

AQUINAS HIGH SCHOOL

DRUG-FREE SCHOOL POLICY

DRUG-FREE school POLICY

1. Statement of Purpose

We at Aquinas High School herein known as “The School”, have a vital interest in ensuring safe, healthful, and efficient working conditions for our students.

The unlawful presence of controlled substances and/or alcohol in the school conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, we have established, as a condition of student status, the following drug- free school policy.

2. Drug-Free school Policy

For the purpose of this policy, the term “drug” is assumed to include alcohol, illicit drugs, controlled substances, and abused prescription drugs. In addition, the terms drug abuse, alcohol abuse and substance abuse may be used interchangeably.

Prohibition Against Unlawful Presence of Controlled Substances and/or Alcohol in the school. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on School premises, in School vehicles or while engaged in School activities are strictly prohibited. Being “under the influence” is considered to be a use of controlled substances.

Compliance as a Condition of Enrollment. All students are hereby advised that full compliance with the foregoing policies shall be a condition of enrollment with The School.

Sanctions for Violation of the Drug-Free school Policy. Any student who violates the foregoing drug-free school policy described herein shall be subject to discipline up to and including immediate discharge.

Notification of a Criminal Drug Statute Conviction. Any student convicted of any criminal drug statute occurring in the school must notify The School not less than five calendar days after such conviction.

Required Participation in Drug Rehabilitation. At the discretion of The School, any student who violates The School’s drug-free school policy will be required, in connection with or in lieu of disciplinary sanctions, to participate to The School’s satisfaction, in an approved drug assistance or rehabilitation program. The School is not obligated to cover any cost associated with rehabilitation expenses.

The proper use of prescribed drugs as part of a medical treatment program is not a violation of this policy, although it is important for The School to know such use is occurring in the event of an adverse effect on performance or behavior. The use of prescribed medications is only permissible to the prescribed individual. Prescriptions must be verified by the Assistant Principal or Associate Dean of Student Services as valid and current in the student/applicant’s name. Taking other

people's prescriptions is illegal and will be considered a violation of this policy. Any drug use must be under the contemporaneous supervision of a treating physician. The treating physician must have knowledge of the student's enrollment and attendant safety issues.

The use of any Federal Controlled Substance Act Schedule I drug, whether for non-medical or ostensible medical purpose, violates the Drug-Free school Program. It is also inconsistent with the performance of safety-sensitive, health sensitive, and security sensitive positions, and other testing circumstances. The School shall only accept a prescription and not the verbal or written recommendation of a physician or parent for a Schedule I substance as a legitimate medical explanation for the presence of a Schedule I drug or metabolite in an student/applicant specimen.

The School reserves the right to notify, and to turn over evidence to, the appropriate law enforcement agency in the event of illegal drug activity among students.

This policy applies to all students of The School, and when applicable, to students of its subcontractors and suppliers while at the worksite, and/or other third parties on the worksite.

3. Drug-Free Awareness

In order to maintain a drug free school, The School has long held a promotion of a drug-free lifestyle to educate students about the dangers of drug abuse in the school, our drug-free school policy, the availability of any drug-free counseling, rehabilitation and student assistance programs and the penalties that may be imposed for violations of our drug-free school policy. Such education shall include, but not be limited to:

- a. Distribution of The School's drug-free school policy at the time of enrollment and a discussion of The School's policy upon admission to the school.
- b. Re-orientation of all involved students in cases in which a drug-related accident or incident occurs.
- c. Inclusion of the policy in student handbooks and any other personnel policy publications.
- d. Education to provide information on the various drugs of abuse, the causes and impact of substance abuse, and specific intervention techniques designed.

4. Definitions

Aliquot

A portion of a specimen used for testing.

Blind Sample or Blind Performance Test Specimen

A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from student specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Chain of Custody

Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures shall require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection Container

A media which is used to provide the urine sample for which a drug test is to be performed.

Collection Site

A facility designated by The School where individuals present themselves for the purpose of voiding a specimen of their urine to be analyzed for drug presence.

