

STUDENT RANDOM DRUG TESTING:**GRADES 7-12**Definitions:

- Drug: Any substance considered illegal by Indiana Statute or which the Food and Drug Administration control.
- Student: Any student participating in junior-senior high school interscholastic athletic programs, extra/co-curricular activities, and/or any student who drives to and/or parks a motor vehicle on school property.
- Duration: This policy will be in effect twenty-four (24) hours a day, seven (7) days a week.
- Calendar Year: A twelve (12) month period from the date of occurrence.

Mission Statement:

In keeping with the mission of Caston School Corporation, the role of the drug abuse prevention policy and programs is to build partnerships between students, faculty, administrators, coaches, and parents in order to reduce alcohol and other drug (further referred to as AOD) related barriers to academic, athletic, and personal development.

In this context, our mission is to anticipate, plan for and respond to the needs of a diverse and changing student body by providing services that:

- A. Create supportive environments in which students are empowered to make responsible and healthy lifestyle choices.
- B. Promote nonuse behavior.
- C. Communicate realities, misperceptions, and secondary effects of AOD abuse.
- D. Employ strategies that will improve the school environment as well as individual attitudes towards responsible behavior.
- E. Provide policies, which emphasize that the use of AOD will not be tolerated.
- F. Provide educational programs.

The Board of School Trustees will review this policy annually. In addition, the policy will be reviewed annually for costs and other significant data.

The Caston School Corporation began testing during the 2004-2005 school year. All Student athletes, extra-curricular activities participants, and all student drivers who drive and/or park vehicles to/on school property will adhere to the following policy. Coaches, sponsors, and teachers will be responsible to report to the administration concerning the implementation of these policies.

- A. Upon the adoption of this policy and at the beginning of each school year, the administration will provide information to parents to cover the expectations and procedures of the policy. Drug enforcement policy and regulations will be covered and a drug contract must be signed by parent and student prior to participation in athletic, extra curricular or driving activities.
- B. The random drug-testing program adds a new dimension to the athletic, extra-curricular and student driver codes and procedures already established by the school to guide student conduct. This program is intended to be a helpful part of the overall physical and mental education and conditioning programs of the Caston School Corporation.
- C. Program Implementation
 1. In addition to student athletes, students who choose to participate in extra-curricular programs, and student drivers, the school will test any student who volunteers to participate in the program, as well as students under the age of eighteen (18) whose parents wish to have them included in the program.
 2. Implementation of this program shall not affect the policies, practices, or rights of the Caston School Corporation in dealing with drug, alcohol, or tobacco possession or use where reasonable and probable cause is obtained by means other than the random sampling provided herein.
 3. All prospective participants in athletics, extra-curricular, as well as student drivers and voluntary participants in this program, will meet with the administration, receive a consent form—which shall be dated and signed by the student and by a custodial parent or guardian—before such participants shall be allowed to practice, participate in any activity or drive a motor vehicle to school. The consent shall be to provide at any time requested, a urine sample to be tested for drugs, tobacco, and alcohol.
4. The selection of students to be tested will be conducted by a designated agency that can provide a random draw. Selections may occur at any time. At the beginning of the school year, or upon first entry into the program, each student participant will be assigned a number. One cross-referenced list of names and numbers will be maintained by the administration and shall be secured in the school safe until the designated day of testing. The selection of students to be tested shall be done by number by an outside agency preceding the test so that selected students may be called to the office by confidential pass. Up to ten percent (10%) of the number of eligible participants may be selected for each test period.
5. All students will remain under supervision until they have produced an adequate urine sample. If unable to or refuses to provide a specimen, the student may be given up to twelve (12) ounces of water. If still unable to or refuses to produce a specimen within one hour, the student will be taken to the principal's office and told he/she is no longer eligible for any extra-curricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a 'positive' test result. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for testing procedure and that he/she may be tested at a later date to be reinstated for eligibility as specified in the extra-curricular guidelines.
6. The collection of the sample will be done in a non-offensive manner, which ensures the integrity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure. Recording of appropriate information to ensure 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. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, and unlawful drugs, which are listed in the controlled substance provisions under Indiana State law, and steroids. Testing shall be done by a competent and accredited laboratory, which will be selected by the Caston School Corporation.

