



**PENN MANOR HIGH SCHOOL**  
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**Jeff Roth, Athletic Director**  
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To: Parents of 7<sup>th</sup>/8<sup>th</sup> Grade Athletes

From: Jeff Roth, Athletic Director

Date: August 21, 2006

Subject: Drug Screening Forms

Penn Manor has instituted a Random Drug Screening policy for students enrolled in extracurricular activities. **THIS IS A VOLUNTEER PROGRAM FOR THE 7<sup>TH</sup>/8<sup>TH</sup> GRADERS (9<sup>TH</sup> – 12<sup>TH</sup> GRADERS MUST PARTICIPATE IN PROGRAM)** If you choose to enroll your son or daughter read the policy, fill out the form and return to your sons/daughters coach by Friday August 25<sup>th</sup>. Make sure to put the student ID Number at the top of the form.

Feel free to contact me should you have any questions.

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SECTION: PUPILS

TITLE: DRUG SCREENING

ADOPTED: July 10, 2006

REVISED:

# PENN MANOR SCHOOL DISTRICT

<p>1. Purpose</p>	<p>The Board recognizes that the use of drugs has a serious and deleterious effect on students' motivation, memory, judgment, coordination and reaction time, and negatively affects students academically, physically and emotionally. These concerns, in conjunction with the heightened health and safety risks associated with students participating in extracurricular/co-curricular activities or operating motor vehicles to and from school and school-related activities while impaired, and the recognition that drug use and abuse is particularly dangerous to students who participate in such activities, have compelled development of this policy. The Board wants to provide a legitimate reason for students to refuse to consume or use drugs, and to provide assistance to students who have problems with such substances.</p> <p>In 2005, the Board created a Drug Task Force (comprised of parents, community members, the school physician, the school nurse and the Student Assistance Program Coordinator) to investigate and monitor the use of drugs among the student population. The Drug Task Force has determined that a significant number of students use or abuse drugs. Specific evidence of student use of drugs includes the following:</p> <ul style="list-style-type: none"> <li>(i) Since the 2000-2001 school year, drug and alcohol policy violations involving high school students have increased from 2 to 24 in school year 2004-2005, and 14 in school year 2005-2006 (as of May 10, 2006).</li> <li>(ii) The 2005 Pennsylvania Youth Survey of 8<sup>th</sup> and 10<sup>th</sup> grade Pennsylvania students documents that a sample of Penn Manor students had the highest lifetime prevalence-of-use rates for alcohol (63.4%) and marijuana (15.5%), and the highest past-30 day prevalence-of-use rates for alcohol (25.4%) and marijuana (6.2%). A copy of the Penn Manor Drug and Alcohol Statistical Report compiled by the Drug Testing Committee is attached to this Policy and is incorporated by reference.</li> <li>(iii) The 2005 Pennsylvania Youth Survey also recorded measurable prevalence-of-use rates for heroin, methamphetamine, hallucinogens, cocaine, inhalants and ecstasy.</li> <li>(iv) The Task Force has become aware of the death of a former Penn Manor student whose drug use reportedly began in high school.</li> </ul>
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To address and combat students' continued use of drugs, the Board is implementing both a voluntary drug testing program for all students and a mandatory, random drug testing program for students participating in extracurricular/co-curricular activities or with parking privileges.

Participation in extracurricular/co-curricular activities and student use of school parking facilities is a privilege and not a right. Accordingly, students participating in these activities or with parking privileges carry a special responsibility to themselves, fellow students, his/her parents/guardians, the public and their school to exercise prudent judgment. The Drug Task Force has also made findings that students who participate in extra-curricular/co-curricular activities become role models for younger children and fellow students, and are viewed as special representatives of the community when he/she participates in extracurricular/co-curricular activities. By assuming these roles, students assume the responsibility of a drug free lifestyle.

This policy is designed to:

- (i) Create and maintain a safe, drug-free environment for all students participating in extracurricular/co-curricular activities and students with driving privileges.
- (ii) Prevent student participants in extracurricular/co-curricular activities and students with driving privileges from using drugs.
- (iii) Protect the health and safety of all students, faculty and the public.
- (iv) Prevent accidents, injuries and property damage resulting from the use of drugs.
- (v) Provide students with access to assistance and treatment for drug problems.
- (vi) Provide parents with an opportunity to maintain the safety of their student(s) through voluntary participation in the drug testing program.