Collection Site Person

A person who instructs, assists, evaluates and performs initial examination of the urine specimen.

Confirmatory Test

A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical profile from that of the initial test in order to ensure reliability and accuracy. [Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method.]

Confirmed Positive Test

A laboratory finding that a specimen was found to contain the presence of drugs or alcohol based on two or more analytical procedures which did include gas chromatography/mass spectrometry (GC/MS).

Consortium

The School who has made an agreement with the contractor to obtain the expertise and reduced risk in the management of drug prevention programs as part of its effort to comply with school policy.

Continuously Employed Contract Employee

A contract employee who has been in active employment prior to being assigned to work on School premises. A person hired by a contractor, subcontractor or vendor to specifically work under the School contract is not a continuously employed contract worker.

Contractor

A contractor, subcontractor or vendor engaged to perform work for the School.

Drug Paraphernalia

Items commonly used in the administration of illegal drugs. Examples include but are not limited to roach clips, vape pens, water pipes and bongs, cocaine spoons and straws, and hypodermic syringes.

Drug Program Administrator / Designated School Representative

An individual within The School who is authorized to receive:

- A. Specific drug test results pertaining to The School students.
- B. All reports and communication from the consortium.

Student

Any person enrolled at The School is considered a student.

Illegal Drug

Any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs include but are not limited to Cannabis substances such as marijuana and hashish, cocaine, opiates such as heroin, phencyclidine (PCP), amphetamines, barbiturates, benzodiazepines, methadone, and so-called designer drugs and look-alike drugs.

Initial Test

Also known as screening test, an immunoassay screen to eliminate “negative” urine specimens from further consideration.

Medical Review Officer

A licensed physician responsible for receiving laboratory results generated by a school’s drug testing plan who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his/her medical history and other relevant biomedical information.

Near-miss Accident

Any incident which, if it had proceeded to a reasonably possible and more serious level of development, would have had the potential for personal injuries, extensive property damage and/or liability claims.

Negative Test Result

A laboratory conclusion that a specimen was found not to contain the presence of a drug or alcohol.

Shipping Container

A container capable of being secured with a tamper proof seal that is used for transfer of one or more specimen bottle(s) and associated documentation from the collection site to the laboratory.

Substance Abuse

The use of any illegal drug or the misuse of alcohol or any prescription drug.

Testing

The analysis of urine, breath, blood or other biological specimens of the human body. Drug testing, as used herein, specifically means the analysis of urine or breath to detect the presence of any illegal drug.

5. **Drug Tests Required**

- **Random**
- **Reasonable Suspicion**
- **Return to Duty**

a. Random

All students, enrolled at The School, will be subject to random testing at any time with no advance notice. The random selection process will ensure each student the same fair and equal chance of being selected.

To assure the selection process is random; students covered under this part will be placed in a common pool. Students will be selected for random testing by an anonymous, objective selection criteria (computer-based random number generator) matched with a student's School ID number or other designated ID number; and all students will have an equal chance of being selected. Because each random sampling selects from the total pool of students, it is conceivable that a student could be tested more than once each year. This procedure will be done by the Drug Program Administrator, in conjunction with the Drug Testing Consortium.

Random drug testing will be administered at a rate of at least 30 percent or more of the total pool of students per year.

The selection procedure will exceed the required testing percentage for the 12-month period in order to reach the appropriate testing level during each test period.

If a student tests positive in a random drug test, his/her discipline will be handled accordingly as discussed in this plan.

b. Reasonable Suspicion

Students reasonably suspected of being under the influence of alcohol, drugs, or otherwise in violation of this policy, will submit to a urinalysis as determined by The School.

Reasonable suspicion is any activity or behavior that suggests to another student, teacher, or administration that this policy has been violated. This may include, but not limited to, abnormal coordination, appearance, behavior, speech or odor, excessive absenteeism, significant deterioration in performance, serious mood changes, physical altercation in the school or involvement in activities The School believes to be of suspicious nature.

c. Return to School

A student who refuses to take or does not pass a drug test may not return to school until the student passes a drug test administered under this policy and the Administration has determined that the student may return to school. The student's discipline will be handled by the drug testing administrator.

d. Refusal to submit to testing will be grounds for immediate withdrawal.

