

# NORTH UNION DRUG & ALCOHOL POLICY

## And High School Drug Testing Procedures



Parents and students please read

Thank you

**NORTH UNION LOCAL SCHOOL DISTRICT**  
**DRUG AND ALCOHOL POLICY**

**OVERVIEW**

Board Policies: IGAG, IGDJ, IGD, IGDJA-R, JFCG, JFCH, JFCI, JFCIA

Substance abuse has become an insidious problem in our country. Communities are becoming increasingly aware of its harmful effects and recognize experimentation and peer pressure can lead to dependency. This dependency disrupts the growth process, alters physical and emotional well-being and interferes with the performance capabilities of the user.

The North Union Board of Education strongly supports programs in the schools that are designed to: raise awareness of the harmful effects of drug use among students and staff; prevent students' involvement of drugs and alcohol; assist and support students who are involved and affected by drug use; work cooperatively with those students who are willing to seek help/treatment; and to provide a disciplinary drug and alcohol policy for the North Union Local School District.

The purpose of this program is fourfold:

- 1.) to provide for the safety of all students;
- 2.) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- 3.) to encourage students who use drugs to participate in drug treatment programs; and
- 4.) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within North Union Local Schools.

**I. EDUCATIONAL PROGRAM**

**A. Introduction:**

Students who are experiencing problems with drug and alcohol usage are in need of assistance. The type of assistance needed may vary; however, the North Union Local School District is committed to assist the student and his/her family find the most appropriate assistance/treatment program from which these individuals can benefit.

Becoming aware of the extent of the problem, recognizing the symptoms of abuse, and knowing the effects of drug and alcohol use are necessary elements of a "Preventive Educational Effort." Therefore, it shall be the responsibility of the school officials of the North Union Local School District:

1. will communicate information in terms of statistics, publications, meetings, workshops, and other pertinent items of interest regarding substance abuse programs and their availability to students and their families.
2. will provide continuing instructive programs for all staff personnel which will enable them to identify the symptoms of drug and alcohol abuse.
3. will bring outside speakers into the schools and cooperate with other agencies to disseminate information to students.
4. will develop a school curriculum, grades K-12, which is comprehensive and covers areas including but not limited to: physical, emotional, mental, social, and legal ramifications of drug and alcohol involvement.
5. will provide information to students, staff and parents about outside agencies and encourage them to take advantage of these services and programs.
6. will inform students that use, possession, or selling/distributing counterfeit controlled substances is also a criminal offense.

## **II. ABUSES OF DRUGS AND ALCOHOL**

### **A. Introduction:**

It is the primary objective of the North Union Schools to assure that education of all students shall proceed in an efficient, orderly, and non-disruptive manner. The **SALE, USE OR POSSESSION OF INTOXICANTS, ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES** on school premises is an obstacle to that objective and interferes with the responsibility of students to receive quality academic instruction. While student drug education and referral to counseling services will continue to be made available; it is the philosophy of the North Union Schools that such measures should be viewed as instructional or rehabilitative and will be considered as an alternative to disciplinary procedures or measures as specified in the **OFFENSES AND DISCIPLINARY ACTIONS**, Section III.

### **B. Responsibilities of Students:**

Students in the North Union School District shall not possess, transmit, conceal, consume, show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, or mind altering substances, the possession of which is prohibited by law and by the North Union Board of Education. This includes narcotics, hallucinogens or intoxicants of any kind:

1. on school property (including vehicles used for transportation of students) and/or at school related events, or off school property when the conduct endangers the health and safety of students within the District or adversely affects the educational process.
- 2.. at any school sponsored or sanctioned activity or event away from or within the school district.

Drug paraphernalia or instruments including, but not limited to, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property and will be subject to immediate confiscation.

This policy and in accordance with state law defines counterfeit, controlled substance as the following:

1. any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
2. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. any substance other than a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year including summer school sessions.

### **C. Responsibilities of School Officials:**

It is the responsibility of all school employees of the North Union Board of Education to inform students and parents about the drug and alcohol abuse policy of this district.

All matters concerning reports of individual students directly related to drug and alcohol abuse shall be and

remain confidential except as between the person(s) directly involved in the students' education and except as otherwise provided herein.

