

ELWOOD COMMUNITY HIGH SCHOOL AND MIDDLE SCHOOLS OPERATIONAL PROCEDURES REGARDING THE USE OF ALCOHOL, DRUGS, TOBACCO AND CONTROLLED SUBSTANCES

The following policy applies to all Elwood Community High School and Elwood Community Middle School students involved in extra-curricular and co-curricular programs as well as students who drive to school.

Students wishing to participate in these programs at Elwood Community High School and Elwood Community Middle School are subject to random drug and alcohol screens. (See School Drug Implementation Procedures). A student who tests positive for any prohibited substance will be disciplined in accordance with the violations set out in this policy.

Use by a student of medication prescribed by a medical doctor, dentist or other health care provider authorized by law to prescribe medication for that student does not violate this policy. However, a student may not participate if the medication adversely alters or impairs their judgment or ability, which could result in illness or injury.

If a student who falls under this policy is at a party or gathering of people where alcohol, tobacco or illegal drugs are being used or school rules and/or state laws are being violated, he/she is expected to leave immediately.

CONSEQUENCES

1st Violation: A 30 calendar days suspension from extra-curricular and co-curricular programs (excluding practices) as well as driving privileges to and from school beginning the first day the testing coordinator learns of the violation. If the length of the suspension or activity exceeds the time left in the sport or activity from which the student was initially suspended, the suspension will extend into the next season or activity the student joins. If the student fails to complete the entire season of the activity, the suspension will be reinstated during the student's next season.

2nd Violation: A one calendar year suspension from all extra-curricular and co-curricular activities as well as driving privileges to and from school - beginning the day the testing coordinator learns of the violation. The student must pass a drug test by the school's contracted testing firm after one year, at the student's expense, before being allowed to participate in any of the above listed activities. However, after a calendar year suspension has been established, a student who has successfully completed a Student Drug Assistance Program and has been drug-free for a period of sixty days may apply for an administrative review to be reinstated into the extra-curricular or co-curricular activity as well as driving privileges to and from school at Elwood Community High School. Retesting, as outlined above, will also be required. This application must be in writing and submitted to the testing coordinator.

3rd Violation: A permanent suspension from extra-curricular and co-curricular programs as well as driving privileges to and from school beginning the day the testing coordinator learns of the violation and lasting for the remainder of the student's high school or

middle school career. However, after a permanent suspension, a student who has successfully completed a Student Drug Assistance Program and has been drug-free for a period of twelve months may apply for an administrative review to be reinstated into the extra-curricular or co-curricular activity as well as driving privileges to and from school at Elwood Community High School. Retesting, as outlined above, will also be required. This application must be in writing and submitted to the testing coordinator.

A refusal of a student to submit to a test and/or screen will be considered a positive test and the appropriate suspension applied.

DRUG EDUCATION AND TESTING PROGRAM

The Board of School Trustees of Elwood Community Schools recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, alcohol and/or tobacco products. Drug and alcohol abuse in the workplace is a threat to the safety and health of both our students and our employees. It jeopardizes the efficiency of our operations and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, infection from unsterilized paraphernalia, modification of behavior, death or other conditions which substantially inhibit a person from performing to his/her fullest natural ability.

Alcohol and drug abuse is a serious problem in today's society, and schools are not immune to such problems. It is statistically predictable and it is within our experience that some students have used alcohol, tobacco products or have experimented with "street drugs" such as marijuana and cocaine or may do so during their junior or senior high school careers. Also, some student athletes may be attracted to the use of so-called "performance enhancing" drugs, such as various steroids, in misguided efforts to increase their strength and endurance.

The Board of School Trustees encourages all students to participate in the extra curricular and co-curricular programs of the school, but believes the opportunity for such participation is not an absolute right, but a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol and tobacco products (for athletes only), if selected in accordance with the procedures listed in this policy.

The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning programs of Elwood Community High School and Elwood Community Middle School students. Drug use is inconsistent with the purposes of participation in extra-curricular and co-curricular programs and with the purpose of the school in general. The program, therefore, includes appropriate procedures for dealing with such problems in areas where the schools have been given legal parameters to implement such policies.

PROGRAM IMPLEMENTATION

This drug-testing program shall apply to all students who try out or become members of a high school extra-curricular and co-curricular team or club, as well as students who drive to school.

Students in these activities are respected and admired by a large segment of the student

body of each school and, in order to participate in school programs, are expected to hold themselves as good examples of conduct, sportsmanship and training, which includes avoiding drug and alcohol usage. It has been widely recognized that drug and alcohol usage can cause serious physical, mental and emotional harm. A student athlete who uses drugs can be a danger to himself, his teammates and his opponents.

