

**BREMEN PUBLIC SCHOOLS  
EXTRA CURRICULAR ACTIVITIES CONSENT FORM  
2018-2019 School Year**

I/We have: 1) reviewed the “Bremen High School Extracurricular Code” and the “Bremen Public Schools Extracurricular Activities Drug Testing Policy” as 1) included in this document, 2) published on the Bremen Athletics website at [www.bremenathletics.com](http://www.bremenathletics.com) under “Health & Safety”, or 3) requested, received and reviewed on a paper copy of the “Bremen High School Extracurricular Code” and the “Bremen Public Schools Extracurricular Activities Drug Testing Policy.”

Having read and understand such policy and desire that the Student participate in this Policy and random oral fluid or drug and urinalysis testing program and hereby voluntarily agree to be subject to its terms for the Student’s entire Bremen Public Schools school career (grades 9-12). I/We accept the method of obtaining oral fluid specimens and urine specimens, testing, and analyses of such specimen, and all other aspects of this Policy and the random oral fluid drug and urinalysis testing program. Additionally, I/We agree to cooperate in furnishing oral fluid or urine specimens that may be required of the Student from time to time pursuant to the Policy.

I/We further agree and consent to the disclosure of the sampling, testing, and results provided for in the Policy. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver or rights to nondisclosure of such test records and results only to the extent of the disclosures in the Policy.

**Bremen High School Extra Curricular Code  
2018-2019 School Year**

**PURPOSE**

The following code will apply to all students who participate in any extra-curricular program sponsored by the school throughout the year. The extra-curricular “season” shall be defined as any day falling between the first and last days of the school year, and any summer activity sponsored by the School Corporation or any school organization.

The athletic “season” is defined as commencing with the first practices and ending with the athletic awards recognition or the final event, whichever occurs last.

The training season for athletes is defined as being year around. Therefore, abstinence from the use of alcohol, drugs and tobacco is considered to be a 24-hour-a-day, 365-days-a-year commitment on the part of all athletes under the Extra-Curricular Code.

**DEFINITION**

For the purpose of establishing an accurate definition of an extra-curricular activity, it shall, hereinafter, be interpreted to mean any activity sponsored by the school, or by a school-related organization that takes place outside the regularly scheduled school day and any event sponsored during the school day which requires absence from regularly scheduled classes.

Because of the “privilege” status of the extra-curricular programs of the Bremen Public School, students desiring to participate in such activities will be required to submit to random drug/alcohol testing as a condition of participation. Initial testing shall be done at the expense of the corporation and shall be conducted according to guidelines established by the administration and approved by the Board of School Trustees as described in the “Bremen Public Schools Extracurricular Activities Drug Testing Policy” which follows.

### ELIGIBILITY

- a) All students in grades 9-12 who participate in an extra-curricular activity shall have received passing grades (D-) at the end of **each trimester grading period** in school in at least four (4) subjects. Students, who are enrolled in the Elkhart Career Center, or in the ICE program, must be passing in these programs **and** at least one other class, **each trimester grading period**, to remain eligible for participation. Classes which are being audited do not qualify for eligibility status. Students enrolled in college classes will have eligibility determined on a case-by-case review.
- b) Students who are ineligible scholastically at the end of a trimester grading period are ineligible for the following trimester grading period.**
- c) Officers of all extra-curricular organizations and honorary positions on athletic teams, including captains, shall maintain at least a C- (1.7) grade average at the **end of each trimester grading period** in order to continue such office. Special elections shall be held by the members of each organization or team when necessary to determine replacements to offices vacated due to ineligibility.
- d) Students must be in attendance at school during the 4<sup>th</sup> and 5<sup>th</sup> periods on the day of any event or practice in order to be eligible to participate unless the absence is approved by administration.

### CONDUCT

- a) The use of alcohol, tobacco products, smoking devices (for example: e-cigarettes, hookah pens, etc.) and unlawful illicit drugs is incompatible with the goals of, and the participation in the extra-curricular program of Bremen High School. Such usages have long been forbidden by school rules and policies, and local, state, and federal laws. Actions of student participants involving the use of such substances will result in enforcement of those consequences outlined in the Bremen High School Extra-Curricular Code.
- b) Student conduct outside of the normal school day and occurring away from school grounds which may be considered a violation of the law if prosecuted or actions which would reflect poorly on B.H.S. may result in suspension of extra-curricular privileges.

