

MT. VERNON COMMUNITY SCHOOL CORPORATION
RANDOM STUDENT DRUG AND ALCOHOL TESTING POLICY

The Mt. Vernon Community School Corporation Board of School Trustees believes that maintaining an environment that is safe, free from illegal substance use/abuse, and conducive to learning is an important goal for the district and the community. Local and regional data includes that young people in Hancock County are using/abusing illegal and prescription drugs and alcohol. Any drug/alcohol abuse in the school setting presents a threat to the safety and health of students, faculty and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include impaired judgment, diminished capacity, deterioration of organs, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability. Because of these factors, the Board of School Trustees recognizes its responsibility to address drug and alcohol problems in the schools. The School Board believes that the parent(s)/guardians(s) and the school must work together to educate and support students in an attempt to prevent the illegal use of drugs and alcohol. The Board believes that parents/guardians want to know when their children are using drugs or alcohol.

As used in this policy, the terms “substance use/abuse,” “drug or alcohol use or abuse,” “drug or alcohol problem,” or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term alcohol means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The Student Drug and Alcohol Testing policy and program in the Mt. Vernon Community School Corporation for students in grades 9-12 is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who might have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment.
- To protect the physical and mental health of the students

RANDOM STUDENT DRUG AND ALCOHOL TESTING PROGRAM

The Board of School Trustees of the Mt. Vernon Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. Drug and alcohol use in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability.

The extra-curricular and athletic activity programs of Mt. Vernon CSC are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student’s personal development has given these

activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school, but it believes the opportunity for such participation is not an absolute right. This participation is a privilege offered to students who meet both the scholastic and the Athletic Department conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of illegal drugs, alcohol, and tobacco products, if selected, in accordance with the testing program.

The program will be applied to all high school students (9-12), male and female, who participate in extra-curricular activities and athletics. It also includes any student, who wishes to obtain a parking permit to drive and park on Mt. Vernon CSC property.

A verified "positive" test result shall be considered a violation of this Random Student Drug and Alcohol Testing 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 where reasonable suspicion is obtained by means other than random sampling for the extra-curricular activities provided herein. Mt. Vernon CSC also reserves the right to request from the parent/guardian permission to test any student, who exhibits negative behavior or indications of drug and/or alcohol usage.

PURPOSE

The random drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The purpose of this program is to prevent a student from participating in extracurricular activities, athletics and/or driving, while the student has drug residue in the student's body, and to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. No first time offender shall be expelled or suspended from school as a result of any verified "positive" test conducted by the school under this Random Student Drug and Alcohol Testing program.

SCOPE

Participation in Mt. Vernon Community School Corporation extracurricular activities is a privilege. This policy applies to all Mt. Vernon CSC students in grades 9-12, regardless of age, who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes, as a condition to obtain a parking permit, any student, who wishes to drive on school grounds and park on Mt. Vernon CSC property. Student drivers will not be subject to action for a "positive" test for nicotine. However, parents of student drivers under the age of 18 will be notified of a "positive" test for nicotine.

CONSENT FORM

It is mandatory that each student, who participates in extracurricular activities and/or obtains a parking permit to drive on school grounds, sign and return the "consent form" prior to participation in any said activity. Failure to comply will result in non-participation. Driver's who park on Mt. Vernon CSC grounds without a consent form on file are subject to immediate towing. Students who park on school grounds without a signed consent form must turn in a signed consent form and submit to a drug test at the student's or parent's expense which must come back free of drugs and alcohol before parking on school grounds again.

Each extracurricular participant shall be provided with a "consent form," 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 Mt. Vernon CSC. Any student, with the written consent of his/her parent, who voluntarily withdraws consent for random drug and alcohol testing, will be subject to a minimum 42-calendar day non-participation period.

PROCEDURES

A laboratory certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) will set up the testing environment, guarantee samples, and give us the procedures and paperwork for a proper chain of custody.

A saliva specimen will be taken on site and will involve supervision by the certified MVCSC staff. The principal, principal's designee, assistant principal or athletic director will go to the class or extra-curricular activity and escort the student to be tested to the testing site. The test result will remain confidential. Only the superintendent or his designee, principal, principal's designee, assistant principal and/or athletic director, along with the student and his/her parents, will know the results.

