

SCOTT COUNTY SCHOOL DISTRICT 2
EXTRA-CURRICULAR, CO-CURRICULAR, & STUDENT DRIVER
RANDOM DRUG SEARCH CONSENT FORM

I have received, read, and understand the Scott County School District 2 Extra-Curricular Activities, Co-Curricular Activities, and Student Driver Random Drug Testing Program.

I, _____, (print name clearly) desire to participate in this program of Scott County School District 2, and hereby, voluntarily agree to be subject to its terms for the entire school year. 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 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: _____

Student Signature

Parent/Guardian Signature

SCOTT COUNTY SCHOOL DISTRICT 2
EXTRA-CURRICULAR, CO-CURRICULAR, & STUDENT DRIVER
RANDOM DRUG SEARCH NON-CONSENT FORM

I, _____, (print name clearly) have decided not to participate in any extra-curricular activities, co-curricular activities, or to drive to and from school.

I understand that if I wish to become eligible to participate in any extra-curricular, co-curricular, or to drive to and from school, I must submit a Random Drug Search Consent Form prior to my participation in any of those activities.

Student Signature

Date

Parent/Guardian Signature

Date

Scott County School District 2
Student Drug Testing Policy and Procedure
Adopted: Spring 2016

EXTRA-CURRICULAR ACTIVITIES, CO-CURRICULAR ACTIVITIES, AND STUDENT DRIVER DRUG AND/OR ALCOHOLIC BEVERAGES RANDOM TESTING PROGRAM

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a proactive approach to a drug and alcoholic beverage free school. Through driving, participation in extracurricular, or co-curricular activities, students using illegal drug and/or alcoholic beverages pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or alcoholic beverages; and (3) to encourage students who use illegal drugs to participate in drug treatment programs.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular or co-curricular activities while s/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. This program is designed to create a safe, drug-free environment for students and assist them in getting help when needed. **No student shall be expelled or suspended from school as a result of any verified “positive” test conducted by his/her school under this program other than stated therein. No student will be penalized academically for testing positive for illegal drugs or other banned substances.**

INTRODUCTION

The effective date of this program is August 1, 2016. This program does not affect the current policies, practices, or rights of the School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcoholic beverage use.

REASONABLE CONCERN

The School Corporation has a strong commitment to health, safety, and welfare of its students. Our commitment to maintaining the extra-curricular and co-curricular activities in the School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular programs or co-curricular programs.

SCOPE

Participation in extra-curricular and co-curricular activities is a privilege. This policy applies to all School Corporation students in grades 9-12 who wish to participate in any school sponsored extra-curricular activities, or co-curricular activities. It also includes any student who wishes to drive to school, from school, or during school. This drug testing program will be applied to all high school students regardless of grade, male and female, who participate in any one or combination of the following:

- A. Extra-curricular activities (sports, clubs, student government, etc...)
- B. Co-curricular activities (band, choir, musicals, theatre, FFA, National Honor Society, etc...)
- C. Drive a vehicle to, from, or during school
- D. Any student whose parent/guardian or custodian elects to enroll his/her student in the random drug testing policy

LEGAL OBLIGATION

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8-7.2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular, co-curricular, or drives to, from, or during school sign and return to the school office a "consent form". Failure to comply will result in non-participation and/or no issue of a student parking permit to school.

At the beginning of each school year, sport seasons (as determined by the Indiana High School Athletic Association), extra-curricular activity, or when a student moves into the

School Corporation and joins an activity, all students wishing to participate in that season's activities may be subject to drug and alcoholic beverage testing for illicit or banned substances. Any student who refuses to submit to drug and alcoholic beverage testing will not be allowed to practice or participate in School Corporation extra-curricular activities, co-curricular activities, or drive to, from, or during school.

Each student shall be provided a "consent form" which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student and parent/guardian are agreeing to participate in the random drug testing program at Scott County School District 2.

