

Random Drug Testing Policy

USD 330 Mission Valley

Approved by the USD 330 Board of Education: August 20, 2018

MISSION: The mission of the USD 330 Mission Valley Random Drug Testing Policy is to provide a safe and drug free educational setting where all students can achieve their full potential.

PURPOSE: The purpose of the Random Drug Testing Policy is to help students manage social pressure that may lead to the use of illegal drugs. Early identification of drug usage helps families address addiction and other issues that may result from drug use. Random Drug Testing is a proactive “Helping Policy” that assists students and their parents in identifying the use of illegal substances.

GOAL: The goal of the policy is to help and guide students to make good choices and refrain from the use of illegal drugs.

This policy applies to USD 330 Mission Valley students in grades 7-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extracurricular activities, will be subject to random drug testing. Extra-curricular activities include, but are not limited to participation in or being a spectator at school athletic events, school dances, school clubs, and all other school activities.

In order to provide a drug free environment and assist in the prevention of drug use, wellness promotion, and treatment of students who have engaged in drug use, “Extra-Curricular Activities” shall be defined as any activity not falling within the scope of the regular curriculum.

The random drug screening process is outlined below:

Drug Testing Process:

- 1) The testing facility selected by the board of education will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year. Parents/Guardians will be notified in advance by the Principal or Principal’s designee of students who have been selected for testing and have the option to be present when test samples are taken.
- 2) The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
- 3) The collected samples will be sent to the drug testing facility selected by the board of education for analysis. No other lab may be used.
- 4) Parents/Guardians will be contacted by the Principal or designee and given the results of each test within two to four weeks of the submission of the hair sample. Contact by phone,

email, and/or mail will be made for negative test results. Contact by phone or certified mail will be made for positive test results.

- 5) Students whose test has a positive result will meet with their parents/guardians and the Principal or designee to review consequences.
- 6) Positive test results are considered cumulative during a student's junior high and high school years.
- 7) Positive/negative test results will be available only to the student, the parents/guardians, and only to school officials who have a legitimate educational need to know.
- 8) Once a student has been tested and the results have been returned, his/her number will be placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their years at USD 330 Junior-Senior High School
- 9) If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen, if sufficient hair remains at the lab from the first sample, at their own expense. A test result may be challenged within (5) five calendar days of the results being shared with the parent in writing. It is important to note that any positive results will have had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test, prior to the notification of a positive result. During the time of the appeal, the student will not be able to participate or attend extra-curricular activities.
- 10) The Testing Facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after valid copies of the prescription are received by the school. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.
- 11) Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered will have participation suspended until a test is taken.
- 12) The student and/or the student's parents will be advised of nearby drug assessment program(s) available to the student. If the student participates in an evaluation and is enrolled in a qualified, ongoing treatment program, he or she may be eligible for a reduced suspension from school activities
- 13) Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited, and students are subject to the disciplinary actions outlined in the student handbook.
- 14) The board reserves the right to have its staff randomly use a Breathalyzer (or other instant tests such as saliva tests) for students participating in school activities, including, but not limited to, school dances.
- 15) In order for a student to be eligible to participate in or be a spectator at any extra-curricular activities as outlined in this policy, the student must have a completed and signed a consent for random drug testing opt in form on file in the USD 330 Mission Valley Jr-Sr High School Office within two weeks of enrolling. Failure to have a completed and signed consent for random drug testing opt in form on file in the school office within two weeks of enrolling will result in the student being ineligible for the entire nine (9) weeks/first quarter

that follows. The student will have the opportunity to turn in a completed and signed consent for random drug testing opt in form at the beginning of the second/third/fourth quarters of the school calendar to regain eligibility to participate in or be a spectator at any extra-curricular activities.

PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:

Whenever a student's test result indicates the presence of an illegal drug or banned substance, the provision set forth will apply:

Self-Reporting of Drug Usage

- A student or parent/guardian may self-report a student's drug usage at any time before the random drug test selection.
- Consequences may be avoided by self-reporting to the Principal or Superintendent, prior to the random drawing.
- A subsequent positive test result will count as a second positive test.
- Self-referral may be used only once by a student throughout junior high and high school attendance.
- Students must self-report prior to the random drawing or they will be treated the same as any other student who is selected for testing.
- Self-referral can only be used prior to a first offense under this policy.
- The student will be expected to complete follow-up test(s) that will be scheduled in 90-120 day increments. A positive test will count as a second positive test.

