

**ALABASTER CITY BOARD OF EDUCATION  
STUDENT PARKING PRIVILEGE SUBSTANCE ABUSE PROGRAM**

**I. OVERVIEW**

It is the objective of the Alabaster City Board of Education (the Board) to ensure that all students who wish to take advantage of the privilege of driving a vehicle on school property and parking a vehicle on school property, be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property, be completely free of the effects of alcohol, and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to drive a vehicle on school property and park on school property, be subject to and submit to random drug tests at any time while on school property, or participating in school sponsored events.

Substance abuse can be a serious threat to the school system, its students, visitors and employees. While the percentage of substance abusing students may be relatively small in absolute terms, any substance abuse may significantly affect the health and safety of the abusing student or the student's classmates.

Moreover, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to students. The Board earnestly solicits the understanding and cooperation of all students and parents, especially those exercising driving privileges in implementing this policy.

The Board requires that all students who drive a vehicle on school property and/or park on school property do so without Prohibited Substances in their system. No student shall use or be under the influence of Prohibited Substances while driving or parking on school property or otherwise while under the care and supervision of the school system. Driving a car on school property and parking on campus is a privilege, not a right, and the student must be willing to conform to the guidelines of the Student Parking Privilege Substance Abuse Policy in order to be given that privilege.

In order to enforce these rules, the Board reserves the right to require all students who desire Parking Privileges to submit, at any time prior to, during or following school or otherwise while under the supervision or care of this school system, to drug tests to determine the presence of alcohol or any other Prohibited Substances.

Students applying for Parking Privileges may also be subject to passing a drug test as a condition for issuing Parking Privileges. Students may also be required to undergo screening if the Board has reasonable suspicion to believe a student has violated the Student Parking Privilege Substance Abuse Policy and/or in a random basis without advance notice. Violation of these rules, including testing positive and/or refusal to undergo testing will subject the student to suspension from Parking Privileges in accordance with the consequences set forth herein.

Refusal to cooperate in any test investigation may also result in immediate suspension from Parking Privileges. No student testing positive, refusing to test, refusing to cooperate with testing or being in violation of this policy will be penalized academically. Information, including testing positive, shall be held in the strictest confidence and will not be released to criminal or juvenile authorities, absent compulsion by law or consent of the student and/or parents.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board, through its drug and alcohol screening program, are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in the following:

- (a) as directed by the specific, written consent of the student and the students parents or legal guardian authorizing release of the information to an identified person; or,
- (b) to the trier of fact(s) in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, or
- (c) otherwise under compulsion of law.

The Board reserves the right to depart from these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document, may be changed by the Board at any time. Students covered by these policies and procedures will be informed of changes.

## **II. OBJECTIVES**

- A. To create and maintain a safe, drug-free environment for all students driving and parking on campus, as well as a safe, drug-free environment for all student on campus.
- B. To encourage any student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
- C. To reduce the likelihood of incidents of accidental personal injury to students and/or damage to property.
- D. To minimize the likelihood that school property will be used for prohibited substance activities.
- E. To protect the reputation of the school system and its students.
- F. Undermine the efforts of peer pressure by providing a legitimate reason for students to refuse the use of prohibited substances.

## **III. DEFINITIONS**

- A. Parking Privileges- The privilege of a student to drive a vehicle on school property and/or park in any parking space on school property or otherwise park on the property owned or under the control of the Alabaster City Board of Education.
- B. Prohibited Substances - Alcohol, amphetamines, anabolic steroids, benzodiazepines, methadone, opitiztes, phencyclidine, propoxyphene, barbiturates, cocaine, cannabinoids, marijuana, synthetic marijuana, hallucinogenic drugs, and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or the State of Alabama classify as illegal. Prohibited substances also include controlled or prescribed medications taken by a student, unless such medication has been

prescribed for the specific student and is being taken in the dosages specified by the prescribing physician.