## 2. Definitions

- a. "Alter the integrity of a urine sample" means any attempt to: (i) alter the outcome of a drug test by adding a substance to a urine sample; (ii) substitute a sample; (iii) interfere with the detection of drugs in the urine; and/or (iv) over-hydrating oneself in an attempt to dilute the urine to decrease the possible detection of drugs.
- b. "Approved Contractor" means a certified person, corporation or agency selected by the Board for the purpose of collecting, testing and maintaining the integrity of the urine samples, and interpreting and maintaining the

<p>3. Types of Testing</p>	<p>confidentiality of test results in compliance with this policy.</p> <p>c. "Co-Curricular Activities" include Board-sponsored activities offered for academic credit toward graduation, and which require a student to attend or participate in activities scheduled during non-school hours. A list of co-curricular activities shall be created by the Superintendent or designee and may be supplemented during the year as approved by the Superintendent and reported to the Board.</p> <p>d. "Extracurricular Activities" include Board-sponsored activities that are not offered for academic credit toward graduation. A list of co-curricular activities shall be created by the Superintendent or designee and may be supplemented during the year as approved by the Superintendent and reported to the Board.</p> <p>e. "Drug" means any controlled substance which is prohibited by federal and/or Pennsylvania law, all "look alike" drugs, anabolic steroids, all alcoholic beverages, and any prescription or patient drug, except those for which permission to use in school has been granted pursuant to Board policy.</p> <p>f. "Random Selection" means a selection process whose alternative outcomes occur with an equal probability. All eligible students will have an equal probability of being selected.</p> <p>g. "Violation of this Policy" or "Violates this Policy" means the finding of a confirmed positive drug test, refusal to take a mandatory, random drug test or an attempt to alter the integrity of a urine sample.</p> <p>a. <b>Mandatory Testing Requirements</b></p> <p>No student (enrolled in grades 9 through 12) shall be permitted to participate in extracurricular/co-curricular activities or obtain a student parking permit unless the student and the student's parent/guardian signs a Consent to Mandatory Testing and Authorization for Release of Information Form, authorizing the random drug testing of their student. Once the Consent has been submitted, it shall remain in effect until the Superintendent receives a written request from a parent/guardian to remove his/her student from the drug testing program.</p> <p>b. <b>Voluntary Testing Requirements</b></p> <p>Any parent/legal guardian of a student (enrolled in grades 7 through 12) who does not participate in extracurricular/co-curricular activities or does not obtain a student parking permit may voluntarily include their student in the drug testing program. The parent/guardian must sign a Consent to Voluntary Testing and Authorization for Release of Information Form, authorizing the drug testing of his/her student. After the Superintendent has received the</p>
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Consent, the student's name will be included in the list of students eligible for random selection. Once the Consent has been submitted, it shall remain in effect until the Superintendent receives a written request from a parent/guardian to remove the student from the drug testing program.

All drug testing of urine samples shall be conducted without additional student or parent/guardian notification, during the school year, for a predetermined percentage of the students participating in the drug testing program. Students selected for testing shall be chosen by a random sampling process by an approved contractor. The drug test will be administered to determine the presence of some or all of the following: anabolic steroids, amphetamines, barbiturates, cocaine, codeine, depressants, heroin, marijuana, morphine, methamphetamine, opiates, PCP, stimulants, and valium, or other drugs added at the discretion of the Superintendent, in the student's urine sample. A test result indicating the presence of any of these substances will be considered a violation of this policy.

If a student refuses to submit a urine sample for testing, the refusal will be deemed a violation of this policy. If a student attempts to alter or alters the integrity of a urine sample during the collection process, such conduct will be deemed a violation of this policy.

#### 4. Testing Procedures

Testing will be performed on urine samples collected by trained and certified collection personnel, following forensic collection procedures. Urine samples will be submitted to a screening test for multiple drugs as set forth in this Policy. Urine samples found to test positive on the screening assay will be subject to further confirmatory testing for the drug(s) identified, using a different analytical methodology. Only those drugs found to be positive on the screening assay and confirmatory tests will be reported as positive to the Medical Review Officer (MRO). All test results will be sent to the MRO. For all positive test results, the MRO will contact the student and/or the student's parent/natural guardian by telephone to determine if there is a legitimate medical explanation for the result. The MRO will report to the designated school representative as a positive test only a laboratory confirmed positive test for which the student and/or the student's parent/natural guardian is unable to provide an acceptable medical explanation. Students shall comply with reasonable requests of the approved contractor. Failure to comply with a reasonable request of the approved contractor or any attempt to alter the integrity of a urine sample shall be a violation of the policy. The testing procedures shall be scheduled at the discretion of the Superintendent.

