

CHRISTIAN EDUCATION AND YOUTH MINISTRY

VIOLENCE PREVENTION POLICIES

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VIOLENCE PREVENTION POLICIES

I. FOREWORD

Each instance of school violence poses a serious threat to the safety of students and creates the potential for liability of school officials and the church or school ministry itself.

Christian schools are not immune from the wave of school violence in America. Twenty-five percent of students reported that they had been threatened with a weapon during the last school year. Ten Percent of school principals reported serious incidents of violent crime occurring in their schools during the 1996-97 school year. In the last 20 years, 50 people have been killed and 96 wounded in school shootings across the country.

This policy is designed to complete the steps that are reasonably indicated by current trends in education and represents our due diligence to prevent the occurrence of violent acts within our school. As the Scriptures indicate, God has given us all a free will to make choices in life, some of which have drastic consequences. Therefore, no policy or rule can completely eliminate or prevent the possibility of an individual's choice to act out in a violent and destructive manner. However, students must receive the message that violence is not to be tolerated and that those who choose to resolve differences by resorting to intimidating threats or violence will be dealt with firmly and with demonstrated consequences.

Preventive strategies must continue to be widely incorporated into the curriculum through a strong foundation in Biblical values and a respect for the dignity and rights of others. Word of Life Christian School will continue to develop strategies and methods in order to ensure the safety and protection of its students in years to come.

Statement of Principle:

With the cooperation of family, church and school, Word of Life Christian School endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Word of Life Christian School is committed to establishing a strong circle of support consisting of students, teachers, parents/guardians, support staff, pastors and administrators who are united in faith and dedicated to carrying out the spirit of these policies.

Discipline in the Christian school must transcend the conventional code of human ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of *self*-discipline in which all participants are "to be conformed to the image of his Son" (Romans 8:29).

Not all situations involving violence that may occur in schools can be covered by a policy statement. It is the purpose of these policies on Violence Prevention to bring about an element of consistency, without impeding the judgment of school administrators when dealing effectively with the variety of activities which they may encounter.

Within this context, Word of Life Christian School acknowledges the following rights for its students and staff:

1. to be respected by all members of the school community;
2. to work and learn in a safe and orderly environment; and
3. to access facilities and to participate in programs offered by the school without fear of violence.

Word of Life Christian School also acknowledges the following responsibilities for its students and staff:

1. to respect all members of the school community;
2. to contribute positively to the Christian climate of the school;
3. to respect the property of the school and of all members of the school community;
4. to respond positively to the educational environment provided by the school community; and for students specifically;
5. to comply with all school expectations, procedures and codes of behavior; and
6. to give respect and cooperation to all persons in positions of authority in the school.

II. GENERAL

Policy

1. Word of Life Christian School does not tolerate violence in any form. Word of Life Christian School, including staff, students, parents, and trustees is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family - student, teacher, parent/guardian, support staff, board member, pastor or others while on school property and at school sponsored events - is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful.
2. The School Board is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the school (both elementary and secondary divisions), provisions for dealing with violent incidents and their aftermath, and provisions for the reporting of violent incidents.

3. In recognition of the ethnic and racial diversity of its students, Word of Life Christian School shall treat each person equally and fairly and without regard to gender, race, or ethnicity.
4. Word of Life Christian School is committed to the administration of disciplinary action in accordance with School Board policy and all applicable legislation, both state and federal.

Regulations

1. The School Board will administer the Violence Prevention policies in conjunction with the Administrator, principal, and other administrators.
2. The principal will implement the Violence Prevention policies and ensure awareness of these policies and their procedures by staff, students and parents on an annual basis. This will include the enforcement of all handbook provisions and the reporting of violent incidents.
3. Staff from all work sites shall receive in-service training annually regarding the Violence Prevention policies.
4. Policies and regulations to assist in maintaining a safe and harmonious school climate have been established under the following policy headings.
5. In recognition of exceptional circumstances and exceptional students, and subject to the severity of the incident and a student's ability to understand and comply with the Violence Prevention policies, the regulations may be applied at the discretion of the principal.
 - I. Foreword/Statement of Principle
 - II. General
 - III. Discipline
 - IV. Police Investigation
 - V. Reporting and Recording Incidents of Violence
 - VI. Possession of Weapons
 - VII. Assault/Threats/Harassment
 - VIII. Theft/Extortion/Vandalism
 - IX. Search and Seizure
 - X. Trespassing on Property
 - XI. Arson/Bomb Threats
 - XII. Drug & Alcohol Testing

III. DISCIPLINE

Policy

1. When reasonably indicated, necessary discipline measures shall be instituted by the administration with appropriate respect for the dignity and rights of all students.

Word of Christian School, while recognizing that the primary authority and responsibility for discipline resides with the parents of each student, approves the establishment of a Discipline policy which shall:

- a) Establish and maintain a climate within student activities which will allow students to learn without unnecessary distraction or disruption;
 - b) Assist students in the recognition of, and respect for, the rights of other persons by educating them on appropriate behavior and treatment of others;
 - c) Assist students in the development and practice of academic honesty and integrity;
 - d) Assist students in the development of a respect for property; and
 - e) Assist students in the achievement of the self-control and self-discipline evident in the life of an individual exhibiting godly character.
2. Word of Life Christian School supports its staff in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.

Regulations

Definition of Discipline:

“The ability to cooperate with others.” In the school context, discipline educates children that obedience is reasonable and necessary to productive and peaceful interaction with others. At the same time, discipline teaches children to develop the character they will need to be a positive Christian impact on their community and to accept responsibility for the consequences of their actions. Through time, students will develop a self-discipline rooted in a recognition of biblical principles and a respect for others rather than a fear of punishment. school discipline thus serves to teach students how to distinguish between socially acceptable and unacceptable behavior.

1. The school's Discipline policy focuses on encouraging positive student behavior. It is expected that a firm, fair, and consistent application of this policy shall prevail in all disciplinary actions. Students and parents should be made aware of the school's policy and expectations, as well as the consequences of one's not being able to abide by the rules and regulations established by the Student Handbook.
2. Discipline is learned and should be taught in the home, as well as the school. This learning process should assist each student in developing self-discipline and a sense of responsibility. To assist in achieving these results, administration and staff shall:
 - a) Establish a godly example for students by encouraging and modeling appropriate language, dress and attitude;
 - b) Establish discipline in the school, through planning and implementing activities and practices that enhance students' self-concept;
 - c) Refrain from discipline practices that include sarcasm, humiliation, and ridicule;
 - d) Communicate clearly to students and parents:
 - i) The duties of a student;
 - ii) The rules and procedures of the school;
 - iii) Teachers' expectations and standards for student behavior; and
 - iv) The practices that relate to disciplinary action and how these will be enforced consistently.
 - e) Emphasize preventive measures that include the continued use of:
 - i) Early identification and prevention programs;
 - ii) Individualization of programs for students with learning needs; and
 - iii) Parent volunteers.
3. When disciplinary action is required, staff are obliged to work in close liaison with the students' parents and the administration.
4. Every effort shall be made through clear communication with the student and parents to pray with and counsel the student in order to effect positive change.

5. In the event that serious disciplinary action is required, the principal shall undertake the procedures outlined in Word of Life Christian School 's Student Handbook.
 6. In disciplining a student, staff members (other than the administrator in an appropriate corporal punishment scenario) shall refrain from the use of force or physical restraint except to protect oneself and/or other persons.
 7. Word of Life Christian School has established a Student Handbook which provides clear guidelines for acceptable and non-acceptable behavior for students.
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No Right to a Hearing—Burden of Proof

Nothing in these policies shall be construed as granting a student the legal right to any hearing with the Administration, the School Board, or any other School body or official. The School Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The School Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or School Board for the purpose of disciplining students of Word of Life Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Word of Life Christian School shall not be subject to further review by any body or court.

IV. POLICE INVESTIGATIONS

Policy

Word of Life Christian School is committed to providing its students with a quality education within a safe and lawful school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and others carrying out their responsibilities as part of a law enforcement investigation or proceeding.

