

# **WATERVLIET SCHOOLS**

## **ADMINISTRATIVE GUIDELINES**

Rationale:

THE ADMINISTRATION, COACHING STAFF, AND BOARD OF EDUCATION BELIEVE A MANDATORY DRUG TESTING PROGRAM FOR ALL STUDENTS IN GRADES 9 THROUGH 12 WHO PARTICIPATE IN AN ATHLETIC PROGRAM IS NECESSARY FOR THE FOLLOWING REASONS:

1. HEALTH AND SAFETY OF THE “STUDENT ATHLETES” AND OTHERS. ANYONE PARTICIPATING IN AN ATHLETIC ACTIVITY UNDER THE INFLUENCE OF OR USING DRUGS OR ALCOHOL IS A DANGER TO EVERYONE.
2. PREVENTION – MANY STUDENTS WILL BE ABLE TO SAY “NO” TO DRUGS BECAUSE THEY WILL HAVE A LEGITIMATE REASON. “I WANT TO PARTICIPATE”.
3. INTERVENTION – INDIVIDUALS TRYING TO PARTICIPATE IN ACTIVITIES MAY BE ABLE TO GET HELP IF THERE IS A SUBSTANCE ABUSE PROBLEM.
4. ATHLETES SERVE AS ROLE MODELS FOR OTHER STUDENTS AND NEED TO DEMONSTRATE THE HIGHEST LEVEL OF CONDUCT.

\* “Drugs” include controlled substances, abuse or misuse of prescriptions, mind altering substances even if lawful, performance enhancing substances, or look alike drugs or substances.

WATERVLIET PUBLIC SCHOOLS  
DRUG & ALCOHOL TESTING POLICY FOR ATHLETES

I. DEFINITIONS

**Drug:** Any substance considered illegal by Michigan Statute or which is controlled by the Food and Drug Administration, including but not necessarily limited to: marijuana, cocaine, opiates, meth, performance enhancing substances, amphetamines, phencyclidine, and alcohol. Or mind altering substances, look alikes.

**Student Participant:** Any high school student participating in athletic activities sponsored by Watervliet Public Schools (the “District”).

**Season:** A student’s participation in a sport starting with the first day of practice and ending with the last scheduled contest inclusive of post season.

II. POLICY STATEMENT

The District is conducting a mandatory drug testing program for Student Athletes. The program has been designed to meet a threefold purpose: (1) to provide the health and safety of all Student Participants; (2) to counter the effects of peer pressure by providing a legitimate reason for Student Participants to refuse to use illegal drugs and alcohol; and (3) to encourage Student Participants who inappropriately use illegal drugs and alcohol to participate in treatment programs.

III. PROCEDURES FOR STUDENT PARTICIPANTS

Each student wishing to participate in any athletic program and the student’s custodial parent or guardian shall consent in writing to drug testing pursuant to the District’s drug testing program. Written consent shall be in the form attached to this policy as Exhibit A. No student shall be allowed to participate in any interscholastic athletic program absent such consent. The consent shall be signed the first time a student participates in an interscholastic sport and continue through their high school career.

IV. STUDENT SELECTION

At the option of the District, all Student Athletes may be drug tested at the beginning of the term of their activity. In addition, random testing will be conducted during the academic year of all Student Athletes in an athletic program that is being offered during that season. Selection for random testing will be by lottery drawing and 20% of the total student athletes participating in an athletic season (fall, winter, spring) may be

tested. The Superintendent shall take all reasonable steps necessary to assure the integrity, confidentiality, and random nature of the selection process including, but not limited to, assuring that student names are assigned numeric counterparts and that an algorithm is developed to randomly generate random numbers that correlate to specific percentage of the students and assuring that at least two adults, the High School Principal and Athletic Director or their designees have observed the selection process.

Student Participants may be selected where a reasonable suspicion of drug use exists based upon specific, contemporaneous, articulable observation including appearance, behavior, speech, body odors, or reliable confirmation or evidence of drug use. A student may be required to be subject to a drug test as determined by the Athletic Director or school Principal. The parent or guardian would be contacted to give notice and make arrangements for transporting the athlete to the Drug Testing Site for the sample collection.

#### V. SAMPLE COLLECTION

Samples will be collected at a mutually convenient time by third party Medical Lab Personnel on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. The Athletic Director shall be in charge of setting up an appointment for sample collection at the Drug Testing Site.

Each school where athletic activities are conducted shall have one or more designated collection sites which have all necessary personnel, material, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified drug testing laboratory. An independent medical facility may also be utilized as a collection site.