- C. Trained Observer - A principal, coach, assistant coach, teacher or sponsor or other school official or designee who has been trained for at least one hour on alcohol misuse and an additional one hour on controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. Documentation of training attendance must be maintained by the Drug Program Coordinator.
- D. Drug Testing Agent - The licensed and qualified independent agent testing agency or medical office selected by the Board to carry out the screening of students.
- E. Drug Program Coordinator - An employee of the Alabaster City Board of Education appointed by the Board responsible for the overall implementation of the Student Parking Privileges Substance Abuse Program.
- F. Medical Review Officer (MRO) - A licensed physician employed by the Drug Testing Agent responsible for interpreting and evaluating the data generated from drug screenings.
- G. Participating in Parking Privileges – The entire process of receiving authorization for a student to drive a vehicle on school property and/or park on campus, as well as the actual action of driving a vehicle and/or parking a vehicle on campus.
- H. Student Parking Privileges Substance Abuse Consent/Release Form and Acknowledgment Concerning Use of Student Parking Lots - A form prepared for student and parent/guardian signature substantially similar to or containing the information in the attached Student Parking Privileges Substance Abuse Consent/Release form.

#### **IV. GENERAL PROVISIONS**

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes, which can create unsafe conditions for students. Even when not readily apparent, this impairment can have serious results for students who drive on school property, park in the school parking lot and/or walk through the parking lot, which has student drivers.

Students using a Prohibited Substance are a threat to other students and themselves, and may make injurious errors. For these reasons, the Alabaster City Board of Education has adopted the following guidelines, procedures and consequences to assure that all students participating in Parking Privileges report to school, while under the care of the school system, be completely free from the effects of alcohol and/or the presence of other Prohibited Substances.

##### **A. Drug Use/Distribution/Impairment/Possession**

All students participating in Parking Privileges are prohibited from using, possessing, distributing, manufacturing, or having Prohibited Substances, abusing prescription drugs or any other mind-altering or intoxicating substances, or having any Prohibited Substance in their system while at school, exercising Parking Privileges or otherwise while under the care of the school system.

B. Alcohol Use/Possession/Impairment

All students accepting or exercising parking privileges are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at school or while under the care of the school system.

C. After School Hours Conduct

After school hours use of illegal drugs, alcohol, or any other Prohibited Substance, which results in a positive drug test as outline herein, will result in the consequences as outline in this policy. Students accepting and exercising Parking Privileges should realize that these regulations test for substance abuse that may have occurred both during and away from school activities.

## V. SUBSTANCE SCREENING

The Board reserves the right to require students accepting and exercising Parking Privileges to go through three possible levels of substance screening. The first is a pre-participation screening which is a condition for participation in Parking Privileges, the second is screening for the student once the student is a participant in Parking Privileges, and the third is the screening required for reinstatement of Parking Privileges.

A. Pre-participation Screening

Substance screening may be required for students as a condition to participating in Parking Privileges. Applicants will be required to sign the Student Parking Privileges Consent/Release Form before being submitted to screening. Students will not be allowed any parking privileges if they refuse to submit to the substance screening or refuse to execute the required Student Parking Privileges Substance Abuse Consent /Release Form.

B. Participation Screening

Once a student is a participant in the Parking Privileges program, the student will be subject to a reasonable suspicion screening and/or random substance screening.

C. Reasonable Suspicion

All students will be required to submit to screening whenever a trained observer observes circumstances, which provide reasonable suspicion to believe that the student has used alcohol or another Prohibited Substance, or has otherwise violated the Student Parking Privileges Substance Abuse Policy.

The trained observer's determination that reasonable suspicion exists to require the student to undergo an alcohol or drug screening must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, and speech or body odors of the student. The trained observer requesting a reasonable suspicion screening shall prepare and sign a written report explaining the circumstances and evidence upon which they have relied. This written documentation shall be prepared within 72 hours of the testing and in all circumstances before the results of the tests are released. While one trained observer may request a reasonable suspicion

screening, when feasible, he or she is encouraged to obtain written confirmation of suspicion from a second trained observer.