### PHILOSOPHY

The extra-curricular, and athletic programs are provided to all students at Bremen High School for the purpose of developing student interests and supplementing the instructional program. Participation in the extra-curricular, and athletic programs is a privilege extended to all students who have shown a willingness to maintain a positive attitude toward the school and its primary functions. The functions include:

1. Acceptable Behavior and Conduct
2. Academic Progress in the Classroom
3. Civic and Moral Responsibility

The following code will be followed by all extra-curricular participants at Bremen High School connected with the various clubs, groups, teams, etc. If a Bremen student wishes to participate in any of these activities, the student must follow this code.

Training rules are a matter of self-discipline. The best performance a student-athlete is capable of producing comes only when that individual is willing to sacrifice time and effort toward a conditioned training program which will help discipline daily habits during the individual’s lifetime.

Drinking, use of tobacco, use of smoking devices, and the use of drugs in any form are regarded as detrimental habits for all persons, not just athletes. We hope that by restricting the use of these substances, we will help

students establish habits, which will assure a profitable way of conduct, an example for all others to follow (particularly younger persons) and a carry-over value in one's life after school is finished.

Accordingly, the use, consumption or possession of alcoholic beverages, tobacco products, smoking devices, and drugs without a doctor's prescription is prohibited.

### **IDENTIFICATION**

The extra-curricular code provides for four methods of identification. Identification through any one of these methods is sufficient reason for the consequences of such an occurrence to be implemented. These methods include:

1. Notification to a school official by verified police report or court action.
2. Self-admission of a violation by the student.
3. The determination of a "positive" test result from a random or subsequently required oral fluid or urinalysis sample.
4. Direct observation of violation by a member of the staff, or the administration.

In addition, Bremen Public Schools reserves the right to test any student participant who at any time exhibits behavior that establishes "reasonable suspicion" and suggests drug, tobacco or alcohol use.

### **CONSEQUENCES OF EXTRA-CURRICULAR VIOLATIONS**

1. Student athletes identified through the methods above shall be ineligible to receive a letter or any local award for the season in which they are currently participating.
2. Extra-curricular participants shall lose eligibility for any awards issued by the organization and may lose elected status if an officer.
3. Students in co-curricular activities such as band, choir, etc., shall receive alternative assignments in lieu of participation lost due to the following suspension procedures:

### **PENALTIES FOR TOBACCO, ALCOHOL AND DRUG VIOLATIONS**

**FIRST OFFENSE** – The individual is suspended from:

- 1) athletic participation for 50% of the contests in that season, if an athlete, or
- 2) 50% of the school year (90 school days) for all other extra-curricular activities, and
- 3) must receive a clean drug screen to regain eligibility, and
- 4) No awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)

**SECOND OFFENSE** – The individual will be ineligible to participate for 12 months (365 days). The student participant may be required to continue random drug testing and attend additional drug education programs.

- 1) No awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)
- 2) A formal screening assessment completed through a qualified health care facility may be required to determine if a dependency exists.
- 3) Refusal to undergo an assessment shall result in suspension from activities until the assessment takes place and all other conditions for eligibility are met.

**THIRD OFFENSE** – The individual will not be eligible for rest of high school career.

- 1) An assessment for dependency through a qualified health care facility may be required if the offense involves the repeated use of alcohol, tobacco, or illegal drugs.

***Student behavior that leads to a violation of the Bremen High School Extra Curricular code is as a very important matter in the development of a Bremen graduate. The behavior of students after such a violation has occurred is equally important. We expect our students to be truthful about their actions. We also want our students to be accountable for their mistakes in a straightforward manner. Students meeting the expectation of truthfulness during the administration's initial investigation of an extracurricular code violation, will receive the following consequences:***

**First Offense:** Miss 25% of contests in that season or 25% of the school year (45 school days) for all other extra-curricular activities, receive a clean drug screen to regain eligibility. Awards **can** be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)

**Second Offense:** Miss 100% of contests in that season or 100% of one school year (180 school days) for all other extra-curricular activities, receive a clean drug screen to regain eligibility. No awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)

**Third Offense:** Student will not be eligible for the rest of high school career. An assessment for dependency through a qualified health care facility may be required if the offense involves the repeated use of alcohol, tobacco, or illegal drugs.