- e. students engaged in the sale or purchase of illicit drugs on the campus will be subject to immediate expulsion.

6. **Positive and Negative Results**

a. Positive Urinalysis Result

If the results of the urinalysis are positive, the student may be immediately suspended until the completion of an approved rehabilitation/awareness program. Assistance information will be provided. Rehabilitation is at the sole discretion of the school. A refusal to test is considered a Positive Result and will have the same consequences. Upon returning, students will be subject to continued testing.

b. Negative Urinalysis Result

If the results of the urinalysis are negative, he/she will continue as a student in good standing.

- c. All urinalysis results will remain strictly confidential, known only to the Drug Program Administrator selected to assume the responsibility for administration of this policy and other individuals who have a need to know of such results. The Drug Program Administrator will be responsible for maintaining confidential records in a secured file on the compliance of each tested student with the terms of this policy.

7. **Testing**

The urinalysis will be performed by a laboratory certified by the Department of Health and Human Services (DHHS) and chosen by The School. Urinalysis will consist of an immunoassay screening test and, if necessary, a GCMS confirmation test. The tests will be paid for by The School. A full chain of custody will be strictly adhered to; any attempts to tamper with, adulterate, or in any manner alter the test results will be grounds for immediate withdrawal. Testing criteria for the various substances will be set by the testing lab.

8. **Consortium**

In an effort to effectively maintain a drug-free school, The School has utilized a consortium to obtain expertise pertaining to the management of drug prevention programs. As a service, the consortium, maintains standardized data in a uniform format to enable federal and state agencies, as well as operators, to track implementation, compliance and enforcement of the regulations. The consortium will also provide information regarding the rehabilitation counseling. The School and Consortium will work together to ensure the requirements of the drug-free school policy.

9. Drug Testing Collection Sites

The procedures to be followed during the collection of specimen samples for the drug testing program ensure that the proper chain of custody and specimen control are maintained. Every student has the right and responsibility to be aware of the safeguards in place to prevent tampering, switching or adulteration of their specimen sample.

Security seals, temporary storage and shipping of urine specimens to the testing laboratory will be part of the site preparation.

Photo identification (driver's license, student card, etc.) will be requested when the student arrives at the collection site. The School may elect to use alternative methods of verifying the identification of the student, such as identification by a School representative. The collector shall request the student to remove unnecessary outer garments and personal belongings (e.g., purse, backpack, etc.).

Prior to urination, the student will be instructed to wash and dry his/her hands. He/she shall be asked to void into a disposable specimen container. All reasonable steps shall be taken to ensure individual privacy while voiding a specimen.

The specimen will be kept in view at all times until it has been packaged and sealed for shipment. The student will be asked to read and sign a statement certifying that the urine in the bottle came from his/her body at the time of collection. The student will observe the collector completing the chain of custody procedure. A copy of the chain of custody document will be given to the student.

10. Drug Testing Laboratory

The laboratory contracted to perform the initial and confirmed test of urine samples is certified by the Department of Health and Human Services (DHHS). Additionally, the laboratory will follow all requirements of the drug-free school policy.

The consortium will monitor the proficiency of the laboratory. This is accomplished by submitting blind test samples if needed as defined in this document to the laboratory, and maintaining records of the accuracy of those test results.

11. Retention of Samples and Retesting

Samples that yield positive results on confirmation will be retained by the laboratory properly secured, long-term, frozen storage for at least 365 days as required by the drug-free school policy procedures. Within a 365-day period, the following designated individual may request in writing that the laboratory retain the sample for an additional time period.

The student or his/her representative.

2. The School

3. The Administrator
4. A state agency

If, within the 365-day period, the laboratory has not received a proper written request to retain the sample for a specified further reasonable time period, the sample will be discarded following the end of the 365-day period.

