

St John Paul II Catholic High School

Alcohol, Drugs, and Tobacco

The constant teaching and Tradition of the Catholic Church uphold the sanctity of life and the dignity of the human person. As Catholics we believe men and women are made in the image and likeness of God. We believe our bodies are temples of the Holy Spirit. The Fifth Commandment, Thou shall not kill, forbids the abuse of alcohol, tobacco, and drugs which alter our consciousness and harm our bodies. This profound and overarching belief in the dignity of the human person and the sanctity of life is the foundation of St John Paul II alcohol, drug and tobacco policy.

POLICY

It is strictly forbidden for any student to use, possess, or distribute alcohol, tobacco and drugs on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. This includes, but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or controlled substances as defined by federal and state law for which the student has no prescription from a duly recognized medical authority or use of another person's prescription. Students found using or possessing alcohol, tobacco or drugs on their persons, in their personal effects or in their vehicles shall be subject to disciplinary action as outlined by the schools policies and regulations. St John Paul II provides a caring family environment that is free of alcohol, drugs and tobacco. Our school should present to the community a clear witness of our Catholic commitment to respect our bodies as temples of the Holy Spirit. Our Catholic faith also teaches compassion. The intent of the following regulations is not to punish but to encourage students to make choices consistent with a healthy lifestyle. School officials have the responsibility to be proactive in providing and maintaining a safe school environment. In order to accomplish this, an important component is providing educational opportunities for parents, students and school personnel. All parents, students and faculty are responsible for attending the alcohol, tobacco and drug presentations offered by the school. By accepting admission into the school, parents assume the responsibility for cooperating with school officials in fostering in their children's healthy lifestyle choices. 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.

General Disciplinary Regulations

The policy of St John Paul II strictly forbids the possession, use and distribution of alcohol, drugs and tobacco. The presence of any student in any state of intoxication at any school activity, on or off campus, is strictly forbidden.

The consequence for violation of this policy is referral for suspension and/or expulsion. In each instance, the administrator's final disciplinary decision will be based on an investigation, evidence and consultation with the student and parents. Prescribed medications and other necessary medicines are distributed by the school in accordance with school procedures.

If a school official suspects that a student has violated the policy or may be associated with anyone who has, the school administrator will respond appropriately. For possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School administrators may:

- Search a student's, locker, personal belongings and/or vehicle;
- Require medical evaluation at a designated facility at the school's expense;
- Require additional medical evaluations at the parents' expense if the initial evaluation is positive;
- Require individual and/or family counseling, as needed.

In an effort to maintain a safe school environment, the school administrator may authorize random searches (by school personnel or local authorities) of students, their personal belongings, lockers, and personal vehicles. The administration may also authorize random medical evaluations at the school's expense.

Tobacco:

The use or possession of tobacco is not permitted at school or within a two block radius of the school. This includes the entire Wildwood shopping complex and other shopping trips adjacent to St John Paul II. No cigarettes or tobacco products of any kind may be carried on one's person or in one's vehicle during school hours. The use, possession, or distribution of tobacco in any form is not permitted at any school affair or athletic event, after school, on field trips, etc. Violations result in suspension and/or expulsion.

Mandatory Drug Testing

In light of these concerns, the Schools 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 schools 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 parent's expense.

This Program is not intended to affect the ability of the School to manage the learning environment or to discipline its students. The Schools 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 School/Parent Partnership Agreement is a condition to enrollment by the student at the School.

I. 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: The Administration or such other person 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.

II. 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.

III. Testing

A. Mandatory Testing of Students

All students enrolled in the School for the school year 2010-2011, 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. 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 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 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. Searches shall be approved by the administration. 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.

IV. On-Site Hair-Testing Procedures

A. Assignment of Random Number or Social Security Number for

Testing Purposes: Students will be assigned a number from a random number table or a computer-based random number generated or matched to the students' social security numbers. 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 computer-generated, rather than social security 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. Should a student not have cranial hair sufficient for a testing sample, the student will be instructed not to cut their hair for three weeks, and at the end of those three weeks, if they have sufficient hair, they will be re-tested. Should a student continue to cut their hair during that three week period, it will be treated as a positive result. Should a student have a documented medical condition that prevents the growth of any hair, that student will be tested by other means.

D. 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 acquired samples will then be placed in a safe or other storage unit under lock and key. The Facilitator will be the sole person with the ability to remove the acquired samples from the stored location. The School will send the samples, by overnight delivery, to the testing laboratory on a weekly basis.

E. The Testing Laboratory: The testing laboratory shall conduct tests on the samples collected in accordance with federally established procedures. One sample shall be tested for cocaine, opiates, methamphetamines, and phencyclidine (PCP). A second, separate sample may be tested for all other controlled substances.

F. Unreadable Sample: The testing laboratory shall report any sample that is adulterated, contaminated, unreadable, not authentic, or otherwise impossible to analyze properly to the Dean of Students 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.

G. Regarding Prescription Drugs: Should certain prescription medications be found in the test results, parents may be asked to produce the prescriptions for their student in order to verify that the medications have been legitimately issued and used according to doctor's instructions.

V. Communication of Results

A. Negative Results: The testing laboratory shall report negative results to the Dean of Students, or such other person as the School may from time to time designate. The Dean of Students 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 of the result and of the controlled substance or substances discovered by the test.
- The 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. The 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 the adolescent drug outpatient counseling provided by Catholic Social Services or to receive counseling or rehabilitation treatment elsewhere. 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. 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.

VI. 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 for the remainder of the current school year. 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 dismissed for the duration of the upcoming school year. Students who have been dismissed for two positive test results may be eligible to apply for readmission under the following conditions:

- approval of the admissions committee and Principal;
- a negative result from an on-site hair test prior to admission;
- on-site hair testing every 90 days, at the parents' expense, for the duration of the student's tenure at St John Paul II;
- enrollment in the adolescent substance abuse program, and participation until the director of that program releases the student;
- a positive drug test any time after readmission will result in immediate expulsion from St John Paul II.

Discipline for violating any aspect of this Program, other than the onsite hair testing provisions, may include Detention, Saturday School, Suspension, Probation, Dismissal or Expulsion, as those terms are defined in more detail in the discipline section of 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.

VII. 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, Assistant Principal, the Dean of Students, the Facilitator, 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.

VIII. 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 school year and shall be available in the office of the Dean of Students for inspection and copying during regular school hours.

B. Emergency Action: Nothing in this Program shall prevent or restrain the 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 an acknowledgment and consent form (Appendix C).

D. Effective Date: This Program shall be effective on July 1, 2010.