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# **THE CENTERVILLE-ABINGTON COMMUNITY SCHOOL CORPORATION**

## **RANDOM DRUG TESTING PROGRAM**

### **GRADES 7-12**

**THE AIM OF THIS PROGRAM IS TO  
EDUCATE, HELP, AND DIRECT STUDENTS  
AWAY FROM DRUG AND ALCOHOL USE  
AND TOWARD A HEALTHY, DRUG FREE LIFE.**

## Centerville Jr. High School

### **CODE OF CONDUCT - ATHLETIC, EXTRA-CURRICULAR, & CO-CURRICULAR**

Every athlete and student participating in extra-curricular and/or co-curricular activities is expected to adhere to all school policies as stated in the Centerville Junior High School Handbook. Coaches, sponsors, and school administration are responsible for enforcing these rules. These athletes and students are expected to behave in a manner, inside and outside of school, that will not create a disruptive influence on the discipline, good order, moral and educational environment in the school.

### **DISCIPLINE ACTIONS - POSSESSEION OR USE OF TOBACCO, ALCOHOL, AND/OR ILLEGAL DRUGS**

The possession, distribution, or use of tobacco, alcohol and/or illegal drugs will result in the following disciplinary action:

***1st OFFENSE*** - An athlete or student participating in extra-curricular or co-curricular activities will be suspended for 50% of the current activity or sport season. The suspension can be reduced to 25% of the contests if the student completes the requirements established with the school counselor and the student assistance program.

***2nd OFFENSE*** - An athlete or student participating in extra-curricular or co-curricular activities will be suspended from all activities for one calendar year.

***3rd OFFENSE*** - An athlete or student participating in extra-curricular or co-curricular activities will lose all his/her eligibility to participate in **any activity** at Centerville-Abington Junior High for as long as they attend.

**Centerville Sr. High School**

**DISCIPLINE ACTIONS -  
POSSESSION OR USE OF  
TOBACCO, ALCOHOL AND/OR ILLEGAL DRUGS**

The possession, distribution, or use of tobacco, alcohol and/or illegal drugs will result in the following disciplinary action:

**1st OFFENSE -**

An athlete or student participating in extra-curricular or co-curricular activities will be suspended for 50% of the current activity or sport season, or the next activity or sport season he/she will compete in if not currently participating in an activity or sport. If there is not 50% left in the current activity or sport season, the suspension will carry over to the next activity or sport season. If a student participates in another sport or activity to avoid suspension from a sport or activity he/she has always participated in, that athlete or student must complete that season or activity in good standing or the suspension will carry over to the primary sport or activity.

**2nd OFFENSE—**

An athlete or student participating in extra-curricular or co-curricular activities will be suspended from all activities for one calendar year.

**3rd OFFENSE -**

An athlete or student participating in extra-curricular or co-curricular activities will lose all his/her eligibility to participate in **any** activity at Centerville Senior High School for the remainder of his/her high school career.

Any student participant involved in any of the following situations will have his/her case considered and action will be based on the judgment of the athletic director, coach, principal, and/or the sponsor of the student. The decisions of the people involved may result in the loss of participation, exclusion from the activity and loss of any awards or recognition.

1. The arrest and/or conviction of a felony or misdemeanor.
2. The act of theft or vandalism.
3. Conduct in or out of school, in season or out of season that reflects discredit upon the school and creates a disruptive influence.

Any appeal of the above will be made to the principal of Centerville Senior High School, who will establish a review committee to hear the concerns.

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**CENTERVILLE-ABINGTON COMMUNITY SCHOOL CORPORATION  
RANDOM DRUG TESTING PROGRAM**

**VISION STATEMENT**

The Drug, Alcohol, and Tobacco Procedures of the Centerville-Abington Community School Corporation are focused upon the health, safety and welfare of the students. In the case of violations, it holds students responsible for their actions and consistently confronts all situations with precise consequences and compassion. The guidelines in this program are written and administered in accordance with all applicable legal requirements, policies, and statutes. The program seeks to keep students involved in school and to provide learning experiences that lead students to responsible, healthy choices.