## **OTHER VIOLATIONS**

- A. Vandalism, theft or destructive misuse of property, equipment or personal property of others is prohibited. This rule protects not only B.H.S. and its students, but also all other schools and students with whom we compete. Violators of this rule will be punished as follows:

FIRST OFFENSE: Suspension from competitive participation in all activities for a period of one week to one year, depending on the severity of the offense. The length of the suspension will be determined during a meeting of the principal, athletic director, head coach or the sponsor of the activity involved. Payment in full for all damage caused will be required. No awards can be earned in the activity during which the violation occurred. (i.e. most improved, best actor, M.V.P., etc..)

SECOND OFFENSE: Automatic suspension from participation in all activities for one year (356 days) and payment in full for all damage caused.

- B. Juvenile or Criminal Offenses: Upon presentation of reasonable evidence that a student has acted in a manner that would constitute a crime if committed by an adult or that could result in a criminal charge (whether or not formally made by the office of the prosecuting attorney), the student shall be suspended by the coach or sponsor until the extent of the penalty can be determined. No awards can be earned in the activity during which the violation occurred.

## **NOTIFICATION/MEETING**

The parent(s) of any student involved in an action requiring discipline under this code will be notified by the athletic director, coach, or sponsor of any pending disciplinary action prior to its inception. When the disciplinary action will result in suspension or expulsion from participation, a meeting may be held with the student, parent(s), head coach or sponsor, athletic director and administrator to review information and the penalty assessed.

## **SUPPLEMENTARY INFORMATION**

1. If there are insufficient contests remaining in the season for completion of the suspension period, the remaining portion of the suspension period will be served by suspension from the approximate number of contests in the next season or sport in which the student participates.
2. If the violation occurs during a time when the student is not participating in an activity, the penalty will be applied during the next season or sport in which the student participates.
3. Except in the case of freshman, a student will not be allowed to use participation in a sport or activities in which the student did not participate during the next previous season for that sport or activities in high school in effort to circumvent the penalty requirements of this code. In the case of freshman, any appropriate penalty will be applied to the next season of participation.
4. If a drug assessment results in a positive test, a student under suspension for a 1<sup>st</sup> offense under the "OTHER VIOLATIONS" may continue to practice but may not "perform" during the suspension period at the discretion of the sponsor/coach involved.
5. If the violation is a drug related violation, the student is ineligible to practice until another drug assessment has taken place showing a "Negative" result. This is a safety precaution for the student and those students against whom the student practices.

## **BREMEN PUBLIC SCHOOLS EXTRA-CURRICULAR ACTIVITIES DRUG TESTING POLICY**

**Effective August 2002**

### **STATEMENT OF NEED AND PURPOSE**

Given the nationwide epidemic of drug use, the evidence of drug use in the Bremen Public Schools as well as schools throughout the United States, and the need to prevent and enter the substantial harm of childhood drug use, a program to prevent and deter drug use by school children and to protect the health and safety of school children will be instituted by the Bremen Public Schools ("School Corporation") as a pro-active approach to a drug free school. Through participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this Policy is to (1) prevent and deter drug use by students; (2) provide for the health and safety of students; (3) undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal and banned drugs; and (4) encourage students who use 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 Policy to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body and to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. This Policy is non-punitive. It 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 result of any Positive Test conducted by the School Corporation under this Policy other than stated herein.

### **INTRODUCTION**

The effective date of this Policy is October 15, 2002

The implementation of this Policy shall not affect the policies, practices or rights of the School Corporation in dealing with drug, alcohol, or tobacco possession or use where reasonable suspicion is obtained by means other than this Policy. The School Corporation reserves the right to drug test any student who at any time exhibits behavior that establishes reasonable suspicion of a Banned Substance use.

## **REASONABLE CONCERN**

The School Corporation has a strong commitment to the health, safety and welfare of its students, and its commitment to maintaining the extracurricular 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 extracurricular activities or during school.

### **SCOPE**

Participation in extracurricular activities is a privilege. This Policy applies to all School Corporation students in grades 9-12 who wish to compete in extracurricular activities against other schools or in other competitions that are listed below.

**1. Athletics**

(Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)

**2. Music**

(Participants include, but are not limited to, competing band members, competing choir members and participants in solo/ensemble contests.)