Regulations

1. In instances of police investigation, school authorities shall respect the rights of all individuals involved. It is an accepted position that parents and guardians place their children in the school's care during the hours that they are in school. school staff stand "in loco parentis" and may protect students from any irregular influence on their rights.
2. A criminal investigation can be initiated by the police, the appropriate children and family services department, the principal or designate, a victim or a victim's

parent/guardian. The victim may be a student or a staff member. Any children and family services department personnel present at the facility in their official capacity should be considered “police officers” for the purposes of this policy.

3. Arrival of a Police Officer

When investigating an incident, police officers shall be admitted to a school when access to the building is required. When a police officer arrives at a school, the officer, as with other visitors, shall be required to contact the principal/designate regarding the purpose of the visit. The principal/designate shall create an incident report of such visits, including the name and badge number of the police officer(s) and a complete description of all activities.

4. Access to Information

Even if a person has a right to be present in the school and may be given access to interview a student, such right does not necessarily carry with it the right to have access to information in the possession of the school.

Should a police officer request information pertaining to a student or staff member, the principal shall ensure that the request is in writing, that it identifies the information requested and that it indicates the information is being collected for purposes of a law enforcement investigation. Consultation with the school’s attorney is advised if the information requested is of a personal nature or is information that is not normally disclosed under the circumstances.

5. The following provisions should be followed when police seek to interview/arrest a student.

a) Request to Interview a Student

- i) Police officers or other officials, when requesting to interview a student at school, should have permission of the principal/designate. Cooperation is urged especially if the police officer convinces the principal that the need is urgent. Examples of an urgent need would be when it is necessary to protect the safety of a victim, to protect the public, to preserve evidence, and if the matter involves the school in some way. Police officers are urged to interview student witnesses before and after school hours when such investigation is not relevant to the school.
- ii) The police officers should be requested to attend the school in plain clothes, not in uniform.

b) Informing the Parent

- i) When a police officer is present with legal authority, the principal/designate shall request that parents be called before the student is interviewed by the police officer. However, the principal/designate shall take direction from the police officer with respect to the procedures for police investigations.
- ii) The custodial parent(s) should be advised, specifically on that occasion, that it is the preference of the school that:
 - 1) the interview take place only with the prior knowledge and consent of the custodial parent(s) unless directed by the investigating officer that notification of the parents will jeopardize the integrity of an investigation;
 - 2) the interview take place in the presence of the custodial parent(s); and that
 - 3) the custodial parent is requested to be present.
- iii) Whenever the principal cannot speak to the custodial parent(s) in advance, the principal should use his/her own judgment as to permitting access, depending upon the particular circumstances of the case. However, full cooperation with official investigations is preferred.

c) Parent(s) Right to Be Present

If the parents cannot be present, the principal/designate “in loco parentis” will remain as an observer unless the pupil refuses or the police officer convinces the principal that such attendance will not be in the best interest of the student. If directed by the student or the police officer, after consultation with the student, to leave the interview, the school administrator/designate must comply. A principal/designate who does act as an observer in a student interview, can be called as a witness. If the student asks for advice about talking to the police officer, principal/designates shall not attempt to give legal advice to the student. The police may and should advise the student that he/she has the right to contact a lawyer.

d) Bringing the Student to the Office

On occasions when students are to be interviewed or arrested by police officers, they should not be called over a Public Address System to report

to the office. The principal/designates must go to the classrooms to get such students.

e) Interviewing the Student

- i) no part of the interview will take place, and no questions will be put to a pupil, in the presence of other pupils;
- ii) unless it is not possible to do so in the circumstances, the interview and all questioning shall take place in the privacy of the office of the principal or in another room designated by him/her;
- iii) every effort reasonable in the circumstances shall be made to cause as little embarrassment as possible to the pupil who is being interviewed/questioned.

f) Post Interview

Whether or not the student is released after being interviewed, if the parents/guardians have not already been notified, the principal/designate and the police officer shall decide who will phone the parents/guardians. The parents/guardians of all students interviewed at school by the police during an investigation must be contacted with the least possible delay.

6. Apprehension or Arrest/Authority to Arrest

The principal/designate shall cooperate when a police officer arrives to make an arrest. When a student is involved, the parents should be notified immediately.

It is a criminal offense to obstruct a police officer who has legal authority to demand entry. Should the police be unable or unwilling to adhere to the provisions of this Policy, staff shall defer to the authority of the police officer. Police officers have the legal authority to demand entry for the following:

- pursuant to a valid search or arrest warrant so ordering
- weapons searches
- drug searches
- to save lives
- activities legislated under various statutes
- the “hot pursuit” of a suspect

Every attempt should be made by the principal/designate to notify the parent/guardian of a student under 18 years of age prior to the arrest taking place. If this is not possible, the principal should ascertain from the arresting officer the location of the division to which the student is being taken and the nature of the

charge(s) against the student. This information will likely be supplied by the arresting officer. As soon as practical thereafter, the principal/designate should provide this information to the parent/guardian. Upon arrest and detention while in custody pending appearance in court, a police officer must notify the parent (of a student under 18 years of age).

7. Adult Students

Adult students, age eighteen and over, have additional rights of confidentiality prohibiting contact or provision of information to parents/guardians without the written permission of the adult student.

8. Educators/Staff Members

a) When an educator or other staff member is a victim of an alleged criminal offense, committed in the workplace or otherwise work-related, that employee shall:

i) Have access to the police to file a complaint;

ii) Have the support of the school in this decision; and

iii) Have access to all support services available to such employees.

b) When an educator or other staff member is to be interviewed as part of a police investigation, the principal/designate shall request that such interview be conducted with minimal disruption to the school community and respecting the individual rights and confidentiality of all persons involved.

V. REPORTING & RECORDING INCIDENTS OF VIOLENCE

Policy

Word of Life Christian School is committed to maintaining a safe and harmonious learning/employment environment. The school supports principal and all staff in the maintenance of law, order and Word of Life Christian School discipline in its school and elsewhere during school related activities.

Regulations

1. Categories of Violent Incidents

Staff will immediately report to the administration any serious violent incidents or threats to use violence which may include but not be limited to:

- a) Possession of a weapon (as defined below);
- b) Threats of serious physical injury;
- c) Physical assault causing serious bodily harm;
- d) Sexual assault;
- e) Robbery and extortion;
- f) Vandalism causing extensive damage to school property or property located on school premises.

Violent incidents involving any of the above shall be recorded on an Incident Report and reported immediately.

2. Duties of Principal

- a) Upon receiving a report of a violent incident, it is the duty of the principal to immediately report the incident to the police. It is important for the principal to promote and maintain close cooperation with the police. If the principal in the course of his/her duties is made aware of a potentially dangerous or violent situation developing either on school property or in the neighborhood, then the principal is obligated to contact the police.
- b) The principal shall maintain a detailed record of occasions on which he/she has contacted the police.

The principal shall maintain a record of the number and type of violent incidents that lead to a suspension or expulsion and of those that are reported to the police. An Incident Report shall be completed for each such incident.

- c) The principal shall promptly report any neglect of duty or infraction of the school rules by a student to the parent/guardian of the student. When a violent incident is being reported to the police, the parent/guardian must be contacted as soon as possible.

3. Violent Behavior

Violent behavior shall not be tolerated and must be dealt with accordingly:

- a) Students Under the Age of Twelve:

Where children in the primary and junior division are behaving in a violent manner, the principal shall take the appropriate disciplinary action. The parents of the child must be involved in any action plan for remediation. The decision to report to the police should be made locally. Police may take reports of incidents of violent behavior committed by persons of this age group. The principal is to report to police incidents involving sexual assault, serious injury, and serious damage.

b) Students Twelve or Older:

For those pupils aged 12-17 years, any violent incident that may be considered criminal shall be reported to the police in the discretion of the administration. Pupils who are 18 years or over are considered adults, and the procedures of the state Criminal Code will be followed if these pupils are charged and/or tried for criminal activities.

4. Incident Reporting

Any violent behavior, whether or not it results in a suspension, recommendation for expulsion, or is reported to the police, is to be recorded by the Principal on an Incident Report Form containing a description of the serious violent incident, a reference to the call to the police and, if applicable, reference to the disciplinary response. This information together with any letters to the student and/or parent/guardian regarding suspension or expulsion are to be filed in the student's permanent file.

VI. WEAPONS POLICY

Policy

Word of Life Christian School strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school shall not tolerate the presence of weapons in lockers or in any other place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at school-sponsored activities.

Regulations

1. The school adopts the following definitions modeled in part after the *Gun-Free schools Act of 1994* (20 USC §8921; 18 USC §921(a)(4-5):
 - a) Weapon:

- i) Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not; or
 - ii) Anything used or intended for use for the purpose of threatening or intimidating any person;
 - iii) Any “firearm” or “destructive device” as defined below; or
 - iv) Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm including, *but not limited to*, any gun (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stunguns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.
- b) Firearm:
- i) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - ii) The frame or receiver of any such weapon;
 - iii) Any firearm muffler or firearm silencer; or
 - iv) Any destructive device.
- c) Destructive Device:
- i) Any explosive, incendiary, or poison gas –
 - 1) Bomb;
 - 2) Grenade;
 - 3) Rocket having a propellant charge of more than four ounces;
 - 4) Missile having an explosive or incendiary charge of more than one-quarter ounce;
 - 5) Land mine; or
 - 6) Device similar to any of the devices described in the preceding clauses.
 - ii) Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action

of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

- iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (i) or (ii) and from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon.

d) Possession:

Having a weapon on one’s person or in an area subject to one’s control in a school location. A student who possesses an object with a primarily innocent function that could in some circumstances be used or classified as a weapon but was not so used or threatened shall not be considered to have possessed a weapon for purposes of this section (i.e., discovery of a steak knife in a student’s car, standing alone, is not ‘possession of a weapon’ under this section). A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.

- 2. The school takes a position of “Zero Tolerance” in regard to possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - a) Immediate out-of-school suspension pending an investigation;
 - b) Confiscation of the weapon;
 - c) Immediate notification of the police;
 - d) Notification of the parent or guardian; and
 - e) Recommendation to the School Board of suspension for up to one year or expulsion.
- 3. Threat of Use of Weapons/Replicas:
 - a) When a student acts in violation of the policy and threatens to use a weapon *or replica thereof* whether or not such weapon or replica is in the student’s possession, the principal shall:

- i) Inform the student that such behavior is in violation of school policy, and record the violation for future reference;
 - ii) Inform the parent/guardian of the student;
 - iii) Inform the police of the violation;
 - iv) Suspend the student. The recommended length of suspension is for a minimum of three days to a maximum of twenty days with a consideration for expulsion depending on circumstances and the severity of the violation;
 - v) Consider removal of the student from the class of any teacher(s) that the student has threatened;
 - vi) Inform the student of the further disciplinary action which will be taken for a subsequent violation, and request the student to acknowledge, in writing, that the student understands;
- b) When a student for the second or subsequent time, acts in violation of the policy, the principal shall:
- i) Inform the student that the behavior is in violation of school policy, and record the violation for future reference;
 - ii) Inform the parent/guardian of the student of the repeated violation;
 - iii) Inform the police of the repeated violation;
 - iv) Suspend the student. Depending on the circumstances and the severity of the violation and consistent with the disciplinary action set out following the first violation, the administration may consider suspension up to one year or expulsion; and
 - v) Remove the student from the class of any teacher(s) that the student has threatened a second or subsequent time.
4. Use of Weapons or a Replica Thereof:
- If a student in any way uses a weapon, the principal shall:
- a) Inform the student that the behavior is in violation of school policy, and record the violation for future reference;

- b) Confiscate the weapon (if confiscation can be carried out safely) and turn the weapon or replica thereof over to the police. Records of seizure and disposal will be maintained in the school office;
- c) Inform the parent/guardian of the student;
- d) Inform the police of the violation;
- e) Recommend to the School Board expulsion of the student.

VII. ASSAULTS, THREATS & HARASSMENT

Policy

Word of Life Christian School does not tolerate assault, threats, harassment or abuse against school personnel or students. Verbal or written threats, racial/ethnicultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. Word of Life Christian School supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are to be preserved and respected. This school must be characterized by a safe and harmonious working environment in which the needs and well-being of every individual is paramount.

Regulations

1. The school adopts the following definitions:
 - a) Definition of Assault
 - i) Any intentional use of force against another person without their consent;
 - ii) Any attempted or threatened use of force; or
 - iii) Accosting or impeding another person while openly wearing or carrying a weapon or replica thereof.
 - b) Definition of Harassment

A course of public comment or conduct, that is known or ought reasonably to be known to be objectionable, or create an environment that is hostile, intimidating or offensive, and which:

 - i) Is directed at another person;

ii) Is made on the basis of race, creed, color, sex, marital status, family status, disability, physical size or weight or other attribute, age, nationality, ancestry, or place of origin; and

iii) Jeopardizes the health and safety of that person.

c) Definition of Sexual Harassment

Sexual harassment or sexually offensive conduct, includes, but is not limited to, the following:

i) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;

ii) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;

iii) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;

iv) The display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; or

v) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

2. All incidents of a serious violent nature are to be reported to the police and recorded on an Incident Report Form. The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.

3. Verbal Assaults, Threats or Harassment

Where an alleged verbal assault, threat or harassment upon a staff member or student occurs, the following actions shall take place:

a) Where the victim or perpetrator is a student, the parent/guardian of the student(s) involved must be contacted;

- b) Depending upon the severity of the circumstances, the police may be called;
- c) All allegations of assault or harassment must be investigated by the administration;
- d) Where the perpetrator is a student, suspension may occur depending upon the severity of the circumstances involved with the incident;
- e) Counseling services may be provided as deemed appropriate.

4. Assault Upon Staff

Where an alleged assault upon a staff member occurs, the following actions shall take place:

- a) The staff member and the alleged assailant shall be separated as quickly and safely as possible.
- b) The principal shall advise the staff member to seek medical attention if appropriate and provide emotional and moral support to the staff member.
- c) The principal or designate will conduct an immediate investigation into the alleged assault and if warranted, contact the police.
- d) The principal shall inform the School Board that an alleged assault has taken place.
- e) If the alleged offender is a student, the parent/guardian must be contacted and the police may be called and the police may file charges.
- f) Consider removal of the student from the class of any teacher(s) that the student is alleged to have assaulted.
- g) In the event that an alleged assault has been committed by a person not enrolled in the school or employed by Word of Life Christian School, the principal shall attempt to determine the alleged offender's identity and report this to the police who may file criminal charges.
- j) In the case of an unaided assault (no weapon involved), the recommended minimum length of out-of-school suspension of a student offender is seven days unless there are mitigating circumstances.

- k) In the case of an aided assault (weapon involved), the recommended minimum disciplinary action for a student offender is expulsion unless there are mitigating circumstances.

5. Assault Upon a Student

Where an alleged assault upon a student occurs, the following actions shall take place:

- a) The student and the alleged assailant shall be separated as quickly and safely as possible;
- b) The principal shall arrange for medical assistance if appropriate, provide emotional and moral support to the student and contact the parent/guardian;
- c) The student who is a victim of an assault will be made aware of resources available for follow-up assistance;
- d) The principal or designate will conduct an immediate investigation into the alleged assault and if warranted contact the police;
- e) If the alleged offender is a Word of Life Christian School student, the parent/guardian must be contacted and the police may be called and the police may file criminal charges;
- f) The principal shall inform the School Board that an alleged assault has taken place;
- g) If the alleged offender is a staff member and there are reasonable grounds to suspect that an assault has taken place, the principal shall report to the police any reasonable suspicion of child abuse in accordance with appropriate mandatory reporting rules;
- h) The principal shall advise the staff member who is alleged to have committed the assault of the allegation and of the action taken by the principal;
- i) The principal shall advise the staff member to contact an attorney for advice and assistance;
- j) In the event that an alleged assault has been committed by a person not enrolled in the school, or employed by Word of Life Christian School, the principal shall attempt to determine the alleged offender's identity and report this to the police and the police may file criminal charges;

- k) In the case of an unaided assault (no weapon involved), the recommended minimum length of suspension for a student offender is three days unless there are mitigating circumstances;
- l) In the case of an aided assault (weapon involved), the recommended minimum disciplinary action is expulsion unless there are mitigating circumstances for a student offender and termination for a staff offender.

6. Sexual Harassment Policy

Word of Life Christian School seeks to promote a productive school environment in which all students and staff members reach their full spiritual and professional potential in ministry. Word of Life Christian School will not tolerate verbal or physical conduct by any student or staff member or other person that harasses, disrupts, or interferes with another's academic or work performance or that creates an intimidating, offensive, or hostile environment.

