

RANDOM DRUG TESTING POLICY

Passed by the Lebanon Community Schools Board of Trustees August 13, 1998 & Reinstated on December 17, 2002

Revised April 19, 2011

MISSION STATEMENT

We believe it is the desire of the Community that the overall mission of the Lebanon Community Schools is to promote a well-rounded quality education for our children. As a part of this, a substance-abuse free environment should be a stated goal of the school district. Without such an environment, appropriate amounts and rates of learning will not occur for the student under the influence or for the students they impact by their behavior. Our failure to act to achieve this environment essentially renders the overall mission of LCS unattainable. Safety is a necessity any time students are involved in or en route to a school sponsored activity; and drug free students are necessities for a positive learning environment—whether that environment be the classroom, athletic field or other educational arenas.

ACHIEVABLE GOALS, BOUNDARIES AND LIMITS OF THE PROGRAM

This program will not affect the policies, practices or rights of the School Corporation in dealing with drug and/or alcohol possession or use. This education and testing program is intended as a helpful part of the overall physical and mental educational and conditioning programs of Lebanon Community Schools. Its purpose is not disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug-related problems and as an extension of our educational substance abuse programs. Continuing substance abuse obviously is inconsistent with participation in school, and the program includes appropriate procedures for dealing with any such problems. Additionally, students can voluntarily and confidentially report personally observed drug transactions. Revised curricula covering all grade levels will teach and reinforce the substance abuse free schools' message.

OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS

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

USE MADE OF RESULTS

The program is not intended to be punitive or disciplinary in nature. The purpose of this program is to identify a student with drug residues in his or her body, to provide notification to the custodial parent/guardian, and to educate, help and direct students away from drug and alcohol abuse and toward a healthy, safe and drug free participation in school activities.

A laboratory certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) will provide training and directions to those who supervise the testing program, set up the testing environment, guarantee samples and supervise the chain-of-custody.

SCHOOL AND COMMUNITY PARTNERSHIP

The elimination of drug and alcohol abuse is the goal of this program. Due to the objective facts described above, and considering the established need to identify effective alternatives to address the problem more effectively, the substance abuse problem at Lebanon Community Schools needs to be comprehensively and holistically addressed in order to ensure the health and safety of our students. A substance-abuse free environment must be the stated goal of the school district, and the support and cooperation of the entire community is essential if the goal is to be realized. The mission of Lebanon Community School Corporation is: "to provide and promote a well-rounded quality education for our students."

PROCEDURE

The following activities require that a student be at his/her best and chemical-free in order to provide a safe environment, not only for him, but also for other students and adults who potentially could be affected. Any student in grades 9-12, and his/her custodial parents/guardian, must sign a drug testing consent form for the student to be eligible to participate in any of these activities.

- Extra-curricular Activities
- Drive a Vehicle to School and Park on School Property
- Open Lunch

A urine specimen will be given on site and will involve supervision by the Principal (or designee). The student to be tested will be escorted from class to the office/testing site. The test result will remain confidential. The student and his/her custodial parents/guardian will be notified if the test results are positive for substance(s).

Students will be tested randomly as they are drawn (possibly weekly) from a pool of those agreeing to be tested. Each week testing may occur on a different day, Monday through Saturday. This will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number and that number will be placed in a weekly drawing. Random numbers are computer generated by Witham Toxicology at the request of Lebanon High School principal (or designee).

A strict chain of custody will be enforced to eliminate invalid tests or outside influence. Each student will remain under school supervision until he/she has produced an adequate specimen. If he/she cannot produce a specimen, the student will be given one eight-ounce glass of water. If he/she is unable to produce a specimen within two hours, he/she will be asked to produce a specimen the next day. If that specimen is dilute (creatinine <.2), a subsequent drug screen will be collected at the parent's/guardian's expense. If a subsequent drug screen is necessary due to dilution, the student will be suspended from activities until a non-dilute screen is collected. In addition, parents/guardians will be informed the student is unable to provide a specimen in the testing procedure, as well as the necessity to re-test and the conditions regarding the re-test.

All specimens registering below 90.5 or above 99.8 Fahrenheit will be invalid. There is a temperature strip on each of the specimen bottles indicating the validity of the urine sample by temperature. If this occurs, another sample must be given by the student. If it is proven that tampering or cheating has occurred during the testing, the student will become ineligible for all the items previously listed for the remainder of the school year. This will be reported to the parents. The student may then be escorted back to class by an administrator or designee.

Any student who is placed in a testing pool will remain in that pool until he/she notifies the Lebanon Community Schools in writing. A "Withdrawal of Consent" letter must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for 365 days. After the 365 days has elapsed, he/she may re-enter the testing pool with a "Consent Form."

When a student transfers to the Lebanon Community Schools, he/she would be eligible for activities/privileges upon completion of transfer forms, Lebanon Community School Drivers Form (if applicable), Lunch Release Permission (if applicable), and "Consent Form."

