

DRUG, ALCOHOL, AND TOBACCO EDUCATION AND TESTING PROGRAM

The Board of School Trustees of Rensselaer Central Schools Corporation recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, alcohol, and/or tobacco products. Drug, alcohol, and tobacco abuse at school is a threat to the safety and health of both our employees and our students. 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, the contraction of associated diseases through the use of common or unsterilized paraphernalia, modification of behavior, death, or other conditions which substantially inhibit a person from performing to his or her fullest natural ability.

Drug, alcohol, and tobacco abuse are serious problems 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 middle or 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 strength and endurance. Rensselaer Central Schools Corporation recognizes that serious attention is being given to drug and alcohol abuse problems not only here, but in other school systems, in private business and industry, in government, and in the colleges throughout the country.

Wide publicity continues to be given to testing and education programs being implemented at all levels. The most recognizable are associated with mandatory testing programs established in the Olympics, professional sports leagues, and the National Collegiate Athletic Association. Equally wide publicity is given at times to those individuals who are declared ineligible due to positive test results or continued abuse of these harmful substances.

The athletic and related programs of Rensselaer Central Schools Corporation are an integral part of the school system and the community. The recognized value of 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 such programs, but believes the opportunity for such participation is not an absolute right. Rather, it is 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 and his/her custodial parent or guardian to submit to testing for the use of drugs, alcohol, and tobacco if selected in accordance with these procedures.

Similarly, operation of a motor vehicle while under the influence of alcohol or other illegal drugs is dangerous to the student driver, his/her passengers, and all members of the public.

The random drug testing program adds a new dimension to the athletic and student conduct codes already established by the school to guide student conduct. The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning program of Rensselaer Central Schools Corporation. The program is intended to be primarily a medical diagnostic aid in disclosing possible drug related problems and as an extension of our regular drug education program. However, as indicated by the risks outlined in the opening paragraph, drug use is inconsistent with the purposes of participation in interscholastic athletics and other events and programs, and with the purposes of the school in general. The program, therefore, includes appropriate procedures for dealing with such problems in areas which the schools have been given legal parameters to implement such policies.

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Program Implementation

The program will be applied to all high school and middle school interscholastic sports teams, male and female, and is intended for all students who try out for or become members of a Rensselaer Central Schools Corporation interscholastic athletic team. This includes students who try out for or become members of all cheerleading squads. Such students shall be referred to herein, collectively, as "student athletes".

Student athletes are respected and admired by a large segment of the school and the community. Accordingly, in order to participate in athletics as representatives of the school, these student athletes are expected to hold themselves as good examples of conduct, sportsmanship, and mental and physical training, which includes avoiding the use of unlawful, illicit drugs, alcohol, and tobacco products. A student athlete who uses such items is a danger to himself/herself, his/her teammates, and his/her opponents. Rensselaer Central Schools Corporation will offer eligibility for participation only to individuals who are drug free, and student athletes are entitled to drug free participation by their teammates.

Driver education students and those students seeking parking authorization are also included in this mandatory drug testing program. Testing of parking permit applicants shall begin the Spring Semester of 2009. Testing of driver education students will begin in the summer of 2009.

In addition to those students described above, the school will test any student who volunteers to participate in the program as well as students under the age of eighteen (18) whose parents wish to have them included in the program at the parent's expense. Students and parents must provide the school with their consent to participate in writing. (See Appendix A) The results of these tests will be shared only with the parents, and will be exclusively for the purpose of identifying students who may be in need of assistance. Once consent is given for testing on a voluntary basis it shall be in effect for the remainder of the school year, unless specifically revoked in writing.

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.

The implementation of this program shall not affect the policies, practices, or rights of Rensselaer Central Schools Corporation in dealing with drug, alcohol, or tobacco possession or use where reasonable or probable cause is obtained by means other than the random sampling provided herein.

1. The principal or designee will require the attendance of all prospective participants at one or more drug education sessions. 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.

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 student or athlete is allowed to practice or participate in any activity of the organization or team. The consent shall be to provide, at any time requested, a urine sample to be tested for drugs, alcohol, and tobacco.
3. The selection of students to be tested will be conducted by the building principal or designee. Selections may occur at any time during the "season," including conditioning, tryouts, and Saturday practice sessions. At the beginning of each season or grading period for non-athletes, each student will be assigned a number. One cross-referenced list of names and numbers will be maintained by the superintendent or designee and shall be secured in the school corporation office until the designated day of testing. The school nurse shall use this list to assist in verification of identification during the collection of samples. The selection of students to be tested shall be done by number on the morning of the test.
4. There will be an announcement on the day of the test of the numbers selected. If the participant has not been tested by noon, the principal or designee determine if the participant is absent from school. If the absence is unexcused, the student will be ineligible for participation until the next testing date and will be automatically tested on that date. If the absence is excused, the student may continue to participate but will be tested on the next date. Refusal to provide the sample will be treated as a positive test result.
5. The collection of samples will be done in a non-offensive manner which insures the integrity of the sample. (See Appendix B) The school official or vendor employee who supervises the sample collection will not physically observe the giving of the sample which will take place in a secured enclosure. Recordation 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, tobacco, unlawful drugs as sited in the controlled substance provisions under Indiana state law, and, if necessary, performance enhancing drugs known as steroids. Testing shall be done by a competent and accredited laboratory selected by Rensselaer Central Schools Corporation.
6. The results of the test shall be reported to the school nurse who is responsible for contacting the student and his/her parents regarding the test results. If the test is positive, the nurse will determine if there are any medical explanations 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 or guardian to inform the school nurse of this fact at the time of the taking of the urine sample. If the nurse verifies that there is no medical reason for the positive result, he/she will contact the principal or designee, who will then contact the student and the student's parent or guardian.
7. All test results shall be kept by Rensselaer Central Schools Corporation. The student who tests negative will be notified within five (5) days of the receipt of the information. Positive test results without medical explanation shall be made known only to the principal or designee, the student, and the student's parent or guardian. The principal or designee shall maintain a record of occurrences for the duration of a student's middle school and high school career. These records shall be destroyed at the beginning of the