*Collection Site:* A designated collection site may be any suitable location where a specimen can be collected under conditions set forth in herein. A designated collection site shall be a location having an enclosure within which private collection can occur, a toilet for completion of urination (unless a single-use collector is used with sufficient capacity to contain the void), and a suitable clean surface for writing. The site must also have a source of water for washing hands, which, if practicable, should be external to the enclosure where urination occurs.

*Security:* The designated collection site must be secure. The portion of the facility used for testing shall be secured during drug testing. The site must be secured by visual inspection to ensure other persons are not present and undetected access (e.g. through a rear door not in the view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. The site must be posted against access during the entire collection procedure and to avoid embarrassment to the person being tested or distraction of the

collection site person. The specimen presented shall remain under the direct control of the collection site person from delivery to its being sealed.

*Chain of Custody:* A chain of custody form shall be developed to accompany all samples from the time of collection to their delivery to the laboratory. This chain of custody form shall be filled out by the person collecting the sample and all subsequent handlers. Realizing that specimens and documentation are sealed in shipping containers that would indicate any tampering during transit to the laboratory and couriers, express carriers, and postal service personnel do not have access to the chain of custody forms, there is no requirement that such personnel document chain of custody for shipping containers during transit.

*Access to Authorized Personnel Only:* No unauthorized personnel shall be permitted in any part of the designated collection site where specimens are collected or stored. Only the collection site person may handle specimens prior to their securement in the container or monitor or observe specimen collection (under the conditions specified in this part). In order to promote security of specimens, avoid distraction of the collection site person and ensure against any confusion in the identification of specimens, the collection site person shall have only one donor under his or her supervision at any time. For this purpose, a collection procedure is complete when the specimen has been sealed and initialed, the drug testing custody and control form has been executed, and the donor has departed the site (or, in the case of a donor who was unable to provide a complete specimen, has entered a waiting area).

*Privacy:* Student Participants shall be allowed individual privacy unless there is a reason to believe that particular Student Participant may alter or substitute the specimen to be provided, as further described herein.

For purposes of this section, the following circumstances are the exclusive grounds constituting a reason to believe that the Student Participant may alter or substitute the specimen.

- i. The donor has presented a urine specimen that falls outside the normal temperature range (90 – 100 degrees F), and
  - a) The donor declines to provide a measurement of oral body temperature;  
or
  - b) Oral body temperature varies by more than 1.8 degrees F from the temperature of the specimen;
- ii. The last urine specimen provided by the donor (i.e. on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/L; or

- iii. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye specimen presented, etc.);

*Integrity and Identity of the Specimen:* Precautions shall be taken to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine custody and control form can identify the Student Participant from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

- i. To deter the dilution of specimens at the collection site, toilet bluing agent shall be placed in the toilets tanks whenever possible, so the reservoir of water in the toilet bowl always remain blue. If practicable, there shall be no other source of water in the enclosure where urination occurs. If there is another source of water in the enclosure, it shall be effectively secured or monitored to ensure it is not used as a source for diluting the specimen.
- ii. When a Student Participant arrives at the collection site, the collection site person shall ensure that the Student Participant is positively identified as the Student Participant selected for testing (e.g. through presentation of photo identification if available). If the Student Participant request, then the collection person shall show his or her identification to the Student Participant.
- iii. If the Student Participant fails to arrive at the assigned time, the collection site person shall contact the appropriate administrator on the action to be taken.
- iv. The collection site person shall ask the Student Participant to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the Student Participant's urine specimen. The collection site person shall ensure that all personal belongings such as a purse or book bag shall remain with the outer garments. The Student Participant may retain his or her wallet.
- v. The Student Participant shall be instructed to wash and dry his or her hands prior to urination.
- vi. After washing hands, the Student Participant shall remain in the presence of the collection site person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent, or any other materials which could be used to adulterate the specimen.

- vii. The Student Participant may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The collection site person shall provide the Student Participant with a specimen bottle or collection container, if applicable, for this purpose.
- viii. The collection site person shall note any unusual behavior or appearance on the urine custody and control form.
- ix. The collection site person shall instruct the Student Participant to provide at least 45 ml of urine.
- x. Immediately after the specimen has been submitted to the collection site person, the Student Participant shall be allowed to wash his/her hands.
- xi. Immediately after the specimen has been provided, the collection site person shall measure the temperature of the specimen. The temperature measuring device must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case shall exceed 4 minutes.
- xii. A specimen temperature outside the range of 90 – 100 degrees F constitutes a reason to believe that the Student Participant has altered or substituted the specimen. In such cases, the Student Participant supplying the specimen may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the Student Participant may have altered or substituted the specimen.
- xiii. Immediately after the specimen is collected, the collection site person shall also inspect the specimen to determine its color and look for any signs of contaminates. Any unusual findings shall be noted on the urine custody and control form.
- xiv. All specimens suspected of being adulterated shall be forwarded to the laboratory for testing.
- xv. Whenever there is reason to believe that a particular Student Participant has altered or substituted the specimen as described herein, a second specimen shall be obtained as soon as possible under the direct observation of a same-gender collection site person.
- xvi. Both the Student Participant being tested and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled.

