

**KERMIT INDEPENDENT SCHOOL
DISTRICT**



**STUDENT DRUG TESTING HANDBOOK
2019-2020**

KERMIT INDEPENDENT SCHOOL DISTRICT STUDENT DRUG TESTING HANDBOOK

I. OBJECTIVES

- a. To provide a deterrent to drug use for any Kermit Independent School District ("KISD") student ("ECP") who participates in Extra-Curricular Activities ("ECA") in grades 7 through 12, and any KISD student driver who wishes to be issued a KISD parking permit ("SD").
- b. To ensure the health and safety of ECPs and SDs.

II. PLAN

- a. All ECPs from grades 7 through 12 (male and female) involved in KISD ECAs and all SDs will be subject to this testing program.
- b. All ECPs from grades 7 through 12 and all SDs will be initially tested at a minimum of 1 time per semester (fall and spring) each school year. All ECPs from grades 7-12 and all SDs will be subject to random testing throughout the year (twice per semester).
- c. ECs and SDs selected for random testing will be chosen from a pool of all ECPs and SDs.
- d. The method of screening is by an independent laboratory immunological screening procedure. Gas Chromatography/Mass Spectroscopy (hereinafter referred to as GC/MS) will confirm all drugs detected by the screen before being reported as being detected.
- e. Certified lab personnel and professional staff will administer testing.
- f. Each ECP or SD who is selected will be required to provide a urine, hair or oral sample to the designee during the time constraints described in Part IV.

III. DRUGS ELIGIBLE FOR TESTING

The District shall make available to students and parents a list of the exact substances for which test will be conducted.

IV. TESTING PROCEDURES AND PROTOCOL

- a. Mandatory Testing: Every male and female ECP, grades 7 through 12, and every SD will be tested twice a year. When selected for testing the ECP or SD will be required to submit a sample immediately upon request. All specimens will be collected adhering to a strict chain of custody.
- b. Random Testing shall be conducted on as many as six dates throughout the school year.

No less than 15 percent and no more than 30 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

- c. All positive screenings will be confirmed by either admission or an additional test from the same sample that will include GC/MS testing by the KISD vendor. A positive test result will not constitute an offense if the parent/guardian provides the Drug Program Administrator (“DPA”) with a valid, legal prescription for the drug identified as positive by the test. Admission of guilt will also constitute a positive screening.
- d. The KISD vendor will take the specimens to an independent lab for processing. The KISD vendor will send the results to the DPA. The ECP or SD identification number will identify all specimens.
- e. Non-compliance by any ECP or SD with the above testing procedures will be considered a violation of this policy and grounds for removal from ECAs within the KISD and/or revocation of KISD parking permit and privileges.
- f. Each ECP in an ECA for grades 7 through 12 and every SD and his or her parent/guardian shall sign a consent form agreeing to the student's participation in the drug testing program. One consent form will be required and kept on file when the ECP or SD begins participation. If the ECP, SD or parent/guardian refuses to consent, the ECP shall be denied participation in extra-curricular activities and the SD shall be denied parking permitting and privileges until said consent form is signed and at parent/guardians expense the participant undergoes drug testing with a negative result.
- g. Any ECP or SD refusing to be tested will be subject to sanctions as if testing positive. Failure to provide a specimen within 2 hours constitutes a refusal to test. Reinstatement of privileges will be contingent upon agreement to participate in the drug testing program and a negative test result.
- h. Any ECP or SD caught by DPA, testing monitors, or KISD vendor, cheating or tampering with a specimen will be subject to sanctions as if testing positive.
- i. The administering of the Policy and Testing Procedures and/or interpretation thereof, is left to the discretion of the DPA.

V. CONFIDENTIALITY

- a. The collection and coding of specimen samples will be executed in a manner ensuring total confidentiality.
- b. Only the ECP/SD, parent/guardian, campus principal (and /or other relevant coaches or administrators), and the DPA will be informed of any test results.
- c. All test results shall be destroyed when the student is no longer eligible for ECAs or parking privileges.

VI. SANCTIONS FOR POSITIVE TESTING

- a. All offenses are cumulative throughout the ECP's eligibility (7th through 12th grade). All offenses for SDs are cumulative beginning upon first application for KISD parking permit.
- b. The following disciplinary measures will be taken for any ECP/SD testing positive to a drug test, and/or any ECP/SD having written documentation reported by law enforcement officers as having been involved with drug activity (i.e.: selling, buying, use of or possession of drug paraphernalia or drugs eligible to be tested.)
- c. Any suspension of an ECP shall take place in the immediate activity that the ECP is involved in. If the student is not actively involved in an extracurricular activity at that time, the suspension will start with the next event that the ECP is involved in. Any suspension for an SD will begin immediately.
- d. The student must be academically eligible in order for the events missed to count toward the suspension. If a student is academically ineligible at the time of the violation, or becomes academically ineligible during the suspension, the events missed shall not count toward the required events.