Students will be tested randomly as they are drawn periodically from the pool of those agreeing to be tested. The 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. A target of monthly testing dates will be conducted yearly for students in grades 9-12. Students will be selected randomly through a lottery.

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.

Each student will remain under school supervision until the student has produced an adequate specimen. If the student refuses to produce a specimen, the student will be taken to the office and told the student is no longer eligible for any of the activities/privileges referred to earlier. In addition, parents will be telephoned and will be informed the student has refused, to provide a specimen in the testing procedure.

Under any circumstance when the student has been involuntarily exposed to illegal substances, the parent and student must report this in writing to the principal or his designee prior to any random drug testing. Reports of such nature after any test will not be accepted, and the results of said test and subsequent action shall prevail in accordance with the drug testing policy.

CHAIN OF CUSTODY

1. The principal, principal's designee, assistant principal and/or athletic director will be responsible for escorting the student to the test site. The student should bring all materials to the site and will not be allowed to go to a locker before going to the testing area. An athlete may be tested after school, perhaps during the time the student may have practice.
2. The student will be asked to stick out his or her tongue. The observer will check to make sure the student's mouth is empty. The student will be given a collection device. The student will be instructed to open the collection device and remove the tube and the sealed collection stick with pad.
3. The student will be instructed to position the collection device over or under the tongue and close his or her mouth. The student should attempt to saturate the pad by spitting on it.
4. While collecting the sample, the student and the observer are to complete Sections 1,2, 3 and 4 on the chain of custody form.
5. The collection device should remain in the mouth until the volume indicator on the handle turns completely blue. After the tip turns blue, the student will be instructed to open his or her mouth and remove the collection device.
6. The observer will remove the red cap from the test tube and insert the saturated collection device into the tube pad first then place the cap over the top of the collection device handle and push downward until the cap snaps into place.
7. The observer will place the signed and dated seal from the chain of custody form in the tube by placing the black square over the center of the red cap and pressing the seal down the sides of the tube.
8. The observer will fold the top white page of the completed chain of custody form into quarters and place along with the sealed tube into the specimen bag. The observer will seal the specimen bag by pulling the white tape and place the seal between strips on the bag.
9. The observer will place the specimen bag into the shipping package and send the specimen to the laboratory for testing.
10. Any sample that tests positive will be sent to an additional lab for confirmation of the test.

TEST RESULTS REPORTING PROCEDURE

In this program, the Mt. Vernon CSC administration will be notified by the testing lab of a student testing "positive," and the administrator will notify the parent(s)/guardian(s) and the student (in person). The meeting will be held in the administrator's school building/office.

The administrator will provide the parent(s)/guardian(s) with the names of agencies that can be of help to the student. The administrator will notify the student and the parent(s)/guardian(s) of any disciplinary action based on the policies/procedures as outlined in the Athletic Code Handbook, school handouts, or the guidelines established in this program. A "positive" test result in this random drug testing policy will not subject the student to discipline other than as it relates to extra curricular activities and school driving privileges.

POSITIVE TEST RESULTS AND APPEAL

In the event a student tests positive, the student, along with the parent(s)/guardian(s) will meet with the school administrator. During this meeting the positive testing will be reported to the student and the parent(s)/guardian(s). They will also be told that the student is restricted from driving to and from school and from participation in the extracurricular activities listed in this policy. The severity of the penalty will be in accordance with the appropriate extracurricular code.

At the end of the restriction from activities, the student must have a "negative" test prior to re-instatement in the extracurricular activity(s). Should this re-test be a "positive" test, it would be a second "positive," and would be sanctioned according to the applicable policy.

The student or the student's parent(s)/guardian(s) may appeal by requesting that a saliva sample be tested by a lab at a cost to the student or the student's parent(s)/guardian(s). The laboratory must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and will set up the testing environment, guarantee samples, and supervise the chain

of custody. Student restrictions, as noted in the appropriate extracurricular code, will remain in effect during the appeal process.

FINANCIAL RESPONSIBILITY

1. Under this policy, Mt. Vernon CSC will pay for all random drug tests. (Once a student has a verified “positive” test result, 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 a second saliva specimen test is the financial responsibility of the student or the student’s parent/guardian.
3. Counseling and school approved subsequent treatment programs by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Definition of ECA Pool: The ECA pool consists of any student who is in a school sponsored activity that is not considered co-curricular by definition. A co-curricular activity is any activity that involves student participation outside regular school class time, is related to a class and is required in order for an enrolled student to receive a grade or credit. A positive test result cannot affect any grade in any way.