TESTING PROCEDURES

- A. The selection of participants to be tested will be done randomly by the principal/toxicology testing personnel, and/or the principal designee. Selections will be made **monthly** throughout the school year. **Fifteen (15)** names will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. Each student will be assigned a number that will be placed in the testing pool.
- ~~B. If the student shows signs of reasonable suspicion, the principal/administrator designee may call the student's parent/guardian and request that the student be tested.~~
- C. 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.
- D. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, 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.
- E. All students will remain under school supervision until they have produced an adequate urine specimen. If the student is unable to produce a urine specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of the extra-curricular or co-curricular activities. In addition, the parents/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.

- F. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating a validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- G. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extra-curricular activities” for the remainder of the school year and will not be allowed to drive to or park on school property during the time of ineligibility. This will be reported to the parent/guardian.
- H. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site. The principal/designee must time and sign the pass.
- I. The specimens will then be turned over to the testing laboratory, and each specimen will be testing for alcohol 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.
- J. 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

- A. 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.
- B. The principal/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 (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause student to wait a long time, thereby creating a loss of important time from class. Athletes and extra-curricular activities participants may be called after school, perhaps during practice time.)
- C. Before the student’s urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, s/he may notify the administrator that s/he is taking prescription medication.

- D. 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 may be broken only by the lab testing the specimen.
- E. 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 extra-curricular and co-curricular activities subsequent to a retest.
- F. The supervisor obtaining the urine specimen will be of the same gender as the student. 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 (2) minutes to produce a urine specimen. The commode will contain a blue dye so that the water cannot be used to dilute the sample.
- G. 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/designee.
- H. 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. Also, the result sheet 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 result sheet.

REFUSING TO TAKE A RANDOM DRUG TEST

If a student is randomly selected and refuses to take a drug screen, he/she will be ineligible for all extra-curricular, co-curricular activities, or a parking permit for 365 days.

TEST RESULTS

- A. 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 extra-curricular activities, co-curricular activities, and restrict him/her from driving to or from school.
- B. The principal/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 (2) different types of analyses). The principal/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.

- C. If the test is verified “positive”, the principal/designee will meet 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.

A student involved in athletics who tests positive will be subject to disciplinary consequences as outlined in the next section. A student involved in non-athletic extra-curricular activities will be subject to the disciplinary consequences as outlined below. A student driver who tests positive will have his/her driving privileges suspended for twelve (12) weeks.

A “follow-up” test will be requested by the principal/designee after the suspension of athletic, extra-curricular, co-curricular, and parking privileges and 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 extra-curricular activities, co-curricular activities, and/or driving. If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, the same previous procedures shall be followed. In addition, the School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

- D. 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 “negative” tests will be kept confidential to protect the identity of all students being tested.
- E. Drug testing result sheets will be returned to the principal/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 secured in a location that only the principal/designee has access.

CONSEQUENCES

The student/participant will be prevented from participating in the activities listed under these guidelines until the consequence in all situations that apply to the

student/participant is served and after a “follow-up” test is conducted and the results are negative.

First offense for athletes and co-curricular band and/or choir members:

- A. 50% suspension of the maximum number of scheduled contests for that season. **If the student enroll in an approved Counseling/Rehab program and has a negative follow-up drug screen (at the parent’s expense), the student will only be suspended for a minimum of 25% of the number of scheduled contests for that season.**
- B. If the entire 50% **(or 25%)** cannot be served within the season the violation occurred, the remaining percentage will be served **through the community service hours listed:**
 - **5 Community Service Hours per contest left to be served**
- C. Offense becomes part of the student/participant’s extra-curricular record.
- D. While under suspension for the first offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.
- E. The student/participant will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parent’s expense.

First offense for all other extra-curricular and/or student drivers:

The student/participant will be ineligible to participate in any extra-curricular activity and will not be allowed to drive on school property for ~~twelve weeks~~ **(30 Days)**. In addition, the following steps must be taken:

- A. The student/participant, at the parent’s expense, has a follow up drug test and the result is negative.
- B. The student/participant will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parent’s expense.

Second offense for athletes and co-curricular band and/or choir members:

- A. Student/participant is suspended from all contests for one calendar year from the time the offense is proven.
- B. A conference will take place within 5 school days for drug or alcohol related offenses. The conference may include: the participant, the parent(s), guardian(s), the principal, ~~the assistant principal~~, **other building and campus administrators**, the athletic director, ~~the coach or director~~, and the school counselor.
- C. Offense becomes part of the student/participant's extra-curricular record.
- D. While under suspension for the second offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.