**3. Academic Teams**

**4. Clubs**

(Participants include, but are not limited to, participants in Art, Chess, FFA, Drama, Science, Spanish, DECA)

In addition to the above students listed in items 1 through 4 hereinabove, the School Corporation will random test any student who volunteers to participate in this Policy, as well as students under the age of eighteen (18) whose parent/guardian wish to have them included in this Policy. Such students and/or student's parent/guardian must provide the School Corporation with the School Corporation's consent form, a copy of which is attached hereto and herein referred to as "Consent Form", to participate in this Policy. Also, faculty members, administrators, staff members, and coaches of the School Corporation may voluntarily elect to be included in this Policy. Once a student (and the student's parent/guardian, if applicable), faculty member, administrator, staff member, or coach executes a Consent Form, voluntarily agreeing to be subject to the terms and provision of this Policy, he/she shall remain subject to this Policy throughout his/her school career, unless he/she rescinds in writing his/her consent to participate in this Policy, provided, however, in the event of a rescission by a student, a student shall not have the right to participate in extracurricular activities (or in the case of co-curricular extracurricular activities, participation in programs). Also, once a student (and the student's parent/guardian, if applicable), faculty member, administrator, staff member, or coach has voluntarily signed the Consent Form, he/she has given his/her voluntary consent to this Policy, including random drug, oral fluid, and urinalysis testing for the Banned Substances on an unannounced basis and to provide an oral fluid or urine sample to be tested for the Banned Substances under this Policy.

### **PARTICIPATION: CONSENT FORM**

As a condition for students to participate in extracurricular activities, it is MANDATORY that each student who participates in extracurricular activities signs and returns the Consent Form prior to participation in any extracurricular activity. A student shall be prohibited from participating in extracurricular activities (or in the case of co-curricular extracurricular activities, participation in programs), unless the student and parent/guardian consents to this Policy and signs and returns the Consent Form, consenting to this Policy and random drug, oral fluid and urinalysis testing for the Banned Substances.

Each student shall be provided with a Consent Form which shall be dated and signed by the student and by the student's parent/guardian. In so doing, the student is agreeing to participate in this Policy and random drug, oral fluid and urinalysis testing for Banned Substances or is stating he/she does not plan to participate in extracurricular activities (or in the case of co-curricular extracurricular activities, participation in programs) of the School Corporation. Notwithstanding any other provisions of this Policy, students that wish to participate in an extracurricular activity at any time other than the beginning of the school year, including but not limited to a student who moves into the School Corporation after the beginning of the school year (the beginning of the school year will be considered the first 2 weeks of the school year) and /or students who fail to sign and return a Consent Form by its due date and then decide to participate in an extracurricular activity at a later date must and shall submit to a drug, oral fluid or urinalysis test for Banned Substances before participation in any extracurricular activity (or in the case of co-curricular extracurricular activities, participation in programs). Additionally, such student and/or parent/guardian will be financially responsible for the costs of such drug test, oral fluid test, or urinalysis.

### **NON-PUNITIVE NATURE OF POLICY**

Notwithstanding anything to the contrary contained in this Policy, no student will be penalized academically for testing positive for a Banned Substance(s). The results of drug, oral fluid and urinalysis tests pursuant to this Policy will not be documented in any student's academic records. Information regarding the results of drug, oral fluid, and urinalysis tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the School Corporation will not solicit. In the event of service of any such subpoena or legal process, the School Corporation will make a reasonable attempt to notify the student and the student's custodial parent, legal guardian, or custodian at least 48 hours before response is made by the school corporation, to the extent reasonably possible and/or permitted by such subpoena or legal process.

### **BANNED SUBSTANCES**

For the purpose of this Policy, the following substances of their metabolites that can be tested for are considered illicit or banned (collectively referred to as "Banned Substances") for students of the School Corporation and shall be tested (oral fluid, or drug and urinalysis test) for, under and pursuant to this Policy:

Amphetamines	Barbiturates	Cocaine Metabolites
LSD	Marijuana Metabolites, THC	Methamphetamine
Opiates	Phencyclidine PCP	Nicotine/Cotinine
Alcohol	Anabolic Steroids	

### **TESTING PROCEDURES**

1. Up to twenty individuals (ten percent) participating in this Policy may be selected randomly on an unannounced basis each week during the school year (including summer school and the extra-curricular season) to be tested for Banned Substances in accordance with this Policy.
2. The list of individual participants to be tested will be computer generated and random, and selections will be made from time to time throughout the school year. Names will be drawn from those students who have agreed to be tested in grades 9 through 12. Testing may occur on a different 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 a number that will be placed in the drawing. This process will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for oral fluid or drug and urinalysis testing.
3. If the student shows signs of a Banned Substance use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and ask that the

student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.

