

Reeds Spring R-IV School District Drug Testing Policy Grades 9-12

07/01/10

Background and Purpose

The Reeds Spring Board of Education would like to give students another reason to say “no” to Drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Reeds Spring R-IV School District, the Board of Education adopts the following policy for drug testing of students participating in clubs and /or extra-curricular and/or co-curricular activities and requesting parking privileges.

Participation in school sponsored clubs and/or extra-curricular and/or co-curricular MSHSAA activities, and parking on campus at the Reeds Spring R-IV School District is a privilege. Accordingly, students in clubs, extra-curricular and/or co-curricular MSHSAA activities and/or parking on campus carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use or possession of illegal drugs.

The drug-testing program described in these materials is part of an overall drug prevention program in the Reeds Spring 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 to open the lines of communication between students and parents about the serious matter of drug usage and abuse as well as to give students a reason to say “no” to drugs.

A student using drugs is a danger to him/herself and to other students. All students in the Reeds Spring School District who choose to participate in clubs and/or extra-curricular and/or co-curricular MSHSAA activities or park on campus are entitled to do so in a drug-free environment.

As a condition of participating in clubs and/or extra-curricular and/or co-curricular MSHSAA activities and/or parking on campus, high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.

Confidentiality

Student health information derived from the results of random drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be enforced upon violation of confidentiality.

Reeds Spring R-IV School District Drug Testing Procedure

Grades 9-12

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Drug Testing Procedure

Each student participating in clubs, extra-curricular and/or co-curricular MSHSAA activities and/or parking on campus shall receive copies of the “District Drug Testing Policy” and “Drug Testing Consent” form which shall be read, signed, and dated by the student and parent/guardian.

Students in grades 10 through 12 must turn in the “Drug Testing Consent” form to the high school office by the deadline set for the school year before the student will be allowed to continue or begin practice or participation in any clubs, extra-curricular and/or co-curricular MSHSAA activity. In addition, this same condition shall be met in order to obtain a student parking pass. If a student is 18 years of age and living with a parent/guardian, he/she must still submit both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required. Any student (10th-12th) who does not turn in the required forms by the established deadline will not be eligible to participate in any clubs, extra-curricular and/or co-curricular MSHSAA activity or obtain a student parking pass during the remainder of the school year.

Freshmen students will be allowed to return the form anytime during their 9th grade year. Forms must be returned before the student begins participation. Transfer students will be placed in the testing pool within one week of enrolling in the Reeds Spring R-IV School District if they intend to participate in clubs, extra-curricular and/or co-curricular MSHSAA activities, and/or park on campus.

Students to be drug tested are those in any clubs, extra-curricular or co-curricular MSHSAA activities and/or obtain a student parking pass. Teams/activities to be tested include: **Sports Teams, Band, Winter Guard, Color Guard, Choir, Speech & Debate, Cheer, Dance, Academic Teams, school clubs and any other activities which falls under the jurisdiction of the Missouri State High Schools Activities Association.**

This program does not affect other policies and practices of the Reeds Spring School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in clubs, extra-curricular or co-curricular MSHSAA activities during the school year or who will obtain a student parking pass 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 selected for testing as soon as the student is officially enrolled in the drug testing program, even if the club or extra-curricular /co-curricular activity has not yet begun.

Procedures and Guidelines

For random drug testing, each student will be assigned a number that will be maintained in the Nurse's office. This number will be the student's identification number for testing and will not change. Only the school nurse and district staff designated by the superintendent to assist the nurse in administering the drug testing program will have access to student numbers. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the nurse 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 if a testing student's activity is in season or not. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the High School Activities Director or Principal. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she must meet with the Activities Director or Principal to drop out of the testing pool. **Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in clubs, extra-curricular and/or co-curricular activities and/or continue to secure a parking pass. Withdrawal from the program will result in ineligibility from extra-curricular and/or co-curricular activities for 365 days as well as loss of parking privileges for the same duration.**

Privacy

Any drug test required by the Reeds Spring R-IV School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Reeds Spring R-IV School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, 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 it is his/her turn to produce a specimen. A representative of the Reeds Spring School Administration or School Nurse will be available 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. The test administrator will then ask the student to remove hats, coats, or jackets (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her 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 his/her 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 his/her 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, 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 will take the collection cup and determine if there is a sufficient 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 his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her 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 3 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 urine sample. The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a positive test or not, parents 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 clubs, extra-curricular activities and parking on campus 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 school district is subpoenaed.