EXTRA-CURRICULAR ACTIVITIES

ATHLETIC TEAMS

Baseball	Tennis (Girls)
Basketball (Boys)	Track (Boys)
Basketball (Girls)	Track (Girls)
Cheerleading	Soccer (Boys)
Cross Country (Boys)	Soccer (Girls)
Cross Country (Girls)	Softball
Football	Swimming (Boys)
Golf (Boys)	Swimming (Girls)
Golf (Girls)	Volleyball
Tennis (Boys)	Wrestling

Team Managers, Trainers and Statisticians for these programs are also required to participate in the random drug testing program.

EXTRA-CURRICULAR ORGANIZATIONS

Art Club	Journalism (when not co-curricular)	Dance Team
Band & Choir (when not co-curricular)	Green Team	Math Club
Academic Teams	Color Guard (when not co-curricular)	Best Buddies
Young Film Makers	Yearbook (when not co-curricular)	Mentors
NASA Youth Council	Drama	Book Club
National Art Honor Society	FCA	Peer Tutors
National Honor Society	French Club	Robotics Club
D.A.R.E. Role Models	Spanish Club	FFA
Spanish Honor Society	Science Club	FCCLA
Student Government	Student Council	Voice

Any additional MVHS Extra-Curricular Club or Activity not named above.

All additional athletic teams, clubs, organizations, and organized activities in existence or that may be initiated will also be included in this policy.

EXCLUSION TIME FROM DATE OF NOTIFICATION

The length of exclusion from extra-curricular activities and student driving privileges will be determined in accordance with the Athletic Code Handbook and/or school handbooks. If no exclusion period from extra-curricular activities and student driving privileges is defined, the exclusion is as follows:

Tampering Cheating or tampering with a specimen will result in the student being ineligible for all activities listed in this policy for the remainder of the school year. If the cheating or tampering occurs after May 1, the student will remain ineligible for the first semester of the following school year.

1st offense Tobacco-42 Calendar Days
Alcohol-42 Calendar Days
Drugs-84 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities. Re-testing may take place periodically throughout the school year.

Student drivers will not be subject to action for a “positive” test for nicotine. However, parents of student drivers under the age of 18 will be notified of a “positive” test for nicotine.

Rehabilitation Clause: On the first offense, the student may regain eligibility to participate after 21 days for tobacco products, 21 days for alcohol, and 42 days for drugs, if the student: 1) presents documentation of an assessment by a qualified medical provider 2) presents documentation of participation in a recognized multi-session treatment/assistance program; 3) completes community service hours at Mt. Vernon High School as assigned by the principal or his designee; and 4) has a follow-up “negative” test

2nd Offense Tobacco- 90 Calendar Days Alcohol-90 Calendar Days
Drugs- 365 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities. Re-testing may take place periodically throughout the school year.

Student drivers will not be subject to action for a “positive” test for nicotine. However, parents of student drivers under the age of 18 will be notified of a “positive” test for nicotine.

Rehabilitation Clause: On the second offense, the student may regain eligibility to participate after 45 days for tobacco products, 45 days for alcohol, and 182 days for drugs, if the student: 1) presents documentation of an assessment by a qualified medical provider 2) presents documentation of participation in a recognized multi-session treatment/assistance program; 3) completes community service hours at Mt. Vernon High School as assigned by the principal or his designee; and 4) has a follow-up “negative” test

3rd Offense Exclusion for the balance of attendance at Mt. Vernon CSC

Student drivers will not be subject to action for a “positive” test for nicotine. However, parents of student drivers under the age of 18 will be notified of a “positive” test for nicotine.

Our goal, with the help of parents/guardians, students and the school staff working together, is to create a drug free environment at Mt. Vernon CSC.

CONFIDENTIALITY

Under this drug testing program, any administrator of the Mt. Vernon CSC 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 when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results, for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

IMPLEMENTATION

The Board directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardians(s) to fully implement all aspects of this policy.