A. 1st Violation of a USD 330 Student:

- If a student tests positive, the student will miss (14) calendar days as a participant or spectator. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period.
- The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. Proof of completion is required. Because the USD 330 Random Drug Testing Policy is a proactive "Helping Policy" that assists students and their parents in identifying the use of illegal substances, USD 330 Mission Valley will cover (up to \$150) of the cost of an initial Assessment for any student who tests positive and also cover the cost of an (ADIS) Alcohol/Drug Information Session with a provider designated by the district OR cover the cost of one treatment session with a district designated provider depending on the recommendation made by the Assessment.
- The student will be placed into the random drug testing pool for three (3) consecutive tests. Consecutive tests may occur over separate school years.
- The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-120 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

B. 2nd Violation of a USD 330 Student (Two Positive Test Results):

- A forty-five (45) calendar day suspension from activities as a participant or spectator. With administrative approval and the coaches/sponsors consent the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
- The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. Any incurred expense for drug assessment and/or treatment will be the responsibility of the student/parent.
- Proof of completion is required before a student will be allowed to participate or be a spectator.
- The student will be placed into the random drug testing pool for three (3) consecutive tests. Consecutive tests may occur over separate school years.
- The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-120 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

C. 3rd Violation of a USD 330 Student (Three Positive Test Results):

- A three hundred sixty five (365) calendar day suspension from activities as a participant or spectator. The student will not be permitted to participate in practices during the banned period.
- The suspension may be reduced to one hundred eighty (180) days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program.
- Proof of completion is required before a student will be allowed to participate or be a spectator.
- The student will be placed into the random drug testing pool for three (3) consecutive tests. Consecutive tests may occur over separate school years.
- The student will be expected to complete follow-up test(s) that will be scheduled in 90-120 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**CONSENT TO PERFORM
RANDOM DRUG TESTING
USD 330 Mission Valley**

Agree to Random Drug Testing Participation (Opt-In Form)

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the policy for Random Drug Testing of USD 330 Mission Valley Jr-Sr High School students and understand the responsibilities of my son/daughter/ward as a participant in or spectator at extra-curricular activities, athletics, school dances, or school clubs and extracurricular activities. My child will participate in random drug testing, and if he/she refuses, will not be allowed to participate. I have read and AGREE to the terms of the policy. I understand this is a binding agreement while my son/daughter/ward is a student at the USD 330 Mission Valley Jr-Sr High School. I agree for my child to participate in the Random Drug Testing program.

PRINT {NAME OF STUDENT} _____ {GRADE} _____

{PRINT} Parent/Guardian/Custodian Home Phone Work Phone

{SIGNATURE} Parent/Guardian/Custodian Date

_____ (Initial) A copy of this policy was offered to me.

AS A STUDENT:

I understand and agree that participation in the following privileges may be withdrawn for any violation of the Random Drug Testing Policy at USD 330 Mission Valley:

- 1) Participation in KSHSAA activities
- 2) Participation in KSHSAA athletics
- 3) Participation in all school clubs and extracurricular activities

I understand the consequences that I will face if I am selected for a random drug test and have a positive test result as outlined in the Random Drug Testing Policy. I understand that to be eligible for the privileges outlined above, I will be subject to random drug testing, and if I refuse, I will not be allowed to participate in or be a spectator at KSHSAA activities/athletics, or school clubs, school dances, and extra-curricular school activities for a period of time as specified in policy.

I understand this agreement is binding while a student at USD 330 Mission Valley Jr-Sr High School. Parents may choose to rescind their consent at any time by submitting a signed "decline random drug testing" form to their student's current school. I am also aware of the choice made by my parent/guardian/custodian.

{PRINT} First Name MI Last Name Grade

{SIGNATURE} Student Date

**CONSENT TO PERFORM
RANDOM DRUG TESTING
USD 330 Mission Valley**

DECLINE RANDOM DRUG TESTING PARTICIPATION

AS A PARENT/GUARDIAN/CUSTODIAN:

I HAVE READ THE Policy for Random Drug Testing of USD 330 Mission Valley Jr-Sr High School students and have decided to **DECLINE** involvement for:

{NAME OF STUDENT} _____ {GRADE} _____

I understand that my child will not be allowed to participate in or be a spectator at KSHSAA activities/athletics, or school clubs, school dances, and extra-curricular school activities for a period of time as specified in USD 330 Mission Valley Random Drug Testing policy.

{PRINT} Parent/Guardian/Custodian Home Phone Work Phone

{SIGNATURE} Parent/Guardian/Custodian Date

_____ (Initial) A copy of the policy was offered to me.

AS A STUDENT:

I HAVE READ THE Policy for Random Drug Testing of USD 330 Mission Valley Jr-Sr High School students and have decided to **DECLINE** involvement. Declining to participate in random drug testing will render you ineligible as a student from participating in any school sponsored activities. I understand that I will not be allowed to participate in or be a spectator at KSHSAA activities/athletics, or school clubs, school dances, and extra-curricular school activities for a period of time as specified in policy. I am also aware of the choice made by my parent/guardian/custodian.

{PRINT} First Name MI Last Name Grade

{SIGNATURE} Student Date

USD 330 Mission Valley Random Student Drug Testing Program Frequently Asked Questions and Answers

The USD 330 Board of Education, in an effort to protect the health and safety of students involved in extracurricular activities from illegal drugs, has adopted a new policy for random drug testing students participating in Kansas State High School Activities Association (KSHSAA) activities, athletics, and extra-curricular activities at the USD 330 Mission Valley Jr-Sr High School. This policy will take effect beginning (Date of Board Approval--August 20, 2018).