The use of alcohol, tobacco and drugs is incompatible with the goals of and participation in the programs offered at Elwood Community High School and Elwood Community Middle School. Such usage has long been forbidden by school rules and policies, and by the Athletic Department rules and policies. The use of such substances is not only a danger to the individual user, but can also significantly impair the positive benefits to be received by all participants in these programs.

In addition to random selection, the school will also test any student if there is a request from the parent or guardian. Any parent or guardian requesting that a test be done will be required to sign a consent form if the student is not an athlete or student participant. Testing will be done at the expense of the parent or guardian.

Students who elect to participate will receive instruction in the dangers of drug, alcohol, and tobacco use as a part of the program to educate and encourage students to respect their bodies, to develop and pursue both mental and physical abilities, and to continue throughout their lives to participate and exercise in a healthy, drug free environment. The elimination of drug and alcohol abuse shall be a part of this program.

This program will not affect the policies, practices or rights of the School Corporation in dealing with drug or alcohol possession or use where reasonable cause to believe drug or alcohol abuse is presently occurring.

1. The coach or sponsor of each athletic team and club will require the attendance of all prospective members and a parent/guardian at the drug education session. Any student wishing to drive to school will also be required to attend with a parent/guardian the drug education session. Each student will receive a copy of this program. This program shall be explained to all such prospective participants, and an educational presentation shall be made in order to acquaint these students with the harmful consequences of substance abuse. These sessions will be held four times during the school year. If prospective members and a parent/guardian attended the first meeting, they will not be required to attend the second. However, they must attend one meeting per year.
2. Each prospective participant shall receive a **consent form**, a copy of which is attached hereto, which shall be dated and signed by the student and by a custodial parent or guardian before such extra curricular or co-curricular, anyone wanting to drive to school – is allowed to practice or participate in any activity. The consent shall be to provide, at any time requested, a urine sample to be tested for drugs, tobacco (for athletes only), and alcohol. Any student and/or parent/guardian refusing to sign a consent form will cause the student to be ineligible to participate until the form is signed. The consent form shall be in effect throughout all the years of high school/middle school participation unless revoked in writing by the student and parent or guardian on an official consent form and submitted to the testing coordinator.
3. Selections may occur at any time during the calendar year. One cross-referenced list of names and numbers will be maintained. The list shall be maintained by the testing coordinator and shall be secured in the school

safe until the designated day of testing. The numbers will be randomly selected before the testing.

4. On the day of testing the testing coordinator will issue passes to the students whose numbers were drawn. The students will be escorted directly to the office. If the participant is not located in school by noon, the nurse or designee will determine if the participant is absent from school. If the absence is excused, the student may continue to participate, but will be automatically tested on the next testing date. If the participant has a second absence on the second test date, he/she may be declared ineligible until the next date, at which time the student will be tested.
5. The collection of the samples will be done in a non-offensive manner, which insures 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. Documentation of appropriate information to insure 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, unlawful drugs as listed in the profile of the laboratory and tobacco residue (on athletes samples only). The laboratory may also test for performance enhancing drugs known as steroids. Testing shall be done by a competent and accredited laboratory selected by Elwood Community School Corporation.
6. If in the judgment of the laboratory the student tampered with the sample, the sample will be declared invalid and the student will be required to submit a new sample. The student will be ineligible until this new sample is submitted.
7. The laboratory shall report the results of the test only to the testing coordinator who is responsible for contacting the student and his/her parents regarding the test results. If the test is positive, the testing coordinator will make contact with the testing lab to determine if there is any medical explanation for the substance to be in the student. 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/guardian to inform the testing coordinator of this fact at the time of the taking of the urine sample. If the testing coordinator verifies that there is no medical reason for the positive result, he/she will contact the student and the student's parent/guardian.
8. The testing coordinator shall keep all test results. Positive test results without medical explanation shall be made known only to the testing coordinator, the head coach or sponsor, the student, and the student's parent/guardian. Positive test notification will be made within twenty-four hours of receipt of results. The testing coordinator shall maintain a record of occurrences for the duration of the student's school career. These records shall be destroyed in accordance with the county public records retention schedule. 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.

9. If any participant under this program is determined to test “ positive” by the laboratory and subsequently by the testing coordinator, the student and the student’ s parents/guardians shall be advised of the test results, given the type of substance which was found and the health hazards involved in the use of such substance. If the student or the student’ s parents/guardians desire, they may request to have the remaining portion of the sample, if any, re-analyzed by any accredited testing facility of their choice. The testing coordinator must receive such request within twenty-four hours of the first notification. The student and student’ s parents/guardians shall bear the cost of the testing done at their request. The school shall only be responsible for initial testing, re-analysis, and/or any other test required by the school through this program.

10. The fact of testing and the results of testing of any student shall not be made known to any school official other than as above stated, and no student shall be expelled, suspended or disciplined in any manner as the result of any ‘ positive’ test result obtained through the testing program other than as stated herein.