

# Green City R-1

## Drug Testing

### Handbook

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## STUDENT DRUG TESTING POLICY

### Background and Purpose

Drug abuse is a serious problem. Schools, including the Green City R-I School District, are not immune. Even students involved in extra-curricular and co-curricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and cocaine.

The educational program and drug-testing program described in this policy and its accompanying procedure is part of an overall physical conditioning program at the Green City R-I School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

### Policy

A student using drugs is a danger to him or herself as well as other students. All students in the Green City R-I School District who choose to participate in extra-curricular and co-curricular activities, as defined herein, are entitled to do so in a drug-free environment.

As a condition of participating in extra-curricular and co-curricular activities, 6th-12th grade students and their parents must consent to random drug testing of the students as further defined in this policy.

This program does not affect other policies and practices of the Green City R-I School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the random sampling discussed in this policy.

All students who will participate in extra-curricular and co-curricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be randomly selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular and/or co-curricular activity has not yet begun.

If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on their own, the student’s signature is all that is required.

### Definitions

Extra-Curricular Activities – means all Missouri State High School Activities Association (MSHSAA) regulated activities and events for which students do not receive academic credits, including athletics, cheerleading, and flags.

Co-Curricular Activities – means activities that students participate in or outside of the classroom as a result of being enrolled in a school-offered class, which may or may not be MSHSAA regulated activities.

Performances – means the scheduled games, matches, contests, activities, or performances (including District, Sectional and State contests) for the activities listed above.

Consent Form – means the Parent/Guardian Drug Testing Consent Form which is adopted by the district's administration.

SAMSHA – Substance Abuse Mental Safety Health Administration

## STUDENT DRUG TESTING PROCEDURE

### Procedures and Guidelines

Each school year, prior to a student's participation in a specified activity, each participating student and a parent/guardian will be provided with the drug testing policy. During the first weeks of school, students and parent(s)/guardian(s) will have the opportunity to ask questions they have regarding the program. Students and parent(s)/guardian(s) need to complete a consent form at the time designated by the superintendent. If a student is new to the district, they have one week from their date of enrollment to complete a consent form.

Each student shall take home the drug testing policy and have the consent form signed by both the student and a parent/guardian. This policy and consent form contains the procedures for random drug testing. It provides that the student and the parent/guardian must sign the consent form to be eligible to participate in extra-curricular and co-curricular activities in the Green City R-I School District. If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on their own, the student's signature is all that is required.

Each student that has signed a consent form will be assigned to the random pool for the duration of their participation in the drug-testing program. This consent form must be turned in prior to the student participating in the extra-curricular and/or co-curricular activity in order for the student to be eligible to participate in the extra-curricular and co-curricular activity or any other extra-curricular and/or co-curricular activities that school year. Each student will be assigned a number that will be maintained in the district's office. This number will be the student's identification number for testing and will not change. Only the district staff designated by the superintendent to assist in administering the drug testing program will have access to student numbers. Students in grades 6-12 will be selected. Such random drug testing may occur at any time during the school day. The drug-testing company will randomly select numbers and the drug testing coordinator will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless of whether that student is currently participating in an extracurricular or co-curricular activity at the time of testing.

Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with an administrator. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the drug testing pool. If the student is 18 years of age and living on his or her own, they still need to come in and meet with an administrator to drop out of the testing pool. Once a student enters the pool, they must remain in the pool for the remainder of that school year to be eligible to participate in any other extracurricular or co-curricular activities that school year.

### Parent - Requested Participation

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extracurricular or co-curricular activities. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the student discipline policy of the Green City R-I School District.

### Privacy and Confidentiality

The testing method to be administered will be urinalysis or saliva test. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until their turn to be tested. A representative of the Green City R-I school administration or school nurse will be present during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company) the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form.

For the urinalysis test, the test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of their pockets on the testing table. The student will be allowed to return any non-containers to their person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table.

The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed blue dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying their hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void and comes out of the stall, and places the collection cup on a pre-arranged flat surface. When the test administrator re-enters the restroom, he or she will take the collection cup and determine if there is a sufficient amount of specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen. If any of the above take place, the test administrator will reject the specimen and collect a second specimen.

If the specimen is acceptable for testing, the student will be asked to again wash their hands and

then stand by the entrance of the restroom (keeping the specimen in their sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the schools testing agenda. If the screening test indicates a positive screen, the verification process will be implemented.

If a student is unable to produce a urine sample, the student will undergo a time limit of three hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a sample.

For the saliva test, the test will be administered by the test administrator. The test administrator will swab the student's cheek using a saliva testing kit. When the test administrator completes the screening process, the student will be permitted to leave the test area.