Question: What is the purpose of student drug testing?

Answer: The purpose of the program is to deter drug use and to assist parents and students when needed:

- To provide for the safety of all students
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- To encourage students who use drugs to participate in drug assessment programs
- To promote achievement of each student's full academic potential by preventing the impact drug use has on the learning centers of the brain.

Question: How does drug testing help students?

Answer: The program serves as a deterrent to the use of illegal drugs and provides students with a reason to resist peer pressure and refuse invitations to use illegal drugs.

Question: Who will be tested?

Answer:

- Students who participate in or are a spectator at KSHSAA sponsored activities and athletics
- Students who participate in or spectator at extra-curricular clubs or extra-curricular school activities
- Students who OPT-IN to the random testing pool, but do not intend on participating in or being a spectator at the above activities.

Question: Will participation in the random drug testing program be required?

Answer: Yes, all athletic/activity or extra-curricular rosters will be provided to the vendor to ensure randomness. For those students wishing to participate in or be a spectator at extra-curricular programs must have a signed consent form on file before a student is allowed to participate.

Question: Can a student not involved in KSHSAA or any other school extra-curricular activities OPT-IN to the Random Drug Testing Program?

Answer: Yes. Although the USD 330 Mission Valley Random Drug Testing Policy is designed for students participating in KSHSAA or extra-curricular activities, any USD 330 parent/guardian/custodian may also request to have their or their student(s) OPT-IN to the random pool of student rosters. An OPT-IN consent form can be found on the USD 330 website or in the Jr-Sr High School office. Completed OPT-IN forms should be submitted to the Jr-Sr High School office.

Question: How are students selected for testing?

Answer: Rosters of eligible students are given to the contracted drug-testing vendor. Students are selected randomly by the vendor, not the USD 330 Mission Valley Jr-Sr High School.

Question: How often will students be tested?

Answer: The names of students will be randomly drawn on at the discretion of the Principal or Superintendent.

Question: What are the testing standards?

Answer: Testing will be conducted by scientific means using approved practices and procedures established by the drug-testing vendor.

Question: What are the credential of the vendor laboratory?

Answer: The vendor offers the most accurate and reliable drug test available to help companies, schools and parents create a drug free environment. The vendor has a successful history of helping thousands of corporations and schools maintain a drug free environment using their state-of-the-art proprietary testing technology.

Question: What if students are taking prescription medications? Will they show up on the test results?

Answer: Some medications will show up in the test results. Positive results for prescription medication will be made negative after valid copies of the prescription are received by the school.

Question: Will over-the-counter medications cause a positive result?

Answer: Over-the-counter (OTC) medications, if taken as instructed on the packaging, should not cause a positive test result. A positive test result is possible if OTC medications are misused.

Question: What are the consequences for a positive test?

Answer: Consequences for students who test positive include:

- 1) The student will not be permitted to participate in or be a spectator at KSHSAA or school extra-curricular activities for a specified period of time.
 - a. First violation- 14 day suspension of activities
 - b. Second violation- 45 day suspension of activities
 - c. Third violation- 365 day suspension of activities
- 2) The student is encouraged to participate in an approved drug assessment program and to follow all recommendations provided there, and to provide a written summary of the assessment program findings to school officials.
 - USD 330 Mission Valley will cover the cost of an initial Chemical Dependency Assessment (up to \$150) for any student who tests positive and also cover the cost of an (ADIS) Alcohol/Drug Information Session with a provider designated by the district OR cover the cost of one treatment session with a district designated provider depending on the recommendation made by the Assessment.

3) The student is expected to submit to follow-up drug test(s) that will be scheduled in 90-120 day increments.

Question: Are there any academic consequences for students who have a positive test result?

Answer: No. The random drug testing program is academically non-punitive. This policy is designated to create a safe, drug free environment for students and to assist them in getting help when needed.

Question: Is the same procedure/consequences followed for students in possession or under the influence of drugs?

Answer: No. The Random Drug Testing Policy should be considered separate from the school discipline action(s). Possession or consumption of drugs on campus or at any school-related program/activity will result in disciplinary actions. Disciplinary action will be handled by school administration. School consequences resulting from hearings will take precedence over Activities Code of Conduct, sponsor, or team rules.

Question: What happens if a student refuses to take the test?

Answer: Refusal to take the test will be considered a positive test result and treated accordingly.

Question: Are drug test results kept in a student's academic file?

Answer: No. Drug testing records will be kept separate from all academic records unless discipline in the school setting results.

Question: What is the appeal process?

Answer: If the parent/guardian/custodian or student wishes to contest the results, a second test may be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure used. The Testing Facility uses a liquefying method to process hair samples. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.

Helpful drug education links are listed below:

www.psychedics.com

<http://www.drugfree.org/>

<http://teens.drugabuse.gov/parents>

<http://kdads.ks.gov/commissions/csp/behavioral-health> - Kansas Resource