Since some analytes may deteriorate during storage, levels of the drug detected during retesting may fall below the detection limits established in the drug-free school policy. If these levels are equal to or greater than the established sensitivity of the assay, they will, as technically appropriate, be reported and considered corroborative of the original positive results.

12. **Training and Education**

In advance of The School's effort to deter substance abuse, The School may provide training and student education for all of its students. On-going drug-free awareness programs are also available to all students by the consortium.

A. Training

The School may contract with the consortium to provide training to educate staff. Training includes the necessary enforcement of The School's plan to ensure compliance with these regulations. Supervisor training will consist of a minimum of information covering the specific contemporaneous physical, behavioral, and performance indicators of probable drug and/or alcohol abuse.

B. Student Education

The School provides all students with drug-free awareness education. Awareness education includes the display and distribution of:

1. Informational material
2. Telephone number for student assistance.
3. The School's policy regarding the use of prohibited drugs.

13. **Record Keeping**

The School has contracted with a consortium for the maintenance and review of records as required by the drug-free school policy. The name and address of the responsible party for the record keeping function is listed in Exhibit A attached as an integral part of this policy.

Through the consortium, The School will maintain the following records:

1. Records required to be kept for 1 year:
 - a) Records of student drug test results that show students who passed a drug test.
 - b) Records demonstrating that the specimen collection process conforms to the drug-free school policy.
 - c) Records confirming that staff and students have been trained and educated as required including the copies of training materials.

2. Records required to be kept for five years:
 - a) student drug test results showing students who failed a drug test.
 - b) The records that demonstrate rehabilitation, if any.
 - c) Records named in this paragraph will include the following information:
 - 1) The prohibited drugs which were used by students who failed a drug test.
 - 2) The disposition of students who failed a drug test (e.g., termination, rehabilitation, counseling, etc.)

14. **Confidentiality**

The School will carefully consider the expectations of individual privacy and confidentiality in retaining records under this plan. With the exception of the testing laboratory, the parents/guardians, and The School's representative designated in Exhibit A, the drug test results may not be divulged to anyone without the expressed written authorization of the tested individual, unless requested by the state agency officials as part of an incident investigation.

To maintain confidentiality, written records regarding testing and rehabilitation under this with the Consortium will be stored in locked containers or a secured location. These records will not be made part of individual personnel files.

15. **Drug Testing Collection/Submission Procedures**

- A. The technical collection/submission procedures required as part of this drug-free school policy are attached as Exhibit C and are an integral part of this policy.

16. **Conclusion**

Student compliance with this policy is a condition of enrollment. All students are expected to comply fully and promptly with instruction issued under the authority of this program. Failure to do so can result in discipline up to and including withdrawal.

All conditions of this policy apply to all students on or off campus.

This policy will be posted on all on school website, and on s and School locations.

EXHIBIT A – LIST OF AUTHORIZED PERSONNEL

Designated School Representative Assistance Program (RAP)

Laboratory:

Pacific Toxicology
9348 De Soto Avenue
Chatsworth, CA 91311

Medical Review Officers (MRO)

Ram Kamath, M.D.
11687 Hesperia Rd.
Hesperia, CA 92345

EXHIBIT B – COLLECTION SITES

1. All test samples will be gathered at Aquinas High School. A location on campus will be selected and all students that test will use one of the bathrooms monitored by the outside. **No testing agent or school staff member will be inside the room during the students taking the urine test.**

EXHIBIT C – COLLECTION PROCEDURES

Integrity and Identify of Specimen

1. Are precautions taken as listed to ensure that unadulterated specimens are obtained and correctly identified:
 - a. Bluing agents in toilet tank and all water sources secured.
 - b. The individual should be positively identified (photo ID, etc.)

