



Random Drug Testing Policy and Procedures

Adopted on July 19, 2012

Macks Creek R-V School District Random Drug Testing Policy

Statement of Intent

Alcohol and drug abuse are serious problems today in America, and schools including Macks Creek R-V Schools are not immune. The administration of the Macks Creek R-V Schools have noted and documented both formally and informally an increase in the use of drugs by students, including those students participating in extracurricular and co-curricular activities. The administration and School Board believe that all students in the Macks Creek R-V Schools have a right to participate in extracurricular and co-curricular activities in a safe and drug free environment.

The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. A goal of this program is to open the lines of communication between the parents, students, and the school in dealing with drug and alcohol abuse.

In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Macks Creek R-V Schools adopts the following policy.

The purposes of the Macks Creek R-V 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 and drug free environment 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 information 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 help 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 Macks Creek R-V School District's Student Drug Testing Policy will have two components. The first component deals with students who participate in certain extracurricular activities where safety is concerned and who register for a parking permit. The second component involves the general school population, grades 7-12, 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 athletic activities. The activities included are: softball, baseball, basketball, track, cheerleading, cross country, archery, and wrestling club. Additionally, extracurriculars in which ensuring the safety of all participants is paramount include Future Farmers of America (FFA), obtaining a parking permit, participation in vocational/technical education programs and school-to-work. They may continue in the extracurricular and co-curricular activities 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.

Any student who is enrolled in the A+ program and has a positive test will be removed from the program and will be ineligible for all benefits from the A+ program.

Procedure

Each student wishing to participate will be required to complete a consent form and return it to the high school office within the first ten days of school. Any newly enrolling student and the parent/guardian will have ten days from the date of enrollment to sign and return a consent form. If a student decides after the initial ten-day sign up period that they wish to participate in a covered activity, they will be required to submit to a drug test during the next testing cycle.

Procedures for Random Drug Testing

Drug Testing Firms Name

Parents and students will be invited to attend a presentation on the random drug testing policy. The procedures of the random drug testing policy will be discussed and the parents and students will have the opportunity to ask any questions they have regarding the program.

At the conclusion of the session, the student will take home the random drug testing policy and have it signed by the student and a parent/guardian. 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 assigned identification numbers that will not allow the drug testing firm to recognize names of students of the district.

The drug-testing firm will randomly select as many identification numbers from the pool as deemed appropriate and testing will be done as often as deemed appropriate. Ten (10) alternate identification numbers will be randomly selected from the pool each testing cycle 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.

Upon receiving a notice from the high school principal that the student has been selected for a random drug test, the student will go to the high school principal's office. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the high school principal. The student will then be asked to remove the contents of his/her pockets and remove outer garments (ex. jackets, coats, vests). Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents, and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide the specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color, and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

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 result, the verification process will be implemented.

Verification of Sample

If the initial screening test indicates the possible presence of a tested drug, or if the collection technician is conducting an internal self-audit of the testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-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.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, and contact phone number and forward that information to the drug testing firm, Employee Screening Service, Inc. permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to the drug-testing firm, Employee Screening Service, Inc. who will then forward them to the DSO.

If the parent/legal guardian contests the MRO's decision, the parent/legal guardian may request, within 72 hours of the MRO's 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.

Retest After Service of Suspension

At the conclusion of the 28-day activity suspension the student will be allowed to rejoin the activity/sport. He/she will again be drug tested on the first testing date following the activity suspension. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the following 365 days, as determined at the discretion of the Macks Creek R-V School District.

In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

Confidentiality

Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis. For the purpose of the random drug testing process a number assigned by the principal will identify all students. The students' names will not be disclosed to the drug testing company unless the sample collected requires further testing because of being identified as a pending positive.

Consequences

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

1. First Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including meetings, practices, performances, and competitions for twenty eight (28) calendar days from the date of the lab confirmed positive drug test. The student will be required to visit with the high school counselor to obtain information on resources available to them to deal with their drug issue. Also during this time the parent/guardian may obtain, at the parent/guardian's own expense, a substance abuse evaluation and education/counseling for the student. Students that participate in this option may have their activity/extracurricular privileges reduced to (14) fourteen days upon proof to the building principal that he/she is enrolled in an approved and accredited program. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the suspension and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as he/she would have had they been allowed to participate in the activity.

2. Second Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 90 calendar days from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed to participate in the activity.

As a stipulation of reinstatement following a second suspension the student will be required to show evidence that they have completed a drug assessment program. The student will present to the school a signed document from the assessment firm stating that the student has completed the assessment.

3. Third Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for a period of (365) three hundred and sixty five days from the date of the positive drug test of the third offense as stated in this procedure.

If because of the suspension the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed by participating in the activity.

As was stated earlier in this document the purpose of the drug-testing program is not to be punitive, but rather to aid in the discovery and prevention of possible drug-related problems. In that respect the school will provide the assistance it can and encourage the students who have been discovered to have a problem through the drug testing program to get the help they need to be drug-free.

Refusal to Submit to Drug Use Test

If a member of the random drug testing pool refuses to submit to a drug use test authorized under this policy, the refusal to be tested will be treated as a positive drug test and such student will be ineligible to participate or attend any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the suspension, at which time they would have the opportunity to submit to the authorized test. Additional refusal would eliminate

that student from extracurricular and/or co-curricular events for one year. Continual refusal will be treated as positive drug tests under this policy, which will result in loss of eligibility for the remainder of their high school career.

Requesting removal from the pool will automatically cause the student to be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days.

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. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the district.

Appendix A

Drug tests may screen for any of the following controlled substances:

Amphetamines

Marijuana

Cocaine

Opiates - opium, codeine, morphine, heroin, hydrocodone (Vicodin), meperidine (Demerol)

Phencyclidine – PCP, angel dust

Benzodiazepines

Barbiturates

MDMA

Methamphetamine

Oxycodone

Propoxyphene

Methadone

THIS LIST IS NOT INCLUSIVE.

Macks Creek R-V High School
Drop Form

I, _____, request 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 Macks Creek R-V 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.

1. I agree to participate in the Drug Testing Program at Macks Creek R-V 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.

OR

2. Although I do not participate in any of the specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or register for a parking permit I, along with my parents, voluntarily choose to participate in the district's Drug Testing Policy.

With my signature, I acknowledge that I had the opportunity to attend a school sponsored drug awareness session where I had the opportunity to obtain information regarding drug use among school aged youth and I had the opportunity to ask questions of school officials with regard to the district's Drug Testing Policy. I understand that my signature below authorizes Macks Creek R-V to obtain a urine sample from the student whose signature appears below, 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 Employees 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.

Any student who is enrolled in the A+ program and has a positive test will be removed from the program and will be ineligible for all benefits from the A+ program.

Student's Name

Student's Signature

Parent's Name

Parent's Signature

Date