



FIRST PRESBYTERIAN DAY SCHOOL
STUDENT SUBSTANCE ABUSE STATEMENT

First Presbyterian Day School, ("First Presbyterian") established a Substance Abuse Program which became effective September 1, 2002.

The policy establishes First Presbyterian's position on the use or abuse of alcohol, drugs or other controlled substances by its students. It is a part of First Presbyterian's commitment to safeguarding the health of its students, to providing a safe place for its students to attend school in order to achieve the highest education possible. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to achieve a quality education, First Presbyterian is committed to preventing the use and/or presence of these substances at First Presbyterian Day School.

Mandatory Testing Procedures. All students at First Presbyterian will be covered by this policy. The details of the policy will be explained to all students during school sponsored Student Orientation Sessions. The essence of the policy provides for:

- a. The following types of drug testing of current students: random where reasonable suspicion exists for possible substance abuse, post-accidents, and post-rehabilitation;
- b. Any student who receives a confirmed positive drug test will be referred to rehabilitation at his/her own expense, and/or disciplined in accordance with First Presbyterian policy up to and including expulsion. First Presbyterian will maintain a Resource File which contains information on substance abuse assistance programs and rehabilitation resources in the administrative office. Refusal to agree to be referred to rehabilitation, or refusal to submit to a drug and/or alcohol test will result in immediate expulsion.
- c. Any student who receives a positive confirmed drug and/or alcohol test result may contest or explain the result to First Presbyterian within (5) school days after written notification of the positive test, and
- d. All information pertaining to this program will be kept confidential on a need to know basis and will not be released unless required by law.

Thank you for your cooperation in helping First Presbyterian Day School do its part to achieve a Drug-Free school.

FIRST PRESBYTERIAN DAY SCHOOL
STUDENT SUBSTANCE ABUSE POLICY

This policy establishes First Presbyterian Day School's ("First Presbyterian") position on the use or abuse of alcohol, drugs, or other controlled substances by its students. It is a part of First Presbyterian's commitment to safeguarding the health of its students, to providing a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create a conducive environment for learning, First Presbyterian has established this Drug-Free School Program to detect users and remove abusers of alcohol, drugs or other controlled substances. First Presbyterian is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "no" to drugs and alcohol.

The elements of this policy are as follows:

1. **Anti-drug Policy.** First Presbyterian Day School prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on First Presbyterian's property or during any school sponsored activities. Student violating this prohibition will be referred to rehabilitation, and/or disciplined up to and including expulsion.
2. **Notice.** Notice of this policy will be posted in the appropriate and conspicuous locations on First Presbyterian Day School premises and copies of the policy will be available for inspection by students or their parents during regular business hours in the administrative offices.
3. **Acknowledgement/Copy to Students.** All students will acknowledge notice of this substance abuse policy by signing the *Student Acknowledgement Form*. Parents/legal guardians of students will acknowledge notice and consent to this policy by signing the enrollment contract and the *Parent Acknowledgement Form*. Additionally, students will be given a copy of First Presbyterian's written policy statement in conjunction with initial Student Orientation Session.
4. **Education Program/Student & Parent Orientation Sessions.** First Presbyterian will present Substance Abuse Education Programs for all students on a periodic basis. In addition, First Presbyterian will conduct Parent Orientation Sessions designed to explain the school's Substance Abuse Program and general education concerning the dangers of drug and alcohol use.
5. **Application of Policy.** This policy applies to all students of First Presbyterian Day School.
6. **Policy Implementation.** Parents or legal guardians of all students enrolled are required, as a condition of enrollment of their son or daughter at First Presbyterian Day School, grade 6 and above, and consent to First Presbyterian's Student Substance Abuse Policy, including the drug and alcohol testing procedure.
7. **Mandatory Drug Testing.** First Presbyterian reserves the right to drug and/or alcohol test students any time, for any reason. Any refusal to take a drug and/or alcohol test will result in referral to rehabilitation and/or disciplinary action up to and including expulsion, depending on the circumstances. All parents or legal guardians of students and/or students over the age of

majority will be required to sign the *Chemical Screening Consent and Release Form* prior to any drug or alcohol test as a condition of enrollment at First Presbyterian and as part of the enrollment contract with First Presbyterian. Parents/legal guardians are required to sign the *Chemical Screening Consent and Release Form* at the time the enrollment contract is signed and such consent is deemed valid until the student graduates or withdraws from FPD. In general, the following types of testing will be used:

- a. **Random Testing.** All students in grades 6-12 will be subject to random testing throughout the school year.
- b. **Reasonable Suspicion Testing.** Students will be tested when reasonable suspicion exists that their behavior or performance indicates possible alcohol or drug use, in violation of this policy. Faculty or school administrators who need to utilize reasonable suspicion testing will fill out the *Substance Abuse Investigation Form*. All requests for Reasonable Suspicion Testing must be approved by the Headmaster. Articulate facts and reasonable inferences prompting reasonable suspicion drug and/or alcohol testing may include, but not be limited to:
 1. Observable phenomena while at school or away from school such as direct observation of substance abuse or the physical symptoms or manifestations of being impaired due to substance abuse;
 2. Abnormal conduct or erratic behavior while at school or a significant deterioration in school performance;
 3. A report of substance abuse provided by a reliable and credible source;
 4. Evidence that an individual has tampered with any substance abuse test;
 5. Information that a student has caused or contributed to an accident while at school;
 6. Evidence that a student has used, possessed, sold, solicited, or transferred drugs while on or off school premises;
 7. Excessive absenteeism including tardiness;
 8. Student admissions regarding drug and/or alcohol abuse;
 9. Repeated failure to follow instructions or school policies and procedures;
 10. Violation of First Presbyterian policies, including but not limited to fighting or physical altercations;
 11. Odor of alcohol and/or residual odor peculiar to some chemicals, alcohol, or other drugs;
 12. Arrest or conviction for violation of a criminal drug statute or an alcohol abuse statute;
or
 13. Possession of drug paraphernalia.
- c. **Post-Accident Testing.** Students will need to be tested following serious accidents, which causes injuries requiring medical attention. Students will not be tested under this provision following accidents which only cause minor injuries, requiring only minor first aid treatment. First Presbyterian faculty or administrators will use the *Post Accident Investigation Form* to document such testing.
- d. **Post Rehabilitation Testing.** Students will need to be tested when returning from rehabilitation, which was the result of a positive test and the involuntary referral of the