D. Random Substance Screening

All students participating in Student Parking Privileges will be subject to random unannounced substance screening at any time while present at school or participating in a school function. The Drug Program Coordinator will provide a master list of current students participating in parking privileges to the Drug Testing Agency. The Drug Testing Agency will produce from the master list random sample lists of students and present the random sample list to the Drug Program Coordinator. Students involved in Parking Privileges who are present at school or participating in a school related function, whose names appear on the random sample list will be notified and required to report to the designated collection sites for substance screening as soon as possible, but in no case later than four hours following notification. The fact that a student's name was selected for one random substance screening does not eliminate that student from the master list used in the next random substance screening.

E. Return to Participation Screening

All students who have been suspended from participation in Parking Privileges for abuse of the Student Parking Privileges Substance Abuse Program will be subject to unannounced screenings for a period of time no less than 12 months and no more than 60 months following their reinstatement to Parking Privileges. The length of time a student will be subject to the unannounced random screenings will be determined by the Drug Program Coordinator.

## **VI. SCREENING PROCEDURES**

A. General Guidelines

The Board and the Drug Testing Agency shall rely on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. parts 382, 391, 392 and 395 in assuring minimal intrusion and minimal invasion of the students privacy.

1. *Substances Subjected to Screening*

Students may be screened for any Prohibited Substance including, but not limited to, amphetamines, cannabinoids, cocaine, opiates, and alcohol. Students may be tested for any other prohibited substances (such as, but not limited to, steroids, barbiturates and benzodiazepines) without advance notice as part of the screenings performed by the Board. Such additional Prohibited Substances to be screened for shall be determined by the Drug Program Coordinator.

2. *Methods of Screening*

The Board reserves the right to utilize hair, breath, saliva or urinalysis testing procedures. All urine specimens, which test positive for prohibited substances, will be confirmed by gas chromatography/mass spectroscopy (GC/MS).

### 3. *Prescription Medication*

A student may submit a confidential writing for consideration to the Drug Testing Agency and/or the Medical Review Officer detailing any prescription medication for which the student has a valid prescription or other over the counter medicine taken by the student.

#### B. Collection Sites

The Drug Program Coordinator will designate collection sites for students to provide specimens. The selection of the collection sites shall be made with the intent and purpose of providing privacy to the students. Collection sites shall be conducted on school property and when feasible, on-site at the student's home school.

#### C. Collection Procedure

The Drug Testing Agency, and its laboratory will develop and maintain a documented procedure for collecting, shipping and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and seal shipping containers will also be used for specimen transportation. The Drug Testing Agency, and its laboratory will utilize a standard Custody and Control Form for all student screenings. The Drug Testing Agency and the laboratory will utilize a Breath Alcohol Testing Form for all alcohol testing. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper a collection procedure. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT) using equipment approved by the Alabama Department of Forensic Sciences.

#### D. Evaluations and Return of Results

The Drug Testing Agency will transmit, in writing, the results of the test to the Medical Review Officer. The Medical Review Officer will be responsible for reviewing test results of the student for those students who have tested positive for prohibited substances. Upon confirmation of a positive test, the Medical Review Officer shall notify the student and the student's parents/legal guardian and give them an opportunity to discuss the results, including, but not limited to, whether or not the student was taking a prescribed controlled substance. Any unreasonable delay by the student or the student's parent /legal guardian could be viewed as a waiver of this meeting. After reasonable attempts to reach the student and the student's parents having not been successful, the Medical Review Officer shall notify the Drug Program Coordinator to continue the reporting process. If, after examination of the results and conferring with the student and the student's parent and/or legal guardian, the Medical Review Officer is of the opinion that the student has violated the Student Parking Privileges Substance Abuse Policy, the Medical Review Officer will promptly report to the Drug Program Coordinator the names of the student and the results of their tests. The Drug Program Coordinator (or his/her designee) will then schedule a conference with the student, the student's parent or legal guardian, and the principal of the school to discuss the Medical Review Officer's report and the consequences. The Drug Program Coordinator's determination of the appropriate consequences to be instituted shall be reported in detail and with