No form of harassment will be tolerated, including harassment because of a student or staff member's race, national origin, disability, pregnancy, age, or sex. Special attention should be paid to sexual harassment. No student or staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct. Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including expulsion or dismissal from service where appropriate.

Students and staff members are prohibited from threatening or insinuating, either explicitly or implicitly, that a student or staff member's willingness or refusal to submit to sexual advances will affect a student's record or a staff member's terms or conditions of service.

Students and staff members are also prohibited from engaging in other sexually harassing or offensive conduct, including but not limited to:

- a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- d) The display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;

- e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with the ministry's goals. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

Any student or staff member who experiences or witnesses harassment of any form, must report it immediately to the administrator. If the administrator is the alleged harassing party, a student or staff member may report the harassment to any member of the ministry board. Any supervisor or ministry leadership level staff member who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the administrator (or if the administrator is the alleged harasser to the ministry board), is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in as impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

*****Word of Life Christian Center, Inc./School will permit no retaliation against anyone who brings a *bona fide* complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including expulsion or termination of service where appropriate.

Any student or staff member found to have violated this policy is subject to disciplinary action, up to and including expulsion or termination.

VIII. THEFT, EXTORTION & VANDALISM

Policy ———

1. Word of Life Christian School does not tolerate theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

2. The school will cooperate with the police investigation and prosecutions of individuals apprehended in connection with theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

Regulations

1. Definitions:
 - a) Theft: taking for one's own purpose, the possessions, goods or chattels belonging to another person or the school without their expressed consent.
 - b) Extortion: the use of threats or intimidation, mild or otherwise, to demand money or something of value from another person.
 - c) Vandalism: the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property.
2. All incidents of a serious violent nature are to be reported to the police and recorded on an Incident Report Form. The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.
3. The principal will take the following steps to ensure a safe school environment:
 - a) Valuables will be stored in a safe place and money collected for school activities will be deposited in the bank as soon as possible.
 - b) Where feasible, all valuable equipment will be coded for identification.
 - c) There will be judicious supervision of all areas prone to vandalism or theft. It is the duty of all staff to ensure correct student behavior in school, on school property, and at school-sponsored events.
4. When a student, for the first time, acts in violation of the policy, the principal will:
 - a) Inform the parent/guardian of the student;
 - b) Inform police of the violation with respect to theft, extortion, vandalism causing extensive damage;
 - c) Attempt to ensure that, in case of theft, the student or parent/guardian returns the item to its owner or pays full compensation for it; in the case of

vandalism, the student or parent/guardian pays all costs to restore or replace the vandalized property to its condition prior to being vandalized; and

- d) Suspend the student where warranted.
5. When a student, for the second or subsequent time, acts in violation of the policy, the principal will:
- a) Inform the parent/guardian of the student;
 - b) Inform police of the violation with respect to theft, extortion or vandalism causing extensive damage;
 - c) Attempt to ensure that the student or parent/guardian makes restitution as set forth in 4.c) above;
 - d) Suspend the student. The recommended length of suspension is minimum seven days;
 - e) Refer the student for appropriate counseling.

IX. SEARCH AND SEIZURE

Policy

1. Word of Life Christian School supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property.
2. Word of Life Christian School therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:
 - a) Alcoholic beverages;
 - b) Illicit drugs;
 - c) Stolen property;
 - d) Weapons, either restricted or prohibited by law;

- e) Any object which may be used as a weapon and which may cause serious injury; and
 - f) Hate literature, racist material, pornography, etc.
3. Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods and weapons). The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

Regulations

1. General Norms
- a) Only the principal or those expressly authorized to do so by the principal are authorized to institute searches and to seize prohibited objects or substances, unless there is an immediate threat to the safety or security of a person or persons or the school building.
 - b) Searches can and will be conducted within the discretion and judgment of the principal.
 - c) The principal and those expressly authorized by the principal are to exercise reason and judgment in determining the scope of any search. Such factors as the age and sex of the person to be searched, the nature of the suspected infraction, and the urgency of the situation are to be taken into account.
 - d) A search of the person by force is to be undertaken only where it is apparent that delay will result in the risk of serious injury and/or damage to persons or facilities, or destruction of evidence necessary to sustain the filing of a criminal charge. Ordinarily, where the need for a search of the person by force is indicated, the police will be called.
 - e) All personal searches will be conducted in the privacy of the principal's office or another suitable room designated by the principal, and no cross-gender personal searches will be conducted.
 - f) When a search is conducted, a record of all pertinent information, including action taken, discussions held and the date, time and place of the investigation, will be documented as soon as possible. The principal shall keep a copy of this documentation on file. Access to this information will be controlled.

- g) When the police are called in to an investigation involving a student, staff shall follow the provisions of this policy regarding Police Investigations (See heading IV above).
- h) Any prohibited substance or object discovered as the result of a search shall be confiscated and dealt with in accordance with other sections of this policy and consistent with other school policies. In all cases, a record shall be kept of all seized substances or objects. If the possibility exists that seized substances or objects may be required as evidence in a criminal action, they shall be retained in a secure location until they can be handed over to the police.
- i) Students shall have no reasonable expectation of privacy in any areas designated to them for storage of personal belongings on school property (i.e., lockers, offices, cubby holes, etc.), nor shall students have a reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, purses, book bags, wallets, pockets, etc.)

2. Search of a Person

- a) Where the need for a personal search is indicated, the individual involved may be given the opportunity to produce the substance or object which he or she is suspected of possessing.
- b) Unless circumstances dictate that it take place immediately, a personal search shall be conducted in a private location designated by the principal.
- c) An adult witness shall always be present when a personal search is conducted. No cross-gender personal search will be conducted.
- d) Where the need for a personal search is indicated, a principal or designate shall have the discretion to refer the matter to the police for assistance or advice.

3. Search of Property

- a) Property belonging to the school, including lockers and student desks, is subject to inspection by the principal or designate in the normal course of the school's operation.
- b) Property belonging to students or visitors, such as book-bags, knapsacks, lunch boxes, bicycles, motorcycles and automobiles shall be subject to search according to the general regulations. Should such a search be likely

to result in damage to a student's or visitor's property (e.g. where the individual refuses to comply with the request or cannot be located), the police shall be called for assistance and advice.

4. Statements

- a) The principal may question a student or visitor in furtherance of an investigation conducted for the purposes of maintaining order and discipline within the school or at an authorized off-property school function.
- b) When it is evident that a situation under investigation may result in the filing of criminal charges against a person, the principal or designate shall refer the matter to the police and shall refrain from any further action or discussion of the situation until the police arrive.

5. Sanctions

- a) Where a properly conducted search results in the location and seizure of substances or objects prohibited under this policy, disciplinary action against a student shall be taken in accordance with other sections of the Violence Prevention policies and other policies that may apply.

Disciplinary action against visitors shall be taken in accordance with these policies, specifically Trespass to Property and other consistent policies.

- b) In all cases, consideration is to be given to referring offenders to appropriate counseling or similar intervention, even if this is not expressly mandated by the relevant policy.

X. TRESPASSING ON PROPERTY

Policy

All Word of Life Christian School personnel are authorized by the School Board to exercise the rights and responsibilities of the Board as occupiers of school property.

Regulations

1. The principal, teachers and support personnel shall safeguard the students in regard to trespassers on school property.
 2. Unknown visitors may be requested to produce proper identification.
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3. A person identified as a trespasser shall be warned by an “authorized occupier”.
4. Where there is an element of danger with respect to a trespass situation, the police shall be called immediately by the administration.
5. A trespasser is a person:
 - a) Who has no legal right to do so and enters on a school site when entry is prohibited by signs or other notice;
 - b) Who engages in an activity onto school property where the activity is prohibited by signs, markings or other notice; or
 - c) Who has no legal right to remain, and has been directed by an authorized person to leave the school property and does not do so.

XI. ARSON & BOMB THREATS

Policy

1. A fire safety plan has been established for Word of Life Christian School . In the event of a fire, accidental or deliberately created (arson), the plan shall be activated. In the case of possible arson, the police shall be involved in the investigation.
2. A bomb threat procedure has been established for Word of Life Christian School . All personnel involved in responding to such incidents will be thoroughly familiar with the appropriate regulations and procedures. In school facilities, the principal is designated to carry out these responsibilities.