4. 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.
5. Upon being selected for an oral fluid or drug and urinalysis test under this Policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of a oral fluid (saliva) or "fresh" urine according to the quality control standards and policy of the laboratory conducting the oral fluid test or drug and urinalysis test. Athletes may be tested after school, including during practice time.
6. All students will remain under school supervision until they have produced an oral fluid sample or an adequate urine specimen. In the case of a drug and urinalysis test, if unable to produce a specimen, the student will be given up to 12 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 (or in the case of co-curricular extracurricular activities, participation in programs). In addition, the parent/guardian 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 to be reinstated for such eligibility.
7. Notwithstanding anything to the contrary contained in this Policy, if a student refuses to give an oral fluid sample or urine sample at the time of testing, or if it is proven that tampering or cheating has occurred during the collection process, the student will become ineligible for all extracurricular activities (or in the case of co-curricular extracurricular activities, participation in programs) for the remainder of the school year. This will be reported to the parent/guardian.
8. All urine 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 the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
9. 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 school nurse/athletic director must time and sign the pass.
10. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for Banned Substances.
11. An independent testing laboratory selected by the School Corporation will perform all oral fluid or drug and urinalysis tests relating to this Policy, which will be properly certified to perform such tests.

### **COLLECTION OF SPECIMENS: CHAIN OF CUSTODY**

The Superintendent of the School Corporation will establish guidelines to set up the collection environment of the drug and urinalysis testing, guarantee the validity of specimens, and supervise the chain of custody.

#### **Collection Process:**

The collection of the samples will be done in a non-offensive matter which insures the integrity of the sample.

#### **URINALYSIS:**

1. In the case of a urine sample collection, the school nurse who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure.
2. Recordation of appropriate information to insure a proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official.

3. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, unlawful drugs which are listed in the controlled substance provisions under Indiana state law, tobacco, and steroids.
4. Testing shall be done by competent and accredited laboratories selected by the Bremen Public Schools.

#### URINE COLLECTION PROCEDURES

Procedures must provide for the collection site to be secure. Chain of custody forms 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. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored.

#### COLLECTION PROCEDURES

Procedures for providing urine specimens must allow individual privacy unless the agency has reason to believe that a particular individual may alter or substitute the specimen to be provided. Agencies must take precautions to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the log book can be identified as belonging to a given individual. To ensure that unadulterated specimens are obtained, the following procedures outline the minimum precautions that shall be taken during the collection of urine specimens.

1. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other source of water (e.g. shower, sink, etc.) in the enclosure where urination occurs.
2. Upon arrival at the collection site, the collection site person may request the individual to present some type of photo identification. If the individual does not have proper identification, this shall be noted on the chain of custody form. If the individual fails to appear at the assigned time, collection site personnel contact appropriate authority to obtain guidance on action to be taken.
3. The collection site person shall ask the individual to remove any unnecessary outer garments (e.g., coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate his/her urine specimen. Also, all personal belongings (e.g. purse, briefcase) must remain with the outer garments; the individual may, however, retain his/her wallet. The collection site person shall note any unusual behavior or appearance.
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.
7. If the collection site uses a public restroom the following procedures should be followed:

FEMALES: A female collection site person should accompany the individual into the public restroom. 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. A

disposable collection container with a wider mouth may be used to collect the urine. The sample is then transferred to the collection container site person by the individual. The collection site person should flush the toilet and continue on with the chain of custody procedures.

**MALES:** A male collection site person should accompany the individual into the public restroom. Toilet bluing should be placed into the urinal or the toilet bowl whichever is being used. The individual should be asked not to flush the toilet. The collection site person remains in the restroom but outside the stall until 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 procedures.