particularity to the Superintendent. The Superintendent shall review the Drug Program Coordinator's determination and issue a written approval or return the determination to the Drug Program Coordinator with the Superintendent's recommendations. Upon the Superintendent's final approval of the Drug Program Coordinator's determination, the Superintendent shall maintain a written report for Board review, if such is requested, which report shall include the facts and circumstances, both mitigating and aggravating, upon the which the Drug Program Coordinator's determination is predicated.

E. Request for Retest

The parent/legal guardian or the student may request a retest of any specimen or split specimen within 72 hours of notification of the screening results. Any request for a retest must be submitted in writing to the Medical Review Officer and such a retest shall take place as soon as possible. The parent/legal guardian of the student may request the retest at a lab of their choosing, as long as it meets the criteria outlined herein. If a separate lab is requested, the Drug Testing Agency and/or the Medical Review Officer will arrange for transportation of the specimen.

F. Release of Screening Results

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its Student Parking Privileges Substance Abuse Program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the Student Parking Privileges Consent/Release Form and as provided by applicable law. It is the responsibility of the Drug Program Coordinator to maintain the confidentiality of all documents relating to student screenings and to implement procedures to prevent the unauthorized release of such information. The information regarding any positive drug test shall be kept in confidential files, separate from other educational records of the student.

The Medical Review Officer and the Drug Program Coordinator shall maintain individual student test results for at least one year.

## **VII. CONSEQUENCES**

Any student who violates the Student Parking Privileges Substance Abuse Policy shall be subject to the consequences set forth herein.

A. First Violation

Upon the first violation of the Student Parking Privileges Substance Abuse Policy, the student who tests positive, refuses to take the drug test, or compromises/circumvents the drug testing procedure in any way, will be suspended from Parking Privileges for *30 calendar days from the date of test*. Violations of the Student Code of Conduct, regarding drugs and alcohol, that take place either during the school day or at a school sponsored event will also result in a violation of this policy. If the infraction occurs on school premises or during a school sponsored event, the student will serve consequences as outlined in the Student Code of

Conduct in addition to the suspension from Parking Privileges. If an Alternative School assignment is warranted it is understood that the student will be suspended from participation in any Parking Privileges for the length of the Alternative School term.

Before participation can resume, the students desiring Parking Privileges must:

- (i.) test negative for any prohibited substances and
- (ii.) participate in substance abuse counseling approved by the Drug Program Coordinator.

The student will also be subject to random tests during the suspension and subject to random tests during remainder of time he or she parks on campus. If student elects to participate in substance abuse counseling, the cost for the substance abuse counseling is to be borne by the student and parent. The Drug Program Coordinator will assist the student in locating substance abuse counseling.

**B. Second Violation**

Upon the second violation the student will be *suspended from parking on campus for a calendar year.*

Before participation can resume, the students desiring Parking Privileges must:

- (i.) test negative for any prohibited substances and
- (ii.) participate in substance abuse counseling approved by the Drug Program Coordinator

**C. Third Violation**

*Upon the third violation, the student will be permanently barred from parking on campus.*

*No student testing positive or refusing to cooperate with the testing will be penalized academically.*

## **VII. COSTS**

All costs associated with the initial screening and any other costs associated with the implementation of this program, unless specifically outlined herein, shall be borne by the Board. The Superintendent may, at his discretion, assess a reasonable uniform fee for the issuance of a Parking Privilege, as long as the fee is reasonably designed to cover the cost of an initial screening.

## **IX. APPEAL**

If the student's parents/legal guardian or the student is dissatisfied with the findings of the Medical Review Officer or the punishment promulgated by the Drug Program Coordinator, they may apply in writing for a hearing before the Superintendent or his designee. The request for a hearing must be made in writing within 72 hours of notice of discipline. The student will be subject to any consequences as outlined herein until such time as a hearing has been held and ruled upon.