Verification of Sample

If the initial drug test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has positive results, the medical review officer (MRO) will confirm the positive result and contact the principal or designated administrator with the results. Once a positive is determined, the Principal or designated administrator will contact the student and the parent/guardian of the student and schedule a conference. At the conference, the Principal or designated administrator will solicit any explanation of the positive result.

Disclosure of Other Medications

If the GC/MS test is positive, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian. The DSO will inform the parent/legal guardian of the positive 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, ID # and contact phone # and forward that information to the drug screening company, who will then forward the information to the MRO. If permission is not granted, 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 medications the student is taking. If any of the medications being taken by the student can explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) 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 screening company, who will then forward them to the DSO.

Violations/ Consequences

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

1. For the first offense, the student shall be suspended from student parking privileges on school property as well as participation in club activities, all in-season or off-season extra-curricular and/or co-curricular MSHSAA activities for 30 days. **This suspension can be reduced to zero if the parent/guardian obtain, at the parent/guardian's expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities. If a participant in an extra-curricular or co-curricular activity is suspended from participation the participant will be expected to fulfill all team responsibilities including attendance at practices, meetings, competitions and other expectations. At the next testing event, the student will be retested, if such test is positive, then it will be considered as a subsequent offense. If he/she refuses to be retested, the student will be ineligible for the next 365 days.

***If the student/parent seeks to reduce this consequence by scheduling a substance abuse evaluation, the appointment must be confirmed before the student will be allowed to participate or park. Further, the student must attend the evaluation session within seven business days of the confirmed test result.**

****If this consequence is reduced the student must pass a follow-up drug test no sooner than thirty days after the initial positive test.**

2. For the second offense, the student shall be suspended from participation in clubs, and all MSHSAA activities as well as student parking privileges for 90 days. The stipulations of the first offense shall continue to apply. **This suspension can be reduced to 45 days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** At the next testing event after the suspension is over, the student will be retested if such test is positive then it will be considered as a subsequent offense. If he/she refuses to be retested, the student will be ineligible for 365 days.
3. For the third offense, the student shall be suspended from participation in clubs and all MSHSAA activities as well as student parking privileges for 365 days. The stipulations of the first offense shall continue to apply. **No reduction shall be allowed for this suspension and a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation will be required before the student is allowed to return after the 365 day suspension.**

Refusal to Submit to Drug Use Test

Any student refusing to test will have their parents notified immediately, thus allowing the parent/guardian to talk to their student allowing them to change their mind. If the student still refuses, such refusal will be treated as withdrawing from the program. Students withdrawing from the program will be ineligible for clubs, MSHSAA activities, and student parking privileges for the next 365 days.

Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as having refused testing.

Drugs that Reeds Spring High School may test for:

Marijuana (THC), Cocaine, Amphetamines, Methamphetamines, opiates, Benzodiazepines, Barbiturates, Methadone, Oxycodone, Phencyclidine (PCP), MDMA (methylenedioxymethamphetamine), Propoxyphene (Darvon), and anabolic steroids may be tested for. Alcohol may be tested on a reasonable suspicion basis. The school district will pay for all random drug screenings and follow-up screenings required for participation.

Drug Counseling and Assistance

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community. **All substance abuse evaluations and counseling must be done by a licensed substance abuse counselor.**

**Reeds Spring R-IV School District
Drug Testing Consent Form
2010-11**

I have read and completely understand the district's policy and procedures regarding the Reeds Spring R-IV School District student drug testing program.

I hereby give consent for my student to participate in the drug testing program at Reeds Spring High School. I understand that my student will be placed in the pool for random drug testing and that the Reeds Spring R-IV School District will pay for all random drug tests if my student is selected.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the Principal or Activities Director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Activities Director or Principal to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in clubs, co-curricular and/or extra-curricular activities as well as student parking privileges.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Today's Date _____

Forms must be completed before a student can participate in any club, co-curricular and/or extra-curricular activity as well as student parking privileges. This consent form is good for one school year and must be renewed annually.

**Reeds Spring R-IV School District
Drug Testing Program
Withdrawal Form
School Year: _____**

I have read and completely understand the district's policy and procedures, regarding the Reeds Spring R-IV School District random student drug testing program.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the Principal or Activities Director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Activities Director or Principal to drop out of the testing pool.

I hereby give consent for my student to be released from or refuse to submit to the drug testing program at Reeds Spring School. I understand that my student will be withdrawn from the drug testing pool and will be considered ineligible to participate in any extra-curricular and/or co-curricular activities, including school sponsored clubs, MSHSAA activities, and/or student parking privileges for the next 365 days.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Today's Date _____