8. Upon receiving the specimen from the individual, the collection site person will determine that it contains at least 60 milliliters of urine. If there is not sufficient urine in the container, additional urine should be collected. The individual may be given reasonable amount of liquid (e.g., a glass of water). If an individual fails, for any reason, to provide the necessary specimen, collection site personnel shall contact appropriate authority to obtain guidance on action to be taken.
9. After the specimen has been provided and submitted to the collection site person the individual should be allowed to wash his/her hands.
10. IMMEDIATELY after collection, collection site personnel shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. Any unusual findings resulting from the inspection must be included in the chain of custody form. The time from urination to delivery of the sample for temperature measurement is critical and in no case should exceed four (4) minutes. If the temperature of the specimen is outside the range of 32.5 – 37.7 C/90.6 – 99.8 F this gives rise to reasonable suspicion of adulteration/substitution and another specimen should be collected under direct observation and both specimens forwarded to the laboratory. Any specimen suspected to be adulterated should always be forwarded for testing. When reasonable suspicion is established, the second specimen must be obtained under direct observation. Both the individual being tested and the collection site person should keep the specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred to a second container, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamperproof seal over the bottle cap and down the sides of the bottle. The collection site person will place the identification label securely on the bottle.
11. The identification label should contain the date, individual's specimen number, and any other identifying information provided/required by the Agency. The individual shall initial the label on the specimen bottle.
12. The individual shall be asked to read and sign a certification statement regarding his/her urine specimen.
13. The collection site person shall complete the appropriate chain of custody form.
14. The urine specimen and 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.

**NOTE:** While performing any part of the chain of custody procedures it is essential that the urine specimen and custody documents be under control of the involved collection site person. If the involved collection site person must leave his/her work station momentarily, the specimen and

custody form must be taken with him/her or must be secured. After the collection site person returns to the work station the custody process will continue. If the site person is leaving for an extended period of time, prior to leaving the site the specimen should be packaged for mailing.

#### COLLECTION CONTROL

Collection site personnel 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, properly sealed and labeled. A chain of custody form approved by the Agency shall be utilized for maintaining control and accountability from point of collection to final disposition of specimens. With each transfer of possession, the chain of custody form shall be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and the purposed for transferring possession noted. Every effort should be made to minimize the number of persons handling specimens.

#### TRANSPORTATION TO LABORATORY

After collection of urine specimens, collection site personnel shall arrange to ship, via courier, the specimens to the selected drug-testing laboratory.

#### ORAL FLUID COLLECTION PROCEDURES:

1. A kit containing an oral swab will be supplied for each student. After opening, the specimen vial will remain in the student's possession until a seal is placed upon the vial. The student will sign that the swab has been sealed. Only the lab testing the specimen may break the seal.
2. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the swab is invalid. The student will be tested again as soon as possible. The student will remain eligible for extracurricular activities subject to a retest.
3. Students will be instructed to remove all coats and wash their hands in the presence of the collector.
4. In order to maintain confidentiality, the container, which contains the oral specimen to be tested, will not have the name of the student on the container. Instead the student's identification number will appear on the container. Also, the result sheet will be mailed back to the school nurse/athletic director with no name attached; only the student's identification number will appear on the result sheet.

#### COLLECTION PROCESS:

Selected students will report to the collection site. A specimen of saliva will be collected from a student in accordance with the following process:

1. The collector will identify the donor to be tested.
2. The collector will explain the test procedure to the donors, and provide donors instructions if requested.
3. The collector will confirm that the donor has not had anything in his or her mouth for 10 minutes prior to providing the oral fluid sample. If the donor had anything in his/her mouth within the last 10 minutes, the collector will wait 10 minutes before beginning the collection process.
4. The collector will inspect the expiration date on the oral fluid collection device packaging and open the outer packaging containing the collection pad and the specimen vial.
5. The collector will place the specimen vial on a flat surface in view of the donor, and instruct the donor to grasp the handle and remove the collection device from the packaging sleeve.
6. The collector will instruct the donor to place the collection pad between the lower cheek and gums, and gently rub the pad back and forth along the gum line until the pad is moist. Once the pad is moist, the donor will leave the collection device between the cheek and gums for a full two minutes.

7. The collector will open the specimen vial in an upright position, with the tip pointed downward, by gently rocking the cap back and forth to avoid spilling the contents.
8. After two minutes, the collector will hand the donor the open specimen vial, and instruct the donor to push the collection pad into the specimen vial as far as it will go.
9. The collector will hand the donor the specimen vial cap and instruct the donor to place the cap on the vial until it snaps, ensuring a secure fit.
10. The collector will instruct the donor to place the tamper evident seal across the top of the specimen vial and down the sides. The collector will place the specimen ID label (from the test order form) around the vial, completing an important part of the Chain of Custody process.
11. The collector will place the specimen vial(s) into the large sealable pouch of the specimen transport bag, and place the chain of custody form into the other pouch.
12. The collector will place the specimen bag into the shipping container and send the container to the lab for testing.
13. The student is then sent back to class.

