

## Student Random Drug Testing Procedures

### TESTING PROTOCOLS

1. The High School and Middle School principals will ensure training as necessary to staff members regarding the District's student random drug testing program.
2. Each extracurricular activity sponsor shall establish a roster of student participants and submit the roster to the Drug Testing: Drug Free School Coordinator. Changes in the roster should be reported immediately to the Drug Testing: Drug Free School Coordinator.
3. Students and parents or legal guardians will have the opportunity to participate in a District informational meeting concerning the District's random drug testing policy. Prior to driving to or from school or participating in an athletic team or club not required by a class, students and parents or legal guardians must read Board Policy 09.423 and Board Procedure 09.432 AP.1 and must acknowledge, in writing, 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. Immediately prior to giving a urine specimen, each student shall complete all forms required by the testing company selected by the District.

4. Testing will occur for the following:

DRUG CLASS	SCREEN CUTOFF	GC/MS CUTOFF
Carboxy - THC (marijuana - met)	50ng/ML	10ng/ML
Amphetamines/Methamphetamine (Ecstasy/MDMA)	1000ng/ML	500ng/ML
Benzoylcegonine (Cocaine - Met)	300ng/ML	150ng/ML
Opiates (Codeine/Morphine)	300ng/ML	300ng/ML
Phencyclidine/PCP	25ng/ML	25ng/ML
Alcohol	0.02	0.02

5. No fewer than twenty percent annually of all students anticipated to be subject to random drug testing during the entire school year will be tested.
6. The testing company approved by the Board shall determine which students are to be tested by the random selection of names from among all student participants during the entire school year.
7. The collection of urine specimens shall be conducted by the Superintendent/designee and the scientific analysis of the collected specimens shall be conducted by a professional testing company selected by the Board.
8. Collection procedures for urine specimens shall be conducted by the Superintendent/designee in such a way as to minimize any intrusion or embarrassment for each student, ensure the proper identification of students' specimens, minimize the likelihood of the adulteration of a urine specimen, and maintain confidentiality of test results.
9. The collection of urine specimens shall be conducted on school premises. If a test result is found to have been adulterated, the student may be required to be retested.
10. Each specimen shall initially be tested using a highly accurate immunoassay technique ("EMIT"). Initial positive results must be confirmed by gas chromatography/mass spectrometry ("GC/MS"). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.



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11. Survey data will be collected by school personnel. Survey information is anonymous. Results are to be used for the sole purpose of determining program success as related to student, parent, and teacher attitudes toward drug use and the testing program. Surveys conducted for the evaluation of the program are voluntary. Students will not be penalized for not participating in the surveys.
12. A split sample of each urine specimen given by each student shall be preserved by the testing laboratory for a minimum of six (6) months.
13. Written confirmation of all test results shall be forwarded by the testing company to the Drug Testing: Drug Free School Coordinator, who shall provide any positive results to the Principal/Designee and Head Coach or Organization Advisor. All test results are confidential and shall be maintained by the Drug Testing: Drug Free School Coordinator under the strictest security.
14. The test results forwarded to the Drug Testing: Drug Free School Coordinator shall indicate that positive results were confirmed by the GC/MS technique and shall indicate the name of the individual for whom the test results are being reported; the type of test indicated on the custody and control form; the date and location of the test collection; the identity of the persons or entities performing the collection and analysis of the specimens and reporting test results; the verified results of the controlled substances test; and, if positive, the identity of the controlled substance(s) for which the test verified positive. Test results shall be forwarded to the Drug Testing: Drug Free School Coordinator in a manner to ensure that the Drug Testing: Drug Free School Coordinator cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.
15. In the event that a student's urine specimen produces a positive result (after the GC/MS confirmation), the Principal/Designee, the Organization Advisor and/or Head Coach, Drug Testing: Drug Free School Coordinator shall meet with the student and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the Principal/Designee or Head Coach or Organizational Advisor shall advise the student and the student's parent(s) or legal guardian(s) of further procedural rights under this policy.
16. Any student who has tested positive or the student's parents or legal guardians may contest the test result by informing the Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or legal guardians, further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense.
17. The final determination of the student's eligibility shall be made at the school level by the Principal.
18. Any refusal by a student to be tested shall be treated as a violation, and the appropriate sanctions will be assessed. (See Sanctions.) The student's parents or legal guardians shall be notified by the Principal of the refusal and sanction.
19. Violations shall be deemed to accumulate throughout the student's involvement in all extracurricular activities and driving privileges.
20. Any violation by a student shall be reported to the student's parents or legal guardians, but no disciplinary action will occur.



