. An unusual finding resulting from the inspection must be included in the chain of custody form. The time from urination to delivery of the sample for temperature measure is critical and in no case should exceed four minutes. Samples must register 91 to 99 degrees Fahrenheit or they will not be accepted. An improper temperature gives rise to the reasonable suspicion of adulteration/substitution, and another specimen will be collected and both specimens forwarded to the laboratory. Any specimen suspected to be adulterated should always be forwarded for testing. The second specimen must be obtained. Therefore, the individual should immediately secure the sample after urination. A temperature strip on the specimen bottle will be read to determine specimen temperature.

11. Both the individual being tested and collection site person should keep the specimen in view at all times prior to the sample being sealed and labeled. The collection site person will place the identification label securely on the bottle. A tamper proof seal with the initials of both the collector and donor is placed over the bottle cap and down the sides of the bottle.

12. The identification label on each specimen bottle should contain the date and the prearranged identification number.

13. A copy of the chain of custody form signed and dated by the collector and donor will be provided to the Principal or his designee. The temperature of the sample will be recorded on this form.

14. After placement of the specimen into the transport bag, the transport pouch is sealed by the collector. The urine specimen and the chain of custody form are now ready for shipment. If the specimen is not immediately prepared for shipment it must be appropriately secured during temporary storage.

15. The collection site person shall always attempt to have the container or specimen bottle within sight before and after the individual has urinated. The containers shall be tightly capped, sealed with evidence tape and placed in individually sealed bags. Laboratory personnel will be responsible for maintaining control and accountability from the point of collection to the final disposition of specimens. With each transfer of possession, the chain of custody form should be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and the purpose for transferring possession noted.

TEST RESULT REPORTING PROCEDURE

In the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program, the Principal or his designee will be notified of a positive test result by the testing laboratory. The administrator of this program will provide the parent or guardian with a list of agencies that can assist the child. The administrator of the program will notify the student of any action, based on the policies/procedures as outlined. The only person aware of the names of those who tested positive will be:

- a. Student
- b. Parents/Guardians
- c. Administrators/Designee
- d. Student Assistant Program Director (SAPD)

The result of a drug test that returns “negative” will be kept confidential to protect the identity of those being tested. However, the parent/guardian of the student who tested negative or positive will be notified of the test results.

The laboratory personnel shall provide interpretation and clarification for all test results.

Positive samples will be retained at Witham one year from date of test.

POSITIVE TEST RESULT PROCEDURE

No individual shall be expelled or suspended from school as a result of a positive test from the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program. No policy enforcement shall occur until the Principal or his designee has had a conference with the parents/guardians of the student.

FIRST POSITIVE TEST RESULT

1. Suspension from participation in extra-curricular / co-curricular activities, and driving privileges for a minimum of 30 percent of school days.

* Positive result from cotinine and nicotine metabolite will not result in loss of driving privileges for those who only drive to school. However, parents will be notified of positive test.

2. Enter a drug treatment / counseling program at parent/student expense, as prescribed by SAPD after initial assessment.

3. Return to participation in extra-curricular / co-curricular activities and reinstatement of driving privileges upon:

a. Successfully completing a counseling / treatment program and shown to be non-dependent.

b. Negative drug screening test at parent/student expense.

c. Minimum time requirement is completed

4. Suspension will be carried over from one school year to the next.

SECOND POSITIVE TEST RESULT

1. Suspension from participation in extra-curricular / co-curricular activities, and driving privileges for 365 calendar days.

* Positive result from cotinine and nicotine metabolite will not result in loss of driving privileges for those who only drive to school. However, parents will be notified of positive test.

2. Enter a drug treatment / counseling program at parent/student expense, as prescribed by SAPD after initial assessment.

3. Return to participation in extra-curricular / co-curricular activities and reinstatement of driving privileges upon:

a. Successfully completing a counseling / treatment program and shown to be non-dependent.

- b. Negative drug screening test at parent/student expense.
- c. Minimum time requirement is completed.
- 4. Suspension will be carried over from one school year to the next.

THIRD POSITIVE TEST RESULT

1. Suspension from participation in extra-curricular / co-curricular activities and driving privileges for the remaining time they are a student at Western Boone Junior Senior High School.

* Positive result from cotinine and nicotine metabolite will not result in loss of driving privileges for those who only drive to school. However, parents will be notified of positive test.

2. Suspension will be carried over from one school year to the next.

Failure to abide by the above procedures will be handled through the Western Boone Junior Senior High School Discipline Code. *Violations of this policy by a Junior/Senior High Student are cumulative during the student's time at Western Boone Junior/Senior High School (grades 7-12).*

TESTING FLOW CHART

- 1. Student names are entered into the data pool by assigned number.
- 2. The testing agency selects student randomly by utilizing assigned numbers.
- 3. The testing agency will send numbers to Western Boone Junior Senior High School.
- 4. School administrative staff will escort the student to the testing site for specimen collection by the testing agency or Principal's designee.
- 5. The testing agency will follow the chain of custody and test the sample.
- 6. A positive test screen will result in a second confirming test on the same sample by the laboratory.
- 7. The school administration will contact the parents with the results.
- 8. The school administration will review the test result with the parents, and consequences for a positive test result will be applied.

**WESTERN BOONE JUNIOR SENIOR HIGH SCHOOL
RANDOM DRUG AND ALCOHOL TESTING PROGRAM**

CONSENT FORM

In the interest of the safety of our students, Western Boone Junior Senior High School has adopted this random drug and alcohol testing policy. The policy requires that students participating in extra-curricular and co-curricular activities and student drivers be subject to random drug and alcohol screening tests. A copy of this policy is attached to this form. Please read it carefully and retain it for your records. A student will not be allowed to participate in extra-curricular or co-curricular activities or drive to or from school or a school related activity until this form is signed and on file with the school.

I, _____ (Name of student) have read and understand the Western Boone Junior Senior High School RANDOM DRUG AND ALCOHOL TESTING POLICY. I desire to participate in this program and hereby voluntarily agree to be subjected to its terms. I accept the method of obtaining urine samples, 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 in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of right to non-disclosure of such test records and results only to the extent of disclosure authorized in this program.

Student Signature (grade) Date

Parent/Guardian Signature Date

-----DO NOT SEPARATE-----

I, _____, have decided NOT to participate in the Western Boone Junior Senior High School RANDOM DRUG AND ALCOHOL TESTING POLICY. I understand that in order for me to drive to school or participate in extra-curricular or co-curricular activities during this school year that I must submit a negative drug screen at my own expense. Also, I must enroll in the Western Boone Junior Senior High School Random Drug and Alcohol Testing Program.

Student Signature (grade) Date

Parent/Guardian Signature Date

Violations of this policy by a Junior/Senior High Student are cumulative during the student's time at Western Boone Junior/Senior High School (grades 7-12).

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