

# SUBSTANCE ABUSE POLICY

## PROHIBITED CONDUCT

- A. It is the policy of Collegedale Academy to maintain a safe and healthy environment for its students and employees. A drug-free/alcohol-free life-style is intrinsic to this policy. Therefore, it is Collegedale Academy's policy that the manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs is strictly prohibited.
- B. Illicit drugs include such substances as opium derivatives, hallucinogens (i.e., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, "designer drugs," morphine and other drugs prohibited by law.
- C. Dangerous drugs include drugs which, although legal, are available by prescription only. However, students using or possessing such drugs when prescribed to them under a physician's care, and in a manner that complies with the physician's orders and school policies, will not be considered to have violated the Substance Abuse Policy.
- D. It shall also be a violation of this policy for any student to possess abusable glue (rubber cement, etc.), aerosol paint, or substances containing a volatile chemical:
  1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
  2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

## CONSENT TO DRUG TESTING

Students and a parent or guardian must sign a consent form before the beginning of the school year authorizing Collegedale Academy to conduct drug tests on the basis of both reasonable cause and random selection. Failure to sign such a consent form, or to submit to testing upon request of the Academy, will result in the dismissal of the student.

### Consent Statement:

*"I consent for specimens of hair to be taken and tested by a laboratory designated by Collegedale Academy ("Academy") to determine any current or prior use of illicit drugs, as defined by the Academy's Student Handbook. I also consent, should my hair be too short (less than approximately ½ inch) to obtain a usable specimen, to the collection of a saliva specimen or urine specimen that will be tested by a laboratory designated by the Academy to determine any current or prior use of illegal drugs, as defined by the Academy's Student Handbook.*

*I understand that the Academy may require such testing on a reasonable cause basis, or on a random basis, as designated in the Academy's Student Handbook. I also understand that follow-up testing will be required if any drug test returns positive results, or if I violate the Academy's Substance Abuse policy. I hereby consent to all such tests, and agree to cooperate in the taking and testing of all such hair, saliva, or urine specimens. I understand that the results of these tests will be used to determine my compliance with the Academy's Substance Abuse Policy, and could be used as the basis for discipline by the Academy, up to and including permanent dismissal. I understand that refusal to give consent for testing or cooperate in giving any necessary specimens requested by the Academy will result in permanent dismissal.*

*I authorize the laboratory to disclose all pertinent information, including test results, to its employees and to employees of the Academy involved in the testing process. I hereby release the Academy and the laboratory or laboratories conducting the tests and all of their officers, directors, employees, representatives, agents, affiliated organizations, and attorneys from any and all claims, liabilities or actions arising out of negligence relating to the collection and testing of my hair or urine, communication of test results, excluding gross or intentional negligence.*

*I authorize the Academy and the testing laboratory to release test information, results, and forms in response to any proceeding commenced by me or on my behalf challenging the test and/or any disciplinary action taken as a result of the test. I have signed this authorization release voluntarily and of my own free will. I understand that this will be in effect each year the named student attends Collegedale Academy.*

## REASONABLE CAUSE DRUG TEST

- A. When the Administrative Committee determines that there is reasonable cause to suspect a student has violated the Substance Abuse Policy's "General Prohibitions," it may require the student to submit to a drug test. Failure or refusal to submit to the required drug test will result in dismissal from the Academy.
- B. If a required drug test based upon reasonable cause returns a negative result, the cost of the test will be the responsibility of the Academy. Should the results be positive, the cost will be the responsibility of the student and/or parents.
- C. If your student is on prescription medication, please inform the CA office so that if your student is randomly selected a copy of a doctor authorized prescription will be on file.

