WOODWARD ACADEMY’S
STUDENT SUBSTANCE ABUSE TESTING POLICY

Philosophy:

Woodward Academy is committed to fostering a drug free environment for students. Due to the prevalence of drugs in society, Woodward partners with parents to educate students about the negative consequences of drug use, and to offer students tools to say no to the use of these harmful chemicals. We are guided by research which shows that the longer a person delays experimentation with drugs, the less likely he/she is to develop an addiction to them. In this spirit, then, along with education of parents and students, Woodward uses mandatory, but random, drug testing of all Upper School students. While no school has the ability to monitor the behavior of all of its students at all times, Woodward has adopted this policy of drug testing in hopes of providing a meaningful drug prevention effort that encourages all its students to make positive, healthy choices.

Drug Avoidance Education:

1. As a condition of enrollment and continued attendance at Woodward, all Middle School and Upper School students and their parents must agree to participate in the formal drug and alcohol awareness programs offered by the school.

2. Middle School programs will include:

   For Students: A comprehensive drug and alcohol awareness program, integrated into the science curriculum, will begin in Middle School. Students will be instructed on the dangers of drug and alcohol use. They will continue to receive lessons and instruction through the existing Connect classes.

   For Parents: All parents are required to participate in a course associated with the Middle School drug and alcohol awareness program. The course will be offered at several venues, times and days to allow parents ample opportunity to attend. (At least one parent/guardian will be expected to attend the course.)
3. Upper School programs will include:

*For Students:* Woodward has long offered opportunities for high school students to learn the dangers of drug and alcohol use. Drug education programs for our Upper School students will be offered during: PEER (9th grade small group activity period); SOAR (10th grade small group activity period); Wellness (taught once a week to all PE classes by the counseling staff and physical education teachers); special assemblies; and activities sponsored by Students Against Dangerous Decisions ("SADD"), a student club.

*For Parents:* The drug and alcohol awareness course that is mandatory for Middle School parents will be open to parents of all Woodward students. Upper School parents are encouraged (but not required) to participate even if they have completed the course in prior years. Parents who are new to Woodward, however, will be required to complete the parent course. In addition, the Parent Community will continue to collaborate with the Upper School in hosting parent sessions relating to drug and alcohol awareness programs.

**Drug Testing Protocol:**

1. As a condition of enrollment and continued attendance at Woodward, all Upper School students and parents/legal guardians must agree (i) to comply with the drug testing rules and procedures in effect at the Academy, and (ii) to sign related consent and authorization forms.

2. Woodward reserves the right to amend, or deviate from, the specific testing protocols set forth herein at any time when, in the judgment of the administration, doing so will further the important objective of creating a drug-free community of students at the Academy. Woodward, in consultation with its outside consultants, will determine the controlled substances for which testing will be performed.

3. Drug testing will be supervised and conducted by an outside firm, Spec Group, Inc., with demonstrated expertise in the field, and will be used to determine illegal drug use. All results of tests conducted by the firm will be (i) treated confidentially by Woodward, and (ii) disclosed only to the student, his/her parents/guardians, and those Woodward personnel with a
“need to know” (such as the Dean of Students, school nurse, and grade-level counselor).

4. Before any drug test is administered, each student to be tested will be asked privately if the test results are likely to be positive because he or she has engaged in any illegal use of drugs. The student shall answer the question truthfully.

5. All Upper School students will be subject to random drug testing during the academic year:
   
   a. Every student in grades 9 through 12 is subject to testing.
   
   b. Random tests will occur during a school day and will be scheduled with the intent of causing minimum interference with class time. The specific dates and times for the drug tests will be selected by Woodward in coordination with its outside consultants and will not be announced in advance.

   c. The outside consulting firm, Spec Group Inc., will employ a “blind selection” methodology to select a pool of Upper School students to be tested on a given test date.

   d. While Woodward reserves the right to use other methods of testing, urinalysis will be the primary method used for the testing conducted under this policy. Appropriate steps will be taken to ensure privacy to students (i.e., students will be alone in a private bathroom) while they are providing urine samples.

6. The logistics and protocols for drug testing will be determined by the administration in conjunction with Spec Group, Inc. to conduct the collections and provide oversight with laboratory tests, with the goal of ensuring accuracy, security, and confidentiality of all test results. Spec Group, Inc. will exercise due care to ensure that samples are collected, transported, and analyzed in a professional and reliable manner.

