



DRUG SCREENING POLICY

(ORIGINAL MAY 2013 and UPDATED AUGUST 2023)

INTRODUCTION & REASONING

The School Board of Tupelo Christian Preparatory School has developed the following Drug Screening Policy for all students in grades 7-12. We are implementing this preventative 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 are very blessed at TCPS to have outstanding students and families that partner with us. Nevertheless, drugs, tobacco, and alcohol are a real temptation and we believe it is important for us to do all we can do to ensure the safety and well-being of our students. We believe the following are important considerations for having a drug screening policy in place:

1. 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, it is worth it.
2. It is important for us as a Christian school to be above reproach and this program promotes integrity on this issue.
3. Unfounded rumors, hearsay, and accusations about substance abuse are destructive to students and their families. This policy provides an objective means of diffusing unfounded rumors.
4. Having a policy in place helps promote a culture wherein students and parents have confidence that TCPS is doing everything within their means to provide a safe and caring, Christ-centered, academic environment. This partnership between TCPS and families encourages the few students who may consider abusing substances to more carefully consider their choices and refuse temptation.
5. This policy gives parents and TCPS the opportunity to provide accountability and guidance for any students in our school who are in need of help in this area.
6. This policy 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 DETAILS

1. **Written Consent:** The drug screening program shall be implemented by the Administration in accordance with the established School Board policy, under the advice and assistance of a professional drug testing provider. The contracted service provider shall be approved by the School Board and conduct drug testing according to nationally accepted standards and procedures. The testing shall only be done with written consent from the student and parents. To fulfill our legal requirement, and in keeping with our philosophy of partnering with parents, a Drug Screening Consent and Release form must be completed and signed by the parents and student as a condition of

enrollment in grades 7-12 at TCPS. Failure to provide a signed Drug Screening Consent and Release form or refusing to comply with the provisions of this policy will forfeit the students right to attend TCPS.

2. When Testing is Appropriate: The TCPS Administration determines, at its sole discretion, when a drug test may be appropriate under the following guidelines:
 - a. All new students applying for admission to grades 7-12, who will begin on the first day of school, must be included in the first round of testing in the fall semester. Students who are accepted during the academic school year, from grades 7-12, will be among the first sampling of drug testing conducted by the school.
 - b. Students who are accepted during the academic school year, from grades 7-12, will be among the first sampling of drug testing conducted by the school.
 - c. A sampling of students, at the expense of the school, will be tested on a regular basis during the academic year.
 - d. All student-drivers may be tested at any time during the academic year.
 - e. An entire athletic team may be tested at any given time during the athletic season.
 - f. 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.
 - g. Parents may request, at their expense, a test for their son or daughter at any time.

In all the outlined situations above, student dignity and privacy will be held at a premium.

PROCEDURE FOR TESTING

Quality control and confidentiality are assured as follows:

1. The Head of Schools shall assure this School Board policy is implemented on a fair and consistent basis for all students.
2. School officials and lab technicians shall be responsible for the collection and labeling of samples.
3. Labels that include each student's testing number shall be used to identify the samples.
4. At least one gender specific school official shall be present with the technicians when samples are being collected.
5. In order to ensure that the specimen bottle contains the correct student's specimen, the student shall verify that the specimen bottle has his or her number by writing his or her initials next to the number on the label when handed the specimen bottle.
6. Specimen bottles and packaging provided by the contracted agency shall be utilized to properly obtain and transport samples.
7. Students will be subject to drug screening to test for any or all of the following substances, the use of which is expressly prohibited: Amphetamines, Cocaine, Marijuana, Phencyclidine, Barbiturates, Methaqualone, Methadone, Propoxyphene, Benzodiazepines, Methamphetamine, Opiates, Ecstasy, Alcohol, or other illegal or

controlled substances or their metabolites. Urine samples will not be screened for the presence of any substance other than illegal drugs or alcohol, nor for the purpose of identifying the existence of any disability or physical condition.