Regulations:

1. ARSON
 - a) Activate the school evacuation, fire safety plan upon notification of a fire.
 - b) Ensure that the building is evacuated. Consider as paramount the personal safety of all occupants.
 - c) Evaluate the situation and attempt to determine the location of the fire while awaiting the arrival of the fire department.
 - d) Extinguish the fire, giving due regard for personal safety and health. Do not attempt this if there is any question about personal safety.

- e) Follow the procedure for identifying when the school may be safely reoccupied (await the approval and clearance of the ranking fire department personnel responding to the scene).
- f) Complete a Damage Report if any damage was sustained.
- g) Attempt to discover the arsonist. Involve the Fire Marshall's office and/or police in this investigation.

2. BOMB THREATS

- a) General preparatory requirements for bomb threats:
 - i) The school has prepared a "bomb threat response plan" which is based on this policy, but reflects the unique needs of our building (i.e. size, location, number of floors, staff available, etc.). This is similar to the variations that schools have developed for fire emergency procedures.
 - ii) A pre-arranged signal or code should be established to convey the fact that there has been a bomb threat so that search procedures can be initiated. Staff should have a code by which they can signal the completion of the search of their designated area.
 - iii) All staff shall be informed of the procedures to be followed in the event of a bomb threat and procedures will be rehearsed and reviewed at least annually thereafter.
 - iv) Each person involved in implementing bomb threat procedures should have a copy of the response plan for that building (i.e. principal, secretary, clerical staff, head caretaker, etc.)
 - v) The decision to evacuate the school or workplace location will be the responsibility of the principal and must only be taken after consideration of the circumstances surrounding the threat.
 - vi) In the event that evacuation is required, the procedures used in fire emergency drills should be employed to vacate the building in an orderly and efficient manner.
 - vii) In the event of a bomb threat during permit use and outside the regular school hours or office hours, the caretaker on duty in the building shall:

- 1) Follow the procedures as detailed in this policy;
 - 2) Report immediately to the school administrator; and
 - 3) After consulting with the police and/or school administrator, clear the building of all people, if required.
- b) Initial response to a bomb threat:
- i) When the bomb threat is by telephone call, the recipient should obtain as much information as possible.
 - ii) If possible, a second person should call the police on another line (telephone 911) while the first keeps the caller engaged. This may enable the call to be traced.
 - iii) In any event, responsibility for informing the police rests with the principal during working hours, the caretaker when on duty after school hours.
- c) The search procedure to be followed:
- i) The principal will initiate a search immediately according to the bomb threat response plan, soliciting the cooperation of teaching, clerical and custodial staff in searching classrooms or other instructional areas, offices, lobbies, stairwells, washrooms, etc.
 - ii) The following guidelines should be adhered to in conducting the search:
 - 1) The principal alerts the staff required to participate in the search. A pre-arranged signal or code is recommended, such as a P.A. announcement.
 - 2) Do not alarm students. In order to prevent panic, staff must not inform them of the bomb threat.
 - 3) Teachers and other key personnel familiar with an area (i.e. classroom) should immediately, but unobtrusively, carry out the search and should focus upon locating an unexplained object in an unusual place.
 - 4) Special attention should be given to areas to which the general public has easy access such as lobbies, washrooms, stairways, halls, etc.

- 5) The outside of the building and the parking lot must be included in the search plans.
- 6) Search areas should be small enough so that the search can be conducted in 15 to 20 minutes or less.
- 7) Do not stop the search if a suspected object is found, but continue to ascertain that the other areas are clear.
- 8) All findings, including negative reports, should be relayed to the principal as soon as possible.
- 10) If an unidentified package or object is found, **DO NOT TOUCH IT.**

The decision to evacuate may only be made by the principal after consideration of the circumstances surrounding the threat.

Note: It is recommended by the police that no evacuation occur unless something of an unidentified nature is found.

- d) Action to be taken if an unidentified object or package is found:
 - i) If a suspected object or package is found, the finder must not move or handle it.
 - ii) The principal must immediately be notified of the following:
 - 1) Location of the object;
 - 2) Reasons for being suspected;
 - 3) Description of the object; and
 - 4) Any other useful information.
 - iii) If the police have not yet arrived, the principal will call 911 again to inform them that an unidentified object has been found, including the information in Regulation 2.d)ii) above.
 - iv) While awaiting the arrival of the Explosives Unit, the principal should:

- 1) Establish perimeter control of the area to ensure that no one approaches or attempts to move the object;
 - 2) Endeavor to establish ownership of the object as there have been instances where property has been left behind by innocent people prior to the bomb threat being received;
 - 3) Determine the most direct route to the object; and
 - 4) Detail someone familiar with the building and area where the object is located to meet Explosive Unit personnel on their arrival and direct them to the suspected object.
- e) Evacuation procedures to be followed:
- i) Should an unidentified object be found, then a quiet and systematic evacuation from the area should be conducted. **AVOID PANIC.** Never tell anyone that there is a bomb in the building.
 - ii) Ensure that access/exit routes have been searched prior to any evacuation and that people are instructed to direct students along these safe access/exit routes.
 - iii) Use fire emergency procedures to effect a safe and orderly evacuation.
 - iv) Ensure that the evacuation provides a separation of at least 100 yards in all directions from the unidentified object.
 - v) Under no circumstances should elevators be used. Special provision will have to be made for the evacuation of handicapped individuals.
 - vi) Once evacuation is completed, the principal must be so notified.
 - vii) Students and/or employees shall return to the building only on the direction of the principal.
- f) Follow-up procedures:
- i) An Incident Report must be completed.
 - ii) Communications with parents with respect to bomb threats will not normally be required except in response to a direct question or

where, in the opinion of the principal, communication is needed to clarify erroneous rumor.

XII. STUDENT DRUG & ALCOHOL POLICY

This policy defines factors to consider in determining whether a reasonable suspicion of drug or alcohol use exists and what the options are if a student suspected of being under the influence of an illicit drug or in possession of alcohol, illicit drugs or drug paraphernalia. This policy applies to all students, not just athletes. This Reasonable Suspicion Policy firmly states to the student body that the use of alcohol or other mood altering substances will not be tolerated.

Philosophy

The Word of Life Christian School recognizes and affirms the individual value and potential of each student. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy is further implemented to protect students and staff who do not use drugs, alcohol, or mood-altering substances from the potential threat of violence posed by those who do. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

Policy Statement

Word of Life Christian School will work to educate, prevent, assist, and intervene in the use or abuse of all drug, alcohol and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach toward a truly drug free school. Further, the School recognizes that students using illegal drugs pose a threat to their own health and safety, as well as to that of other students and have a detrimental affect on the learning environment of their classes. The purpose of this Policy is threefold:

- (1) To provide for the health and safety of all students;
- (2) To improve the school learning environment by eliminating the disruptive behaviors of students under the influence of drugs, mood altering substances or alcohol; and
- (3) To encourage students who use drugs to participate in drug treatment programs. It is designed to create a safe, drug free environment in which students can optimally learn and assist them in getting help when needed. All school personnel shall use the following rules, regulations, and guidelines as an extension of this policy when responding to drug, mood altering substance, and alcohol related situations.

Definition of Terms

Banned Substance: A substance defined by School policy as being banned from use by students.

Chain-of-custody Form: A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Chemical Abuse Specialist: A certified program specialist with expertise in the area of chemical dependence and assessment.

Chemical Dependency: The use of any chemical substance to a degree where the individual begins to depend on the substance physically or psychologically in order to function.

Confidentiality: Between students, staff members and parents, confidentiality shall be respected and no confidential communication may be disclosed to a third party without the consent of the student or his/her parent/guardian unless the best interest of the student can be served only by doing so. Nevertheless, school officials may discuss a student's confidential communications with his/her own parents. School officials discussing confidential communications with other school officials for official purposes shall not be considered disclosure to a third party.

Cooperative Behavior: The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with the requests and recommendations of the Administration.

Distribution: Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Drug/Mood-Altering Substance/Alcohol: Shall include any alcohol, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, any controlled substance, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the school administration, annotated within the student's health record and given in accordance with the school policy for the administration of medication to students in school.