school year immediately following a student's graduation from high school. 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. If a student is, or would have been declared ineligible for participation at Rensselaer Central Schools Corporation, this information will be sent to the receiving school.

8. If any participant under this program is determined to be "positive" by the laboratory and the school nurse, the student and the student's parent or guardian shall be advised of the test results, told of 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 parent or guardian desires, they may request to have the remaining portion of the sample, if any, re-analyzed by any accredited testing facility of their choice. Such request must be received by the principal or designee within twenty-four (24) hours of the first notification. The student and the student's parent or guardian shall bear the responsibility and the cost of 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. Rensselaer Central Schools Corporation reserves the right to continue testing at any time during the practice or participation "season" of any activity in which a student participates throughout the remaining school year for any student who tests "positive" and did not supply satisfactory explanation for this result. **IN ADDITION, RENSSELAER CENTRAL SCHOOLS CORPORATION RESERVES THE RIGHT TO TEST ANY STUDENT PARTICIPANT WHO AT ANY TIME EXHIBITS BEHAVIOR OR APPEARANCE THAT ESTABLISHES REASONABLE OR PROBABLE CAUSE TO SUGGEST DRUG, ALCOHOL, OR TOBACCO USE.**
9. Apart from this drug testing program, the coaching staff and sponsor of each sport or activity may establish additional training and participation rules and requirements which include prohibitions concerning the use of drugs, alcohol, and tobacco. Coaches and sponsors have the necessary authority to enforce these rules. It is the purpose of this program to prevent participation while the student has drug residues in his or her body for the protection of the student, other participants, and members of the public. It is also the purpose of this program to educate, help, and direct student participants away from drug, alcohol, and tobacco abuse and toward a healthy, drug-free style of participation.
10. Any athlete or cheerleader testing positive for drug, alcohol, or tobacco use will be assessed the penalties imposed under the Athletic Code.
11. Any student with a parking pass or driver education student who tests positive for drug or alcohol use shall be prohibited from participating in driver education or using the student parking privilege for fifteen (15) school days or until a second drug test is given and a negative result is obtained, whichever event occurs last. Any student with a parking pass or driver education student who tests positive for drug, alcohol, or tobacco use shall participate in a Substance Abuse Program. A positive test for tobacco use will result in suspension of the student parking privilege or suspension or participation in driver education if Substance Abuse Program is not completed (unless student is 18).
12. 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 as a result of any positive test result obtained through the testing program other than as stated herein.

13. Being a student participant is considered a privilege and not a right. Training rules and other participation rules are not to be broken. Any student who violates these rules by testing “positive” without satisfactory explanation will be subject to appropriate consequences as established herein.

APPENDIX A

DRUG, ALCOHOL, AND TOBACCO TESTING PROGRAM
CONSENT FORM

I have received and have read and understand a copy of the “Rensselaer Central Schools Corporation Drug, Alcohol, and Tobacco Education and Testing Program.” I,

Student’s Name

desire to participate in this program and in the athletic programs, driver education program, or am requesting parking privileges of Rensselaer Central Schools Corporation and do hereby, voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing, and analyses of such specimen, and all other aspects of this program. I, the student, agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided in this program. This consent is given pursuant to all state and federal privacy statutes, and is a waiver of rights to nondisclosure to such test records and results only to the extent of the disclosures authorized in the program.

Date _____

Student Signature

**Custodial Parent or Guardian Signature

** The parent or guardian must sign if the student is less than eighteen (18) years of age. Signature by Custodial Parent or Guardian indicates consent for child or ward to participate in Drug, Alcohol, and Tobacco Testing Program.

APPENDIX B

DRUG, ALCOHOL, AND TOBACCO TESTING PROGRAM URINE COLLECTION PROCEDURES

Procedures must provide for the collection site to be secure. Chain of custody forms must be properly executed by authorized collection site personnel upon receipt of specimens. The handling and transportation of urine specimens from one authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored.