1. When a school official has reason to believe that a student is in violation of the Drug and Alcohol Policy, the following action will be taken:
  - a. the student will be brought to the school administration and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply if guilty.
  - b. if a student is in need of medical attention, the medical emergency squad will be notified to render immediate and temporary medical attention.
  - c. the parent(s) or legal guardian will be notified and asked to meet with the building administrator.
  - d. only in the case of a medical emergency and the parents cannot be reached will the person(s) on the medical emergency card be notified.
  - e. to the extent permitted by state and/or federal law, school officials may elect to cooperate with law enforcement agencies and to provide any information that would be considered beneficial in the law enforcement's efforts to stem the use of drugs and alcohol.
  - f. if a student participates in extra-curricular activities or has been issued a parking permit by the school district and is under reasonable suspicion, the student may be selected for drug testing.
  
2. If a school official has reason to believe that intoxicants, illegal drugs or potentially harmful substances or drug paraphernalia are concealed in a school locker or on a student, the following will apply:
  - a. **Locker search:** School lockers, desks or other similar property are subject to search by school officials at any time or without notice.
  - b. **Personal search:** As determined by the United States Supreme Court, when the possession of illegal or dangerous items are suspected to be on a student's person, the school official may ask the student to reveal the items suspected to be on his person.
  - c. **Student vehicle:** When possession of illegal or dangerous items are suspected to be in a student's vehicle on school property, school officials may call local police authorities.

All students are responsible for understanding this Drug and Alcohol Policy and the counseling services available to them. The student's responsibility is to use this information to make decisions about drug and alcohol use. The student who voluntarily requests assistance or counseling in situations where no offense, as specified later in this policy, has been detected by school officials will not be deemed to be in violation of school policy based on information divulged. In situations where an offense, as described later in this policy, has been detected by school officials, the violation of school policy will not be excused on the basis that the student has requested counseling.

#### **E. Parent(s) Responsibility:**

The effectiveness of this Drug and Alcohol Policy will be greatly assisted by the cooperative efforts of the school, family, and school board and it is, therefore, the responsibility of the parents to be aware of and completely understand the North Union Local School District Drug and Alcohol Policy.

### **III. OFFENSES AND DISCIPLINARY ACTION**

#### **A. Introduction:**

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense by any student and shall be administered by the building principals in accordance with the policy and regulations of the North Union Board of Education. It is noted that the penalty designated below provides a guideline for the penalty to be imposed for the offense described as, at all times, school officials retain the discretion to impose the appropriate penalty; in incidences where extreme violations occur, the specified action may be waived by the school official in favor of a stronger measure such as a longer suspension, expulsion, or other appropriate measures as deemed necessary. Similarly, school officials may at a hearing consider factors that may mitigate routine disciplinary measures.

#### **B. Offenses:**

The following conduct by students is prohibited by the North Union Board of Education:

##### **1. Selling or distributing any quantity of intoxicant, illegal drugs, controlled substances or counterfeit controlled substances:**

###### **a. First Offense:**

1. Parent(s) will be notified immediately and the student will be removed from the school for the remainder of the day.
2. The police may be notified of the incident.
3. Consultation with parent(s) and student emphasizing the availability of counseling services.
4. The student may be suspended from school for ten (10) school days.  
OR
5. The student may be suspended for ten (10) school days and a recommendation for expulsion filed.

##### **2. Possession of drug paraphernalia/other instruments or being under the influence of illegal drugs or other controlled substances when such a possession or influence is prohibited by law or by the policy of the North Union Board of Education.**

###### **a. First offense:**

1. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
2. Police may be notified of the incident.
3. Consultation with parent(s) and student emphasizing the availability of counseling services.
4. The emergency medical rescue squad will be called if deemed necessary by the school officials.
5. It may be recommended to the parent(s) by the school official that a police investigation be made to determine the source of the drug/alcohol.
6. The student may be suspended from three (3) to ten (10) days from school. If the student has been given ten (10) days suspension, a readmission conference must be conducted with student and parent(s).

---- OR ----

In cases of students with prior code-of-conduct offenses, administrators may suspend the student for ten (10) days and a recommendation for expulsion may be filed.

**b. Second and subsequent offenses:**

1. Parent(s) will be notified immediately and student will be removed from school for the remainder of the day.
2. The police may be notified of the incident.
3. Consultation with parent(s) and student shall occur emphasizing the availability of counseling/treatment services.
4. The emergency medical rescue squad will be called if deemed necessary by the school officials.
5. The student shall be suspended from school for ten (10) days and a recommendation for expulsion may be made. .
6. A readmission conference with student and parent(s) must be held prior to the student returning to school.

