

Student Drug-Testing Procedures

These procedures apply to all students choosing to participate in any extracurricular activity, including students/players at the varsity and subvarsity levels, and to students who drive/park on school property.

DRUG TESTING PROCEDURES

1. Prior to trying out for or joining an extracurricular team or activity, including athletics, or prior to being authorized to drive or park on school property, the student participant or driver and his/her parent/guardian must read Policy 09.423 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.** The student participant or student driver and his/her parent/guardian must also sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student will be permitted to try out for any athletic team, join an extracurricular activity at the high-school level, or be authorized to drive/park on school property.
2. Prior to being tested, each student participant or driver shall complete a “Chain of Custody Form” and a “Consent to Test 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 at the following times: All student participants and drivers shall be subject to random testing at any time during the school year or for however long they choose to drive and park on school property. If a student is acknowledge a member of a team or extracurricular activity from the prior year, they will remain a member the following year unless written notification of nonmembers status is submitted and signed by the student and parent.
4. The collection of urine specimen for the random testing shall be conducted on the school campus.
5. The testing laboratory approved by the Board shall determine which student participants or drivers are to be tested by the random drawing of names from all student participants and drivers.
6. 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 or Staff Member), Principal/Assistant Principal or Designee 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. The student shall be permitted privacy during the collection process.

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

- 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.
 - e. Prior to entering the private bathroom facility utilized for the collection process, the testing laboratory shall treat water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as “bluing the water”) to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.
7. All scientific analyses of the collected specimen shall be conducted by the professional testing laboratory. Each specimen shall initially be tested by 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.
 8. A portion of each urine specimen given by each student participant or driver shall be preserved by the testing laboratory for at least six (6) months.
 9. In the case of a student participant or student driver testing positive, the following actions shall take place: the drug testing laboratory’s Medical Review Officer (MRO) will contact the student’s parent/guardian if under the age of eighteen (18), or will contact the student if eighteen (18) years of age or above, for an interview verifying the student’s medical history. The MRO will then contact the student’s doctor and/or pharmacist to verify the medications prescribed. Failure by the student and parent/guardian or custodian to produce the verifying information will result in a positive test result. After reviewing the information, the MRO will determine if any of the prescribed medications caused the positive test result and will certify the drug test results as positive or negative. If the result is deemed negative after the medical history is taken into consideration, the MRO will notify the parent/student. The MRO will report all test results to the school district’s Drug Testing Coordinator/Principal/Designee who shall provide the results (negative and positive) to the sponsor (coach, staff member, etc.), the student and the parent/guardian of the student tested, if the student is under the age of eighteen (18). All test results are confidential and shall be maintained in the Principal/Drug Testing Coordinator’s office under the strictest security.
 10. In the event that a student participant’s or driver’s urine specimen produces a positive result, the Principal and sponsor shall meet with the student participant or driver and the student’s parent/guardian, if the student is under the age of eighteen (18), to disclose and discuss the test results. At this meeting the student shall be advised of his/her procedural rights.
 11. Any student participant or student driver eighteen (18) years of age who has tested positive or the student’s parents/guardians, if the student is under the age of eighteen (18), may contest the test result by informing the Principal of their wish to have a hearing with the Principal within seventy-two (72) hours of receipt of the notice of the positive test result. The student parent/guardian shall be given the opportunity to present relevant evidence to defend the charge of violation of this policy prior to implementation of sanctions.

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

The Principal may require written documentation (such as a doctor's statement) of information that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case may result in the student being subject to the sanctions provided in this policy for a positive test result. Any further laboratory analysis shall be conducted with the student participant's or driver's remaining urine specimen preserved by the testing laboratory. Student's parents/guardians, if the student is under the age of eighteen (18), may request another drug-test, at their own expense. A final decision of the Principal shall come within five (5) days of receiving notice to contest the test results.

12. The final determination of the student participant's or driver's eligibility shall be made at the school level by the Principal.
13. One (1) year after the student turns eighteen (18) years or older 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 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.

The attached document, "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing Form" must be completed prior to participating in sports (including tryouts, sign-ups/members in extracurricular activities, and approval to park on school property.

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