

Frequently Asked Questions: Student Drug Testing Policy

1. Who is subject to the drug testing policy?

- The drug testing policy is mandatory for high school students participating in athletics, extra or co-curricular activities and/or students who wish to obtain a parking permit.

2. Will students be tested prior to the athletic season or before being issued a parking permit?

- Eligible students may be tested prior to participation in athletic activities, extra or co-curricular activities or prior to issuance of a parking permit; however, initial participation in District athletics and driving and parking at school are not conditioned upon successful completion of a drug test.

3. What if the student and/or the student's parent(s) do not consent to participation in the drug testing program?

- Students and/or parent(s) are well within their rights to refuse consent to participate in the District's drug testing program. Refusal to consent, however, will result in the student being ineligible to participate in District athletics, extra or co-curricular activities and the student will not be permitted to drive and park at school.

4. Who is responsible for drug testing students?

- Testing will be done by On Demand Drug Testing and Work Solutions ("On Demand"). On Demand will designate its own Certified Drug Collectors that will work with school officials to administer the District's drug testing program.

5. How often will eligible students be tested?

- At the beginning of each school year or athletic season, eligible students may be subject to testing for illegal or banned substances. Following initial testing, up to 100% of eligible students will be randomly tested on a monthly basis, anytime during the athletic season that the student participates or while the student is driving to and parking at school.

6. How is random selection determined?

- The Principal or designated school official will prepare a list of eligible students, and forward that list to On Demand for the random selection of students for testing. Once provided a list of eligible students, On Demand must select the required number of students in a random and confidential manner. On Demand 2 utilizes a computer-based system designated specifically for the purpose of randomly selecting individuals for drug testing. Eligible students selected are notified by the Principal or designated school official and directed to report to the collection site and provide a urine sample for testing.
- Random testing will be unannounced. Each participant has an equal chance of being selected for testing each time selections are made. On Demand will coordinate with the Principal and/or school designated official to select the day and time for testing. The District will make every effort to conduct testing during students' nonacademic time.

7. Where will the testing take place?

- Students will be called down to the high school gymnasium and will be directed to use the appropriate locker room (i.e., girls or boys locker room). On Demand will be there to administer the testing. On Demand will provide selected students with the specimen container in which to provide the urine sample and will collect and label the container once

the sample has been provided. The entire process lasts approximately 3-5 minutes. (The Administrative Guidelines provide additional information regarding the collection process and chain of custody).

8. What if a student is unable to provide a sample for testing?

- If a student is unable to provide a sample, the monitor maintains control of the specimen container until given to the student for the next attempt. The student being tested must not leave the sight of a designated school official until he or she is able to produce a specimen or until excused by On Demand or the designated school official. If the student leaves the testing area, the student will be treated as if he or she produced a sample with a positive result and the student will be unable to participate in athletics or utilize his/her parking permit until the student is able to submit a test with a negative result. Students will be given two hours to produce a sample and will be provided with water if dehydration is a factor in not being able to produce a urine sample.

9. What if a student refuses to submit to testing?

- Any student who refuses to submit to drug testing will be treated as if the student tested positive and will not be allowed to practice or participate in athletics, extra or co-curricular activities or park at the District until such time the student submits to testing and results are reviewed.

10. How long does it take to get results once the urine sample has been given?

- On Demand will perform all drug screens using a "Instant Urine Drug Test." Instant Urine Drug Test includes a specimen container inclusive of a color coded system that provides an instant reading of the urine. If the container reflects a 3 color indicative of a positive, On Demand will send the sample for further lab testing and confirmation. On Demand will provide the Principal with confirmation of a positive or negative result within 24-72 hours from the day the sample was given. Within 24 hours of notification from On Demand, if the test is confirmed positive, the Principal will contact the student's parent(s) within 24 hours.

11. Are the results of the test confidential?

- Yes. Documentation and reporting of results are accomplished using identification number codes. On Demand establishes a master list of student names and unique code numbers. The list is maintained in a secure and locked location. **The Superintendent, High School Principal and the school designated official** are the only school personnel with access to the list. The code numbers are used to select the pool to be tested for random testing. On Demand will make the random selections.
- On Demand will work with **the Principal and/or school designated official** to coordinate the scheduling of students for the collection of urine samples.
- The collection site master list is used **by the Principal and/or school designated official** to identify the test student's parent(s) when positive, confirmed results or when inconclusive results are reported.

12. What is the process if the test results are inconclusive?

- When the **Principal or designated school official** receives notice from On Demand of a result that is inconclusive, **the Principal or designated school official** will contact the

parent/guardian of the student within 24 hours. A re-test is required within twenty-four (24) hours of notification. The student will then be contacted to schedule the re-test.