- c. Contact the proper authority if the individual fails to arrive at the assigned time.
 - d. The donor shall remove any unnecessary outer garments. Purses or backpacks shall remain with outer garments.
 - e. Donor shall wash and dry his/her hands.
 - f. The individual shall remain in the presence of the collection site person.
 - g. The donor shall have individual privacy while voiding a specimen.
 - h. Any unusual behavior noted on the custody and control form.
 - i. Arrangements have been made in the event that an schools-designated collection site is not accessible for an immediate specimen collection (i.e., post-accident).
2. Have provisions been made if the donor is unable to provide at least 60 milliliters or urine?
 - a. Drink fluids
 - b. Up to 8-hour time limit.
 - c. All tests require the donor to remain 3 hours or until the specimen is obtained, whichever comes first.
 - i. If the donor is unable to provide a specimen within 3 hours, a doctor approved by the MRO will evaluate the donor to determine if there is a medical reason for the inability to provide a specimen.
 - ii. Medical conditions must be pre-existing unless approved by the MRO as a valid medical explanation.

EXHIBIT D – DRUG TESTS WITH THRESHOLDS

The testing program required by the School is limited to these types:

- **Marijuana (THC)**
- **Opiates (heroin, morphine)**
- **Cocaine**
- **Phencyclidine (PCP)**
- **Amphetamines (including Methamphetamine and MDMA)**
- **Barbiturates**
- **Benzodiazepines**
- **Alcohol**

The urinalysis will be performed by a laboratory certified by the Department of Health and Human Services (DHHS) and chosen by The School. Urinalysis will consist of an immunoassay screening test and, if necessary, a GCMS confirmation test. The tests will be paid for by The School. A full chain of custody will be strictly adhered to; any attempts to tamper with, adulterate, or in any manner alter the test results will be grounds for immediate withdrawal. Testing criteria for the various substances will be set by the testing lab.

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory.

student protection is built into the testing procedures. The School will only use laboratories that have met all of the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test.

The positive levels for the classes of drug tests are in the table below:

INITIAL TEST

Marijuana metabolites	50 ng/mL
Cocaine metabolites	150 ng/mL
Opiate metabolites	2000 ng/mL
6-Acetylmorphine (6-AM)	10 ng/mL
Phencyclidine	25 ng/mL
Amphetamines	500 ng/mL
MDMA	500 ng/mL
Barbiturates	300 ng/mL
Benzodiazepines	300 ng/mL
Alcohol	0.01%

CONFIRMATION TEST

Marijuana metabolites (delta 9-tetrahydrocannabinol-9-carboxylic acid)	15 ng/mL
Cocaine metabolites (Benzoyllecgonine)	100 ng/mL
Opiates	
Codeine	2000 ng/mL
Morphine	2000 ng/mL

6-Acetylmorphine (6-AM)	10 ng/mL
Phencyclidine	25 ng/mL
Amphetamines	
Methamphetamine*	250 ng/mL
Amphetamine	250 ng/mL
MDMA	250 ng/mL
MDA	250 ng/mL
MDEA	250 ng/mL
Barbiturates	100 ng/mL
Benzodiazepines	100 ng/mL
Alcohol	0.01%

* Specimen must also contain amphetamine at a concentration greater than or equal to 100 ng/ml (ng/mL means nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.

VALIDITY TESTING

Specimens will be tested to determine whether they are consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

ACKNOWLEDGEMENT OF DRUG-FREE school POLICY

I, the undersigned, a parent or guardian of a student of The School acknowledge that I have received, read and understand The School’s Policy and Procedure for responding to drugs and alcohol in the school. I have had an opportunity to have any/all aspects of this Policy and Procedure available to me through this document, school website and the Parent/Student Handbook. I understand that the Policy and Procedure are terms and conditions of my student’s enrollment. Violation of this Policy or any aspect of the Procedure may result in my student immediate dismissal from Aquinas. I agree to abide by the contents herein described. I understand that Aquinas High School may drug test my student anytime throughout the school year. I understand that I as a parent, I will not be notified on the day of the test and I give my consent to administer the test without a parent or guardian present. All tests administered by the testing agent set forth by Aquinas High School will be conducted on campus during school hours. If a student refuses to take the test, he/she will be suspended until that test may be administered to that student.

STUDENTS NAME (Print)

STUDENTS SOCIAL SECURITY NUMBER

PARENTS/GUARDIANS NAME:

DATE:

PARENTS/GUARDIANS SIGNATURE:

DATE:
