

Southern Boone County

Random Drug Testing

Policy and Procedures

Southern Boone County R-1 School District Random Drug Testing Policy

The Southern Boone County R-1 Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. The administration has noted an increase in the evidence of drug use by our students, including those participating in extra-curricular activities. Chemical abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and misuse of legal drugs and medications.

The purposes of the Southern Boone County R-1 School District's Random Drug Testing Policy include:

1. To establish standards of conduct for district students.
2. To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
3. To establish a safe environment for student athletes during competition and generally for all students.
4. To provide a vehicle for parents to become aware of chemical abuse problems involving their children so that corrective action may be taken.
5. To provide referrals for students who need evaluation and counseling.
6. To deter chemical abuse or misuse by all students.
7. To send a clear message that the district is committed to eliminating student chemical abuse and to helping students experiencing chemical abuse problems.
8. To work cooperatively with the parents by assisting them in keeping their children free from chemical abuse.

It is not the purpose or intent of the district's Drug Testing Policy to identify students for punishment under the district discipline code.

The Southern Boone County R-1 School District's Student Drug Testing Policy will have two components. The first component deals with students who participate in extracurricular activities recognized by MSHSAA, students who participate in school clubs and organizations, and students who register for a parking permit. The second component involves the general school population, grades 9-12, who along with their parents have voluntarily committed to participation in the district's Drug Testing Policy. This program does not affect other policies and practices of the district, which deal with

drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

The program is mandatory to all students participating in extracurricular activities recognized by MSHSAA, clubs and organizations of the school, and those students who register for a parking permit. The activities included are: football, softball, boys and girls cross-country, boys and girls golf, boys and girls soccer, boys and girls track, volleyball, baseball, boys and girls basketball, cheerleading, quiz bowl, speech, Future Business Leaders of America (FBLA), Family, Careers, and Community Leaders of America (FCCLA), Future Farmers of America (FFA), Technology Student Association (TSA), National Honor Society (NHS), Student Ambassador Group (SAG), Science Club, Student Council, Robotics, Math Club, Project Art, and Letterman's Club. They may continue in the extracurricular and co-curricular activities as any other participant may, upon completion of the required suspension and the negative test result for reinstatement. This is not an all-inclusive list and organizations and clubs will be added as they are created.

Students who produce a non-negative sample during random drug testing procedures will be put on mandatory probation. Subsequent positive tests while on probation will result in removal from the A+ program.

Parents of students who enroll after the school term begins are encouraged to speak with the Activities Director should they have questions about the drug testing policy.

Procedures for Random Drug Testing Employee Screening Services, Inc.

Policy and procedures for random drug testing will be made available to all stakeholders on the district website. Stakeholders who have specific questions relating to random drug testing are encouraged to speak to the Activities Director.

The policy and consent form contain the procedures for the mandatory participation and random drug testing. A student will not be allowed to: 1) participate in extracurricular activities recognized by MSHSAA, 2) participate in school clubs or organizations, or 3) register for a parking permit until a consent form is on file with the school.

All students meeting the above three criteria will be placed into a pool and for the initial screening will be assigned identification numbers that will not allow Employee Screening Service (EES), Inc. to recognize names of students of the district. A custody and control form will be required for each student, who will initial the specimen vial and sign an acknowledgement statement. ESS will randomly select approximately 5% of the identification numbers from the pool and a minimum of five (5) alternative identification numbers from the pool in case some of the original randomly selected individuals are absent from school.

These identification numbers will be sent to the high school principal, who will check the identification number with the list of student names and identification numbers that will be maintained in the high school office. On testing day, the high school principal, assistant principal, and/or activities director will go to classes and get the students who were selected for testing. These students will be escorted to the nurse's office where the drug testing will be done.

