

2018-2019 Bishop McGuinness Catholic High School  
Alcohol and Drugs Screening Programs  
Policy/Regulations/Procedures

**POLICY**

Bishop McGuinness Catholic High School will adhere to programs of both education and enforcement designed to provide students with the tools necessary to avoid personal involvement in the use of controlled substances. School's counseling, disciplinary, and/or legal responses shall be focused upon providing treatment requirements and the support necessary to aid students in correcting problems verified by the use of scientifically valid approaches to screening to which all students are required to submit. Such screening methods shall meet the requirements of equal applicability to all students through a system of random application. The instructional component of the high school's response programs shall address both the physical and moral implications of drug and alcohol use and abuse.

**REGULATIONS AND PROCEDURES**

**I. PROHIBITIONS**

The use, sale or purchase of any unlawful controlled substance in violation of federal law and/or the laws of the State of North Carolina, including but not limited to the following drugs, without proper written medical authorization previously provided to sponsored event, except as provided for herein: Alcohol, cocaine, opiates, phencyclidine (PCP), marijuana, steroids, barbiturates, and methamphetamines.

The policy is also violated when a student is present on BMCHS property or at any BMCHS-sponsored event while having in his body any amount of a prohibited substance listed herein.

The policy is also violated upon a student's conviction for a violation of any North Carolina or federal law governing controlled substances or alcohol.

It is not a violation of the policy to receive the Blood of Christ during Mass.

**II. INTERVENTION**

**A. Alcohol**

As noted above, any use, possession, sale or purchase of an alcoholic substance while on BMCHS property or at a school-sponsored event without proper written medical authorization previously submitted to the administration is a violation of the policy and regulations. It is also a violation for a student to have in his body any amount of alcohol while on BMCHS property or at a school-sponsored event.

1. **RANDOM TESTING:** Screening for alcohol shall be conducted utilizing a procedure whereby on random dates throughout the school year selected by the Principal a number of students as determined by the Principal shall be selected randomly by student identification number from a pool consisting of the total school student population. The testing shall be conducted by collecting two consecutive breath samples for analysis utilizing an Intoxilyzer

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device in accordance with the manufacturer's protocol for said device. Consequently, it is possible that a student may be tested more than once a year. Conversely, it is also possible that a student may not be tested at all.

2. **REASONABLE BASIS TESTING:** When it reasonably appears to a school administrator or activity moderator that a student is present on school property or at a school-sponsored event while alcohol remains in his body he shall escort the student to the administrative offices whereupon the student shall provide two consecutive breath samples for analysis by an Intoxilyzer device in accordance with manufacturer's protocol for said device. In making his determination that a student has alcohol in his body, the administrator/activity moderator may consider the student's conduct, his physical appearance (including eye abnormalities, such as whether they are red, glassy, or blood-shot) odor, physical coordination or any other factor that would reasonably lead the school official in making such a determination. The school official shall document in writing the basis for his determination and shall place such documentation in the student's confidential file. The student shall consent to being escorted to the administrative offices and to providing the breath samples required. The lower of the two reading shall be considered the amount of blood-alcohol concentration. The Intoxilyzer printout reflecting the blood-alcohol content shall also become part of the student's confidential file.

#### B. Controlled Substances

Any use, possession, sale or purchase of a prohibited controlled substance while on BMCHS property or at a school-sponsored event without proper written medical authorization previously submitted to the administration is a violation of the policy and regulations. It is also a violation for a student to have in his body any amount of such a controlled substance while on BMCHS property or at a school-sponsored event.

1. **Random Testing:** Testing for drug use shall be conducted monthly at BMCHS utilizing a procedure whereby on a date selected by the Principal a number of students as determined by the Principal shall be selected randomly by student identification number from a pool consisting of the total school student population. Consequently, it is possible that a student may be tested more than once a year. Conversely, it is also possible that a student may not be tested at all  
The high school shall employ the services of an independent organization qualified to conduct such testing (the "Testing Organization") for the purpose of coordinating, collecting, and analyzing suitable urine samples.

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The testing shall be conducted at BMCHS with verification of any initially positive reading to take place at the laboratory of the Testing Organization.

2. Reasonable Basis Testing: When it reasonably appears to a school administrator or activity moderator that a student is present on school property or at a school-sponsored event while an unlawful controlled substance remains in his body he shall escort the student to the administrative offices whereupon the school official will consult with the Principal or his administrative designee concerning his basis for determining that the student is in violation of the regulation. After such consultation, the Principal or his designee shall determine whether to require the student to provide a urine sample for later testing by the Testing Organization. In making the determination that a student has an unlawful controlled substance in his body, the school official may consider the student's conduct, his physical appearance (including eye abnormalities such as whether they are red, glassy, or blood-shot), physical coordination or any other factor that would reasonable lead the school official in making such a determination. The school official shall document in writing the basis for his determination and shall place such documentation in the student's confidential file. The student shall consent to being escorted to the administrative offices and to providing the urine sample in the event that the Principal determines that one is required. Any sample that has been obtained will be property dated and labeled.

