

Drug Testing Procedures

These procedures apply to all students choosing to participate in any extracurricular activity, including student athletes/players at the middle and high school level and those who drive and/or park on school property.

DRUG TESTING PROCEDURES

1. Prior to participating as a member of an extracurricular team and/or activity, including athletics, or prior to being authorized to drive and/or park on school property, the student participant and/or driver and his/parent (if the student is under 18) must read Policy 09.423 (Use of Alcohol, Drugs and Other Controlled Substances) and must acknowledge in writing or by electronic signature, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures. The student participant or driver and his/her parent/guardian (if the student is under 18) must also sign the “Student and Parent/guardian Consent to Perform Urinalysis for drug Testing Form” before the student will be permitted to participate as a member of any athletic team and/or extracurricular activity at the middle or high school level, or be authorized to drive and/or park on school property.
2. Students must complete a “Consent to Test and Chain of Custody” form. The forms shall identify the student participant or driver only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory with the urine specimen.
3. Testing shall be done during a calendar 12 month, from the time the permission form is completed. Testing will be completed no less than 4 times each year and students tested will be selected randomly from the identified pool of students. The collection of urine specimen for the random testing shall be conducted on the school campus. If an online student is randomly selected to be tested, the parent/guardian will be contacted by the Drug Testing Coordinator or their designee and arrangements will be made for the student to be tested that day on campus. If the parent/guardian provides an excused absence for that day, the student will be excused from participating in the same manner as in person student would. It is the parent/guardians responsibility to provide transportation to/from testing site. If a student refuses to participate in the drug testing process, by not showing up and there is no excused absence presented, this will be considered a refusal to participate in the drug testing program and will result in the student being unable to participate in the activity/or park on school property. The Director of Pupil Personnel will determine if the reason for the absences will be considered excused or unexcused following school attendance polices. Objections to the findings of the Director of Pupil Personnel will be addressed according to the procedures found in the Mercer County School Board policy 09.4281.
4. The testing laboratory approved by the Board shall determine which student participants and/or drivers are to be tested by the random drawing of names from all eligible student participants and drivers. The names of students covered under this policy will be randomly selected for testing of covered students no less than four (4) times per year.

Student Drug Testing Procedures**DRUG TESTING PROCEDURES (CONTINUED)**

5. Collection procedures for urine specimen shall be developed, maintained, and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, to ensure the proper identification of students and the student's specimen, to minimize the likelihood of the adulteration of a urine specimen, and to maintain complete confidentiality of test results. To that end, the procedure will require:
 - a. The presence of a sponsor, coach, staff member, principal, and/or assistant principal immediately prior to the collection process to ensure proper student identification.
 - b. The presence of one (1) or more representatives of the testing laboratory when the specimen is taken.
 - c. The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine.
 - d. Immediately prior to entering the private bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification.
6. All scientific analyses of the collected specimen shall be conducted by the professional testing laboratory. The laboratory contracted to provide the drug testing shall comply with federal Department of Transportation standards. The specific procedures utilized by the laboratory will be contained in the policy and procedures manual of the laboratory and/or in the contract between the School District and the laboratory. (Copies will be made available for students and staff.) The laboratory will follow federal Department of Transportation procedures for preparation for testing, chain of custody, security, privacy, integrity, and identity of specimen, and any necessary transportation to a laboratory. See 49 C.F.R. Part 40, 40.23 and 40.25.
7. A portion of each urine specimen, testing for positive substances, given by each student participant and/or driver shall be preserved by the testing laboratory for at least six (6) months.
8. Written confirmation of all test results shall be forwarded by the testing laboratory to the Drug Coordinator, who shall provide the results (negative and/or positive) to the principal. In case of a positive result, the principal will report the results to the sponsor, athletic director, staff member, etc., and the parent/guardian of the student tested, if the student is under the age of 18.
9. In the event that a student participant's or driver's urine specimen produces a positive result, the principal, athletic director, and the sponsor shall meet with the student participant or driver, and the student's parent/guardian, if the student is under the age of 18, to disclose and discuss the test results and the consequences set forth by policy.
10. The final determination of the student participant's or driver's eligibility shall be made at the school level by the principal.

Student Drug Testing Procedures**DRUG TESTING PROCEDURES (CONTINUED)**

11. One (1) year after the student turns 18 years of age, or one (1) year after the student's graduation, whichever is later, all records in regard to this policy concerning each student participant or driver shall be destroyed, and at no time shall these records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein in the absence of a court order or subpoena to the contrary, or unless requested, in writing, by the student or his/her parents (if the student is under 18).