

# **HAMILTON COMMUNITY SCHOOL CORPORATION POLICY FOR AN EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER DRUG TESTING PROGRAM**

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

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra curricular 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 program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to 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 program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. 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 a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

## **INTRODUCTION**

The effective date of this program is August 2008. This program does not affect the current policies, practices, or rights of Hamilton Community School Corporation with respect to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Hamilton Community School Corporation reserves the right to test any student who while under the supervision of corporation employees exhibits cause for reasonable suspicion of drug and/or alcohol usage.

## **REASONABLE CONCERN**

Hamilton Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Hamilton Community 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.

## **REASONABLE SUSPICION**

Hamilton Community School Corporation reserves the right to test any student for reasonable suspicion of drugs, alcohol, and intoxicant usage. Documented physical symptoms, observations or information implicating the use of alcohol, drugs, or intoxicant may qualify as reasonable suspicion. Other factors will include, but are not limited to excessive discipline problems and/or excessive absences from school. Such testing will fall outside this program.

## **SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to all Hamilton Community School Corporation students in grades 7-12 who wish to participate in extracurricular activities 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, performing band members, performing choir members, and participants in solo/ensemble contests.)
3. Extracurricular clubs or organizations. (Participants include, but are not limited to, FFA, National Honor Society, Student Council, Art Club, Science Club, French Club, Spanish Club, FIST, HUGS, FCCLA, Photography Club, Student Publications, and Academic Teams.)
4. Drama (Participants include, but are not limited to, any student participating in drama or musical productions. )
5. This policy also applies to any student who wishes to drive to school, from school, or during school.
6. Any student may volunteer to be included in the testing pool.
7. A Parent/Guardian may request his or her student name be placed in the drug-testing program.

## CONSENT FORM

It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the "consent form" prior to participation in any extracurricular activity or driving to school. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school.

*At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to drug testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested on a weekly basis anytime during the school year. Any student WHO refuses to submit to drug testing will not be allowed to practice or participate in designated extracurricular Hamilton Community School activities or drive to school.*

Each student shall be provided with a "consent form," a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Hamilton Community School Corporation.

## NON-PUNITIVE NATURE OF POLICY

No student who is tested under this program will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Hamilton Community School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 24 hours before response is made by the Hamilton Community School Corporation-Board of Education, to the extent permitted by such subpoena or legal process.

## BANNED SUBSTANCES

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Hamilton Community School Corporation students.

Alcohol    Amphetamines    Barbiturates    Cocaine    Marijuana    Methadone    Opiates

## **STUDENT DRIVER DRUG TESTING PROGRAM ADMINISTRATIVE GUIDELINES**

### TESTING PROCEDURES

1. The principal/designee will do the selection of participants to be tested randomly, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. 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. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request that his/her student's name be placed in the drug-testing program.
3. *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.*
4. Upon being requested for a drug 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 according to the quality control standards and policy of the laboratory conducting the analysis.
5. All students will remain under school supervision until they have produced an adequate specimen. In the case of a urinalysis, if the student is unable to produce a specimen, the student will be given up to 24 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 to drive to school. In addition, the parents/guardian will be telephoned and informed of 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 urine specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each specimen bottle 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 the extracurricular activities or drive to school for the remainder of the school year. This will be reported to the parent/guardian.
8. 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 principal/designee must time and sign the pass.

### CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the laboratory tests the student's specimen, students 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 administrator that he/she is taking a prescription medication.
4. A sanitized collection kit will be given to each student. The kit will remain in the student's possession until a seal is placed upon the collection bottle. The student will sign 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 arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining urine specimens will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
7. The supervisor obtaining a saliva specimen will observe the student during the entire collection process. 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/designee.

8. In order to maintain confidentiality, the container, which contains the specimen to be tested, will only have the identification number not the student name on the container. The result sheet for the test will be mailed back to the principal/designee with no name attached; only the student's identification number will appear on the result sheet.