THE FOLLOWING IS A LIST OF THE VARIOUS SUBSTANCES FOR WHICH THE LEBANON COMMUNITY SCHOOLS MAY CHOOSE TO SCREEN:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Cannabinoids (Marijuana)
- Ethanol (Alcohol)
- Cotinine (Nicotine Metabolite)
- LSD
- Anabolic Steroid
- Any other potential drug of abuse**

CHAIN OF CUSTODY

1. The student will be escorted to the testing site. All students will not be sent to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.
2. Once at the testing area, the student must sign in and, as soon as called by the nurse (or designee), provide a urine specimen.
3. The medical staff (or designee) will give each student being tested a specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the medical staff (or designee). The student and medical staff (or designee) will sign that the specimen has been sealed. The seal may be broken or opened only by the lab testing the specimen.
4. 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, and will be discarded without being tested.
5. The students will enter the restroom provided by the medical staff (or designee). Students will be instructed to remove all coats and wash their hands in the presence of the supervisor. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom.
6. The specimen will be transported to the testing laboratory by the lab personnel. The testing laboratory will report the results to the principal (or designee).

POSITIVE TEST RESULTS

In the event of a failed test, the student and custodial parents/guardians will be told that a restriction from participating in any of the listed activities and/or driving to school will be implemented for at least 30 days. The student or his/her custodial parents/guardians may appeal by requesting that the urine sample (kept by the lab for a year) be tested again by the lab (or another accredited) at a cost to the student or his/her custodial parents/guardians. (See Appeal Procedures below.)

To be able to resume the privilege of participating in activities and/or of driving to school, the student will be tested again at the expense of the student or his/her custodial parents/guardians. This testing may occur at any time. The student will also be required to receive substance abuse assessment from an outside agency at the expense of the student or custodial parents/guardians. The results of this assessment may be forwarded to the principal (or designee).

If the student fails a test a second time, the student will be restricted from activities and/or driving to school for one calendar year. This restriction begins from the time the student or custodial parents/guardians are notified. Multiple failed tests are indicative of continued substance use and will mean that the student will be referred for professional evaluation paid by the custodial parents/guardians.

APPEAL PROCEDURE

In the event a student tests positive and at the request and expense of the parent/guardian, that result will be sent to a Medical Review Officer. The Medical Review Officer shall be a licensed physician with knowledge of substance abuse disorders. The role of the Medical Review Officer is to review and interpret positive test results. The Medical Review Officer is a physician knowledgeable in the medical use of prescription drugs and pharmacology and toxicology of illicit drugs. It will be the Medical Review Officer's role to determine any valid medical reason for the positive test. The Medical Review Officer will talk with the custodial parents/guardians and the student about these results. If an acceptable reason for the positive test is not established, the test will be considered "failed," and then the principal/designee will be contacted regarding the results.

TEST RESULTS REPORTING PROCEDURE

This drug testing program seeks to provide needed help for students who failed a drug screen. The administrator will encourage the parents/guardians to seek professional help for the student. The administrator will provide the parents/guardians with the names of agencies that can be of help to the student. The student, the medical review officer, the parents/guardians, and the principal/designee will be the only persons aware of the failed drug screen.

Results of tests and paperwork related to the program will be maintained separately from the permanent

record.

REASONABLE SUSPICION

Student behavior, which leads school authorities to have reasonable suspicion that the student is under the influence of any substance, drugs and/or alcohol, which interferes with the student's health, safety or education will be subject to this component of the drug testing policy. Further, the school may test items in a suspected student's possession (including but not limited to person, locker, vehicle) to determine if those items contain substances, drugs or alcohol. The school administration may require a drug/alcohol screen to be immediately administered at the school corporation's expense. The exhibited behaviors may include, but are not limited to:

- Odor of alcohol/marijuana
- Glassy, dilated, bloodshot eyes, or dark circles under eyes
- Dazed and/or giddy appearance
- Staggering walk
- Slurred or rapid speech
- Incoherent thought processes
- Disruptive, aggressive, physically threatening, out of control, or unusual behavior
- Bragging or talking to other students about alcohol or drug use
- Noticeable withdrawal from favorite activities and friends
- Physical indicators from an objective assessment by the school medical staff

Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or other drugs. This is a violation of school discipline policy and will be dealt with accordingly.

The administration will make a reasonable attempt to apprise the parents/guardians of the situation necessitating the drug screen or search when it occurs.

Possession or consumption/use of substances, alcohol or drugs by a student is an expellable offense. The recommended expulsion will be for the balance of the current semester, plus the following semester at the discretion of the principal.

Lebanon High School Drug Test Consent Form

I, _____ (student), have read the Lebanon High School Random Drug Testing Policy and agree to abide by the conditions set forth in the policy.

Date: _____

Student Signature: _____

Student Name Printed: _____

Grade _____ Class of 20 _____

Parent/Guardian Signature: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Email: _____

Parent/Guardian Phone Number: _____ Home

_____ Cell

_____ Work

This consent form will be in effect for the duration of the student's enrollment in Lebanon High School, unless a **WITHDRAWAL OF CONSENT LETTER** is filed. The form with the later date will prevail.