The laboratory shall report the results of the test to the superintendent and Jr. Sr. High School principal. The principal shall be responsible for contacting the student and his/her parents/guardians regarding the test results. If the test is positive, the principal will make contact with the testing lab to determine if there are any medical explanations for the substance to be in the student's sample. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school principal of this fact at the time of taking of the urine sample. If the principal verifies that there is no medical reason for the positive result, s/he will contact the student and the student's parent or guardian.

The principal shall keep all test results. The parents or guardians of a student who test negative will be notified by mail within five (5) days of the receipt of the information. The administration shall maintain a record of occurrences for the duration of a student's high school career. 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 Corporation to attend another school. However, it is required that receiving schools be notified if a student has been declared ineligible for participation, or driving/parking to/on school property. If a student is, or would have been declared ineligible for participation at Caston School Corporation, this information will be sent to the receiving school.

D. Violations

1. First Violation

- a. An administrator/parent conference will be required when a student commits a first violation.
- b. A student will be ineligible for any participation for twenty (20) days or in the case of athletics four (4) contests (whichever is longer). Season will be defined as—If the activity has a schedule of more than one event, then "Season" means that schedule; if the "Season" has only one (1) event i.e. the school play, then the season is counted by days). If the violation occurs in the last third of the "Season", the student will be suspended from all remaining contests and practices and will not receive any awards as a result of his/her participation in the sport/extra-curricular activity. (The suspension when warranted will continue into the student's next sport "Season" in which s/he had previously participated. If the violation occurs out of "Season", the student will be suspended for twenty (20) days or four (4) contests (whichever is longer) of the events and practices of the next "Season" in which s/he participates and has participated in previously. A student must serve the suspension to be reinstated in athletic/extra-curricular "Season." In the case of a driver, s/he will not be allowed to drive to school for sixty (60) calendar days.
- c. There will be a mandatory drug education program (minimum of eight (8) days). The duration to be determined by the intervention program. Any cost associated with this drug education program will be born by the parent/guardian.
- d. There will be a minimum mandatory urine screen or lab test every thirty (30) days. The duration to be determined by the intervention program, and cost to be born by the parent/guardian.

2. Second Violation

- a. An administrator/parent conference will be required when a student commits a second violation.
- b. The student will be "Ineligible" in athletics, extra-curricular activities, or driving to school for one (1) calendar year.
- c. There will be a mandatory drug assessment and education program by a contracted agency (minimum of sixteen (16) weeks, one (1) hour per week) and possible treatment referral. Depending upon the outcome, there will be continued education or intervention to be paid by the parents/guardian.
- d. There will be a minimum mandatory urine screen or lab test every thirty (30) days. The duration to be determined by the intervention program.

3. Third Violation:

- a. An administrator/parent conference will be required when a student commits a third violation.
- b. The student will be ineligible to participate in athletics, extra-curricular activities, or driving to school and/or parking vehicle on school property for the rest of their school career.

E. All violations may be appealed to the Drug Advisory Committee. This committee will be made up of: Jr. Sr. High School Principal, Jr. Sr. High School Counselor, Athletic Director, One Head Coach, Band or Choir Director, One Other Extra-Curricular Sponsor, One Driver Education Teacher, President of High School Student Council, One Parent. The Principal will be the Chair of the Drug Advisory Committee. The Superintendent will participate as an ex-officio member and determine the membership of the committee on an annual basis.

F. Urine Collection Procedures: Procedures must provide for the collection site to be secure. Authorized collection site personnel upon receipt of specimens must properly execute Chain of custody forms. The handling and transportation of urine specimens from one (1) 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 logbook can be identified as belonging to a given individual. International Testing, Inc. will be the authorized collection agency.