



MCGILL-TOOLEN CATHOLIC HIGH SCHOOL

**STUDENT SUBSTANCE ABUSE POLICY AND PROGRAM
AS AMENDED NOVEMBER 2013**

McGill-Toolen Catholic High School

STUDENT SUBSTANCE ABUSE POLICY AND PROGRAM

I. Purpose, Scope and Application

McGill-Toolen 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 to the detriment of other students. 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; and
-to comply with all federal and state laws pertaining to substance abuse testing.

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 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 Substance Abuse Policy Release form at registration 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; and
 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); and
 5. a metabolite of any substance described in paragraphs 1 through 4.
- C. Medical Review Officer (“MRO”):** The MRO is a licensed physician designated by the School who has been certified by the American Board of Medical Review Officers, and who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate positive results of alcohol and controlled substance tests in light of a student’s medical history and relevant biomedical information. If the School designates an employee of the laboratory conducting testing under this Program as the MRO, the laboratory must have established a clear separation of functions to prevent any appearance of a conflict of interests, including assuring the School that the MRO has no responsibility for, and is not supervised by, or the supervisor of, any person who has responsibility for the drug testing or quality control operations of the laboratory.
- D. 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.
- E. GS/MS:** The term GS/MS means Gas Chromatography/Mass Spectrometry.
- F. Facilitator:** An Assistant Principal or such other person as the School may from time to time designate to collect the sample under this Program.
- G. 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 2000-2001, and each school year thereafter, will be tested under this Program during 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. All new students, when they enroll or transfer to the School, will be required to be tested within three months of enrollment under this 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 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 employee 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.

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. The Principal or an Assistant Principal shall approve searches. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience.

The Assistant Principal 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.

3. We do not accept testing results from other drug testing providers.

V. On-Site Hair-Testing Procedures

A. 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.

B. 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.

C. Collection of the Samples The sample will be placed into a receptacle provided by the testing laboratory with the root end clearly marked. The student will initial the storage receptacle, which will be placed inside a second storage receptacle, which will also be initialed by the student. An adhesive, tamper proof strip will be placed over the second storage receptacle. The School will send the samples, by overnight delivery, to the testing laboratory at the end of the school day.

D. The Testing Laboratory The testing laboratory shall conduct tests on the samples collected in accordance with federally established procedures.

E. Unreadable Sample The testing laboratory shall report any sample that is adulterated, contaminated, unreadable, not authentic, or otherwise impossible to analyze properly to the Assistant Principal for Discipline, or to such other person as he designates, who shall meet with the student and/or the Facilitator and ask for an explanation. If a satisfactory explanation is provided, a new test may be performed at the discretion of the Principal. If a satisfactory explanation is not provided, the Principal may recommend rehabilitation and/or impose discipline in accordance with this Program.

VI. Communication of Results

A. Negative Results The testing laboratory shall report negative results to the Assistant Principal or such other person as the School may from time to time designate. The Assistant Principal or Principal shall communicate the results confidentially to the student.

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 to the MRO for verification.

.....If the MRO verifies that the positive result is correct, the MRO shall inform the Principal or the Assistant Principal of the result and of the controlled substance or substances discovered by the test.

.....The Principal or Assistant Principal shall meet with the student and his or her parent, and shall inform them that a second test may be conducted at the student's expense.

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 Principal shall notify the MRO, and the second test will be performed on the original sample using GC/MS or an equivalent, at the parent's expense.

.....If the results of the additional confirmatory test are negative, the MRO shall notify the Principal, and the results of the initial test will not be used for any purpose and the School shall refund to the parent the cost of the second test.

.....If the results of the additional confirmatory test are positive, the MRO shall notify the Principal or Assistant Principal. The Principal or Assistant Principal will then meet with the student and his or her parent and notify them of the result. If the student tests positive, the student will be encouraged to participate in an adolescent drug outpatient counseling. 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. 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, at a date to be determined solely by the Principal or Assistant Principal. The same testing procedures as the initial test procedure will be used for the retesting. If the student then tests positive, he or she will be dismissed 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 discipline.

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 the unspecified date following the probationary period. If a student tests positive a second time during an academic year as a result of on-site hair testing, he or she

will be dismissed from school. Students who test positive the first time with less than 90 days remaining in a school year must complete a second test prior to the start of the next school year. If the second test is positive, he or she will be not be admitted.

Discipline for violating any aspect of this Program, other than the on-site hair testing provisions, may include Detention, Saturday School, Suspension, Probation, Dismissal or Expulsion, as those terms are defined in more detail in the Student Handbook. 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 shall be referred to law enforcement authorities and shall be subject to automatic expulsion. A student who is present in a group where alcohol or controlled substances are being used or openly displayed shall also be referred to law enforcement authorities and may also be subject to automatic expulsion.

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 President, Principal, the Assistant Principal 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 enrolled at the end of the 1999-2000 school year and shall be available in the Registrar's Office for inspection and copying during regular school hours.

B. Emergency Action Nothing in this Program shall prevent or restrain the Principal or Assistant Principal, 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 a Substance Abuse Policy acknowledgment and consent form at registration.

D. Effective Date This Program shall be effective on August 15, 2000.