



Cole Valley Christian Schools

Drug Testing Policy for Students and Staff

Established November 2009

Revised August 2017

Background

The School Board and Leadership Team at Cole Valley Christian School have developed the following Drug Testing Policy for Students and Staff. We are implementing this policy because of our passion to help our students make good choices that are healthy and biblically based, and to ensure that we are above reproach in our interactions with our community. We include our staff members in this policy for these same reasons and to demonstrate unity.

We are very blessed at Cole Valley Christian to have outstanding students and families that partner with us. Nevertheless, drugs and alcohol are a real temptation and we believe it is important for us to do all we can to ensure the safety and well-being of our students. We believe the following are important considerations for having a drug testing policy in place:

- First and foremost, we love our students and desire for them to be free from the slavery that addiction can lead to. If we can prevent, or provide early intervention, for a single student who may struggle with this temptation from taking the wrong path, it is worth it.
- It is important for us as a Christian school to be above reproach. We feel it is important for us to be able to definitively state our position and not allow doubters to question our integrity on this issue.
- Unfounded rumors, hearsay, and accusations about substance abuse are very destructive to students and their families. This policy provides an objective means of defusing unfounded rumors.
- Having a policy in place helps promote a culture wherein students and parents have confidence that CVCS is doing everything possible to provide a safe and caring Christ-centered educational environment. This partnership between CVCS and families encourages the few students who may consider abusing substances to more carefully consider their choices and refuse temptation.
- This policy gives parents and CVCS the opportunity to provide accountability and guidance for the few students in our body who are in need of help in this area.

The Leadership at CVCS believes that this program sends a strong message to the student body and to the community that drugs and alcohol are simply not acceptable, and that we are committed to offering assistance in getting free, and staying free, of drug use.



Policy

Written Consent

To fulfill our legal requirement, and in keeping with our philosophy of partnering with parents, written consent from the parent or legal guardian will be required prior to testing any student. Consent will be in the form of the PARENT/GUARDIAN DRUG TESTING CONSENT FORM section of this document or as otherwise directed by CVCS Administration. Refusing consent may require further discussion with the CVCS Administration to determine the nature of concern.

Student Selection

The Cole Valley Christian School administration determines at its sole discretion when a drug test may be appropriate under the following guidelines:

- An entire athletic team may be tested at any given time within the athletic season.
- A random sampling of up to two male and two female students may be tested on a regular ongoing basis.
- An individual test may be requested in the event that the administration has probable cause to do so. Parents will be notified prior to testing in this situation.
- A parent may request a test for their own student at any time.

In all scenarios above, student dignity and privacy will be held at a premium. For more details on the actual testing procedure, please refer to the “Testing Procedure” section.

Staff Selection

Staff members will be tested under the following guidelines.

- A random sampling of one male and one female staff member may be tested on a regular ongoing basis.

Procedure for Random Sampling

Throughout the school year, at intervals deemed appropriate by the CVCS administration, two male and two female students will be selected on a random basis. To ensure the anonymity of the participants, each student will be assigned a number. Only the student and the administration will know these numbers and the identity of the student to who such number is assigned. The athletic director and/or administrator will keep the number lists in a secure place where access is limited only to them.

After all numbers are drawn for a particular round of testing, they will immediately be returned to the pool of numbers in order to ensure the randomness of the next draw. It is possible that the number of a student may be drawn more than once during the school year, or not drawn at all.

Sampling Procedure

On the day the numbers are drawn, those students selected will be notified and must promptly report to the designated place to produce a urine sample. They will be given a sample collector and provided a private bathroom stall where they will produce the urine sample. An adult monitor of the same gender will be collecting the sample once the student is done.



After the urine sample is given, the container will then be left on the counter with the number of the student printed clearly on the outside. Only CVCS administration and/or nursing staff will conduct the testing of samples. Privacy will be held in the highest regard.

Urine samples will be collected at a mutually convenient time on the same day the student is selected for testing or, if the student is absent, on the day the student returns to school.

ALTERNATIVE PROCEDURE: Parents can choose to take their son or daughter to the school's designated outside testing facility if they do not want to use the school's normal sampling procedure. This must be completed on the same day the student's number was selected. The cost of the test will be covered by CVCS.

Prescription Medication

If a student is on prescription medication, it must be disclosed at the time of the test. Parental and/or physician verification will be required in the event of a positive test and forwarded to the outside testing facility for further evaluation.

Scope of Tests

The testing device is designed to test for one or more controlled substances or for alcohol. Urine samples will not be screened for the presence of any substance other than any illegal drugs or alcohol, nor for the purpose of identifying the existence of any disability or physical condition.

Test Results

The administrator of the test will be authorized to report results only to the school administration. Test results shall be destroyed at the expiration of one year after the last day of the school year, except with respect to students who have tested positive.

Procedure in the Event of a Positive Test

Whenever a student's test result indicates the presence of an illegal drug or alcohol (i.e., "positive test") the following procedures shall be followed:

- The student and parent will be notified and a follow-up test will be required at an outside testing facility. CVCS will cover the cost of the follow-up test.
 - If the results are verified as positive, the parents and CVCS Administration will move to the corrective plan.
 - If the results from the lab are negative, the student and parent will be notified, no further action will be taken.

Corrective Plan for a Student who Tests Positive

In the event a student tests positive for the use of alcohol or the unauthorized or illegal use of a drug or drugs, it is the sincere desire of CVCS to partner with parents to help that student learn from, and find victory over, this damaging behavior. Infractions will be dealt with on a case by case basis. The consequences of one positive test may include loss of extracurricular participation for the remainder of the school year and possible expulsion, depending on the severity of the infraction and student/parent response. Any corrective action plan would include on-going drug testing at the expense of the student.



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**PARENT/GUARDIAN
DRUG TESTING CONSENT FORM**

We, the undersigned Parent/Guardian, recognizing that Cole Valley Christian School is committed to protecting its students from the harmful effects of substance abuse, hereby agree to accept and abide by the standards, policies, and regulations as set forth in this CVCS Drug Testing Policy for Students.

We authorize Cole Valley Christian Schools to conduct random drug testing of urine specimens that our Student provides, to test for illegal drugs and/or alcohol use. We also authorize the release of information concerning the results of such test to the CVCS Administration as deemed appropriate. We understand that additional laboratory testing resulting from a positive initial test will be required.

“Student Name” _____
Student’s Name: please print

“Parent/
Guardian” _____
Parent’s/Guardian’s Signature Date