## RANDOM DRUG TESTING

- A. To assist in identifying students who may need help overcoming drug use or addiction, and to give our students an easy way to "save face" and just say "no" when tempted to use drugs by their peers, Collegedale Academy randomly drug tests its students.
- B. Using the "hair testing" method, Collegedale Academy will conduct random drug testing of all students.
- C. All students will be assigned a confidential number. Students' numbers will be drawn at random periodically throughout the school year for testing. All students will be tested at least once per year.
- D. At the time of testing, the students will be called to the school office, where a small strand of hair (about 1.5 inches long) will be clipped

from the back of the student's head.

- E. The ideal sample for hair testing will be 1.5 inches in length. However, hair samples as short as 1/2 inch can still be analyzed for the presence of drugs. Students whose hair is too short to obtain any usable sample will be asked to submit to saliva testing and/or urinalysis as an alternate method of drug testing.

**Please note: If a senior tests positive during the second semester of the senior year, s/he will not be allowed on the senior class trip.**

- F. The hair will be analyzed using methods capable of detecting the usage of drugs in the amphetamines, cocaine/metabolites, opiates, phencyclidine (PCP), and cannabinoids (marijuana) groups during the ninety days preceding the test.
- G. If the alternative saliva testing or urinalysis methods are used, they will be conducted by a qualified laboratory utilizing standardized procedures.
- H. Refusal to consent and submit to testing when requested will result in dismissal from Collegedale Academy.
- I. The test results will be kept confidential in compliance with the student's consent, the student's/parent's drug testing authorization and release, and/or Collegedale Academy's policy.
- J. An initial positive test result will be communicated to the school principal and will not be reflected in the student's permanent records. Families can choose whether they wish to inform other school employees about the student's test results.
- K. Anyone who has a positive confirmed drug test result has the right to explain or contest the result to the Administrative Committee within five (5) business days after receiving notification of the test result. The Committee reserves the right to investigate the test result however it deems appropriate. If the explanation or challenge is unsatisfactory to the Committee, the student will be subjected to appropriate discipline under this Policy. A positive test result will be relayed in a private meeting between the principal and the student and parents.

### **CONSEQUENCES OF PROHIBITED CONDUCT OR POSITIVE TESTS**

- A. A student will be deemed to have violated the Substance Abuse Policy, and may be disciplined by the Administrative Committee any time that: (1) the Committee determines that the student has violated any of the Prohibited Conduct provisions above, or (2) the student tests positive in a Reasonable Cause Drug Test, a Random Drug Test, or a Follow-up Drug Test.
- B. Any student holding elected positions for officers within the Academy or extracurricular organizations who violates the Substance Abuse Policy will be required to resign their posts for the balance of the school year.
- C. It is the intention of Collegedale Academy to ensure that students who violate the Substance Abuse Policy receive the professional help that they need.
- D. A student who violates the Substance Abuse Policy must enroll in a series of counseling sessions with an approved counselor. A minimum of six counseling sessions must take place with proof of attendance submitted to Collegedale Academy. These sessions must be arranged and paid for by the parents/guardians. Failure to comply will result in dismissal from CA.
- E. A student who violates the Substance Abuse Policy must submit to Follow-up Drug Tests (at the parents' expense) throughout the twelve month period following the initial violation. These Follow-up Drug Tests will be conducted at (as near as possible) 100, 200, 300, and 365 days from the initial positive test to insure that the student remains drug-free.
- F. If any of the required follow-up tests fall on a date in which the Academy is not in session, the student will still be expected to submit to the testing. Re-admittance to the Academy will be denied to students who fail to submit to the required testing.
- G. If a student's four Follow-up Drug Tests are all negative, the student will be placed back into the Random Testing pool.
- H. If a student violates the Substance Abuse Policy a second time in the 24 months following the initial violation, the student may be dismissed. In summary, two violations in any 24-month period results in dismissal.
- I. Although the preceding second chance program is the preferred discipline for violators of the Substance Abuse Policy, the Administrative Committee reserves the right to impose any consequences for any violation of this policy, up to and including expulsion from school, if it determines, in its sole discretion that aggravating factors warrant greater consequences, or mitigating factors warrant lesser consequences.