III. NOTIFICATION OF TEST RESULTS:

A. ALCOHOL

The administration shall provide the student and parents with written notification of test results mailed by regular post to the last address provided to the school within three (3) days after obtaining the test results. The Intoxilyzer printout of all test results shall be maintained in the student's confidential file.

B. CONTROLLED SUBSTANCES

The Testing Organization shall notify the Dean of Students of each test result; the Dean shall then notify the Principal. The administration shall provide the student and parents with written notification of test results mailed by regular post to the last address provided to the school within three (3) days after obtaining the test results. The notification shall include the name, address, and telephone number of the Testing Organization. Data concerning test results shall be maintained in the student's confidential file.

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IV. RESPONSIBILITY

A. FIRST VIOLATION

Upon a first violation of the regulation the student and his parents/guardians shall be required to meet with the administration to determine an appropriate course of action. Such a student shall be required to receive an immediate assessment by a substance abuse professional approved by the Principal. The student and his family or guardians must agree to provide the school with the initial assessment results and information regarding a plan of treatment, which plan the student and his parents or guardians must agree to follow. The assessment of any student engaged in extra-curricular activities must consider whether the student will be allowed to continue to engage in extra-curricular activities and to continue to engage in extra-curricular activities and what, if any, limitations will be placed on such activities.

The substance abuse professional shall be required to advise the administration if the student fails to follow the plan of treatment, in which case the student will be subject to school discipline, including the possibility of expulsion. Upon completion of necessary treatment, the student shall submit to follow-up testing which shall consist of mandatory monthly random testing for a period of three (3) consecutive months.

All costs associated with assessment, treatment and follow up testing shall be borne by the student or the student's parents/guardians.

B. SECOND VIOLATION

Upon a second violation of the regulation during a student's high school enrollment he shall submit to additional needs assessment and shall abide by the recommendations of that assessment. Additionally, the student shall submit to mandatory monthly random testing for a period of one calendar year from the date of the second positive test, or in the event that the student has less than one calendar year before he graduates, for the duration of his enrollment at BMCHS. Further, the student shall not attend any school-sponsored extra-curricular activity, including but not limited to dances (including the Prom) and sporting events, and shall be ineligible for participation in interscholastic athletic practices and games or rehearsals or performances of school drama/musical productions for a period of one calendar year from the date of the second test. In the event that the student successfully completes the prescribed drug treatment program and has no further positive test results during this suspension period, he shall be reinstated to full eligibility.

All costs associated with assessment, treatment and follow-up testing shall be borne by the student or the student's parents/guardians.

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C. THIRD VIOLATION

Upon a third violation of the regulation during his high school enrollment the student shall be subject to the discipline that the Principal determines is appropriate under the circumstances, including the possibility of immediate expulsion.

V. CONFIDENTIALITY, APPEAL, RETENTION OF RECORDS

BMCHS will make reasonable attempts to keep information concerning drug tests and any resulting disciplinary actions of the school confidential. However, the high school cannot maintain as confidential information which must be shared (e.g., information given to a coach that must limit a student's participation in an extracurricular activity) or as required by law or information that is shared with others by the student or the parents or guardians.

If the student, his parents or guardians are of the opinion that the drug test results are erroneous, the student or family must so notify the Principal in writing, which notification shall also set forth whether the parent or guardians intend to request that a second test be taken. When a parent or guardian requests a second test, the request shall be made by the parent or guardian to the Medical Review Officer (MRO). The second test must be taken within three (3) days of the student's receipt of the written notification of the initial positive result. The cost for the second test shall be borne by the student, parents, or guardians. If the second test results vary from the first test results, the school and the parents/guardians shall discuss what further action, if any, shall be taken. The date the student receives written notice shall be counted for purposes of calculating the three-day period; however, Saturdays, Sundays and the holidays shall not be counted.

No documentation pertaining to each student's screening for drug use shall be made part of the student's permanent record. All documentation generated in connection with the enforcement of these regulations shall be maintained in a separate confidential file and will be destroyed promptly upon the student's graduation from BMCHS.

VI. ANNUAL REPORT TO CATHOLIC SCHOOLS OFFICE

The school, following the first year of testing under this policy and regulation, shall submit a report by June 15 of each year to the Catholic Schools Office of the Diocese of Charlotte, which report shall include data on the number of students tested (but not their names), the dates of the tests, and the number of positive and number of negative results obtained. A show descriptive analysis of the program for that year shall also be included.

July, 2002

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Tracy Shaw, Principal