

DRIVING RULES AND REGULATIONS

Driving/parking at Lake Central High School is a privilege –NOT A RIGHT. Bus transportation is provided for all students. All vehicles driven to Lake Central by students and parked in the school parking lot must be registered in the main high school office. Also, when a vehicle is registered and a permit is issued, that permit must be displayed properly -hanging from inside rear view mirror/easily visible with year and number visible at all times when the vehicle is on Lake Central property. Each spot in the high school is numbered. Students must park in the spot that corresponds with their permit. Failure to park in the appropriate spot will result in a consequence. When driving/parking on Lake Central property, students agree to avail access to vehicles upon request of the administration or security. Lake Central is not responsible for damage to vehicles or theft of the contents of vehicles. When the back (Freshman Center) parking lot opens (approx. mid November), an additional number of parking permits will be distributed.

1. ELIGIBILITY –Students classified as seniors (see definition in student classification section) will have first priority for available parking permits. Because of the limited parking facilities, parking permits will be issued to seniors on a first-come-first-served basis. Students classified as Juniors will be eligible to receive a parking permit strictly on a lottery basis with first priority given to those wishing to form a carpool. Carpool rules are as follow:

- All students and cars used in a "pool" must be on one permit.
- Students in a "pool" will all face the same consequence if rules are not followed.

If additional parking permits become available, students will be able to place their name and ID number on a list in the main high school office for additional future lottery selection(s).

2. VEHICLE REGISTRATION – All vehicles that are driven to school by "permitted" students and parked in the school parking lot must be registered in the main high school office. Parking lot vehicle permits must be purchased at a cost of \$25. Replacement permits may be purchased at a cost of \$5. Students must present a valid driver's license and their current student ID, for all vehicles in order to obtain a permit. Students must also present a signed Parent Agreement form prior to receiving a permit. Students must park in the area designated by their permits.

Vehicles that are not properly registered and do not display a current permit are subject to being towed at the owner's expense.

Consequences for driving without a valid parking permit.

1st Offense: Friday School & Parent notification that the next offense will result in the vehicle being towed at the owner's expense.

2nd and Subsequent Offenses: The vehicle will be towed at the owner's expense.

Lake Central High School is not responsible for loss or damage to any vehicle parked on school property and/or towed for violating the Lake Central Parking rules and regulations.

3. VIOLATIONS OF REGISTRATION – Students who transfer their parking permits to another student or those who use another student's permit (with or without the other's knowledge) will lose their privilege to drive to school for at least a semester and possibly the remainder of the school year. Possession or use of facsimiles of parking permits will result in suspension and/or the loss of driving privileges.

4. DRIVING/PARKING VIOLATIONS – Students who drive to school are expected to exhibit safe driving habits at all times. Speeding or reckless driving on school property will not be tolerated. All posted signs and traffic patterns

must be obeyed. Students driving inappropriately, recklessly, or unsafely are subject to detention, Friday School, and loss of driving privilege. Students are responsible for the contents of their vehicle at all times.

5. PENALTIES FOR DRIVING VIOLATIONS – Violation of the driving/parking regulations will range from loss of driving privileges to suspension. Severe violations of driving regulations could result in loss of driving privileges for the entire year on the first offense, additional disciplinary action by school authorities, and/or possible prosecution by law enforcement. When driving privileges are suspended, students are required to surrender their parking permit to the school administration.

6. ARRIVAL AT SCHOOL – All students who drive to school are to park properly in the designated student area and exit their vehicles immediately upon arrival. All car doors must be locked. Absolutely no cruising or loitering is permitted in the parking lot at any time. No student is permitted in the parking lot at any time during the school day (7:15 AM – 2:09 PM) without permission from the student's assistant principal. Students observed in the school parking lot during school hours without permission may be considered truant. If a student with a parking permit is tardy to 1st or 5th period more than five (5) times (per class/per semester), his or her driving privileges will be revoked for the rest of the semester.

7. DEPARTURE FROM SCHOOL - Upon dismissal from school, student drivers are to enter their vehicles and are not permitted to loiter in the parking lot. Students who have not exited the parking lot prior to the departure of the school buses must allow all buses to depart before proceeding out of the parking lot. No vehicle is permitted to cut into the line of school buses at any time.

8. ACCIDENTS - Any student who has been involved in an accident or has sustained damage to his/her vehicle must report as soon as possible to the school security and/or administration.

9. If a student uses a vehicle when violating a Lake Central rule, his/her parking permit will be revoked. (example: a student is truant and leaves school grounds in their vehicle.)

10. During the school year, students who receive more than one suspension can lose their parking privileges, and may not be eligible to attend after school social events, i.e. prom, winter formal, senior banquet and homecoming. This language does not include graduation or extracurricular activities.

STUDENT DRIVER DRUG TESTING PROGRAM

The Lake Central School Corporation is committed to providing a safe and orderly learning environment. Concerted effort has been taken to secure the facilities and manage the behavior of the student population. However, an ominous intruder, substance abuse, also presents a serious risk to the safety and well being of the school community.

