



Pensacola Catholic High School

STUDENT SUBSTANCE ABUSE POLICY AND PROGRAM

I. Purpose, Scope and Application

Pensacola Catholic High School (“the School”) is a Catholic High School that strives to provide the best possible education for its students. We believe that education occurs only as students are actively engaged in the learning process. The School, through its administration, seeks to engage its students in a way that will contribute to full personal development. In that regard, the School recognizes that the use of illegal drugs while at school or away from school, leads to increased accidents, injuries, illnesses, and medical claims and can lead to the deterioration of the health of students. Students who abuse controlled substances are dangers not only to themselves, but also to other students, teachers and members of the public. Substance abuse related medical costs also place an unacceptable financial burden on health and benefit programs. Decreased productivity and morale and increased absenteeism and turnover can adversely affect the School’s ability to provide the best possible education for its students.

In light of these concerns, the School’s goal is to maintain a safe, healthy and productive learning environment free of substance abuse. To achieve this goal, the School has adopted and implemented this comprehensive Student Substance Abuse Policy and Program (“the Program”).

Generally, the School’s objectives include:

-to create and maintain a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
-to reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
-to reduce the likelihood of accidental personal injury and/or property damage;
-to eliminate substance abuse and its effects from the School;
-to reduce the likelihood that property of the School will be used for unlawful drug activities;
-to identify substance abuse as early as possible;
-to encourage students with substance abuse problems to seek professional assistance;
-to protect the reputation of the School in the community

The School encourages any student with a substance abuse problem to seek counseling or treatment. The School will make available to students and parents information concerning the availability of alcohol and abuse counseling and rehabilitation. Participation in those programs will be at the parents’ expense.

This Program is not intended to affect the ability of the School to manage the learning environment or to discipline its students. The School’s Parent/Student Handbook, including the provisions on discipline, will remain in full force and effect following the adoption of this Program. This Program provides general guidelines for implementing the substance abuse program of the School. The School reserves the right to interpret, change, or rescind this Program, at any time, with or without prior notice.

This Program covers all students of the School and execution by each student and his or her parent of the Consent To Participation in Substance Abuse Program and Release of Liability form is a condition to enrollment by the student at the School.

II. Definitions

As used in this Program, the following terms are defined as follows:

A. Alcohol: “Alcohol” includes

1. Beer and other malt beverages;
2. Wine;
3. Distilled spirits.

B. Controlled Substances: “Controlled Substances” include, but are not limited to:

1. marijuana, cocaine, heroin, hallucinogens, methaqualone, benzodiazepines, opiates, amphetamines, methamphetamines, barbiturate phencyclidine (PCP), and any other substance and the derivatives thereof, whose manufacture, sale, distribution, dispensation, possession, or use is prohibited or controlled by state or federal law;
2. any prescription substance for which the person taking the substance does not have a lawfully issued prescription;
3. any so called “designer drug”, “look alike” synthetic drug and similar substance, even if not specifically prohibited by state or federal law;
4. any other substance that may be abused, whether available legally over-the-counter (such as cough syrup) or naturally occurring (such as hallucinogenic mushrooms) or which was never intended for human consumption (such as glue);
5. a metabolite of any substance described in paragraphs 1 through 4.

C. Testing Laboratory: The Testing Laboratory is a facility designated by the School certified by the United States Department of Health and Human Services and licensed or certified, when required, by appropriate local and state authorities, to test students for the use of controlled substances.

D. GS/MS: The term GS/MS means Gas Chromatography/Mass Spectrometry.

E. Facilitator: The CHS Administrator, or such other person as the School may from time to time designate to collect the sample under this Program.

F. Parent: This term shall include the parent, legal guardian or other legal representative having primary custody and responsibility for a student.

III. The School’s Position on Drug and Alcohol Abuse

The School prohibits the sale, purchase, transfer, or possession of any alcohol, controlled substance, or drug paraphernalia during school hours or on property of the School at any time. The School also prohibits any student from being under the influence of alcohol or any controlled substance while on School premises or at any School sponsored or endorsed function. Presence in a group where alcohol, a controlled substance, or drug paraphernalia is/are being used or openly displayed or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance

IV. Testing

A. Mandatory Testing of Students

All students enrolled in the School for the school year 2009-2010, and each school year thereafter, will be tested under this Program at the beginning of the school year. Thereafter, students may be tested, on a random basis, throughout the school year or may be tested when there is reasonable suspicion that a student has violated the terms or conditions of the Program.