FIRST OFFENSE

Sanctions:

1. Notification of parent/guardian to discuss sanctions.
2. Suspension from the ECA and the student's parking permit shall be suspended for 45 school days following the date the student and parent are notified of the test results.
3. The student may participate in practices.
4. ECP/SD will be tested each of the next 6 testing sessions. This will carry over into the next school year.

SECOND OFFENSE

Sanctions:

1. Notification of parent/guardian to discuss the sanctions.
2. Suspension from the ECA and the student's parking permit shall be suspended for 90 school days following the date the student and parent are notified of the test results.
3. Documented completion of a minimum of 10 hours of drug education counseling.
4. ECP/SD will be tested each of the next 6 testing sessions. This will carry over into the next school year.

THIRD OFFENSE

Sanctions:

1. Notification of parent/guardian to discuss the sanctions.
2. A high school ECP shall be suspended from ECA's for 1 calendar year, including class, practices, rehearsals, and contests. Suspension of parking permit and privileges for 1 calendar year for SDs.
3. A 7th or 8th grade ECP shall be suspended from ECA's for 1 calendar year including class, practices, rehearsals, and contests.
4. Privileges may be reinstated after 1 calendar year at the completion of a minimum of 15 documented hours of drug counseling and a negative drug test.
5. Parent/guardian is responsible for all counseling.
6. Suspension under the third offense shall begin the day the Drug Program Administrator confirms the third test as positive.

FOURTH OFFENSE

Sanctions:

1. Notification of parent/guardian to discuss the sanctions.
2. A fourth positive test shall result in removal of the ECP, whether in high school or middle school, from participation in ECA's for the remainder of his or her middle school and high school eligibility. A fourth positive test shall result in permanent revocation of parking permit and privileges for an SD.

A PARENT OR GUARDIAN, AT HIS OR HER OWN EXPENSE, MAY REQUEST ANOTHER TEST OF THE SAME SAMPLE BY ANOTHER CERTIFIED LABORATORY.

THE KERMIT INDEPENDENT SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR ANY COST INCURRED BY THE PARENT/GUARDIAN OR ECP/SD FOR DRUG EDUCATION, COUNSELING, OR RESIDENTIAL TREATMENT.

VII. DEFINITION OF TERMS

The following definition is for the purpose of the drug-testing program in this policy.

1. The term "extracurricular activities" (ECA) means any membership or participation in any of the clubs, organizations or activities on the attached list.
2. Extra-Curricular Participant (ECP): ANY participating student in grades 7 through 12.
3. ECA: Extra-Curricular Activities in grades 7 through 12.
4. DPA: Drug Program Administrator
5. GC/MS: A Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100 percent accuracy.
6. LPC: Licensed Professional Counselor
7. SD: Any KISD student who is a licensed driver and applies for a KISD parking permit.

LIST OF ACTIVITIES

Extra-Curricular Activities:

Band
Baseball
Basketball
Cheerleading
Choir
Cross Country
Football
Golf
One Act Play
Powerlifting
Softball
Tennis
Track
UIL Academics
Volleyball

A copy of the Drug Testing Policy is available in Spanish upon request in the Central Office.

Una copia de la Política de la Prueba para las drogas está disponible en español en las oficinas administrativas si se requiere.

COMPLAINTS BY STUDENT/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the coach/sponsor. For those complaints and concerns that cannot be handled so easily, the parent or student should first discuss the complaint or concern with the Athletic Director/UII Director for ECPs and Campus Principal for SDs. If unresolved, parents, ECPs, and/or SD should follow the standard complaint policy established by the district.

KERMIT INDEPENDENT SCHOOL DISTRICT STUDENT DRUG TESTING HANDBOOK ACKNOWLEDGMENT FORM

Please read, sign, date, and return this form. Students will not be allowed to participate in Extracurricular Activities or be eligible for a KISD parking permit and parking privileges until this form is completed, signed and returned.

We have received and read a copy of the KISD's Student Drug Testing Handbook. We understand that this policy is part of the District's rules and that it applies to all high school and middle school students participating in Extracurricular Activities, and all high school students applying for a parking permit and parking privileges. We understand and consent to all the requirements of this code and understand the consequences that my child will face if he or she fails to adhere to these rules and agree to such terms.

Print Student's Name

Student Signature

Date

Grade

Parent Signature

Date

Please list all prescription drugs your son/daughter is currently taking.

Please list all activities from the list on page 6 in which your student is currently participating.