### **TEST RESULTS**

1. This policy seeks to provide needed help for students who have a Positive Test (that is if the oral fluid or drug and urinalysis test shows that a Banned Substance(s) residue is in the student's system after using at least two different types of analysis). The student's and other students' health, welfare, and safety will be the reason for preventing students, who have a Positive Test from participating in extracurricular activities (or in case of co-curricular extracurricular activities, participation in programs).
2. The school nurse/athletic director will be notified of a student's Positive Test. The school nurse/athletic director will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. 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.
3. In the event of a student's Positive Test, the school nurse/athletic director 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.

**A "follow-up" drug and urinalysis test will be requested by the school nurse/athletic director after the disciplinary period and after such an interval of time that the Banned Substance(s) previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities, subject to the disciplinary consequences of the Athletic Code of Conduct and/or applicable Student Activities Code of Conduct.**

If a second Positive Test result is obtained from the "follow up" tests, or any later drug and urinalysis test of that student, the same previous procedure shall be followed. In addition, the School Corporation reserves the right to continue testing at any time during the remaining school year of any student who has a Positive Test and did not make satisfactory explanation.

4. Information of a Positive Test will be shared with school personnel on a "need to know" basis, including with the student's coach or sponsor, as the case may be, and/or school nurse. The results of "negative" tests will be kept confidential to protect the identity of all individuals being tested.
5. Drug and urinalysis testing result sheets will be returned to the school nurse/athletic director 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 that only the school nurse/athletic director have access to.

These records shall be destroyed at the beginning of the school year immediately following a student's graduation from high school. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the School Corporation to attend another school.

### **STATISTICAL REPORTING AND CONFIDENTIALITY OF ORAL FLUID OR DRUG AND URINALYSIS TEST RESULTS**

The testing laboratory may not release any statistics on the rate of Positive Tests to any person, organization, news publication or media without the expressed written consent of the School Corporation. However, the lab will provide the Building Principal with a quarterly report showing the number of oral fluid or drug and urinalysis tests performed, number of negative tests, number of Positive Tests, and what substances were found in the Positive Tests.

Under this Policy, any employee of the School Corporation who may have knowledge of the results of a drug and urinalysis test will not divulge to anyone the results of such 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. Once again, this will underscore the School Corporation's commitment to confidentiality with regards to the program.

### **FINANCIAL RESPONSIBILITY**

1. Under this Policy, the School Corporation will pay for all initial random oral fluid or drug and urinalysis tests, all initial reasonable suspicion oral fluid or drug and urinalysis tests, and all initial "follow up" drug and urinalysis tests. Once a student has a Positive Test and has subsequently tested negative from a follow up test, any future follow up drug and urinalysis test that must be conducted will be paid for by the student or his/her parent/guardian.
2. A request on appeal for another test of a positive Test is the financial responsibility and cost of the student or his/her parent/guardian.
3. A mandatory oral fluid or drug urinalysis test for a student who initially indicated that he/she would not participate in any extracurricular activity and/or driving to school for the remainder of the school year is the financial responsibility and cost of the student and/or parent/guardian.
4. Counseling and subsequent treatment by non-school agencies is the financial responsibility and cost of the student or his/her parent/guardian.
5. The parent/guardian/student will be responsible for the cost of any oral fluid or drug and urinalysis test given as the result of a parent/guardian/student request that a student be tested or included in the random drug and urinalysis test of this Policy.
6. Faculty members, administrators, staff, and coaches may voluntarily elect to be tested and included in the random oral fluid or drug test and urinalysis of this Policy; provided, however, such individual will be responsible for the cost of any drug and urinalysis test given as the result of such voluntary election.