Once at the nurse's office, the student will present the identification number to the test administrator from ESS, who will record that number on the test recording form. The administrator from ESS will ask the student to remove hats and outer garments and place the contents of his/her pockets on the testing table. The student will be allowed to return any non-containers to their person. The test administrator from ESS will ask the student to select a collection cup. Prior to opening the collection cup, the student will be asked to wash his/her hands and then dry them. Then either the student or the test administrator will open the collection cup and dump the contents of the cup on a counter top. The test administrator will then instruct the student to step into the nurse's restroom, where the test administrator from ESS will have placed blue dye in each toilet and have taped off the sink in the restroom. The test administrator will then leave the restroom. The student will be asked to void into the collection cup. The student will be asked not to flush the toilet. The student will then place the collection cup on the counter top in the nurse's office.

The test administrator from ESS will check that there is sufficient amount for testing, the sample for appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator from ESS will reject the

specimen and collect a second specimen). All these steps are to ensure that the sample is genuine. If the specimen is acceptable for testing, the student will be asked to again wash their hands and then stand by the counter (keeping the specimen in their sight). The test administrator from ESS will then open a screening test device and place it in the specimen. The test administrator from ESS will pour the specimen given by the student into the specimen vials. The test administrator will pour approximately 30 ml into the first vial. If there is a sufficient amount of specimen, a second vial of at least 15 ml will be poured. The remaining specimen, if any, will be discarded and the test administrator will complete the chain of custody according to proper collection procedures. Once the specimen has been collected and chain of custody paperwork verified by the student, the student will be permitted to leave the test area and return to class.

The school may periodically request that a negative specimen be sent to the laboratory as a means of double-checking the accuracy of the instant screening devices.

If the screening test indicates a non-negative screen, the verification process will be implemented.

Verification of Sample

If the specimen is non-negative, then confirmation of the specimen must be completed.— The test administrator from ESS will pour the specimen given by the student into the specimen vials. The test administrator will pour approximately 30 ml into the first vial. If there is a sufficient amount of specimen, a second vial of at least 15 ml will be poured. The remaining specimen, if any, will be discarded and the test administrator will complete the chain of custody according to proper collection procedures. The specimen will then be shipped to a SAMSHA-certified laboratory for a second screening. If the second screening is non-negative, then a confirmation analysis will be conducted using gas chromatography/mass spectrometry (GC/MS). The results of the confirmation test will be released to the high school principal, who will then contact the parents/guardians of the student, and the student, to arrange a meeting to discuss the test results. The parent/guardian will be asked to bring any medications the student is currently taking in order to determine if there is a legitimate medical reason to explain the presence of the non-negative drug in the student's specimen.

The test results will remain confidential and will be released to the student, his/her parents or guardians, and the principal. The principal will, in turn, notify the coach or sponsor that is directly involved with the student. All staff members will be instructed on the importance of maintaining confidentiality. Any negligent or intentional disclosure by any school official of test results may be grounds for disciplinary action. In addition, the test results will not be used for student discipline and will not become part of the school record or communicated to any other party. All files regarding the participants in the program, as well as test results shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. Furthermore, if the student tests positive, the administration will not use or reveal a positive test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his/

her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

Disclosure of Other Medications

Upon confirmation by a SAMSHA-certified laboratory of a non-negative specimen, the parent/guardian of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the high school principal or designated school representative. The high school principal or designated school representative will then verify parental identification and obtain current information for the Medical Review Officer (MRO). The high school principal or designated school representative will explain to the parents that the presence of an illegal drug was discovered in the drug test and the MRO will be contacting them, if they wish, to discuss the possible reasons for the non-negative results. After review of the medications by the MRO, he/she will determine as to whether or not the medications given would be a medical explanation for the presence of the drug(s) in question. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is no legitimate or acceptable medical explanation, the non-negative result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification. Students who fail to provide the verification of medication and test positive will be subject to the consequences for positive test results.

Consequences for a positive drug test will be imposed only after the confirmation test is done at the laboratory and after consultation with the parent/guardian and student.

Consequences

First Positive Test Results

Consequences to a student for the first positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from 20% of the total games of that season (percent of the total number of games at the highest level the student is a member of).

Consequences to a student for the first positive test who participates in school clubs or organizations shall be:

1. Suspension from 20% of the total number of activities of that club or organization (percent of the total number of activities. This will be determined from a list of activities submitted by the sponsor at the beginning of the year).