In an effort to address this growing concern, a program of deterrence will be instituted as a pro-active approach to the maintenance of a drug-free school. Because substance abuse poses such an immediate threat to student drivers and because students involved in extracurricular activities and athletics represent Lake Central and are expected to set positive examples for their peers, a program of deterrence will be instituted as a pro-active approach to a drug-free school and student well-being.

PURPOSE

The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to their health;

and (3) to encourage students who use drugs to participate in drug treatment programs.

INTRODUCTION

The effective date of this program is October 1, 2000. The program does not affect the current policies, practices or rights of the Lake Central School Corporation regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug-testing program is non-punitive. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities in the absence of legal compulsion by valid and binding subpoena or other legal processes, which the Lake Central School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Lake Central School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process.

SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete has been upheld by the United States Supreme Court in the case of *Veronia School District 47J (Oregon) v. Acton*.

Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 [20 United States Code 7101 et seq.]

Indiana Code directs this School Corporation to plan for and maintain drug free schools. Indiana Code directs this School Corporation to provide instruction concerning the harmful effects of illegal drugs. Indiana Code sets forth health measures to be governed by school officials. Most specifically, Indiana Code establishes the responsibility of schools to assist children found to be ill or in need of treatment.

SCOPE

This policy applies to all Lake Central School Corporation students in grades 9-12 who are issued student-parking permits and/or who participate in school sponsored extracurricular activities and/or athletics. These programs are privileges afforded to our students.

DRUG EDUCATION

The administrator in charge of parking permits and the sponsor or coach of each extracurricular activity or sport will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy and the policy will be explained to him/her at that time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

CONSENT FORM

It is mandatory that each student in grades 9-12, prior to being issued a parking permit or allowed to participate in extracurricular activities or athletics, sign and return the "consent form." Failure to comply will result in non-participation.

Such students shall be provided with a "consent form," a copy of which is

attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is consenting to participate in the drug-testing program at Lake Central School Corporation.

BANNED SUBSTANCES

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Lake Central School Corporation students.

Alcohol	Amphetamines	AnabolicSteroids*
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Propoxyphene	Other Illegal Drugs
Phencyclidine	Opiates	* May be tested

TESTING PROCEDURES

1. The selection of participants to be tested will be done randomly by the principal/principal's designee or the testing company, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at anytime during the year. Each student will be assigned a number that will be placed in the drawing.
2. No student will be given advance notice or early warning of the testing. In addition, the chain of custody procedure will be observed to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities, athletics or a parking permit. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
5. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a head strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for extracurricular activities, athletics or a parking permit for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
8. The specimens will then be turned over to the testing laboratory. Each specimen will be tested for the banned substances listed in this policy. Also, "performance enhancing" drugs such as steroids may be tested.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/principal's designee will be responsible for escorting the student to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The principal/principal's designee should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. (Athletes may be called after school, perhaps during practice time.)
3. Before the student's urine is tested by the laboratory, the student must fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the principal/principal's designee that he/she is taking a prescription or other medication.
4. A sanitized kit containing two specimen bottles will be given to each student. The bottles will remain in the student's possession until a seal is placed upon each bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seals.
5. If the seals are tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible to submit another sample. The student will remain eligible subsequent to a retest.
6. The student will be instructed to remove all coats and wash his/her hands in the presence of the principal/principal's designee prior to entering the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample and the faucets will be shut off. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The principal/principal's designee will wait outside the restroom. The student will have two minutes to produce a urine specimen.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/principal's designee.
8. In order to maintain confidentiality, the bottles, which contain the urine specimen to be tested, will not have the name of the student on them. Instead, the student's random identification number will appear on the containers. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

TEST RESULTS

1. This program seeks to provide needed help for students who have a certified "positive test".
2. The principal/principal's designee will be notified of a student testing "positive". The principal/principal's designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory. The cost of a retest will be the financial responsibility of the student or his/her parents/guardians.
3. If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at the school corporation facility.

The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities, athletics and/or driving to school until after a "follow up" test is requested by the principal/principal's designee and the results are reported.

4. A "follow up" test will be requested by the principal/principal's designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities and/or driving to school. If the student is an athlete, he/she is subject to the school's athletic code as determined by the athletic director. If a second "positive" result is obtained from the "follow up" test, or any later test of that participant, number two (#2) and number three (#3) (Test Results) will be followed. In addition, the Lake Central School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

5. Information on a certified "positive" test result will be shared on "need to know" basis with the student's principal, coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal/principal's designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that is only accessible to the principal/principal's designee and separate from the student's regular file.

FINANCIAL RESPONSIBILITY

1. Under this policy, Lake Central School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Lake Central School Corporation who has knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved unless legally subpoenaed. Once again, this will underscore the Lake Central School Corporation's commitment to confidentiality with regard to the program.

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, or media without the written consent of the Lake Central School Corporation. However, the lab will provide the Building Principal with a quarterly report indicating the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Administrative Regulation 6040 is the adopted method to be followed for collecting the specimen used in the Student Drug Testing Program and sets forth the responsibilities of the Medical Review Officer.