**INTRODUCTION**

The effective date of this program is January 3, 2012. During the implementation year, all students expecting to drive, park on school grounds, or participate in athletics or any extra-curricular or co-curricular activity throughout the remainder of the school year must enroll by January 13, 2012. Any student not meeting this deadline may be subject to an initial drug screening or denied participation based on the decision of the school administration. This program does not affect the current policies, practices, or rights of Centerville-Abington Community School Corporation with regard to drug, tobacco, and/or alcohol possession or use, where reasonable suspicion is obtained by means other than the random drug testing program.

**RATIONALE FOR THE PROGRAM**

The Centerville-Abington Community School Corporation has a strong commitment to the health, safety, and welfare of its students. Results of studies across the United States and data taken from surveys of Centerville students indicate that education alone as a preventative measure is not effective in combating substance abuse. Our commitment to maintain Centerville Schools as a safe and secure educational environment requires a clear program relating to detection and prevention of substance abuse by students involved in these activities.

**PURPOSE**

The purpose of this program is three fold: (1) to deter the use of illegal substances at Centerville Schools; (2) to enhance the health and safety of all students; (3) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal substances.

It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy, drug free life. Students involved in athletics, extracurricular and co-curricular activities in Centerville Schools need to be exemplary in the eyes of the community and other students. The random drug testing program is

**Centerville Sr. High School**

**CODE OF CONDUCT—  
ATHLETIC, EXTRA-CURRICULAR AND CO-CURRICULAR**

The athletic, extra-curricular and co-curricular programs of Centerville Senior High School are integral parts of the school system. All students participating in these programs represent themselves in more places and in front of more people than the average student. Their conduct reflects directly on Centerville Senior High School and must not in any way discredit the school and the programs they represent.

Every athlete and student participating in extra-curricular and/or co-curricular activities is expected to adhere to all school policies as stated in the Centerville Senior High School Student Handbook. Coaches, sponsors, and school administration are responsible for enforcing these rules. These athletes and students are expected to behave in a manner, inside and outside of school, that will not create a disruptive influence on the discipline, good order, moral and educational environment in the school.

Students represent their school and community in such a visible fashion, it is important that their behavior reflect a positive image, not only during the time they are involved in the event, but also throughout the calendar year. An athlete and/or student participating in extra-curricular or co-curricular activities shall represent their particular area throughout the calendar year. With that being noted, the following rules shall be enforced throughout the calendar year:

- ◆ Every student participating in athletics, co-curricular, and/or extra-curricular activities or driving to and from school shall not use any form of alcohol or engage in any form of illegal drug use.
- ◆ Every student participating in athletics, co-curricular, and/or extra-curricular activities or driving to and from school shall not indulge in smoking or use any forms of tobacco.
- ◆ Every student participating in athletics, co-curricular, and/or extra-curricular activities or driving to and from school shall manifest good citizenship in and out of school. Students will not be involved in any conduct that reflects a discredit upon the school or creates a disruptive influence to the team or the event they are participating in.

Coaches, sponsors and staff of these various activities may set their own rules and penalties for regulations not covered by this code. Any student or athlete who does not finish the season or activity in good standing forfeits his/her rights to all awards and recognition.

3. A follow up test will be requested by the principal or designee after such an interval of time that the substance previously found would normally have been eliminated from the body as determined by the laboratory. If this follow up test is negative, the student will be allowed to resume all activities when they have fulfilled the suspension as outlined in the Code of Conduct. If a second positive result is obtained from the follow up test or any later test of that participant, the student will not be allowed to participate in any activities for one calendar year. In addition, the Centerville-Abington Community School Corporation reserves the right to test for the next 365 days.
4. Information on a verified positive test will be shared on a need to know basis with the student's coach, teacher or sponsor. The results of a negative tests will be kept confidential to protect the identity of all students being tested. Confidentiality of this program is a high priority. All school employees are bound by the confidentiality policies adopted by the School Board of Trustees and will be expected to adhere to these policies at all times.
5. Testing results will be returned to the principal or designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Results will be locked and secured in a location to which only the principal or designee will have access. Positive test results **will not** be part of a student's permanent file.

#### **FINANCIAL RESPONSIBILITY**

1. Under this policy, Centerville-Abington Community Schools will pay for all initial random drug tests and all initial follow up tests.
2. A request for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. 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 teacher, coach, or sponsor of Centerville-Abington Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or 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 Centerville-Abington Community School Corporation's commitment to confidentiality with regards to the program.

non-punitive. No student will be disciplined academically by a school official as a result of any verified positive test conducted by his/her school under this program other than stated herein.