student to rehabilitation. Follow-up testing shall be conducted at least three times a year for a two-year period after completion of the rehabilitation program, and without advance notice to the student.

8. **Cost of Drug Testing:** A student and/or his/her parents shall pay the cost of any additional tests not subject to First Presbyterian's mandatory programs.
9. **Positive Drug Test:**
 - a. **Medical review Officer (MRO)** - All positive drug tests results will be reviewed by the Medical Review Officer (MRO). The MRO may contact the student and his/her parents in order to investigate the reason behind a positive drug test. Failure to cooperate with the MRO will result in immediate expulsion. If the MRO is unable to contact the students and his/her parents, the MRO will communicate the fact to First Presbyterian's Headmaster. Once the MRO has finalized the investigation, he/she will communicate the results to First Presbyterian's Headmaster.
 - b. **Confirmation/Notification/Retesting.** - All positive drug tests will be confirmed using gas chromatography/mass spectrometry (GM/MS) or an equivalent method. Within five (5) school days after receipt of a positive confirmed test result from the laboratory, a student and his/her parents will receive written notification of such positive confirmed test result (*Notification Form*), the consequences of such results, and the options available, whereupon the student and his/her parents will have five (5) school days to contest or explain the positive test result. If the student's or parent's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test back to the Headmaster or Dean.
 - c. **Students** - If a student tests positive (confirmed drug test), he or she will be referred to evaluation, assessment and/or rehabilitation at his/her parent's own expense. Students must successfully complete an approved substance abuse rehabilitation program at their own expense to remain enrolled at First Presbyterian. First Presbyterian will retain a Resource File which contains information on rehabilitation resources. Refusal to agree to be referred to rehabilitation will result in immediate expulsion. If a student tests positive a second time, he/she will be expelled for First Presbyterian, without the possibility of reinstatement.
10. **Drug Testing Procedures:** First Presbyterian will utilize any drug and/or alcohol testing procedure that it believes is appropriate, in conformity with the law, including urinalysis, blood tests, breathalyzers, or any other method. All parents or legal guardians of students and/or students over the age of majority will be required to sign the *Chemical Screening Consent and Release Form* at the time the enrollment contract is signed, and such consent is deemed valid for the duration of enrollment.
11. **Drugs:** First Presbyterian will determine the controlled substances (including alcohol) for which testing will be performed.
12. **Drug & Alcohol Arrest/Convictions:** Any student who is involved with, arrested or convicted,

including a plea of nolo contendere or other pleas with respect to any alcohol or drug incident must report the details of the incident(s) immediately and in no case later than five (5) days to the Headmaster or Division Principal. Any such incidents that are not reported by the student or his/her parents will be treated as a serious violation of this policy and may subject the student to expulsion. If a student is arrested or convicted of Driving Under the Influence (DUI), the matter will be handled in accordance with the School Handbook.

13. **Resource File/Student Assistance:** First Presbyterian will maintain a Resource File in the administrative office containing information on substance abuse assistance programs and rehabilitation resources, where students and their parents may obtain information and/or counseling or treatment for rehabilitation from substance abuse, at the student's own expense.
14. **Disciplinary Action:** First Presbyterian reserves the right to use disciplinary action up to and including expulsion for any violation of this policy, and positive drug test, refusal to take a test, or any refusal by a student to cooperate with any aspect of this policy.
15. **Confidentiality:** All information, test results, or other materials received by First Presbyterian in the operation of this substance abuse program are confidential communications, which will only be utilized on a need-to-know basis. These confidential communications and information will not be released unless required by law or with parental consent.
16. **Designated Substance Abuse Program Official:** First Presbyterian's Headmaster is the designated Substance Abuse Program Official. All communications and the coordination of the program will be conducted through the Headmaster and/or his designee.
17. **Searches:** First Presbyterian reserves the right to search any person, personal article, locker, vehicle or other items brought onto First Presbyterian's property. Refusal by a student to consent to a search will be grounds for expulsion.
18. **Policy Changes:** First Presbyterian reserves the right to change, alter or amend this policy at any time at its discretion.
19. **Definitions:** When used in this policy, the term:
 - a. **"Alcohol"** means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.
 - b. **"Drug"** means amphetamines, cannabinoids, cocaine, phencyclidine (PCPC), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substance. First Presbyterian may test a student for any or all of these.
 - c. **"Student"** means any person enrolled at First Presbyterian.
 - d. **"Nonprescription medication"** means a drug or medication authorized pursuant to federal or state law for general distribution or use without a prescription in the treatment of human disease, ailments, or injuries.

- e. **“Prescription medication”** means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.
- f. **“Reasonable suspicion testing”** means substance based on a belief that a student is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience.
- g. **“Substance”** means drugs or alcohol.
- h. **“Substance abuse test”** or **“test”** means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites or of alcohol.