B. Random Testing of Students

All students are subject to random testing throughout the school year. On a periodic basis and without prior notice, students will be selected by use of a computer-generated list, to submit to testing in accordance with this Program. Since the selection is random, some students may be selected several times for a random testing during the school year and others may not be tested through random selection. Prior negative test results of a student do not exempt a student from additional testing.

C. Reasonable Suspicion of Substance Abuse

The school shall test a student based upon reasonable suspicion that the student has used alcohol or a controlled substance in violation of this Program. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience.

1. Factors Supporting Reasonable Suspicion

While it is not possible to list every factor that might lead to testing, those listed below are some of the most common:

-observable actions while at School, such as direct observation of substance abuse or the physical symptoms or manifestations of impairment due to substance abuse;
-a report of substance abuse provided by a reliable and credible source;
-evidence that a student or any other person has tampered with any substance abuse test under this Program;
-evidence that a student has caused or contributed to an accident while at School, on School premises, or at a School sponsored/endorsed event;
-evidence that a student has used, possessed, sold or solicited alcohol or controlled substances while at School, while on the premises or other property of the School, or while attending any school sponsored/endorsed event;
-excessive unexcused absenteeism or tardiness;
-significant deterioration in grades or performance in school athletics;
-significant change in personality (such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination);
-unexplained absences from normal classes;
-unusual or erratic behavior that cannot be readily explained;
-changes in personal hygiene or demeanor;
-cravings for water or for sweets;
-reddened eyes or dilated pupils;
-odor of alcohol or controlled substance;
-unexplained significant weight loss or gain;
-slurred or incoherent speech;
-difficulty in motor coordination.
-lack of compliance with school rules related to appropriate behavior at extracurricular activities

2. Search Based upon a Reasonable Suspicion of Substance Abuse

When there is a reasonable suspicion that a student may be in possession of a substance prohibited by this Program, the student may be required, as a condition of continued enrollment, to submit to a search of clothing, personal lockers, purses, lunch boxes or other containers, desks or personal vehicles. Searches shall be approved by the Principal or Assistant Principal. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience. A report detailing the information to support reasonable suspicion shall be prepared and signed. The report shall be given to the Dean of Students within 24 hours of observation of the conduct. The Dean of Students will then determine whether the student will be required to report to the Facilitator for hair testing, and/or to a local hospital or other medical or health provider for additional testing, which may include blood, urine or hair testing.

V. On-Site Hair-Testing Procedures

A. Assignment of Random Number for Testing Purposes

Students will be assigned a number from a random number table or a computer-based random number generator matched to the students' CHS student number. If a random number table is used, the Principal will be the only employee of the School with knowledge of the correlation between the random number and the name of the student.

B. Reporting for Testing

On each testing day selected by the School, students whose numbers are selected for testing shall be required to report to the place at the School designated for collection activities by the Facilitator. The student shall present identification to the Facilitator and complete a student information form for identification purposes. The student will be given a copy of his or her assigned number in a sealed envelope, if a computer-generated number, rather than the CHS student numbers, are used.

C. Removal of Hair

The Facilitator will remove at least 3.9 centimeters (approximately one and one-half inches) of hair from the student. Hair can be collected from several locations on the head. Body hair from the arm, leg or chest in males may be used as an alternative to cranial hair.

D. Collection of the Samples

The sample will be placed into a foil trough provided by the testing laboratory with the end closest to the root clearly marked. The trough is placed inside a storage receptacle (SAC). An adhesive, tamper proof strip will be placed over the opening of the storage receptacle (SAC) and the student will initial the storage receptacle (SAC), which will then be placed inside a plastic bag that is sealed in the presence of the student. The acquired samples will then be sent, by overnight delivery, to the testing laboratory. Each student receives a copy of the Chain of Custody Form (CCF) which records the details of the specimen collection.

E. The Testing Laboratory

The testing laboratory shall conduct tests on the sample collected in accordance with federally established procedures. The sample shall be tested for cocaine, opiates,

methamphetamines, phencyclidine (PCP), and for all other controlled substances.

F. Unreadable Sample

The testing laboratory shall report any sample that is insufficient in quantity or otherwise impossible to analyze properly to the CHS Administration. The school will then collect a new sample from the student and follow all above procedures to have this new sample analyzed.

VI. Communication of Results

A. Negative Results

The testing laboratory shall report negative results to the CHS Principal or such other person as the Principal may from time to time designate.