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21. If a student is eighteen (18) years of age or will turn eighteen (18) years of age during the school year, the student must agree to release all test results to the student's parents or legal guardians.
22. One (1) year after the student turns eighteen (18) years old or one (1) year after the student's graduation, whichever is later, all records in regard to this procedure concerning each student shall be destroyed, and at no time shall these results or 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. For students who transfer out of the District or otherwise do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns eighteen (18) years old.

**SANCTIONS****1. First violation:**

- A. The student shall be suspended from attendance and participation in interscholastic games, extracurricular activities, or any school related function for ten (10) days. If necessary, the suspension shall carry over to the student's subsequent participation on another team and/or organization to the following season. Participation consists of practicing, dressing-out, traveling with, or receiving recognition with or for the activity(s) in which the student is involved before reinstatement to the team or organization, or re-issue of the parking permit after a first violation. The student must receive an assessment or evaluation for chemical dependency and provide verification of an assessment by a qualified chemical dependency professional. The evaluation provider must be selected from the approved list issued by the Drug Coordinator. Prior to readmission to the team or organization or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent drug tests. A positive result shall be treated as a second violation.
- B. If a student is reinstated to the team or organization, or re-issued a parking permit following a first violation, the student's participation in another team or organization shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior team or organization, or re-issued a parking permit. If the student elects not to seek reinstatement to a team or organization, or re-issue of the parking permit after the first violation (either because of the student's own election or the season concluded prior to the expiration of the student's own suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one activity may try out for a second activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student successfully makes the team/organization, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a second violation.

**2. Second violation:**

- A. The student shall be suspended for the next twelve (12) consecutive weeks from driving to or from school and/or extracurricular activities with no association with teams or organizations. If necessary, the suspension shall carry over to the student's subsequent participation on another team or organization, or the issuing of a parking permit and/or to the following season. Before reinstatement to the team/organization or re-issue of the parking permit after a second violation, the student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a qualified chemical dependency professional. Prior to readmission to the team or organization, or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedure utilized for random drug testing. A positive result shall be treated as a third violation.



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- B. If a student is reinstated to the team or organization, or re-issued a parking permit following a second violation, the student's participation in another team/organization shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior team or organization, or re-issued a parking permit. If the student elects not to seek reinstatement to a team or organization, or the re-issue of the parking permit after the second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one team or organization or with a revoked parking permit may try out for a second activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a third violation.

3. **Third violation:**

The student shall be suspended for a period of one (1) calendar year from the date of the most recent test that yielded positive results. The student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a qualified chemical dependency professional. Also, the student must submit to regular drug testing administered in accordance with the same procedures utilized for random drug testing at the student's expense. A positive test will be treated as a fourth violation.

4. **Fourth violation:**

The student shall be excluded from obtaining a parking permit and from participation in any extracurricular activity for the remainder of the student's enrollment in the District.

**CONFIDENTIALITY**

**Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results.**

**NOTICE TO PARTICIPANTS**

Prior to participation for any team or organization, or the issue of a student parking permit each year, the District shall provide all participating students and their parent or legal guardian with a written copy of District Policy 09.423 and Procedure 09.423 AP.1, through the Student Code of Acceptable Behavior handbook, which is distributed at the beginning of each school year. Each student who chooses to participate and a parent or legal guardian of that student shall be required to sign a statement indicating that the student and the student's parent or legal guardian have read, understand and agree to be bound by the terms and conditions of the policy and procedure.

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