All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; 2) if the collection technician is conducting an internal self-audit of a testing device; or 3) the district requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to a HHS-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded directly to the Medical Review Officer (MRO). The MRO will contact the DSO to inform him/her of the non-negative result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO directly to determine if there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform him/her of the non-negative result, provide the information necessary to contact the MRO (phone number, student ID number & MRO code word "Indy500"). When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the non-negative result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's non-negative result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

The test results will remain confidential and will only be released to the student, his or her parent(s)/guardian(s) and approved school officials. Regardless of a positive test or not, parent(s)/guardian(s) will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript 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. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular and co-curricular activities as defined in this policy. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record and will not be communicated to any other party unless the district is subpoenaed.

#### Verification of Sample

Verification of sample will vary with drug testing company that is hired to do random testing with school district.

#### Disclosure of Other Medications

Upon confirmation by a SAMSHA-certified (Substance Abuse Mental Safety Health Administration) laboratory of a positive specimen, the parents/guardians of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrator's company representative) as to the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not a legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

## Consequences

A student who has initially consented to be tested may refuse to be tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in extracurricular and co-curricular activities for 365 calendar days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class.

Consequences for a positive test shall be suspension from participation in all extracurricular and co-curricular activities for a period of 28 calendar days from when the test results are determined by the test administrator. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class. In order for the student to be reinstated to extracurricular and co-curricular activities, they must take another drug test. This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district and the test must include the substances tested for in the school testing program. The student will attend practice sessions and/or meetings, continue to attend team/club functions and sit with fellow participants during the activities but may not participate. The 28 calendar days can be reduced to 14 calendar days if the student and a parent/guardian will participate in substance abuse education as recommended by a mental health professional certified in substance abuse treatment.

After a student tests positive for illegal substances, a second positive test during the 365 calendar days immediately following the first positive test will result in the student being ineligible to participate in all extracurricular and co-curricular activities for an additional 365 calendar days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class. This consequence can be cut to 182 calendar days if the student will undergo a full substance abuse assessment and follow through with treatment as recommended by the certified substance abuse treatment provider.

A third positive test results in the permanent loss of extracurricular and co-curricular eligibilities during his or her 7th-12th grade career. If, because of the loss of eligibility, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class. This consequence can be cut to 365 calendar days if the student will complete a residential substance abuse treatment program and follow through with all prescribed treatment upon release from the facility.



### Drug Counseling and Assistance

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community.

### Drugs That the Green City R-I School Will Be Testing For

Opiates, Amphetamines, Benzodiazepines, Barbiturates, Methadone, Oxycodone, Cocaine, Methamphetamine, Marijuana, Phencyclidine, MDMA, Propoxyphene will compose the test. An expanded opiate test may also be given to pick up hydrocodone, hydromorphone, oxycodone and a few other synthetic opiates. Alcohol can be tested on a reasonable suspicion basis. The school district will pay for all random drug screenings.

**Drug Testing Participation and Consent Form**

I, \_\_\_\_\_ [student's name] have received, read, understand, and agree to abide by the Green City R-I School District's drug testing policy and procedure. As a condition of participating in extracurricular and co-curricular activities in the Green City R-I School District, I agree to provide urine and/or saliva specimens when directed and authorize the District to have the specimens tested for illegal drugs and, based on reasonable suspicion, alcohol. I also authorize the release of information concerning the results of such a test to the Green City R-I School District and to my parents/guardians. I understand that refusal to be tested when selected will result in the loss of eligibility to participate in extracurricular and co-curricular activities for a period of 365 days. I understand that this Consent will remain in effect until: (1) graduation; (2) submission of a release form that withdraws me from the drug testing program and revokes this Consent, or (3) upon submission of written revocation of consent to the District by my parents/guardians, or me if I am at least eighteen years of age.

\_\_\_\_\_  
Student Signature/Student ID #

\_\_\_\_\_  
Date

I, \_\_\_\_\_ [name of parent/guardian] have received, read, understand, and agree to abide by the Green City R-I School District's drug testing policy and procedures. As a condition of my student's participation in extracurricular and co-curricular activities in the Green City R-I School District, I authorize the District to collect urine and/or saliva specimens from my student and authorize the District to have the specimens tested for illegal drugs and, based on reasonable suspicion, alcohol. I also authorize the release of information concerning the results of such a test to the Green City R-I School District. I understand that the Green City R-I School District will pay for all random drug tests if my student is selected. I understand that this Consent will remain in effect until: (1) graduation; (2) submission of a release form that withdraws my student from the drug testing program and revokes this Consent, or (3) upon submission of written revocation of consent to the District by myself or the student's other parent/guardian.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date