<p>5. Confirmation / Notification of Positive Tests</p>	<p>If it is determined that a violation of this policy has occurred, the student and the student's parent/guardian will be notified. If requested, a donor challenge test, at the expense of the student and/or the student's parent/guardian, will be administered using the original urine sample and at the same laboratory. If the donor challenge test result is negative, no further action will be taken and the student and/or the student's parent/guardian will be reimbursed by the School District for the cost of the donor challenge test. If a donor challenge test is requested, the consequences for a violation shall not apply until the results of the donor challenge test are available.</p>
<p>6. Consequences for Violations of this Policy</p>	<p>When a student who participates in extracurricular/co-curricular activities or has a student parking permit violates this policy, he/she shall be subject to the following restrictions:</p> <ul style="list-style-type: none"> <li>a. First Violation - The student (enrolled in grades 9 through 12) will be suspended from participating in extracurricular/co-curricular activities and/or parking privileges for forty (40) student days from the date of receipt of confirmation of the positive test. The forty (40) student day suspension may be reduced to a twenty (20) student day suspension if the offending student participates in, and complies with the recommendations made by, the Student Assistance Program. To be eligible for continued participation in extracurricular/co-curricular activities and/or parking privileges after the period of suspension, the offending student must consent to continued, periodic drug testing for the one (1) year period following the date of receipt of confirmation of the positive test. The school district shall also notify the student and the student's parent/guardian of the results of the drug screening.</li> <li>b. Second Violation - The student (enrolled in grades 9 through 12) will be suspended from participating in extracurricular/co-curricular activities and/or parking privileges for one (1) calendar year from the date of receipt of confirmation of the positive test. The offending student shall, during the period of suspension, be required to participate in, and comply with the recommendations made by, the Student Assistance Program. To be eligible for continued participation in extracurricular/co-curricular activities after the period of suspension, the offending student must consent to continued, periodic drug testing for the one (1) year period following the date of receipt of confirmation of the positive test. The school district shall also notify the student and the student's parent/guardian of the results of the drug screening.</li> <li>c. Third Violation - The student (enrolled in grades 9 through 12) will be suspended from participating in extracurricular/co-curricular activities and/or driving privileges for the remainder of his/her enrollment as a student with the School District. The school district shall also notify the student and the student's parent/guardian of the results of the drug screening. The school</li> </ul>

district shall make the Student Assistance Program available to the student.

During the suspension, a student may continue to observe and have contact with the team/organization at the discretion of the coach/advisor in consultation with the principal and/or athletic director. A student who has been suspended, however, may not participate in any game, competition or practice during the term of the suspension.

When a student who has voluntarily opted to participate in the drug testing program violates this policy, he/she shall be required to participate in the Student Assistance Program.

If a student is referred to the Student Assistance Program for a violation of this policy, the School District encourages the student's parent/guardian to fully participate in the assessment process.

No student shall be suspended from school, expelled or otherwise penalized academically as a result of a positive drug test under this policy. Information regarding the results of drug tests shall not be disclosed to law enforcement authorities unless the School District is otherwise compelled to do so by a valid subpoena or court order. If such a disclosure is requested, the School District will notify the student's parent/guardian as soon as possible. The results of drug tests under this policy will not be documented in a student's academic records. Positive drug test results will be maintained by the School District solely to administer this policy. Any student's positive drug test results will be destroyed upon completion of the student's enrollment with the School District.

STUDENT ID# \_\_\_\_\_

GRADE \_\_\_\_\_

**CONSENT TO VOLUNTARY TESTING OF URINE SAMPLES AND  
AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby acknowledge that I have received a copy of the Penn Manor School District Drug Screening Policy. I further acknowledge that I have read the Policy, and that I fully understand the provisions of the drug testing program and agree to voluntarily comply with the terms and conditions set forth in the Policy.

I hereby consent and authorize the School District to collect a urine sample from my student and to have such sample tested for the presence of certain drugs and substances in accordance with the provisions of the Policy. I further authorize the School District to release confidential information related to the drug screening to the approved contractor, school principal, district superintendent or designee and/or members of the Student Assistance Program, all information and records, including without limitation the results of the drug screening or testing of my student's urine in accordance with the Policy. To the extent set forth in this Consent, I waive any privilege with regard to such information.

I hereby acknowledge that this voluntary Consent shall remain valid unless and until I notify the School District in writing of my desire to remove my student from the School District's drug testing program.

I hereby release and discharge, for myself and my student, the School District and its directors, officers, employees and agents from and of all claims, rights, expenses, debts, demands, costs, contracts, liability, obligations, actions, and causes of action of every nature, known or unknown, whether in law or equity, which I or my student had, now has, or may have which is in any way connected with, or arises out of the voluntary drug screening process or the Policy.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Building

\_\_\_\_\_  
Extracurricular/Co-curricular Activity/Parking

HAVE YOU ALREADY TURNED THIS FORM IN FOR THE 2006-2007 SCHOOL YEAR?

YES \_\_\_\_\_

NO \_\_\_\_\_