13. What if the testing agency or the school suspects that a student(s) has adulterated or tampered with the specimen?

- Any and all adulterations of the specimen(s) will be detected and considered the same as a test refusal or first time infraction. Adulterations are treated as first time offenses. They are not called positive, but have the same consequences. A retest will be required within twenty-four (24) hours.
- Anyone who suspects tampering with the sample shall notify the designated school official and/or On Demand. The sample will be screened or sent to the lab for immediate confirmation of tampering.

14. Is there a way to account for students that are using prescribed or over-the-counter medication?

- Yes. The collection site master list is used to record prescription and over-the counter medications that the student has identified as used in the five (5) days prior to the collection.

15. How long after testing before the student and parent(s) receive the results?

- Parent(s) will receive the test result within 24-72 hours (see #10). After notification of a positive test result, within 24 hours **the Principal** will contact the parent/guardian by telephone and inform the parent/guardian of their right to a meeting with the Principal or school appointed designee to explain the student's rights under the District's Student Drug Testing Policy. The notification shall also be sent via certified mail.
- After notification of a positive test result, the student and his/her parent/guardian may, at their own expense, elect to have a portion of the original sample re-tested by an independent certified laboratory of their choice. The District will forward the sample in response to a written request.
- If the parent/guardian fails to contact the Principal within forty-eight (48) hours (excluding weekends) following receipt of notification of a positive test result by telephone or certified mail to schedule a meeting to review the test results, the results are deemed conclusive for purposes of further action under the District's Policy and the parent/guardian and the student are deemed to have waived their right to challenge the test result.

16. Is there an appeal process?

- The Principal issues a decision regarding the student's test results within forty eight (48) hours (excluding weekends) following receipt of an appeal. Notice of the decision is given by phone if possible and then by certified mail. Any penalties authorized under the District's policy are in effect during the pendency of an appeal.

17. What are the consequences of positive results or other violation of the drug testing policy?

- Student athletes

1st Offense: The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian and principal or school appointed designee concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5)

days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks of the initial counseling session in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

2nd Offense: (Formal Notification to the parent/guardian and principal). A formal letter will be sent by the Athletic Director to inform both parties of a level 1 offense and the consequences that will follow— denial of participation for 10% of consecutive scheduled events and/or state tournaments. The percentage of denial of privilege is calculated on the number of events within the sport/activity and may carry over into the next season of the same sport/activity or a different sport/activity. (Student may participate in all scheduled practices during this denial of participation period at the discretion of the coach/advisor). The athlete will also lose any leadership position that he or she holds, such as team captain.

3rd Offense: (Formal Notification to the parent/guardian and principal). A formal letter will be sent by the Athletic Director to inform both parties of a level 2 offense and the consequences that will follow— denial of participation in all athletics (including any weight-lifting or any off-season program) for one calendar year. The athlete will also be mandated to participate in a health assessment and educational program related to the infraction and to follow the recommendations of a health care professional. He/she must provide notice of completion of any screening/counseling program before they may return to athletic participation.

4th Offense: (Formal Notification to the parent and principal). A formal letter will be sent by the Athletic Director to inform both parties of a level 3 offense and the consequences that will follow— the athlete will be totally denied of all extra-curricular activities for the remainder of his/her school career at Jackson - Milton.

- Student Drivers and Extra/co-curricular participants.

Students who elect to secure a parking permit from the high school or participate in the aforementioned extra/co-curricular activities will be automatically entered into the random testing pool for the school year.

1st Offense: The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian and principal or school appointed designee concerning the positive drug test. In order to continue participation in these activities the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified

drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks of the initial counseling session in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activities. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

A second offense will result in the student being banned from parking in the high school parking lot or participating in the activities for 3 months.

A third offense will result in the student being banned from parking in the high school parking lot or participating in the activities for the remainder of the school year.

A fourth offense will result in the student being banned from parking at the high school and participating in the activities for the remainder of his/her high school career.

18. Is the student’s parent(s) responsible for the cost of the rehabilitation program?

- Yes.

19. What drugs are being tested?

Amphetamines (speed, uppers)	Phencyclidine (PCP, “angel dust”)	Cocaine (including crack cocaine)
Marijuana	Opiates	MDMA
Heroin	Barbiturates	Benzodiazepines
Methadone	Propoxyphene	Oxycodone
Hydrocodone	Hydromorphone	Nicotine

20. What is the procedure for positive test results?

- The Medical Review Officer (MRO) reports by telephone any positive findings in confidential manner to the Principal or designated school official. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results, and a certified MRO will determine the results.
- Any specimen testing positive for illicit or banned substances will be handled in the following manner:
 - i. The MRO determines if any discrepancies have occurred in the chain of custody.
 - ii. Depending on the substances found, if necessary, the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
 - iii. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within 24 hours after they spoke to the MRO, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

- iv. iv. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- v. v. Based on the information provided to the MRO, the MRO will certify the drug test results as positive or negative and report this to the Principal or designated school official who is responsible for reporting positive results by telephone.