



Chain-of-Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Chemical Abuse Specialist - A certified program specialist with expertise in the area of chemical dependence and assessment.

Chemical Dependency - The use of any chemical substance to a degree where the individual begins to depend on the substance physically or psychologically in order to function.

Confidentiality - Between students, staff members and the Student Assistance Program shall be respected and no confidential communication may be made without the consent of the student or his/her parent/guardian unless the best interest of the student can be served only by doing so.

Cooperative Behavior - The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the Student Assistance Program.

Distribution - Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Drug/Mood-Altering Substance/Alcohol - Shall include any alcohol, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, any controlled substance, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school.

Drug Paraphernalia - Includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

GC/MS - Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

	<p>High-Risk Student - Any student exhibiting behaviors indicating a potential for, or an established pattern of endangering his/her own life or well-being. This group may also include those students whose environments contain elements that typically lead to self-destructive or neglecting behaviors, such as children of parents/guardians who abuse drugs or alcohol, abused children, neglected children, or other poorly nurtured youth.</p> <p>Illicit Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.</p> <p>Intervention - The effort to provide assistance to students and their families when the student's behavior is not conducive to learning. In certain specified situations, it is action taken to resolve behavior problems which take place on school property or at activities sponsored by the school district.</p> <p>Medical-Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.</p> <p>Medical Vendor - The medical office or company selected by the Board of Education to carry out this policy of drug testing.</p> <p>Possession - To possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substance determined to be illegal or as defined by this policy.</p> <p>Prevention - Is defined as those activities designated to motivate students to avoid chemical use.</p> <p>Quantitative Levels - The measurement levels of specific chemicals in the urine reported usually in nanogram per milliliter (ng/ml).</p> <p>SAMHSA - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.</p> <p>SAP Records - All Student Assistance documents used by the core team shall be considered confidential and accessible only to core team individuals responsible for recommending assessment and for decision making.</p> <p>School Property - Includes not only actual buildings, facilities, and grounds on the school campus but also includes school buses, school bus stops, school parking areas, and any facility being used for a school function.</p>
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<p>3. Guidelines</p> <p>Pol. 218</p>	<p>School-Sponsored Activity - Is an activity that is funded (in whole or in part) and/or supervised by the school district, or facilitated through a school project. This includes activities funded (in whole or in part) with student activity funds.</p> <p>Student Assistance Program - Is a systematic approach to helping students who are experiencing learning problems. It is a core team composed of school personnel (teachers, administrators, counselors, nurses, psychologists) and other qualified members of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the "identification and referral" process of students coming to their attention through the procedures outlined in this policy.</p> <p>Support Groups - Are groups available to students in rehabilitation, high risk students, children of parents/guardians who abuse drugs or alcohol, or other students identified by the Student Assistance Program as being in need of support. Groups may include social skills, aftercare, and any other appropriate educational groups.</p> <p>Treatment - Is a structured, supervised experience designed to help a person change behaviors which are causing serious problems for the person.</p> <p>Uncooperative Behavior - Resistance on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the Student Assistance Team. Refusal to submit to a urine test shall not be uncooperative behavior.</p> <p><u>Rules And Regulations</u></p> <p>A student who on school property or anywhere at a school-sponsored activity is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Carlynton Discipline Policy and Summary of Drug and Alcohol Administrative Guidelines.</p> <p><u>Student Assistance Program</u></p> <p>1. The Carlynton Student Assistance Program shall operate in compliance with PA State certification requirement for such programs.</p>
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2. The SAP shall have an established physical location within the Jr./Sr. High School building with adequate facilities.
3. Carlynton School District will provide administrative support for the referral and intervention procedures used by the SAP team.
4. SAP team members will attend regular, on-going inservice programs in order to maintain a high level of knowledge and expertise. In addition, the SAP team will regularly provide inservice for school district personnel on the mechanics of referral procedures, etc.
5. The SAP team shall establish regularly scheduled meetings, at a minimum of one (1) meeting weekly.
6. No new staff/personnel of the Carlynton School District will be made a part of the Student Assistance Program without attending a state certified SAP training workshop.
7. All students attending Carlynton Jr./Sr. High School shall be issued a summarization of the district drug and alcohol policy and guidelines and shall be required to sign the document to indicate knowledge and awareness of the guidelines.