8. School officials will designate collection sites where students will provide specimens.
9. Samples will be collected on the same day the student is selected for screening and at the time designated for the screening or, if the student is absent, on the day the student returns to school. If a urine sample is being collected, and the student fails to provide a sample at the time of testing, the school may, at its discretion, instruct the contracted service provider to collect saliva or hair specimens for testing. The refusal of a student to either sign a Day of Drug Screening Consent Form or to allow the service provider to collect such specimens (urine, saliva, or hair follicle) will be considered a positive test result.
10. Each specimen shall be analyzed for one or more controlled substances and/or for alcohol by the contracted service provider. The laboratory shall report all positive results to the Medical Review Officer. The Medical Review Officer will be responsible for reviewing the test results and confirm that the student tested positive for drugs, adulterated the specimen, or substituted the specimen in violation of the policy. Prior to making a final decision, the MRO may, at his or her discretion, request that the parents and student contact him or her to discuss the results. This may include the confidential disclosure by the parents and student of any prescription medication being taken by the student to assist the MRO in conducting his or her analysis of the results. Prescription information provided by the family of the MRO will not be disclosed to any school official.
11. The MRO or contracted service provider shall then promptly inform the Head of Schools which number(s) tested positive for drugs or alcohol, adulterants, or a substituted specimen. The Head of Schools will then schedule a conference with the student and his or her parents to discuss the positive result.

TEST RESULTS

The MRO or contracted service provider is authorized to report results only to the Head of School and Principal. Test results shall be destroyed at the expiration of one year after the last day of the school year, except for those students who have tested positive. All information, interviews, reports, statements, memoranda, and test results (written or otherwise) received by TCPS through its drug and alcohol screening program are confidential communications and may not be used or received in evidence, obtained in court discovery, or disclosed in any public or private proceeding except in the following:

1. As directed by the specific, written consent of the student authorizing release of the information to an identified person; and
2. To the Head of Schools, Principal, Guidance Counselor, Athletic Director, the Head Coach of the team that the student is a member of, club sponsor, and/or a drug counselor; and

3. To the student's parents.

All students are required to execute a Consent and Release Form permitting TCPS to release test results and related information to those school officials and others who have a need to know as defined above.

PROCEDURE IN THE EVENT OF A POSITIVE TEST

Whenever a student's test result indicates the presence of an illegal drug or alcohol, adulterants, or a substituted specimen, the following procedure shall be followed:

1. The student and parents will be notified and a meeting with the Head of Schools will take place to determine if a retest is desired or if the student, parent, and Head of Schools will move to a corrective plan.
2. Since split specimens will be collected for each drug screen, the parents may request a retest of the split specimen within 72 hours of notification of the final test result. Such requests will be submitted to the MRO. The family will be required to pay the associated cost of the retest in advance but will be reimbursed if the result of the retest is negative.
3. If the results from the lab retest are negative, then no further action will be taken. If the results are verified as positive, then the student, parents, and Head of Schools will move to the corrective plan.
4. If a corrective plan is necessary, and the parents are not in agreement with the corrective plan, then the parents may submit an appeal to the School Board.

CORRECTIVE PLAN FOR POSITIVE TEST

In the event a student tests positive for the use of an illegal drug, alcohol, adulterants, or a substituted specimen, it is the sincere desire of TCPS to partner with parents to help the student learn from, and find victory over, this damaging behavior. At the same time, any student who tests positive for the use of an illegal drug, alcohol, adulterant, or a substituted specimen will be immediately dismissed from school and will be required to meet new applicant requirements to be considered for readmission after one year. Tuition will be prorated up to the day of dismissal. Balances will be considered due within 30 days. Positive tests for nicotine will result in parent notification as well as one day of in-school suspension for the first offense. A second offense will result in a parent notification and three days of in-school suspension. The third offense will require an in-person meeting with parents and three days of out-of-school suspension. Any subsequent violations will result in a meeting with the Head of School and administration to determine future attendance at TCPS.