As provided below, the specimen shall be sealed (by placement of a tamper proof seal over the bottle cap and down the sides of the bottle) and labeled in the presence of the Student Participant.

- xvii. The collection site person, in presence of the Student Participant, shall place securely on the bottle an identification label which contains the date, the Student Participant's specimen number, and any other identifying information provided.
- xviii. The Student Participant shall initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from him or her.
- xix. The collection site person shall enter on the drug testing custody and control form all information identifying the specimen. The collection site person shall sign the drug testing custody and control form certifying that the collection was accomplished.

#### VI. Prescription Medication

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time a sample is collected. That envelope will be forwarded unopened to the testing lab with the sample, with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subjected to the actions specified below for "positive test". If a verification or prescription is not available at the time the sample is collected it can be mailed to the testing lab or brought to the Athletic Director the following day.

#### VII. Scope of tests

The testing lab will be instructed to test for one or more illegal drugs. Student Participant samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.

#### VIII. Limited Access to Results

The testing lab will be authorized to report results only to the Athletic Director or to such person as the Athletic Director may designate (School Principal) in the event the Athletic Director is absent.

## IX. Procedures in the Event of a Positive Result

Whenever a Student Participant's test indicates the presence of illegal drugs ("positive test"), the following will occur.

1. The results of the first sample shall be accepted as accurate.
2. If a urine sample is contested for accuracy, the original sample will be sent on to a Certified Drug Testing Lab for further confirmation within 24-48 hours of the original sample test. If the test is verified positive, it will be the responsibility of the athlete to pay the testing cost. A Medical Review Officer would affirm a positive test at the lab.

*First Positive Test Result:* For the first positive result, the Student Athlete will be given consequences consistent with Section III B. part 3 (Penalties and Violations) of the Watervliet Public School Student-Athlete Athletic Code. The Athletic Appeal process does not apply to positive drug tests.

*Second Positive Test Result:* For the second positive result in a school year, the Student Athlete will be given consequences consistent with Section III B. part 3 (Penalties and Violations) of the Watervliet Public School Student-Athlete Athletic Code. The Athletic Appeal process does not apply to positive drug tests.

*Third Positive Test Result:* For the third positive result in any two consecutive calendar years, the Student Athlete will be given consequences consistent with Section III B. part 3 (Penalties and Violations) of the Watervliet Public School Student-Athlete Athletic Code. The Athletic Appeal process does not apply to positive drug tests.

## X. Non-Punitive Nature of Policy

No Student Participant shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by the order of a court of competent jurisdiction, or by subpoena, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at the District's earliest opportunity.

# WATERVLIET PUBLIC SCHOOLS

EXHIBIT A  
WATERVLIET HIGH SCHOOL

Please note: The signing of this form gives Watervliet Public Schools permission to random test your child during his/her athletic participation at Watervliet Public Schools from 9<sup>th</sup> grade through 12<sup>th</sup> grade.

## DRUG TESTING – AUTHORIZATION FORM

I understand that my performance as a participant in athletics and the reputation of my high school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Watervliet Public Schools Board of Education and the coaches for the team of which I wish to be a member. Sports participation is a privilege and the use of drugs exposes a student or others to injury. I also authorize Watervliet Public Schools to conduct a test on a specimen which I provide, collected by third party Medical Personnel, for the testing of drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Watervliet Public Schools employees, agents, board members, and others with a legitimate reason to know as well as the laboratory Medical Review Officer per the Drug Testing Policy, and to the parents and/or guardians of the student. Additionally, the district is not liable for releasing that information to those individuals who have a legitimate reason to know the consistent with the policy. This shall be deemed a consent pursuant to the Family Educational Right and Privacy Act for the release of the above information to the parties named above. This authorization shall apply for my entire high school career. I understand that use of drugs or positive drug test will result in discipline per the Athletic Code.

STUDENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

I authorize drug testing of my child or ward on a random or reasonable suspicion basis. I authorize the disclosure of the results of the drug test to school officials responsible for Watervliet Public Schools Athletics. This authorization shall apply throughout high school. Violations of the Athletic Code shall result in discipline.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_