AWARENESS AND ASSISTANCE PROGRAM

The Mt. Vernon Community School Corporation Board of School Trustees believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the district and the community. Local and regional data includes that young people in Hancock County are using/abusing drugs and alcohol. Drug and alcohol abuse in the school presents a threat to the safety and health of students, faculty and staff. It jeopardizes the efficiency 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, and conditions that

substantially inhibit students from performing to their fullest natural ability. Because of these factors, the Board of School Trustees recognizes its responsibility to address drug and alcohol problems in the schools. The Board believes that the parent(s)/guardian(s) and the school must work together to educate and to support students in an attempt to prevent the illegal use of drugs and alcohol. The Board believes that parents/guardians want to know when their children are using drugs or alcohol.

As used in this policy, the terms “substance use/abuse,” “drug or alcohol use or abuse:” “drug or alcohol problem”: or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term alcohol means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The Student Drug and Alcohol Testing policy and program in the Mt. Vernon Community School Corporation for students in grades 9-12 is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who might have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment.
- To protect the physical and mental health of the students

VOLUNTARY DRUG TESTING CIRCUMSTANCES

A Mt. Vernon student in grades 9-12, or the parent/guardian of the student, may volunteer the student to submit to a drug and alcohol test in the following circumstances:

1. The student violates any district policy and/or school rule that results in the student being suspended from school for three (3) or more days.

The results of this drug test would be reported directly to the parent/guardian, and would not be reported to the school. This information would be for awareness purposes only.

REQUIRED DRUG TESTING CIRCUMSTANCES

A Mt. Vernon student in grades 9-12 will be required to submit to a drug and alcohol test in accordance with rules and regulations to be developed by the Superintendent in the following circumstances:

2. The student violates the district policy and/or the school rules pertaining to use and to possession of tobacco.
3. The student violates the district policy and/or the school rules pertaining to use and possession of drugs and/or alcohol.
4. If an administrator, observing or receiving information from a teacher or other staff member, has reasonable suspicion that a student might be under the influence of or using drugs and/or alcohol.

As used in this policy, “reasonable suspicion” includes observation of the negative behaviors and actions set out below as indicators of a problem; specific observations concerning the appearance, behavior, body odors or speech of a student; information received by the principal or the principal’s designee from teachers, parents, students, employees, or detection

devices; an accident involving a motor vehicle (cars, motorcycles, motor bikes, etc.) before, during, or after school hours on school property.

Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and other indicators of their problem. These indicators can include, but are not limited to, the following:

- Mood swings
- Aggressive (including fighting) or lethargic behavior
- Smoking
- Risk-taking behavior
- Paranoia
- Falling grades
- Bragging or talking to other students about drug and/or alcohol use
- Psychosis
- Loss of interest in school and in favorite activities
- Drastic change in dress, grades or attendance
- Poor grooming
- Truancy, excessive tardiness and/or excessive absence
- Isolation from friends and family members
- Depression and/or entire withdrawal

The purpose of testing students, under the above required circumstances, is to provide parents with information that will enable them to seek professional help for their children. The results of the drug and alcohol test will be provided to the principal or principal's designee who will share the results with the parent/guardian. If the results are positive* (see explanation below), the principal or principal's designee will proceed as follows:

1. First Positive Test- -The results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal, or principal's designee, will work with the parent/guardian to provide guidance in seeking assessment and treatment.
2. Second Positive Test- -The results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a retest administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal or principal's designee will work with the parent/guardian to provide guidance in seeking assessment and treatment as an alternative to a recommendation for expulsion. Students testing positive will be placed on probation and assigned by the principal or his designee community service hours at Mt. Vernon High School. Failure to participate in any recognized program for assistance and treatment will result in a recommendation of expulsion.
3. Third and Subsequent Positive Test(s)- -When any student tests positive more than two times (not including a prior retest that was paid by the parent/guardian), the student will be suspended, and the school will initiate a request for the student's expulsion. The cost for this positive test shall be the responsibility of the parent/guardian. The results of this positive test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the sample, the full cost of the re-test shall be borne by the parent/guardian.

*In this Awareness and Assistance Program, a positive test for nicotine will be reported to the parent/guardian, but it will not be subject to due process action.

A student's refusal to submit to a required drug and alcohol test will be considered an admission of a violation of district policy or school rules pertaining to the use and possession of drugs or alcohol. This violation of school rules will be dealt with according to the district's policy on student suspension and expulsion.

CONFIDENTIALITY

Under this drug testing program, any administrator of Mt. Vernon CSC 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 when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results, for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

IMPLEMENTATION

The Mt. Vernon Board of Trustees directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardian(s) to fully implement all aspects of this policy.