Consequences to a student for the first positive test who register for a parking permit shall be:

1. Suspension of parking privileges for 20% of the total number of days in the school year, which is 175 days.

The student shall submit to a follow-up test at the expiration of the suspension period and must test negative or show a reduced level before returning to participation in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the District's testing administrator at the expense of the student's parent/guardian.

If a student enrolls and makes positive strides to complete a drug assessment program approved by the administration, the suspension will be reduced to half of the original suspension.

Some substances may require a longer period than the time frame outlined in the consequence of the first time positive test for the previously found substance to be eliminated from the body. Accordingly, the above noted time period for the first offense represents the shortest length of suspension a student will receive. The safety concerns raised by drug abuse require that students test negative or show a reduced level before returning to participation. Thus, the length of any suspension caused by a first time positive result will ultimately be determined by the length of time required to elapse before the student will test negative or show a reduce level for the previously found substance.

After a student tests positive for illegal substances, he or she will be subject to non-random testing at the request of the administration. The student may be tested in this manner for 365 calendar days beginning from the date of the first positive results. This test(s) will be at the expense of the school district. Testing procedures will remain identical to the random testing procedures.

The student must attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate in any of the above activities.

1. For students involved in extracurricular activities recognized by MSHSAA, the student must attend practice sessions, but may not practice, attend games as a spectator and sit with the team on the bench, but may not participate in game activities during the suspension.
2. For students participating in school clubs and organizations, the student may attend club and organizational meetings, but may not participate in the meeting, attend club and organizational events as a spectator, but may not participate in events that are scheduled and submitted by the sponsor.
3. For students who register for a parking permit, they may not park their vehicles on school property at anytime during the suspension.

Second Positive Test Result

Consequences to a student for the second positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from 50% of the total games of that season (percent of the total number of games at the highest level the student is a member of).

Consequences to a student for the second positive test who participates in school clubs or organizations shall be:

1. Suspension from 50% of the total number of activities of that club or organization (percent of the total number of activities. This will be determined from a list of activities submitted by the sponsor at the beginning of the year).

Consequences to a student for the first positive test who register for a parking permit shall be:

1. Suspension of parking privileges for 50% of the total number of days in the school year, which is 175 days.

The student shall submit to a follow-up test at the expiration of the suspension period and must test negative or show a reduced level before returning to participation in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the District's testing administrator at the expense of the student's parent/guardian.

In addition to the suspension for the second positive test, a student must enroll and complete a drug assessment program approved by the administration in order to be reinstated to participate in a specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or park on school property.

Some substances may require a longer period than the time frame outlined in the consequence of the second time positive test for the previously found substance to be eliminated from the body. Accordingly, the above noted time period for the second offense represents the shortest length of suspension a student will receive. The safety concerns raised by chemical abuse require that students test negative or show a reduced level before returning to participation. Thus, the length of any suspension caused by a second time positive result will ultimately be determined by the length of time required to elapse before the student will test negative or show a reduced level for the previously found substance.

After a student tests positive for illegal substances, he or she will be subject to non-random testing at the request of the administration. The student may be tested in this manner for 365 calendar days beginning from the date of the first positive results. This test(s) will be at the expense of the school district. Testing procedures will remain identical to the random testing procedures.

The student must attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate in any of the above activities.

1. For students involved in extracurricular activities recognized by MSHSAA, the student must attend practice sessions, but may not practice, attend games as a spectator and sit with the team on the bench, but may not participate in game activities during the suspension.
2. For students participating in school clubs and organizations, the student may attend club and organizational meetings, but may not participate in the meeting, attend club and organizational events as a spectator, but may not participate in events that are scheduled and submitted by the sponsor.
3. For students who register for a parking permit, they may not park their vehicles on school property at anytime during the suspension.

Third Positive Test Result

A third positive test results in the permanent loss of participation in a specified extracurricular activity recognized by MSHSAA, participation in a school club or organization activity, or parking on school property during his/her high school career at Southern Boone County R-1 High School.

At the coach or sponsor's discretion, the student may attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate in any of the above activities.