Guidelines For Voluntary Urine Drug Testing

This policy for voluntary drug testing of students is accomplished in conjunction with an independent drug testing laboratory and medical office (Medical Vendor) selected and approved by the Board. Students who are suspected of being under the influence of drugs, mood-altering substances or alcohol shall be asked to voluntarily submit to collection of a urine specimen to be evaluated by the Medical Vendor for purposes of determining the presence of such illegal substances.

An initial suspicion that a student is under the influence shall be determined by direct observation and established criteria for reasonable cause. The request for a urine specimen and the specimen collection shall occur as part of the Immediate Action step of the Carlynton School District Summary of Drug and Alcohol Administrative Guidelines.

The Medical Vendor will certify school personnel as collectors who will oversee the collection of all specimens as outlined in this policy. The actual testing and verification of results are accomplished by an independent Medical Vendor and licensed physician, both of whom are trained and certified in the process and interpretation of drug testing results. The actual laboratory testing, certification and interpretation of the drug test is not done by any school personnel. The use of an outside Medical Vendor ensures both accuracy and confidentiality.

Reasonable Cause For Urine Drug Testing

A student appearing to be under the influence of drugs, mood-altering substances or alcohol, as determined by school officials who observe odors, pupillary changes, slurred speech, lack of normal coordination or other observable behavior that is an indication of being under the influence, will be considered reasonable cause to perform urine drug screening collection as outlined in this policy. Possession of such substances shall also be reasonable cause to perform urine drug testing. Situation/Category 1 of the district's Summary of Drug and Alcohol Administrative Guidelines alone shall not be reasonable cause.

Options For Students Found To Have Reasonable Cause For Urine Drug Testing

Option A –

As outlined in the Carlynton School District Summary of Drug and Alcohol Administrative Guidelines, when a student meets the criteria for reasonable cause for urine drug testing, the student and parent/guardian/custodian will be informed by the school official as to why reasonable cause exists. Based on the strength of the physical evidence as outlined as reasonable cause, the administrator may choose to suspend the student for ten (10) school days pending test results. The school official shall request that the student and the parent/guardian/custodian review and sign the Voluntary Consent form to allow urine testing. The student and parent/guardian should be informed that testing can both confirm suspicion of drug use or verify nonuse. Consent by the parent/guardian and student will be perceived by the district as a first step toward rehabilitation.

Option B –

If the student and parent/guardian/custodian refuse the voluntary drug test, the district shall process the case in the manner it would process any other "under the influence" situation pursuant to the Carlynton School District Summary of Drug and Alcohol Administrative Guidelines, including expulsion proceedings. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

Post-Test Results

Test Results Positive –

The student will be suspended from school for the balance of the ten (10) days suspension. Positive test results requires an appearance before the SAP team, assessment by a licensed drug/alcohol facility within ten (10) days, compliance with its recommendations and serving the remainder of a total ten (10) day suspension. The student will agree, with signed parental consent, to be randomly tested by urine drug screening four (4) times in the next one hundred and eighty (180) consecutive days that school is in session, excluding summer vacation, during the normal school term or until graduation (for seniors). The student may be excluded from all extracurricular activities for one hundred and eighty (180) consecutive days that school is in session, excluding summer vacation, during the normal school term, beginning with the first day of the suspension, or until the student is readmitted to school, whichever is longer. A subsequent positive test on any of the four (4) random screenings will result in immediate exclusion from school pending a formal expulsion hearing.

Test Results Negative –

If the student and parent/guardian/custodian agree to urine testing, the student will be suspended from school for ten (10) days pending the results of the testing. If the test results are negative (usually known within three [3] days), the student will be immediately returned to school, all evidence of the suspension will be expunged from the student's record and the parent/guardian and student will be asked to meet with the Student Assistance Team to assess possible reasons for the student's extraordinary behavior which lead to the "under the influence" accusation.

Sample Collection

Samples will be collected as outlined under Medical Vendor Requirements below. Any student required to submit to ongoing random urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of the collection period will be retained at the collection site and allowed to consume up to eight (8) ounces of water during the next two (2) hours. Students not able to provide an adequate urine specimen in two (2) hours will be viewed as refusing to test and subject to this policy's actions in that regard. The student will be immediately subject to continuation of all disciplinary proceedings, including a formal Board hearing for expulsion, pursuant to the Administrative Guidelines for School District Drug and Alcohol Policy.