7. Notification procedures:
   
   a. Woodward will play no role in the analysis or interpretation of test results. That function will be conducted exclusively by the
testing laboratory and a Medical Review Officer under the oversight of Spec Group, Inc.

b. An independent Medical Review Officer (MRO) selected to work with Spec Group, Inc. will make an initial determination of the results.

c. “Negative” results are those that show no evidence that the student has used drugs illegally. Notice of a negative test result will be communicated to the parents/guardians via email.

d. If the MRO determines that the test produced a non-negative result, the MRO will contact the parents/guardians of the student directly to give notice and an opportunity for discussion. In some circumstances, there can be a valid explanation for a non-negative result (for example, taking prescribed doses of certain medications might lead to such a result). During his or her communications with the student’s parents, the MRO will (i) ask any pertinent questions about medications taken by the student, and (ii) give the family an opportunity to provide evidence of prescribed medications and dosages and any other medically relevant information. After this communication with the family, the MRO will make a final determination of whether the student has tested “Positive” for illegal drug use.

e. The MRO will communicate a positive test result to the parents/guardians. If requested, Spec Group, Inc. will provide information about the possibility of a re-test or “appeal” (which will involve a second analysis of the same sample). Any re-tests will be performed at the family’s expense. Once confirmation of a sample is given, an appeal must be requested within five business days of notification from the school.

f. Once the MRO has made a final determination that a student has tested positive for illegal drug use, the MRO will contact the Dean of Students to give notice of this final test result.

g. Upon receipt of a positive test result, the Dean of Students will contact the student’s parents/guardians and schedule a
conference to discuss a plan of care. The meeting must be attended by the (i) parents/guardians, (ii) the student, (iii) the Dean of Students, and (iv) the grade-level Counselor. Issues to be discussed include an explanation of the test results, Woodward’s policy regarding positive tests, a review of the student’s academic performance, and other issues of concern to the family and/or the Academy.

h. Counselors will retain a list of current outside resources, including mental health and substance abuse professionals, which will be made available to the student’s family.

8. All Upper School students also will be subject to drug testing on the basis of reasonable suspicion.

   a. For purposes of this policy, “reasonable suspicion” exists when a Woodward administrator who has received training on drug and alcohol use determines that there is an objective basis to believe that a student has been using drugs illegally.

   b. When reasonable suspicion exists, Woodward will notify the student of his or her need to participate in drug testing under the applicable policies and procedures set forth above.

9. Consequences for refusing to participate in drug testing: Any refusal to provide a sample upon request will be treated as an admission of drug use by the student. A first refusal will be treated as a POSITIVE – FIRST OFFENSE – DENIAL OF DRUG USE AT TIME OF TEST. A second refusal will be treated as a POSITIVE – SECOND OFFENSE.

10. Consequences for Positive Test Results:

    POSITIVE – FIRST OFFENSE – ADMISSION OF DRUG USE AT TIME OF TEST

   a. The student must have a medical release from a physician, in a form provided by Woodward, before returning to school.

   b. The student must have a substance abuse assessment by a qualified professional at the parents'/guardians’ expense. A letter verifying the assessment, including recommendations for
the student, must be received by the Dean of Students within 30 days.

c. The student must successfully complete the counseling/rehabilitation recommendations made by the qualified substance abuse professional.

d. The student will be randomly tested, at his or her parents’/guardians’ expense, every semester throughout the remainder of his/her career at Woodward. These random tests will occur a minimum of three times per school year, or as designated by Woodward in consultation with Spec Group, Inc.

**POSITIVE – FIRST OFFENSE – DENIAL OF DRUG USE AT TIME OF TEST**

a. The student must have a medical release from a physician, in a form provided by Woodward, before returning to school.

b. The student must have a substance abuse assessment by a qualified professional at the parents’/guardians’ expense. A letter verifying the assessment, including recommendations for the student, must be received by the Dean of Students within 30 days.

c. The student must successfully complete the counseling/rehabilitation recommendations made by the qualified substance abuse professional.

d. The student will be randomly tested, at his or her parents’/guardians’ expense, every semester throughout the remainder of his/her career at Woodward. These random tests will occur a minimum of three times per school year, or as designated by Woodward in consultation with Spec Group, Inc.

e. The student will receive 15 additional hours of community service.
**POSITIVE – SECOND OFFENSE**

a. If a student tests positive a second time during his or her enrollment at Woodward, the student and his or her parents/guardians will be given an opportunity to withdraw the student from Woodward immediately.

b. If the student is not withdrawn voluntarily, he or she shall be dismissed from Woodward.

11. This Student Substance Abuse Testing Policy is intended to discourage drug use by students at all times – not only when they are on Woodward’s campus. Woodward has separate disciplinary rules that prohibit students from possessing drugs while they are on campus or at official school functions or trips. Nothing in this Student Substance Abuse Testing Policy has the effect of amending or nullifying those important disciplinary rules. Accordingly, any students found to possess drugs on Woodward’s campus or at any official Woodward functions or trips will be referred to the Discipline Board.