Drug Paraphernalia: includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

GC/MS: Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

High-Risk Student: Any student exhibiting behaviors indicating a potential for, or an established pattern of endangering his/her own life or well-being. This group may also include those students whose environments contain elements that typically lead to self-destructive or neglecting behaviors, such as children of parents who abuse drugs or alcohol, abused children, neglected children, or other poorly nurtured youth.

Illicit substance: A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Intervention: The effort to provide assistance to students and their families when the student's behavior is not conducive to learning. In certain specified situations, it is action taken to resolve behavior problems which take place on school property or at activities sponsored by the school.

Medical Review Officer (MRO): A licensed physician trained and certified in the process and interpretation of drug testing results.

Medical Vendor: The medical office or company selected by the Board to carry out this Policy of drug testing.

Possession: To possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substance determined to be illegal or as defined by this policy.

Prevention: Activities designated to motivate students to avoid chemical use.

Quantitative Levels: The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (NG/ml).

SAMHSA: The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

School Property: Includes not only actual buildings, facilities, and grounds on the school campus but also includes school buses, school bus stops (if any), school parking areas, and any facility being used for a school function.

School Sponsored Activity: An activity that is funded (in whole or in part) and/or supervised by the school, or facilitated through a school project. This includes activities funded (in whole or in part) with student activity funds.

Support Groups: Groups available to students in rehabilitation, high risk students, children of parents who abuse drugs or alcohol, or other students identified by the Administration as being in need of support.

Treatment: A structured, supervised experience designed to help a person change behaviors which are causing serious problems for the person.

Uncooperative Behavior: Resistance on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the Administration. Refusal to submit to a urine test shall not be uncooperative behavior.

Zero Tolerance: The School, believing that a student who uses or distributes drugs/mood-altering substances/alcohol or drug paraphernalia presents a danger to the parents and students of the School, will act to expel said student for not less than one semester and/or exclude him/her from extracurricular activities for a period of one hundred and eighty (180) consecutive calendar days during the normal school term.

Rules and Regulations

A student who on school property or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, distributes, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Word of Life Christian School Discipline Policies and the policies outlined below.

Guidelines for Voluntary Urine Drug Testing

OVERVIEW

This Policy for voluntary drug testing of students is accomplished in conjunction with an independent drug testing laboratory and Medical Office (Medical Vendor) selected and approved by the School Board. Students who are suspected of being under the influence of drugs, mood altering substances or alcohol may be asked to voluntarily submit to collection of a urine specimen to be evaluated by the Medical Vendor for purposes of determining the presence of such illegal substances.

An initial suspicion that a student is under the influence shall be determined by the Administration as outlined in this Policy. The Administration, in its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered, and nothing in these policies should be construed as requiring further drug testing of the student before making a final decision. However, should the Administration determine, in its sole discretion, that obtaining the results of a drug test would

assist in its determination, the request for a urine specimen and the specimen collection shall occur as outlined below.

The Medical Vendor will train and certify school personnel annually as collectors who will oversee the collection of all specimens as outlined in this policy. The actual testing and verification of results are accomplished by an independent medical vendor and licensed physician, both of whom are trained and certified in the process and interpretation of drug testing results. The actual laboratory testing, certification and interpretation of the drug test is not done by any school personnel. The use of an outside medical vendor insures both accuracy and confidentiality.

REASONABLE CAUSE FOR URINE DRUG TESTING

Reasonable cause for urine drug testing under this policy shall exist when the Administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances or alcohol and that the results of a urine drug test would assist in its final determination. The Principal, in his/her sole discretion, shall make the final decision on behalf of the Administration as to whether a reasonable suspicion exists.

Factors to consider when determining reasonable suspicion include, but are not limited to, the following: Observation by the Administration or staff of odors, pupillary changes, slurred speech, lack of normal coordination or other observable behavior that is an indication of being under the influence of drugs, mood-altering substances or alcohol; possession of such substances; reports (deemed by the Administration to be credible) made to the Administration or staff of use or possession of such substances; any other indicators which the Administration, in its sole discretion, deem sufficient to create a reasonable suspicion of use, possession, or distribution of such substances.

OPTIONS FOR STUDENTS FOUND TO HAVE REASONABLE CAUSE FOR URINE DRUG TESTING

Option A: Submit to an administration request to undergo testing

As outlined in the Word of Life Christian School Student Drug and Alcohol Use Policy, when a student meets the criteria for reasonable cause for urine drug testing and the Administration determines that a drug test is necessary, the student and parent/guardian/custodian will be informed by a school official that the Administration has requested a urine drug test. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student and the parent/guardian/custodian review and sign the voluntary consent form to allow urine drug testing.

Option B: Refuse to undergo testing

If the student and parent/guardian/custodian refuse the voluntary drug test, the School shall process the case in the manner it would process any other ‘under the influence’ situation pursuant to the Word of Life Christian School disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

Option C: Elect to undergo testing in absence of a request to do so

If the Administration determines that drug testing is not necessary because, in its discretion, sufficient evidence exists to discipline the student accordingly, the student may nonetheless elect to undergo testing to refute evidence that establishes a reasonable indication that the student is in violation of the drug and alcohol policy.

The student and parent/guardian/custodian will be responsible for all costs involved in the testing process. The student and parent/guardian/custodian can use a Medical Vendor facility of their own choosing, subject to approval by the Administration. In order to be considered by the Administration, *sealed* testing results must be sent from the approved Medical Vendor *directly* to the school.

The Administration will consider the test results in determining what, if any, disciplinary action will be taken or warranted adjustments in disciplinary action if it has already been taken. A negative test result will not automatically warrant dropping all disciplinary consideration for using, possessing, or associating with drugs and alcohol.

~~POST-TEST RESULTS~~***Test Results Positive:***

The School Administration shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, suspension for a period of time, conditioned status enrollment or re-enrollment, or any other discipline determined to be appropriate by the Administration in its sole discretion. For any discipline other than immediate expulsion, the student will agree as a condition of continued enrollment, with signed parental consent, to be randomly tested by urine drug screening four times in the next one hundred and eighty (180) consecutive calendar days during the normal school term or until graduation (for seniors). The student will be excluded from all extracurricular activities for one hundred and eighty (180) consecutive calendar days during the normal school term, beginning when the student is readmitted to school. A subsequent positive test on any of the four random screenings will result in immediate expulsion from school. Dates for all such random screenings shall be selected by and at the discretion of the Administration.

Test Results Negative:

If the test results are negative, and the Administration, in its sole discretion, believes all factors so warrant, the student may be returned to school and the student's record may be expunged of the suspension. The parent and student may be asked to meet with the Administration to assess possible reasons for the student's extraordinary behavior or other circumstances which led to the "under the influence" allegations.

A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance. Word of Life Christian School's prohibition extends not only to the use of drugs and alcohol or being "under the influence." Possession of prohibited substances is also a serious offense that requires disciplinary action up to and including expulsion where the circumstances warrant. Word of Life Christian School intends to discourage all students from any and all association with drugs or alcohol. For this reason, among others, negative drug test results will not be considered as definitive evidence of a student's innocence of all disciplinary consideration.

Additionally, drug-testing cannot successfully detect all drug use. Many prohibited substances cannot be detected by a basic urine drug test. Also, drug testing can determine past intoxication only during a limited time-window, because the intoxicating substance is quickly passed from the body. If a student has used a drug that is not detectable, or if his/her use was not recent enough to be detected by a drug test, he/she must nonetheless be held accountable for his/her actions. For these reasons, the school will consider a negative drug test as only one factor among many in determining what disciplinary action to take when a student is suspected of being in violation of this policy.

SAMPLE COLLECTION

Samples will be collected as outlined under Medical Vendor Requirements below. Any student unable to produce an adequate specimen of urine during the collection period will be retained at the collection site and allowed to consume up to 8 ounces of water during the next 2 hours. Students not able to provide an adequate urine specimen in two hours will be viewed as refusing to test and subject to this Policy's actions in that regard; the student will be immediately subject to continuation of all disciplinary proceedings, including expulsion.

CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement (Exhibit B).