B. Positive Results

The testing laboratory shall confirm all positive test results using GC/MS. If the confirmatory test is positive, the following procedures shall be followed:

- The testing laboratory will report positive test results only to the Principal. *Only the results of the patented and FDA-cleared lab, Psychomedics, will be accepted and used by CHS as accurate and verifiable in our Student Substance Abuse Policy and Program.*
-The Principal or his/her representative shall meet with the student and his or her parent(s) and shall inform him/her/them of the positive results. If the positive test result is believed to be the result of the fact that the student is taking prescribed medications, the parent(s) will be asked to provide documentation of medication prescription information to the principal.
-If the student or his or her parent, desires a second confirmatory test, he or she shall submit a written request to the Principal for retest no later than five (5) days after being informed of the initial test results. The lab will be informed by the School and the second test will be performed on the remaining portion of the stored sample that was taken in the previous screening, at the parent's expense.
-If the results of the additional confirmatory test are negative, the laboratory shall notify the Principal, and the results of the initial test will not be used for any purpose.
-If the results of the additional confirmatory test are positive, the laboratory shall notify the Principal. The Principal or his/her representative will then meet with the student and his/her parent and notify them of the result. If the student tests positive for the first time, the student will be required to participate in an adolescent drug outpatient counseling program to receive counseling or rehabilitation treatment. The student and his or her parent will be responsible for initiating admittance into, and utilizing the services of, any counseling or treatment center, and the expense, if any, for such counseling or treatment will be borne by the parent. This must take place within three weeks of the initial meeting with the principal. Within one week after reporting for counseling, the parent must present a written statement to the principal, verifying that the student is in a counseling program. When the counseling program has been completed, the parent must again present a written statement from the counselor to the principal, verifying that the counseling program has been completed. The student will be allowed to remain at the School for a probationary period of ninety (90)

days after being notified that the confirmatory test was positive. After the expiration of the ninety (90) day probationary period, the student will be retested periodically, for the remainder of his or her tenure at the School, at the expense of the parent. The same testing procedures as the initial test procedure will be used for the retesting. If the student then tests positive a second time during their tenure at the School, he or she will be dismissed from the School.

.....Failure to complete the required counseling program (mentioned above), through its completion, will lead to the student's dismissal from the school.

VII. Discipline

A. Generally

Compliance with this Program is a condition of continued enrollment at the School. A violation of any provision of this Program, a failure or refusal to cooperate or participate fully in this Program, or a failure or refusal to sign any required document or to submit to a test or search, is a ground for dismissal.

B. Types of Discipline

Students who, pursuant to the on-site hair testing provisions of this Program, test positive on the first offense will be placed on a probationary period of ninety (90) days and will be retested at an unspecified date following the probationary period. If a student tests positive a second time during his or her tenure with the School as a result of on-site hair testing, he or she will be dismissed. The imposition of discipline by the School may be in addition to any applicable to law enforcement authorities. In other words, the imposition of discipline does not prevent the School from making a referral to the applicable law enforcement authorities as provided below.

C. Referral to Law Enforcement Authorities

Students who use, possess, or distribute alcohol or controlled substances on school premises or at any school-sponsored or endorsed function may be referred to law enforcement authorities and may be subject to automatic expulsion. A student who is present in a group where alcohol or controlled substances are being used or openly displayed may also be referred to law enforcement authorities and may also be subject to automatic expulsion. The results of any drug test performed under the auspices of the Catholic High School Substance Abuse Program will not be provided to law enforcement.

VIII. Confidentiality

All information concerning the testing, counseling, rehabilitation, treatment, or discipline of a student under this Program will be treated as confidential information that may be released only to the Principal or a member of the CHS Administration, the student and his or her parent. Except for disclosures required to be made pursuant to judicial or quasi-judicial process, no such information shall be provided to anyone else, without the specific written consent of the parent authorizing the release to the third person. In the absence of a valid consent to disclose the information, the School shall respond to inquiries regarding a student tested, referred to counseling or rehabilitation, disciplined or dismissed under this Program by stating only that the student was dismissed and the dates he or she was enrolled as a student at the School. Any employee of the School who willfully discloses any other information in violation of this Program will be subject to discipline, up to and including dismissal.

IX. Miscellaneous Provisions

A. Dissemination of Program

A copy of the School's Student Substance Abuse Policy and Program shall be distributed to all non-graduating students when they prepare to register for their initial school year at CHS and shall also be available on the CHS website.

B. Emergency Action

Nothing in this Program shall prevent or restrain the Principal or Administration, or any teacher or other employee of the School from taking immediate action deemed necessary to stop or to prevent an unsafe act or to stop or prevent an immediate threat of personal injury, death or property damage.

C. Student Acknowledgment and Consent

Each student and his or her parent shall be required to read the Student Substance Abuse Policy and Program and to sign the Consent to Participation in Substance Abuse Program and Release of Liability form.

D. Effective Date

This Program went into effect on August 1, 2009.