1. For students involved in extracurricular activities recognized by MSHSAA, the student may attend practice sessions but may not practice, attend games as a spectator and sit with the team on the bench, but may not participate in game activities during the suspension.
2. For students participating in school clubs and organizations, the student may attend club and organizational meetings but may not participate in the meeting,

attend club and organizational events as a spectator, but may not participate in events that are scheduled and submitted by the sponsor.

3. For students who register for a parking permit, they may not park their vehicles on school property.

All offenses will accumulate from year to year beginning with a student's freshman year and concluding with the student's graduation.

Drug Counseling and Assistance

All students testing positive under this policy are strongly encouraged to participate in drug counseling and assistance programs. It is the position of the district that any student desiring to return to participation in athletic or co-curricular activities or regain the privilege to park on school grounds will take the necessary steps to demonstrate their commitment to remaining drug free. If requested by the parents/guardians, school counselors will provide assistance in obtaining help for the student. The district will not be responsible for the costs of any counseling or subsequent treatment. Except for follow-up drug testing required for returning from suspension, the district shall pay for any drug testing under this program at its request. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the district.

Appendix A

Drug tests will screen for the following controlled substances using either a 12, 7, or 4 panel test. ESS will randomly select on testing dates which student will be subject to each specific panel. Those drugs labeled with a “*” are in a 4-panel and a 7-panel. Those with a “**” are the additional drugs in a 7-panel.

- A. Opiates*: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid)
- B. Amphetamines*: Adderal, Dexedrine, Benezedrine
- C. Benzodiazepines***: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others
- D. Barbiturates***: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital
- E. Methadone: Dolophine
- F. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine
- G. Cocaine*:
- H. Methamphetamine:
- I. Marijuana*:
- J. Phencyclidine (PCP)***: Venlafaxine (Effexor)
- K. MDMA (methylenedioxymethamphetamine): Ecstasy
- L. Propoxyphene (Darvon):

Southern Boone County R-1 High School
Volunteer Drop Form

I, _____, volunteer to have my name
withdrawn from the student drug testing pool.

I understand that by withdrawing my name from the student drug testing pool I will be
ineligible for participation in any specified extracurricular activity recognized by
MSHSAA, participation in a school club or organization activity, or register for a parking
permit for a period of 365 calendar days.

Student's Name

Student's Signature

Parent's Name

Parent's Signature

Date

Drug Testing Participation and Consent Form

I have read and understand the Southern Boone County R-1 School District Student Activity/Athletic Handbook. I agree that participation in school sponsored extracurricular activities and interscholastic athletics is a privilege and not a right. I am aware of the district's requirements for participation in school-sponsored activities and agree to abide by the requirements and penalties outlined in the handbook. I also understand that driving to school and parking on school property is a privilege and not a right and will follow the guidelines set forth in the Drug Testing Program Policy.

I agree to participate in the Drug Testing Program at Southern Boone County R-1 High School in exchange for the opportunity to participate in a specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or register for a parking permit. With my signature, I acknowledge that I have reviewed the district's Drug Testing Policy and have contacted the Activities Director to answer any questions I may have had pertaining to this policy or its procedures. I understand that my signature below authorizes Southern Boone to obtain a urine sample from the student whose signature appears below, as part of the mandatory participation random drug testing or if he or she is selected as part of the random selection procedures described in the proceeding handbook in exchange for the opportunity to participate in specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or register for a parking permit. I also understand the signatures on this form authorize Employee Screening Services, Inc. to perform a drug test on the urine sample to test only for the presence of the substances specified in Appendix A of the handbook. I also understand that in the event the student is selected for testing and the test returns a non-negative result, the student and the student's parents or guardians will be asked to conditionally disclose over-the-counter or prescription medications the student has taken or possible foods eaten that could have resulted in the positive results. I also understand that the currently available drug tests are not 100% reliable, and that a non-negative test may result. I also understand that all follow up tests resulting from a non-negative test and the assessment program (if chosen to attend) will be at the expense of the parents/guardians.

Student's Name

Student's Signature

Parent's Name

Parent's Signature

Date