## **X. INVESTIGATIONS/SEARCHES**

School officials may examine or inspect the student's vehicle, locker, purse, book bag, or other belongings upon reasonable suspicion that the item being searched contains evidence of an actual or suspected violation of Student Parking Privileges Substance Abuse Policy, provided that the nature and extent of such examination or inspection is reasonably related and limited to the suspected violation. Results of such searches will be communicated to the Drug Program Coordinator.

## **XI. ADDITIONAL REQUIREMENTS**

In addition to the policy and procedures outlined herein, local school principals may designate such other and different requirements for the privilege of driving a vehicle and/or parking vehicles on campus including, but not limited to, academic standards, attendance standards and/or payment of fees.

The local school principal may also establish the priority for issuance of parking permits. Such additional requirements shall not, however, in any way expand, change or alter the provisions of these Procedures as they related to student's use of or being under the influence of, a Prohibited Substance.

***Approved by the Board July 2015***

**ALABASTER CITY SCHOOLS**  
**STUDENT PARKING PRIVILEGES SUBSTANCE ABUSE CONSENT/RELEASE FORM AND**  
**ACKNOWLEDGMENT CONCERNING USE OF STUDENT PARKING LOTS**

I understand that it is a privilege, not a right, to participate in the Parking Privileges Program offered by Alabaster City Schools, and that I must comply with the Parking Privileges Program Substance Abuse Policy in order to be given the privilege to participate in these events. I have read and understand the Alabaster City Schools Parking Privileges Substance Abuse Program policy procedures and penalties and agree to abide by these rules regarding the possession and use of prohibited substances.

I agree to submit to prohibited substance screenings, as outlined in the Alabaster City Schools Parking Privileges Substance Abuse Program Policy and Procedures, as a condition for my initial or continued participation in parking privileges. I specifically consent to allow urine, breath, saliva, and/or hair to be taken in accordance with the Board's policy and procedures and consent to allowing those samples to be forwarded to the Board's Drug Testing agency for testing to determine the existence of prohibited substances. I authorize any laboratory or medical provider to release test results to the Board, the Medical Review Officer, the Drug Program Coordinator, and to local school Administrators.

- I also expressly authorize the Board and/or the MRO to release any test-related information, including positive results:
- a. as directed by my specific, written consent authorizing release of the information to an identified person,
  - b. (to the finder of fact in any lawsuit, grievance, or other proceeding initiated by or on behalf of myself, and/or
  - c. under compulsion of law.

I understand that the refusal to submit to testing for the use of prohibited substances will prohibit me from my initial and continued participation in the parking privileges offered by Alabaster City Schools.

I also understand that:

- a. The Alabaster City Schools System retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property;
- b. The Alabaster City Schools System may inspect the interiors of student automobiles whenever a school official has reasonable suspicion to believe illegal, unauthorized, and/or contraband materials are contained inside the automobiles;
- c. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant; and If a student fails to provide access to the interior of his/her car upon request by a school official, the student will be subject to school disciplinary action.
- d. Parking permits may be revoked due to disciplinary action (leaving school without permission, smoking, etc.).

This document will remain in effect and serve as my continued consent and release while I am a student in Alabaster City Schools, unless and until revoked by me in writing. **I FULLY UNDERSTAND THE CONSEQUENCES STATED IN THIS POLICY.**

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**VEHICLE INFORMATION**

Tag No. \_\_\_\_\_

Year of Vehicle \_\_\_\_\_

Make of Vehicle \_\_\_\_\_

Color of Vehicle \_\_\_\_\_

Owner of Vehicle \_\_\_\_\_

Owner's Phone No. \_\_\_\_\_

Student's Driver's License No. \_\_\_\_\_

Vehicle VIN # \_\_\_\_\_

Insurance Co. for Vehicle \_\_\_\_\_