### **CERTIFYING SCIENTIST RESPONSIBILITIES**

The certifying scientist ("Certifying Scientist") of the independent laboratory selected by the School Corporation to perform all oral fluid or drug and urinalysis tests under this Policy will review all results of the oral fluid and drug and urinalysis testing under this Policy. Any Positive Test for a Banned Substances(s) will be handled in the following manner:

- a) The Certifying Scientist determines if any discrepancies have occurred in the chain of custody.
- b) Depending on the Banned Substance(s) found in the saliva or urine, if necessary, the school nurse or athletic director will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c) If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a Positive Test.
- d) The Certifying Scientist will then determine if any of the prescribed medications resulted in the Positive Test.
- e) Finally, the Certifying Scientist, based on the information given, will certify the oral fluid or drug and urinalysis test results as Positive or negative and report this to the school nurse, initially reporting Positive Tests.
  - 1) For example, a Positive Test for codeine may be ruled negative by the Certifying Scientist when he/she receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  - 2) Or, if the student has a Positive Test for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a Positive Test by the Certifying Scientist.
  - 3) Positive Tests for illicit drugs (marijuana, heroin, cocaine, alcohol, etc.) would automatically be considered a Positive Test by the Certifying Scientist.
- f) The Certifying Scientist may use quantitative results to determine if Positive Tests on repeat tests indicated recent use of a Banned Substance or the natural decline of levels of the Banned Substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- g) The Certifying Scientist will complete the final review on the oral fluid or drug and urinalysis testing custody and control form and return the appropriate copy to the school nurse/athletic director in a confidential manner.

### **OTHER RULES**

Apart from this Policy and oral fluid and drug and urinalysis test program, the School Corporation and/or the coaching staff and/or sponsor of each extracurricular activity have their own rules and requirements regarding extracurricular activities, in which case the School Corporation and/or coaches and/or sponsors have the necessary authority to enforce those rules and requirements. Any student who violates a rule or requirement as a member of an extracurricular activity will be subject to the consequences as defined in those rules and requirements.

### **CONSEQUENCES FOR VIOLATIONS**

A Student who has a Positive Test shall be subject to the following disciplinary consequences:

### **First Offense**

Suspension from all athletic participation for twenty-five percent (25%) of the scheduled contests of the Student's sport (or if the Student is not participating in a sport at the time of the violation then the next sport normally participated in by the Student); suspension from all non-athletic extracurricular participation for twenty-five percent (25%) of the non-athletic extracurricular season (or in the case of co-curricular extracurricular activities; for twenty-five percent (25%) of the performances for the non-athletic extracurricular season), or if the Student is not participating in a non-athletic extracurricular activity at the time of the Positive Test, the next non-athletic extracurricular activity normally participated in by the Student.

"Normally" means by reference to the athlete's previous school year of participation and/or the Student's previous school year of non-athletic extracurricular participation. This definition is used in order to prevent a Student's circumventing the disciplinary consequences hereunder by playing a sport or participating in a non-athletic extracurricular activity that he/she did not participate in during the previous school year; provided, however, if the Student is a junior high student, the provision on a prior school year's participation will not apply if the sport and/or non-athletic extracurricular activity was not available to the Student at the junior high level. Also, if the Student has a Positive Test at a time late in the school year, athletic season, and/or non-athletic extracurricular season, when the twenty-five percent (25%) total cannot be attained, the disciplinary consequences shall be carried over prorata into the next season or school year or succeeding school years.

### **Second Offense**

Suspension from all athletic participation and contests for one (1) calendar year; suspension from all non-athletic extracurricular participation for one (1) calendar year (or in the case of co-curricular extracurricular activities, suspension from any participation in any programs for one (1) calendar year.)

A suspended student may be required to continue with random drug testing and attend drug education programs.

### **Third Offense**

Suspension from participation in any extracurricular activities, including but not limited to all athletic participation and contests, for the remainder of the Student's school career (or in the case of co-curricular extracurricular activities, suspension from all programs for the remainder of the Student's school career).

"Athletic season" shall be defined as commencing with the first practice and ending with the athletic awards recognition or the final event, whichever occurs last.

"Non-athletic extracurricular season" shall be defined as any day following between the first and last days of the school year, and any summer activities sponsored by the School Corporation or any school organization.

"School career" shall be defined as high school.

Notwithstanding anything to the contrary contained herein, a Student who is unable to meet performance requirements of a co-curricular extracurricular activity may be required by the Director of the co-curricular extracurricular activity to provide alternate course work, including, but not limited to, a research project, a book report, compose a song, write music, or arrange a work for band, choir, or an ensemble.