Collection Procedures

Procedures for providing urine specimens must allow individual privacy unless the agency has reason to believe that a particular individual may alter or substitute the specimen to be provided. Agencies must take precautions to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the log book can be identified as belonging to a given individual. To ensure that unadulterated specimens are obtained, the following procedures outline the minimum precautions that shall be taken during the collection of urine specimens:

1. At the collection site, toilet bluing agents shall be placed in the toilet tanks, wherever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other source of water (e.g., shower, sink, etc.) in the enclosure where urination occurs.
2. Upon arrival at the collection site, the collection site person may request the individual to present some type of identification. If the individual does not have proper identification, this shall be noted on the chain of custody form. If the individual fails to appear at the assigned time, collection site personnel shall contact appropriate authority to obtain guidance on action to be taken.
3. The collection site person shall ask the individual to remove any unnecessary outer garments (e.g., coat, jacket) that might conceal items for substances that could be used to tamper with or adulterate his/her urine specimen. Also, all personal belongings (e.g., purse, briefcase) must remain with the outer garments; the individual may, however, retain his/her wallet. The collection site person shall note any unusual behavior or appearance.
4. The individual shall be instructed to wash and dry his/her hands prior to urination.
5. After washing hands, the individual shall remain in the presence of the collection site person and not have access to water fountains, faucets, soap dispensers, or cleaning agents.

6. The individual may provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for individual privacy. The collection site person shall note any unusual behavior by the individual.

7. If the collection site uses a public restroom, the following procedures should be followed:

FEMALES: A female collection site person should accompany the individual into the public restroom. Toilet bluing should be placed in the toilet bowl. The individual should be asked to void into the disposable specimen container and asked not to flush the toilet. A disposable collection container with a wider mouth may be used to collect the urine. The sample is then transferred to the collection container by the individual. The collection site person remains in the restroom but outside the stall until the urine specimen is collected and handed to the collection site person by the individual. The collection site person should flush the toilet and continue on with the chain of custody procedures.

MALES: A male collection site person should accompany the individual into the public restroom. Toilet bluing should be placed into the urinal or the toilet bowl, whichever is being used. The individual should be asked not to flush the toilet. The collection site person remains in the restroom but outside the stall until the urine specimen is collected and handed to the collection site person by the individual. The collection site person should flush the toilet and continue on with the chain of custody procedures.

8. Upon receiving the specimen from the individual, the collection site person will determine that it contains at least sixty (60) milliliters of urine. If there is not sufficient urine in the container, additional urine should be collected. The individual may be given reasonable amounts of liquid (e.g., a glass of water). If an individual fails, for any reason, to provide the necessary specimen, collection site personnel shall contact appropriate authority to obtain guidance on action to be taken.
9. After the specimen has been provided and submitted to the collection site person, the individual should be allowed to wash his/her hands.
10. **IMMEDIATELY** after collection, collection site personnel shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. Any unusual findings resulting from the inspection must be included on the chain of custody form. The time from urination to delivery of the sample for temperature measurement is critical and in no case should exceed four (4) minutes. If the temperature of the specimen is outside the range of 32.5 - 37.7°C/90.5 - 99.8°F, this gives rise to reasonable suspicion of adulteration/substitution, and another specimen should be collected under direct observation and both specimens forwarded to the laboratory. Any specimen suspected to be adulterated should always be forwarded for testing. When reasonable suspicion is established, the second specimen must be obtained.
11. Both the individual being tested and the collection site person should keep the specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred to

a second container, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamper proof seal over the bottle cap and down the sides of the bottle. The collection site person will place the identification label securely on the bottle.

12. The identification label should contain the date, individual's specimen number, and any other identifying information provided/required by the Agency. The individual shall initial the label on the specimen bottle.
13. The collection site person will enter the identifying information in a ledger. Both the collection site person and the individual shall sign the ledger next to the identifying information.
14. The individual shall be asked to read and sign a certification statement regarding his/her urine specimen.
15. The collection site person shall complete the appropriate chain of custody form.
16. The urine specimen and chain of custody form are now ready for shipment. If the specimen is not immediately prepared for shipment, it must be appropriately secured during temporary storage.

NOTE: While performing any part of the chain of custody procedures, it is essential that the urine specimen and custody documents be under control of the involved collection site person. If the involved collection site person must leave his/her work station momentarily, the specimen and custody form must be taken with him/her or must be secured. After the collection site person returns to the work station, the custody process will continue. If the site person is leaving for an extended period of time, prior to leaving the site, the specimen should be packaged for mailing.

Collection Control

Collection site personnel shall always attempt to have the container or specimen bottle within sight before and after the individual has urinated. The containers shall be tightly capped, properly sealed, and labeled. A chain of custody form approved by the Agency shall be utilized for maintaining control and accountability from point of collection to final disposition of specimens. With each transfer of possession, the chain of custody form shall be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and the purpose of transferring possession noted. Every effort should be made to minimize the number of persons handling specimens.

Transportation to Laboratory

After collection of urine specimens, collection site personnel shall arrange to ship the specimens to the drug testing laboratory.