## **TEST RESULTS**

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.
2. The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive," the principal/designee 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 student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct. A student driver who tests positive for alcohol will have his/her driving privileges suspended for nine-weeks. A student driver who tests positive for banned substances other than alcohol will lose his/her driving privileges for nine-weeks or the remainder of the semester whichever is longer. A "follow up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Hamilton Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
4. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing results sheets will be returned to the principal/designee-identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

## **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

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

## **FINANCIAL RESPONSIBILITY**

1. Under this policy, Hamilton Community School Corporation will pay for all initial reasonable suspicion drug tests, and all initial "follow up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a "positive" 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.
4. A request by a parent/guardian/student to be tested immediately (without being drawn from the pool) is the financial responsibility of the student or his/her parent/guardian.

## **CONFIDENTIALITY**

Under this drug testing program, any staff, coach, or sponsor of Hamilton Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a

legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Hamilton Community School Corporation commitment to confidentiality with regards to the program.

## **OTHER RULES**

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

## **COLLECTION PROCESS (Saliva)**

Selected students report from class to the collection site. A specimen of saliva is collected following this process:  
(Collector witnesses all steps in the process.)

- a. The student and collector complete the drug testing custody and control form.
- b. Student removes kit contents from package, i.e. tube & collection pad/stick.
- c. Student stands transport tube upright on flat surface and removes the red cap from the tube.
- d. Student peels the wrapper away from the collection pad and places it under their tongue and closes their mouth. The average time until the tip turns blue and 1 mL of oral fluid has been collected is approximately 3 minutes.
- e. When the tip turns blue the student removes the collector and clicks the end into the red cap.
- f. The student inserts the stick, pad-first, into the uncapped tube, pressing the cap on firmly (it should snap).
- g. The student peels off the specimen seal, from the chain of custody, and places it over the red cap, from one side of the tube to the other side of the tube. The student then dates and initials the seal.
- h. The student and collector both date and sign the chain of custody form, making sure all the information is correct.
- i. The collector places the sealed collection transport device and chain of custody form into the double-pouched bag along with other samples to be delivered to the laboratory.

## **COLLECTION PROCESS (Urine)**

Selected students report from class to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water and dry them.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The student and collector complete the drug testing custody and control form.
- d. The collector prepares the urine bottles by placing the temperature sticker on the side of the bottles.
- e. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to collector. The student may then rewash their hands.
- h. With the student watching, the collector will recap the specimen bottles tightly.
- i. The collector checks the volume, reads and records the temperature within four minutes of collection, looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. . suspected tampered specimen will be considered refusal to test and the Principal notified.
- j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- k. The student is asked to initial the transport bag.
- l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- m. The lab copies of the drug testing custody and control form are folded with the top portion visible outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- n. While the student watches, the sealed specimen bag is carried to a secured storage area.
- o. The student is then sent back to class.
- p. The collector distributes the remaining copies of the form as required being responsible for getting appropriate copy of the form to the Certifying Scientist in a timely manner.
- q. The Principal will be notified immediately of any student who refuses to give a urine sample.

## **CERTIFYING SCIENTIST RESPONSIBILITIES**

The Certifying Scientist will review all results of drug testing. Any specimen testing positive for illicit substances 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 substances found in the specimen, if necessary the Certifying Scientist 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 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 result
- d. The Certifying Scientist will then determine if any of the prescribed medications resulted in the drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positive results by phone. The Certifying Scientist will also notify the Prevention Coordinator that a drug test returned positive giving only the dates of the collection and reporting.
  1. For example, the Certifying Scientist may rule a drug screen positive for codeine negative when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  2. If the student has a positive drug screen 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 drug test by the Certifying Scientist.
  3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
- f. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or 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 drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

### **PICK-UP PROCESS**

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

HAMILTON COMMUNITY SCHOOL CORPORATION.  
EXTRACURRICULAR CONSENT FORM

I have received and have read and understand a copy of the "Hamilton Community School Corporation

Extracurricular Activities Drug Testing Program." I desire that \_\_\_\_\_ participate in this program, and in the extracurricular program of Hamilton Community School Corporation, and hereby, voluntarily agree to be subject to its terms for duration of my participation in extracurricular activities and/or my driving to school during my entire junior high and high school career (grades 7 -12). I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

---

Student Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

.....

I, \_\_\_\_\_, have decided not to participate in any extracurricular activities sponsored by Hamilton Community School Corporation or to drive to school for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand, that I must consent to being part of the random drug-testing program.

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_