Confidentiality Of Results

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement.

Medical Vendor Requirements

At a minimum, the Medical Vendor must be able to provide the following services.

Collection of Urine Specimens - The Medical Vendor will train and certify identified school personnel as collectors who will oversee the collection of urine specimens as outlined below. Chain-of-Custody forms will be provided by the Medical Vendor that meet the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

Collection Process - Students are escorted to the collection site. A specimen of urine is collected following this process:

1. Student first is asked to wash their hands with soap and water, while observed, and dry them with a paper towel.
2. 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.
3. The drug testing custody and control form is completed by the student and collector.
4. The collector opens a sealed split specimen transport box, prepares the urine bottles, and gives the collection cup to the student.
5. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
6. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (60 ml) in one (1) attempt. The student is also told they are to hand the container of urine to the collector, not to run water while in the bathroom, and not to flush the toilet until the specimen is given to the collector.
7. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then rewash their hands.

8. The collector checks the volume, reads and records the temperature within four (4) minutes of collection, and looks for evidence of tampering.
9. With the student watching, the collector will pour the specimen into the two (2) bottles, then recap the specimen bottles tightly.
10. If tampering is suspected, the principal will be notified immediately and a second specimen will be requested. The suspected tampering or adulteration will be noted on the Chain-of-Custody form. Both specimens will be submitted to the laboratory for testing. A second suspected tampered specimen will be considered refusal to test and the principal notified.
11. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
12. The student is asked to initial the bottle seals and transport bag.
13. The sealed bottles are placed inside the transport bag and the top sealed as directed.
14. 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. This pouch is then sealed as indicated. The student is given the donor copy of the form.
15. While the student watches, the sealed specimen bag is carried to a secured storage area.
16. The student is then released to his/her parents/guardians or sent back to class.
17. 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.
18. The principal will be notified immediately of any student who refuses to give a urine sample.

Testing Of Urine Specimens

The Medical Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should

have greater than ten (10) years experience in toxicology testing and Chain-of-Custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Nicotine	Opiates
Phencyclidine	Propoxyphene	

Medical Review Officer (MRO) Responsibilities

The Medical Vendor will provide MRO services by a licensed physician who is trained and certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Carlynton School District Summary of Drug and Alcohol Administrative Guidelines as to the evaluation of positive drug tests and reporting findings to the building principal and school nurse in a timely and confidential manner. All results will be kept on file for a period of seven (7) years.

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

1. The MRO determines if any discrepancies have occurred in the Chain-of-Custody.
2. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

4. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
5. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the building principal and school nurse, initially reporting positive results by phone. The MRO will also notify another designated school official that a drug test returned positive giving only the dates of the collection and reporting. Example(s):
  - a. A drug screen positive for codeine may be ruled negative by the MRO when s/he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  - b. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent/guardian gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
  - c. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
6. The MRO may use quantitative results to determine if positive results on repeat specimens 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 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.
7. The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

Statistical Reporting And Confidentiality Of Urine Drug Test Results

The medical vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Carlynton School District Board of Education. However, the medical vendor will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Pick-Up Process

The collector is responsible for seeing that specimens are picked up by the testing laboratory's courier and the Chain-of-Custody form properly annotated.

Testing Procedures In The Event Of A Positive Result

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

1. The parent/guardian/custodian will be notified by authorized school personnel.
2. Confirmed presence of illegal drugs or banned substances from specimens collected will be considered a positive result.
3. The MRO may use quantitative results to determine if positive results on repeat specimens 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 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.

Non-Punitive Nature Of Policy

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Carlynton School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least seventy-two (72) hours before response is made by the Carlynton School Board of Education, to the extent permitted by such subpoena or legal process.

Illicit Or Banned Substances

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Carlynton School District students:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Nicotine	Opiates
Phencyclidine	Propoxyphene	

School Guidelines

As an integral part of the Carlynton School District Drug and Alcohol Prevention Program, these guidelines represent one (1) component in a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Carlynton School District will provide a safe and healthy environment for students, with due consideration for their legal rights and responsibilities.