#### **SCOPE**

Participation in athletics, extracurricular and co-curricular activities, as well as driving to and from school and parking on school grounds is a privilege. This program applies to all Centerville-Abington Community School Corporation students in grades 7-12 who wish to participate in athletics, extracurricular and co-curricular activities that are listed in the current student handbooks and any other school sponsored activities not listed. It also includes any student who wishes to drive to and from school or parking on school grounds. Any student not driving or participating in any activities who would like to consent to the program, or any custodial parent/guardian wishing to enroll their student is welcome to do so by signing the consent form and returning it to the principal or designee.

#### **LEGAL OBLIGATION**

- ◆ The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code 7101 et seq. and specifically 7102.]
- ◆ Indiana Code 20-10.1-4-9.2 that directs this School District to plan and maintain drug free schools.
- ◆ Indiana Code 20-10-4-9.1 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

#### **RANDOM DRUG TESTING FORMS**

It is **MANDATORY** that each student who participates in athletics, extracurricular or co-curricular activities, as well as those who drive to and from school or park on school grounds, sign and return the "Consent Form" prior to participation in any of these activities. Failure to comply will result in non-participation. Each athlete, extracurricular or co-curricular participant as well as drivers shall be provided a "Consent Form", which shall be dated and signed by the participant and by their parent/guardian. In so doing, the student agrees to participate in the random drug-testing program in the Centerville-Abington Community School Corporation. This form will be kept on file for the length of the student's high school career. To withdraw from the program, the parent/guardian and student must sign a withdrawal form, which is available in the principal's office.

#### **STUDENTS AGE EIGHTEEN AND OVER**

Rights and notices to parent/guardian described in this policy will be provided only to the student after age eighteen if the student is emancipated and does not live with or is supported by the parent/guardian.

### TESTING PROCEDURES

1. Each student will be assigned an ID number. The ID numbers will be supplied to the laboratory who will in turn use a computer program to randomly select the students to be tested. Testing may occur Monday through Friday during school hours. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year.
2. A parent/guardian may request testing of his/her student at the school's expense one time per year. Any other requests will be at the expense of the parent/guardian.
3. No student will be given advance notice of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test, either by random draw, a request by parent/guardian, or a follow-up test, a student will be required to provide a sample of urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal's office and is no longer eligible for any extracurricular or co-curricular activity nor will he/she be permitted to drive to and from school and may be tested at a later date. **The failure or refusal to provide a specimen will be treated as a positive test result.** In addition, the parent/guardian will be contacted 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 eligibility.
6. 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 the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities, co-curricular activities and all driving privileges will be revoked for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student will return to class with a pass signed by the principal or designee.
9. The specimens will then be tested by a laboratory technician for illegal substances.
10. The laboratory selected must follow the standards set forth 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 Accreditation of Healthcare Organizations (JCAHO).

### CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and supervise the chain of custody. To maintain anonymity, the student's ID number, not name, will be used.
2. The principal or designee will be responsible for escorting students to the collection site. The student should bring all materials in his/her possession to the collection site and should not be allowed to go to his/her locker.

3. Before the student's urine is tested by the laboratory, the student will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the principal if he/she is currently taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will initial that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken after leaving the student's possession and prior to the arriving at the lab, the specimen is invalid. The student will be tested again as soon as possible. The student will remain eligible for all activities prior to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The faucets in the restroom will be shut off.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal or designee.
8. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's ID number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal or designee with no name attached; only the student's ID number will appear on the result sheet.

### TEST RESULTS

This program seeks to provide help for students who have a verified positive test. The student's and other students' health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities and driving to and from school. A student involved in extracurricular or co-curricular activities will be subject to the disciplinary consequences outlined in the Code of Conduct in the student handbook. A student driver who tests positive will have his/her driving privileges suspended for forty-five (45) school days. A student driver who tests positive a second time will have his/her driving privileges suspended sixty (60) days. A student driver who tests positive a third time will lose his/her driving privileges for one calendar year. Suspension of driving privileges may carry over to the following school year.

1. The principal or designee will be notified of a student testing positive. The principal or designee will notify the student and his/her guardian. The student or his/her guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.
2. If the test is verified positive, the principal or designee will meet with the student and his/her parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help.