In addition, the following steps must be taken:

- A. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant is enrolled in a drug rehab program at the parent's expense.
- B. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information
- C. The student/participant, at the parent's expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
- D. The student/participant will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parent's expense.

Second offense for all other extra-curricular and/or student drivers

The student/participant will be ineligible to participate in any extra-curricular activity and will not be allowed to drive on school property for one calendar year.

In addition, the following steps must be taken:

- A. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant is enrolled in a drug rehab program at the parent's expense.
- B. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information
- C. The student/participant, at the parent's expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
- D. The student/participant will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parent's expense.

Third offense for athletes and co-curricular band and/or choir members:

- A. Student's/participant's participation in all activities is terminated for their high school career.
- B. Parents will be notified by the administration within 5 school days.
- C. Notification will be both written and verbal.
- D. At this time, parents and the student/participant may meet with a drug dependency agency for evaluation and possible treatment if drugs and alcohol are involved.
- E. Parents may submit written results of their action with a chemical dependency agency for possible appeal process to regain eligibility.

Third offense for all other extra-curricular and/or student drivers/driving students

The student/participant will be ineligible to participate in any extra-curricular activities and co-curricular activities and will not be allowed to drive on school property for the remainder of their school career.

APPEALS

- A. Upon receipt of the notice of violation of the Random Drug Screen, the student or his/her parent/guardian may deliver a written request of the Principal, in person or by mail, within five (5) school days after receipt of the notice, to have the original specimen tested again by the certified laboratory at a cost to the student/participant or his/her parent/guardian or custodian and to initiate a hearing on the determination of the discipline.

- B. During the appeal, the consequences of the offense will be enforced. All appeals will be made on a case by case basis by the superintendent/administration. If a request to retest the specimen or to hold an appeal hearing is not requested within the time specified, all rights administratively and judicially, to contest and appeal the determination will be waived.
- C. If a hearing is requested, the Principal and/or the Athletic Director shall set a time, date, and place for a hearing on the determination of whether or not a violation has been committed.
- D. A Review Committee that will consist of the Principal, **other campus administrators**, Athletic Director, ~~Assistant Principal, Head Coach/Director/Sponsor~~, and a ~~coach/teacher~~ to be selected by the Athletic Director/Administration shall conduct the meeting.
- E. After acceptance of all evidence at the hearing, the Review Committee shall make a determination as to whether or not a violation has occurred. The Review Committee shall prescribe the discipline to be imposed for the violation if they should determine that the violation has, in fact, occurred.

SELF REPORT CLAUSE

- A. It is the intent of Scott County School District 2 to assist students/participants with developing responsibility for their actions and to encourage honesty. Therefore, any student/participant who voluntarily reports on himself/herself as to a violation of the Random Drug Test Code of Conduct may be permitted leniency.
- B. This report must be student/participant initiated and without school officials being able to learn about the incident by any other means.
- C. This means that once the student/participant is caught by legal authorities, reported by other sources, or requested to provide a sample for a drug screen, it is too late to use the self-report clause to lessen the penalty.
- D. The Self-Report Clause can be used only once during the student/participant's four year high school career and may be used only for the first offense.
- E. The student/participant may pay a lesser penalty for the infraction than stated; he/she will not be permitted to participate in less than a number of contests that equals 25% or at least two scheduled contests.
- F. In cases of substance abuse, the self-reporting student/participant must participate in a Drug/Alcohol Needs Assessment by an organization that appears on the administration's list of approved organizations and then follow the prescribed program.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, new publication, or media without expressed written consent of the Scott County School District 2 Board of Education. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

FINANCIAL RESPONSIBILITY

- A. Under this policy, the School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and the all initial “follow-up” drug tests. Once a student has a verified “positive” tests result and has subsequently tested negative from a “follow-up” test, any future “follow-up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.
- B. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. 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 the School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the 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.

OTHER RULES

Apart from this drug testing program, Scottsburg High School, the Scottsburg High School Athletic Department, and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/Sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.