MEDICAL VENDOR REQUIREMENTS

At a minimum, the Medical Vendor must be able to provide the following services:

1. Collection of Urine Specimens; and
2. Train and certify identified school personnel as collectors who will oversee the collection of urine specimens as outlined below.
3. Provide Chain of Custody forms that meet the criteria of this Policy and that of the testing laboratory.

COLLECTION PROCESS

Students are escorted to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water, while observed, and dry them with a paper towel.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the student and collector.
- d. The collector opens a sealed split specimen transport box, prepares the urine bottles, and gives the collection cup to the student.
- e. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (60 ml) in one attempt. The student is also told they are to hand the container of urine to the collector, to run no water while in the bathroom, and not to flush the toilet until the specimen is given to the collector.
- g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
- h. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
- i. With the student watching, the collector will pour the specimen into the two bottles, then recap the specimen bottles tightly. If tampering is suspected, the principal will be notified immediately and a second specimen will be requested. The suspected tampering or adulteration will be noted on the Chain of Custody

Form. Both specimens will be submitted to the laboratory for testing. A second suspected tampered specimen will be considered refusal to test and the Principal notified.

- j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- k. The student is asked to initial the bottle seals and transport bag.
- l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
- n. While the student watches, the sealed specimen bag is carried to a secured storage area.
- o. The student is then released to his/her parents/guardian or sent back to class.
- p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- q. The Principal will be notified immediately of any student who refuses to give a urine sample.

TESTING OF URINE SPECIMENS

The Medical Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens:

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene

MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The Medical Vendor will provide MRO services by a licensed physician who is trained and certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the Word of Life Christian School Student Drug and Alcohol Abuse Policy as to the evaluation of positive drug tests and reporting findings to the Principal and/or other appropriate school officials in a timely and confidential manner. All results will be kept on file for a period of seven years.

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Principal and/or other appropriate school officials, initially reporting positive results by phone. Under some circumstances, the MRO will also notify the designated school official that a drug test returned positive but was adequately explained giving only the dates of the collection and reporting. Example(s):
 - 1) A drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
 - 2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
 - 3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

- f. The MRO may use quantitative results to determine if positive results on repeat specimens indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- g. The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

Statistical Reporting and Confidentiality of Urine Drug Test Results

The Medical Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Word of Life Christian School Board. However, the Medical Vendor will provide the rincipal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

PICK-UP PROCESS

The collector is responsible for seeing that specimens are picked up by the testing laboratory's courier and the Chain of Custody form properly annotated.

POSITIVE RESULT DEFINED

The School Board shall define the appropriate quantitative levels for positive results in consultation with the Medical Vendor.

NATURE OF POLICY

Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Word of Life Christian School Board will not solicit. In the event of service of any such subpoena or legal process, the Word of Life Christian School Board will attempt to notify the student and the student's custodial parent, legal guardian, or custodian to the extent permitted by such subpoena or legal process.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Word of Life Christian School students:

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene.

School Guidelines

As an integral part of the Word of Life Christian School Drug and Alcohol Prevention Program, these guidelines represent only one component in a school-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Word of Life Christian School will make every effort to provide a safe and healthy environment for students, with due consideration for their rights and responsibilities.

NO RIGHT TO A HEARING / BURDEN OF PROOF

Nothing in these policies shall be construed as granting a student the right to any hearing with the Administration, the School Board, or any other School body or official. The School Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The School Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or School Board for the purpose of disciplining students of Word of Life Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Word of Life Christian School shall not be subject to further review by any body or court.

Exhibit A

**Consent to Perform Urinalysis for Drug Testing
School Year 200x-200y**

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the Word of Life Christian School Student Drug and Alcohol Abuse Policy as approved by the Word of Life Christian School Board. We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Word of Life Christian School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Word of Life Christian School Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal and School Nurse and will also be made available to us.

We understand that consent pursuant to this informed consent agreement will remain effective until _____ (fill in date)

We hereby release the Word of Life Christian School, School Board of Education and it's employees from any legal responsibility or liability for the release of such information and records.

READ THE Word of Life Christian School SCHOOL STUDENT DRUG AND ALCOHOL ABUSE POLICY AND SIGN BELOW!

Parent/Guardian Signature

Date

Student Signature

Date

Exhibit B

Confidentiality Statement for Drug Testing Policy

I, _____, acknowledge that I will be privileged to hear and see sensitive information related to results of urine drug testing performed on students of Word of Life Christian School. I pledge to keep any information given to me in strict confidence, and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and parent/guardian/custodian.

Signature

Date

XIII. STUDENT HANDBOOK PROVISIONS

The following sections are provided as sample items to include in the school's student handbook. While the violence prevention policies themselves are utilized as governing school board policies, they should be summarized where relevant in the student handbook to give students and parents an understanding of how the school will handle each issue. The provisions we have provided should be modified to fit the school's culture and practices and placed into the appropriate section of the student handbook.

ZERO-TOLERANCE FOR VIOLENCE

'Word of Life Christian School does not tolerate violence in any form. Every member of this school family—students, teachers, parents, support staff, board members, pastoral staff and others, while on school property and at school sponsored events—is governed by these policies and is expected to share in the task of creating an environment that is safe, harmonious and respectful.

POLICE INVESTIGATIONS

Word of Life Christian School is committed to providing its students with a quality education within a safe and law-abiding school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and other law enforcement officers carrying out their responsibilities as part of a law enforcement investigation or proceeding. The ministry will make every effort to contact parents if their child is to be questioned by law enforcement officials if permitted to do so by the investigating officers. In the interest of safety and at the discretion of the school administration, criminal acts and acts of violence will be reported to the appropriate law enforcement agency along with any illegal contraband or other evidence requested by the authorities investigating the incident.

WEAPONS POLICY

Word of Life Christian School strictly prohibits and will not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school will not tolerate the presence of weapons in lockers or in any other place on its property. The school prohibits the use of weapons or the threat of the use of weapons or replicas by any person on its property, in its buildings or at school-sponsored activities.

Word of Life Christian School treats *possession* of a weapon and the *use* of a weapon as two separate offenses. Having a weapon on one's person or in an area subject to one's control in a school location constitutes *possession* of a weapon. Objects, the *mere possession* of which constitutes possession of a weapon, include, **but are not limited to**, the following:

Any gun (loaded or unloaded), all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stunguns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Any firearm muffler or firearm silencer.

Any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or any device similar to these. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant. Any combination of parts either designed or intended for use in converting any device into any destructive device described above, or from which such a device may be readily assembled.

Using or threatening to use any of the above items or a replica of a weapon of any kind constitutes use of weapon. Using (or threatening to use) an otherwise innocent item as a weapon, *even if that object under normal circumstances is not a weapon*, constitutes use of a weapon. (Example: brandishing a ball-point pen in a stabbing motion.) Such use may also violate school policy prohibiting assault, threats, and harassment.

When a student threatens to use a weapon or replica thereof, whether or not such weapon or replica is in the student's possession, the police and the parent's of the child will be informed, and the minimum disciplinary action shall include suspension. The administration will consider removing the student from the class of any teacher(s) that the student has threatened.

The minimum consequence for students possessing, using or distributing weapons shall include confiscation of the weapon, immediate notification of the police, notification of the parent or guardian, and immediate out-of-school suspension. The administration will impose expulsion or suspension for any length of time deemed necessary.

ASSAULT, THREATS & HARASSMENT PROHIBITED

The ministry does not tolerate assault, threats, harassment or abuse against any members of the school family. Verbal or written threats, racial/ethnocultural harassment, physical or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable and will be dealt with through appropriate discipline.

Assault & Harassment

The ministry prohibits the use, attempted use, or threatened use of force or intimidation against another person without their consent.

The ministry prohibits any course of comment or conduct, that is known or ought reasonably to be known to be objectionable, or create an environment that is hostile, intimidating or offensive to another person.

At the discretion of the administration, incidents of a violent nature will be reported to law enforcement. The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.

When a verbal assault, threat or harassment occurs, the parent/guardian of the student involved will be informed; the police may be called if circumstances warrant, and the perpetrating student may be suspended. The administration reserves the right to use any disciplinary action up to and including expulsion.

