



## Franklin County Community School Corporation

### Random Drug Testing Program

#### **Mission Statement**

We exist so children can excel.

#### **Vision Statement**

Our school community is committed to helping all students excel in school and in life. Student learning will be enhanced by highly qualified and compassionate teachers, engaging and evolving curriculum, and up-to-date, accessible technology. Graduates of the Franklin County Community School Corporation will possess the basic knowledge and skills that will assure their proficiency in problem solving and technology. They will be responsible citizens and lifelong learners, prepared for a variety of post graduation options.

#### **Core Values**

As a school community we value and will not compromise ...

- Honesty, integrity, and respect for others,
- Safety and security for all students, staff, and patrons,
- Academic achievement for students of various abilities, backgrounds, and interests,
- Collaboration and communication across all stakeholders.

#### **Core Beliefs**

So children can excel . . .

- We believe and are committed to putting students and their learning first, no matter what challenges we face,
- We believe and are committed to providing a quality education for all children regardless of their abilities,
- We believe and are committed to the tenet that every employee of the FCCSC contributes to the success of our students,
- We believe and are committed to working with families and the community as partners in education,
- We believe and are committed to offering a variety of extracurricular and co-curricular opportunities for our students,
- We believe and are committed to operating the school corporation in a fiscally responsible manner,
- We believe and are committed to recruiting, hiring, and retaining, highly qualified educators and support staff,
- We believe and are committed to keeping pace with the technology that students will need in the future.

### **Introduction**

The effective date of this program is June 2017. This program does not affect the current policies, practices, or rights of Franklin County Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The Franklin County School Corporation reserves the right to test any student's breath, saliva, hair, or urine if the administration has reasonable suspicion that the student is using or is under the influence of alcohol or an illegal substance.

### **Reasonable Concern**

The Franklin County School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States and an increased substance abuse problem in Franklin County indicate that education alone, as a preventive measure, is not effective in combating substance abuse. According to a student survey, 65% of the students enrolled in Franklin County High School believe that there should be a random drug testing program. Our commitment to maintaining 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 all school activities.

### **Purpose**

The random drug testing program is not intended to be disciplinary or punitive in nature. Students who drive to school or are involved in extracurricular/co-curricular activities and athletics need to be exemplary in the eyes of the community and other students. It is the purpose of this program to deter the use of illegal substances, enhance the health and safety of all students, and to undermine the effects of peer pressure by providing a legitimate reason for students to refuse the use of illegal substances. 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 herein.

### **Scope**

Participation in athletics, extracurricular and co-curricular activities, as well as driving to and from school is a privilege. This policy applies to all Franklin County 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 handbook *and any other school sponsored activities not listed, including prom and school dances*. It also includes any student who wishes to drive to school, from school, or during school. Any student not driving or participating in any activity who would like to consent to the random drug testing program, or any custodial parent/guardian wishing to enroll his/her student in the program is welcome to do so by signing the consent form and returning it to the principal or designee.

### **Legal Obligation**

Indiana Code 20-10.1-4-9.2 directs school districts to plan and maintain drug free schools.

## **Drug Education**

The sponsor or coach of each activity will require the attendance of all prospective participants at one or more drug education session(s). Each prospective participant shall receive a copy of this policy. The policy will be explained to the participant at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

## **Random Drug Testing Consent Form**

It is MANDATORY that each student who participates in athletics, extracurricular, and co-curricular activities, as well as those who drive to and from school, sign and return the consent form prior to participation in any of these activities. The consent form must also be signed by a parent/guardian. Failure to comply will result in non-participation.

By signing the consent form, the student is agreeing to participate in the random drug testing program in the Franklin County Community School Corporation.

## **Testing Procedure**

1. Each student will be assigned an ID number. The ID numbers will be supplied to the laboratory that will in turn use a computer program to randomly select the students to be tested. Testing may occur Monday through Friday during school hours. Testing may also occur during the months of June and July. This variable schedule will keep students conscious of the possibility of being tested at any time.
2. **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.
3. Upon being selected for a random drug test under this policy, either by random draw, request of a parent/guardian, or a "follow-up test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school 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 two hours, the student will be taken to the nurse's office to participate in a hair or saliva administration. If the student does not participate in any of these administrations, he/she is no longer eligible for any activity in which his/she participates. In addition, the parents/guardian will be telephoned and informed that 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. **The failure or refusal to participate in the random drug test will be treated as a positive test result.**
5. All specimens registering below 90.5 degrees or above 98.8 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.

6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all athletics, extracurricular, and 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.
7. Immediately after the specimen is taken, the student will return to class with a pass signed by the principal or designee.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and all illegal substances.
9. The laboratory selected must follow the standards set 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 guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative 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 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 which would create a loss of important time from class. Extracurricular participants may be called after school, perhaps during practice time.
3. Before the student's urine sample 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 administrator that he/she is 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 upon the bottle. The student will sign that the specimen has been sealed. *The seal may be broken only by the lab testing the specimen.*
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 to test as soon as possible. The student will remain eligible for all activities subsequent 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 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 a 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 restrooms will be shut off.
7. After the specimen has been sealed, it will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the students' random identification number will appear on the results sheet.

### **Test Results**

This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in athletics, extracurricular, and co-curricular activities and driving to and from school. A student who drives or is involved in athletics, extracurricular, and co-curricular activities will be subject to the disciplinary consequences outlined in the Student Code of Conduct policy located in the student handbook. Consequences may carry over to the following school year.

1. The principal/administrative designee will be notified of a student testing positive. The principal/administrative 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 which may be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
2. If the test is verified "positive," the principal/administrative 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 want to contact for help. *A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. **Follow-up test is at the expense of the student.** If this "follow-up" test is negative, the student will be allowed to resume all activities when the suspension outlined in the Student Code of Conduct has been fulfilled. 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 Franklin County Community

School Corporation reserves the right to test for the next 365 days. Any test will be at the expense of the student.

3. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach, teacher, and/or sponsor. The results of a “negative” test will be kept confidential to protect the identity of all students being tested. Confidentiality will always be a top priority. All school employees are bound by the confidentiality policies adopted by the Franklin County School Board of Trustees and will be expected to adhere to these policies at all times.
4. Result sheets will be returned to the principal/administrative 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 secured in a location to which only the principal/designee will have access. Positive test results will not be part of a student’s permanent file.

### **Financial Responsibility**

1. Under this policy, 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. (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” 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 the Franklin County 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 Franklin County Community School Corporation’s commitment to confidentiality with regards to the program.

### **Important Note**

Coaches, sponsors, and/or teachers of each sport/activity may set additional rules and requirements for eligibility in their respective activity. Coaches/sponsors and/or teachers 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. All such rules shall be presented to prospective students prior to the activity and/or season. Students unable to abide by these rules and requirements will not be allowed to participate in the activity.



## Franklin County Community School Corporation

### Consent Form

*Please read and complete form. Turn this sheet into the main office.*

I have received and have read and understand the Franklin County Community School Corporation's Random Drug Testing Program.

I, \_\_\_\_\_ (*print name clearly*), agree to participate in this program, and hereby, voluntarily consent to be subject to its terms for my entire school career (grades 7-12). I accept the method of obtaining all 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 within the specifications of this policy.

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.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*



**Franklin County Community School Corporation**

**Withdraw from Random Drug Testing Program**

I, \_\_\_\_\_ (*print name clearly*), have decided not to participate in athletics, extracurricular, or co-curricular activities or drive to school for the remainder of this school year. In order for me to participate in ANY activity or resume driving to and from school, I understand that I must submit to testing.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
**Date**