**IV. DRUG AND ALCOHOL POLICY FOR EXTRA-CURRICULAR PARTICIPANTS**

**A. Introduction:**

In addition to the preceding Board Policy (sections I, II, and III of this Policy) regarding drugs and alcohol, the North Union Board of Education has adopted a Drug and Alcohol Testing Policy (See Board Policy IGDJA and Board Regulation IGDJA-R) which shall apply to all students who participate in school-sponsored, student-related, extra-curricular activities, as well as those who are issued a parking permit to drive and park on school district property.

It is the opinion of the North Union Board of Education that extra-curricular activities are an integral and important part in the development of a student's educational program. Participation in extra-curricular activities is encouraged by the Board of Education. Students are volunteering to participate in these extra-curricular activities sponsored by the North Union Board of Education and are expected to accept the responsibility granted them by this privilege of participation by maintaining a higher degree of conduct. To be in extra-curricular activities in the North Union School District is to make a commitment and it is the student's responsibility to meet the commitment.

**B. Extra-curricular activities identified:**

Extra-curricular activities are those activities that are sponsored by, supported by, and identified by the North Union Board of Education and are an extension of the "normal" school day. Grades are not issued for a student's participation in extra-curricular activities.

Participation in athletics and activities programs is a privilege. This privilege is extend to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level; **therefore**, the privilege of participation in activities and athletics is only extended to those who meet the expectation of non-use of alcohol and other drugs.

**C. Violations:**

In addition to the North Union Board of Education Drug and Alcohol Policy (see, sections I, II, and III of this Policy), there are two additional responsibilities of trust and confidence placed upon students who participate in extra-curricular activities sponsored by the North Union Schools. Accordingly those students

participating in extra-curricular activities who violate the following rules shall be subject to the discipline outlined above in Section III(B) of this policy and **in addition**, may be disciplined as indicated below:

1. **No selling and/or distributing of any drugs or alcoholic beverages.**

- a. **First offense:** The student may be denied the privilege of participating in the extra-curricular activity for 80 school days. School days will be counted beginning with first interscholastic competition of the current or subsequent season. In the case of a student driver, the student may be denied driving and parking privileges for 45 days
- b. **Second offense:** The student will be ineligible for all extra-curricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 90 days.

2. **No possession and/or use of drugs or alcoholic beverages.**

**A positive result to a drug test administered in accordance with Board Policy IGDJA and Board Regulation IGDJA-R shall be considered a violation of this - the North Union Board of Education Drug and Alcohol Policy and will result in a student being subjected to all applicable sanctions.**

- a. **First offense:** The student shall be denied the privilege of participating in extra-curricular activities for two weeks (ten school days), or in the case of a student driver, shall be denied driving and parking privileges for 45 school days, provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program.

Any varsity student athlete who violates this policy shall lose any leadership position held. Additionally, the student athlete will be required to meet with the building principal and athletic director prior to any reinstatement.

---- OR ----

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extra-curricular activities, or will be denied driving and parking privileges for 90 school days.

- b. **Second offense:** The student will be ineligible for all extra-curricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
- c. **Third offense:** The student will be permanently ineligible to participate in all athletics and extra-curricular activities for the remainder of his/her academic career in North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career in North Union schools.

**DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES**  
(Grades 7 – 12)

The Board recognizes that the interscholastic athletic and extracurricular programming is an integral part of the entire educational program. The Board also recognizes the importance of protecting students' health and safety relating to the use of controlled substances. To this end, the Board has developed a drug testing policy for students participating in interscholastic athletics, extracurricular activities, and those who request parking permits.

Students participating in athletics and other extracurricular activities are expected to hold themselves to good standards of conduct, sportsmanship and training because they represent the District in the course of their activities. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their parents and their school to set the positive examples of conduct, which includes avoidance of the use of controlled substances.

Students participating in interscholastic athletics, extracurricular activities or who obtain a parking permit, and their parents if the student is a minor, are required to consent to participation in the District's drug testing program. Failure to consent to the program results in ineligibility for all parking privileges and extracurricular activities.

The term "drug test" in this policy refers only to urinalysis tests. The tests may screen for illegal drugs, illegal performance enhancing drugs, unauthorized use of prescription medication, misuse of over-the-counter medications, alcohol and nicotine.

The District's drug testing policy and procedures are included in student handbooks and extracurricular activities manuals. Activity advisors provide students with a copy of, and educate students about, the Board's drug testing policy and procedures at the beginning of the academic year or athletic season.

Drug Testing Program

Drug testing occurs at the beginning of the school year. In addition, random testing of students in extracurricular activities and students issued parking permits occurs throughout the school year or athletic season(s). Drug testing may also occur when a District administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled substance.

Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

1. The Building Principal, within 24 hours of receiving the test results from the Vendor/testing agency, will notify the parent/guardian/custodian. The Building Principal may keep all test results until student's graduation. Due to confidentiality laws, the only information that will be revealed to the coach or activity advisor will be that the policy was violated.



2. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/ custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.
3. The Medical Review Officer (employed by the Vendor) may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Medical Review Officer (MRO) 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

#### Consequences for Positive Test Results

Students who test positive shall be considered in violation of the District's Drug and Alcohol Policy and will be subject to all of the disciplinary sanctions outlined therein.

#### Refusal to Test

A student who signs an informed consent form but refuses to submit to a drug test under this policy is subject to all applicable sanctions which result from a positive test.

#### Adulteration Substitution

A student who attempts or assists in an attempt to adulterate or substitute a specimen will be subject to all applicable sanctions which result from a positive test.

#### Non-Punitive Nature of Policy

No penalties for violations of this policy involve academic sanctions, regular school attendance, or referral for criminal penalties.

#### Prescription Drug Error

A student who is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the building

administrator, an explanation of the error. Upon receipt of this document and recognition as a reasonable explanation by the building administrator, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO subject the student to all applicable sanctions which result from a positive test.

### Self-Referrals

Students who knowingly have issues with drugs or alcohol may self-refer during their sign-up period for the activity. Students may not self-refer on the day of drug testing once they have been informed they have been randomly selected that day. A student who self-refers himself/herself to a District staff member for using a controlled substance before being required to submit to a drug test may continue exercise driving and parking privileges and to participate in extracurricular activities. The student must, however, agree to participate in a District-approved substance assistance program, which includes monthly random drug tests for the remainder of the season/semester at parent/guardian/custodian/ student expense. Self-referral is permissible one time during a high school career.

[Adoption date: 8/16/10]

LEGAL REF.: ORC 3313.20

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities  
IGDJ, Interscholastic Athletics  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse  
JO, Student Records

DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES  
(Grades 7-12)

Informed Consent

Students who acquire parking permits or participate in interscholastic athletic and extracurricular activities and their parents (if the student is a minor) are required to consent to participation in the District's drug testing program. It is the parents'/guardians' responsibility to inform the school district of who the family contact person is in the event of a positive test. Failure to consent to drug testing results in loss of parking privileges and ineligibility for all extracurricular activities.

Consent to drug testing includes consent to a drug test during the period of August 1 through May 31 of each school year. Drug tests/screenings only include urinalysis and may screen for illegal drugs, illegal performance enhancing drugs, unauthorized use of prescription medication, misuse of over-the-counter medications, alcohol and nicotine.

1. Initial Drug Test

An initial drug test may be required to participate in interscholastic athletics, extracurricular activities, and to acquire a parking permit.

2. Random Drug Testing

Students with parking permits or involved in extracurricular activities are subject to random drug testing during the period of August 1 through May 31, and when participating in summer school sessions.

3. Reasonable Suspicion Tests

Students may also be subject to drug tests if a District administrator, coach or activity advisor reasonably suspects the student of using a controlled substance. Reasonable suspicion means that a reasonable inference about the student can be drawn based on

- A. specific personal observation of the student's appearance, speech or behavior or
- B. reliable information from students, staff or school-community members

In-School Testing Procedures

Selected students will be escorted from class to the collection site, where a representative of the Vendor/testing agency will collect a specimen of urine using the following process:

- A. 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.
- B. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- C. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- D. The drug testing custody and control form is completed by the student and collector.
- E. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- F. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- G. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the building administrator notified.
- H. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- I. The collector takes the bottle seals and places them over the caps and sides of the bottles and ensures they are properly signed and initialed.
- J. The sealed bottles are placed inside the transport bag.
- K. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
- L. The student may wash their hands and is then sent back to class.

- M. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- N. The building administrator will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration/substitution.

Reporting of Results

1. The Building Principal, within 24 hours of receiving a positive test result from the Vendor/testing agency, will notify the parent/guardian/custodian. Due to confidentiality laws, the only information that will be revealed to the coach or activity advisor will be that the policy was violated. .Thereafter, a conference will be scheduled to discuss the student's continued eligibility for extracurricular activities.
2. Test results are kept in confidential files separate from students' educational records. Only authorized District personnel may access the files and may inform other District staff of the test results only when a legitimate educational interest can be demonstrated.
3. Test results are kept until the student graduates or up to six years.

(Approval date: 8/16/10)