When an assault occurs, the parent/guardian of the student involved will be informed; the police may be called if circumstances warrant; and the police may file charges. The administration will consider removing the student from the class of any teacher(s) that the student is alleged to have assaulted. If there is no weapon involved, the minimum length of out-of-school suspension of a student offender is seven days unless there are mitigating circumstances. If there is a weapon involved, the minimum disciplinary action for a student offender is expulsion unless there are mitigating circumstances. In any instance of assault, the administration reserves the right to use any disciplinary action up to and including expulsion.

Sexual Harassment

Any student or staff member who experiences or witnesses harassment of any form, must report it immediately to the administrator. If the administrator is the alleged harassing party, a student or staff member may report the harassment to any member of the ministry board. Any supervisor or ministry leadership level staff member who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the administrator (or if the administrator is the alleged harasser to the ministry board), is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in as impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

The school will permit no retaliation against anyone who brings a *bona fide* complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including expulsion or termination of service where appropriate.

Any student or staff member found to have violated this sexual harassment policy is subject to disciplinary action, up to and including expulsion or termination. (*Please visit the school office to review the ministry's official sexual harassment policy.*)

VANDALISM

Word of Life Christian School prohibits the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property. When vandalism occurs, the student's parent will be informed; the police may be called if the situation warrants; the student and parents will be held responsible for returning stolen items to their owner or paying full compensation for them; and the student or parent/guardian will be responsible for paying all costs to restore or replace the vandalized property to its condition prior to being vandalized. The student will be disciplined where warranted. In any instance of theft or vandalism, the administration reserves the right to use any disciplinary action up to and including expulsion. The student's diploma and any other awards or privileges (including yearbooks, academic and fine arts awards, participation in field trips or senior class trip) will be withheld until the student's debt is repaid.

SEARCH AND SEIZURE

Prohibited Items

In the interest of maintaining law, order, discipline and decorum in the school and during authorized school functions which take place off school property, Word of Life Christian School prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, **but are not restricted to**, the following items: Alcoholic beverages, illicit drugs, stolen property, weapons, hate literature racist material, pornography, unapproved music, personal computer games, etc. Any prohibited items discovered in the possession of a student will be confiscated and dealt with appropriately—including possible discipline—and any illegal items may be referred to law enforcement for further investigation.

Searches

The ministry authorizes the principal and anyone he may designate to conduct searches and, where necessary, to seize prohibited substances or objects.

Students should have no expectation of privacy from the school staff in any areas designated to them for storage of personal belongings on school property (i.e., lockers, etc.), nor should students have a expectation of privacy from the school staff in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, etc.).

VISITORS/TRESPASSING ON PROPERTY

Word of Life Christian School maintains a closed-campus policy. Visitors are required to report to the school office upon arrival at the school. Anyone who enters the school campus or engages in an activity on school property with no legal right to do so will be considered a trespasser. A trespasser will

be asked to leave by school personnel. If, in the discretion of the school staff, a trespasser poses a risk of danger or refuses to leave after being asked by school personnel, the police will be notified as soon as possible.

EMERGENCY PROCEDURES

In the event of a natural disaster, fire, or other serious safety concern, an established emergency threat management procedure will be activated. Word of Life Christian School's emergency threat management procedure is designed to avoid alarming the students in order to prevent panic and effectively manage the crisis. A search of the premises and, if necessary, a safe, orderly and systematic evacuation, will be directed by school personnel who are familiar with the appropriate contingency plans. Parents will be notified as soon as possible through the ministry's emergency communications plan.

STUDENT DRUG AND ALCOHOL USE

Students using alcohol and illegal drugs pose a threat to their own health and safety, as well as to that of other students, and have a detrimental affect on the learning environment of their classes. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

Prohibited Activity

A student who on school property or anywhere at a school sponsored activity *is under the influence of* alcohol, drugs, or mood-altering substances, or who *possesses, uses, distributes, dispenses, sells or aids in the procurement of* alcohol, narcotics, restricted drugs, mood-altering substances, drug paraphernalia, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Word of Life Christian School Discipline Policies. In the event of any violation of this policy, the administration reserves the right to designate an appropriate disciplinary action up to and including expulsion.

Drug Testing

The Administration, in its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered up to and including expulsion, and nothing in these policies should be construed as requiring drug testing of the student before making a final decision. However, should the Administration determine, in its

sole discretion, that obtaining the results of a drug test would assist in its determination, the request for a urine drug test shall occur as outlined in school policy. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending.

Student Options

Option A: Submit to an administration request to undergo testing

As outlined in the Word of Life Christian School Student Drug and Alcohol Use Policy, when a student meets the criteria for reasonable cause for urine drug testing and the Administration determines that a drug test is necessary, the student and parent will be informed by a school official that the Administration has requested a urine drug test. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student and the parent review and sign the voluntary consent form to allow urine drug testing.

Option B: Refuse to undergo testing

If the student and parent refuse the voluntary drug test, the ministry shall process the case in the manner it would process any other 'under the influence' situation pursuant to the Word of Life Christian School disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

Option C: Elect to undergo testing in absence of a request to do so

If the Administration determines that drug testing is not necessary because, in its discretion, sufficient other evidence exists to discipline the student accordingly, the student may nonetheless elect to undergo testing to refute evidence that establishes a reasonable indication that the student is in violation of the drug and alcohol policy.

The student and parent will be responsible for all costs involved in the testing process and should notify the administration in writing of their intent to pursue drug testing. The student and parent can use a Medical Vendor facility of their own choosing, subject to approval by the Administration. In order to be considered by the Administration, *sealed* testing results must be sent from the approved Medical Vendor *directly* to the school.

The Administration will consider the test results in determining what, if any, disciplinary action will be taken or warranted adjustments in disciplinary action if it has already been taken. A negative test result will not automatically warrant dropping all disciplinary consideration for using, possessing, or associating with drugs and alcohol. In its sole discretion, the Administration may choose to suspend the student out of school or take while test results are pending.

Positive Test Results

The School Administration shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, suspension for a period of time, conditioned status enrollment or re-enrollment, or any other discipline determined to be appropriate by the Administration in its sole discretion. For any discipline other than immediate expulsion, the student will agree as a condition of continued enrollment, with signed parental consent, to be randomly tested by urine drug screening in accordance with school policy. The student will be excluded from all extracurricular activities for one hundred and eighty (180) consecutive calendar days during the normal school term, beginning when the student is readmitted to school. A subsequent positive test on any of the four random screenings will result in immediate expulsion from school.

Negative Test Results

If the test results are negative, and the Administration, in its discretion, believes all factors so warrant, the student may be returned to school. The parent and student may be asked to meet with the Administration to assess possible reasons for the student's extraordinary behavior or other circumstances which led to the Administration's reasonable suspicion.

A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance. Word of Life Christian School's prohibition extends not only to the use of drugs and alcohol or being "under the influence." Possession of prohibited substances is also a serious offense that warrants disciplinary action up to and including expulsion where the circumstances warrant. Word of Life Christian School intends to discourage all students from any and all association with drugs or alcohol. For this reason, among others, negative drug test results will not be considered as definitive evidence of a student's innocence.

Additionally, drug testing cannot successfully detect all drug use. Also, drug testing can determine past intoxication only during a limited time-window, because the intoxicating substance is quickly passed from the student's body. For these reasons and others, the school will consider a negative drug test as only one factor among many in determining what disciplinary action to take when a student is suspected of being in violation of this policy.

RIGHTS AND RESPONSIBILITIES

The School Board may decide, *in its sole discretion*, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. ***Nothing in this handbook should be construed as granting a student the legal right to any hearing with the Administration, the School Board, or any other School body or official.***

The School Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by

the Administration or School Board for the purpose of disciplining students of Word of Life Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Word of Life Christian School shall not be subject to further review by any body or court.

DETAILED POLICY ON FILE

All the details of Word of Life Christian School's Violence Prevention Policy are not included in this handbook. The exhaustive policy is on file in the administrative office, and parents are welcome to review it. We understand the concern you have for the safety of your child. We share that concern. Consequently, much thought and research has gone into the formulation of the policy. Its structure and procedures are part of an ongoing effort to protect our students from the risk of violence and create for them an environment conducive to learning and building Godly character. Each member of our staff is familiar with the policies and is personally committed to the safety of all students. We appreciate the confidence that you have placed in our institution and pledge to do our best to safeguard and educate your child to the glory of God.