

**Union County School System
Random Drug Testing Program Procedures**

I. Purpose and Intent

- A. Drug abuse has grown to major proportions in our society. The high school setting is not exempt from this trend. Therefore, it is important that Union County School System and parents continually explore ways to institute programs that encourage a drug-free lifestyle for our students/children.
- B. The use of drugs by students creates an unhealthy learning environment and for those students participating in school-sponsored extracurricular activity constitutes an ongoing direct threat to the physical and mental safety of these students and the students with whom they are competing. It is also dangerous and detrimental to a student's ability to operate a vehicle.
- C. The school system recognizes that, while the unlawful use of drugs is a potential problem for all high school students, students engaged in interscholastic athletics, extracurricular activities, and/or parking and driving on campus often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks which make them particularly vulnerable to the harms presented by that use.
- D. Random drug testing gives students a chance to say "NO" when approached to use drugs. A random drug-testing program can undermine the effects of peer pressure by providing a legitimate reason to refuse to use illegal drugs.
- E. In addition, due to the potential notoriety students may achieve through participation in extracurricular sports and activities they can potentially impact or influence the attitudes and actions of other members of the student body.
- F. In an effort to address and nurture a drug-free campus environment, and in consideration of all of the above, the Union County school system has developed a policy and procedures for a random drug-testing program for all Union County high school students participating in any interscholastic athletic activities, extracurricular activities, and/or making application for a permit to park a vehicle on school grounds.
- G. The results of any drug test administered under these procedures will be used only to determine eligibility for participation in interscholastic athletics, extracurricular activities and/or parking and driving on Union County high school grounds. There will be no academic penalties associated with the random drug-testing program.

II. Definitions

- A. **School Sponsored Extracurricular Activities:** All school-sponsored activities, which are not considered part of the academic curriculum. These include, but are not limited too, interscholastic athletics, cheerleading, band, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, the prom and other dances, parking/driving a

vehicle on campus, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the school system.

- B. **Chain of Custody:** Procedure for maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing and storing specimens and reporting test results.
- C. **Drugs:** Any substance screened for under Union County Board Policy JCDAC (1) and these procedures, which shall include amphetamines, methamphetamines, marijuana (THC), cocaine and opiates.
- D. **Specimen:** Urine or other sample collected from a student in accordance with the procedure designated by the drug-testing laboratory.
- E. **Participating Student:** Any student enrolled in any Union County high school participating or applying for participation in any interscholastic athletic activity, any extracurricular activity, and/or applying for a parking permit with the intent to park/drive a vehicle on Union County high school grounds.
- F. **Drug Testing Laboratory:** A testing laboratory certified by the Department of Health and Human Services that is used to assist with the implementation of a random drug-testing program.
- G. **Medical Review Officer (MRO):** A medical doctor specializing in toxicology. His/her role is to determine that the chain of custody is intact and to determine if the substance present in the urine screen has a valid medical reason.
- H. **Drug Testing Coordinator:** The high school's principal or designee who will serve as the liaison between the certified drug-testing laboratory, the school, the student and his or her parents/legal guardians.

III. Confidentiality

The results of any drug test conducted pursuant to Board Policy JCDAC (1) and these procedures will be kept confidential and disclosed only to the student and his or her parents/ legal guardians, and school officials designated by the Superintendent. Said results shall be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within these procedures and are not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for the prosecution of the student unless required by law or a lawfully issued subpoena or court order.

IV. Consent and Notice

- A. **Consent:** All Union County high school students wishing to participate in any school-sponsored extracurricular activity shall be required, along with his or her parents/legal guardians, to sign a "Random Drug Screening Consent Form" agreeing to participate in the random drug-testing program established by Board Policy JCDAC (1) and these procedures. If the student and/or his or her parent/legal guardian declines to sign the consent form, the student will not be

permitted to participate in any school-sponsored extracurricular activity. Consent forms will be valid only for the current school year and will be required to be renewed each school year in order for the student to participate in any school-sponsored extracurricular activity.

- B. If a participating student is 18 years of age or will turn 18 yrs of age during the school year, the student must agree to release all test results to the student's parent/legal guardian.
- C. **Notice:** The same students referenced above (IV, A), and their parent/legal guardian shall also sign a statement indicating that the student and his or her parent/legal guardian have received, read, and understand Board Policy JCDAC (1) and these procedures. If the student or his or her parent/legal guardian declines to sign the notification form, the student will not be permitted to participate in any school-sponsored extracurricular activity. Notification forms will be valid only for the current school year and will be required to be renewed each school year.

V. Retention of Records

- A. One (1) year after the participating student turns 18 years old or one (1) year after the student graduates, whichever is later, all records in regard to Board Policy JCDAC (1) and these procedures shall be destroyed.

VI. Expense

Any random drug testing required throughout the course of the school year will be at the expense of the school system. However, should a student's drug test return a positive result, any mandatory follow up drug screening(s) will be at the expense of the student and/or his or her parents/legal guardians.

VII. Sanctions

- A. All positive drug tests shall be cumulative over a student's high school career and shall be cumulative toward the suspension of practice, competition, performances, and parking/driving, regardless of what activity the student is involved at the time of the positive result.
- B. Any participating student whose drug test administered pursuant to Board Policy JCDAC (1) and these procedures renders a positive test result as indicated by the drug-testing laboratory shall be subject to the consequences listed below:

Refusal to Test: A student's refusal to test shall be treated as a positive test result.

First Positive Drug Test Result

- The participating student and his or her parent/legal guardian will be required to attend a conference to disclose and discuss the test results with the Drug Testing Coordinator.
- The student will be required to be re-tested on the next random drug-testing day at the student's and/or parent's/legal guardian's expense. The consequences for the re-test results shall be:
 - (1) a negative test result will place the student's name back into the random testing pool
 - (2) a positive test result shall be treated as a second positive drug test result

and added to the student's cumulative total and the consequences for a second positive drug test shall be imposed;

Second Positive Drug Test Result

- The participating student and his or her parent/legal guardian will be required to attend a conference with the Drug Testing Coordinator and school Social Worker to inform the student and his or her parent/legal guardian that both student and parent/legal guardian will be required to enroll and participate in a drug counseling program approved by the Drug Testing Coordinator. Evidence of enrollment to the drug counseling program and subsequent completion of said program shall be provided to the Drug Testing Coordinator.
- In addition, the student will be required to be re-tested on the next random drug-testing day at the student's and/or parent's/legal guardian's expense. The consequences for the re-test results shall be:
 - (1) a negative test result will place the student's name back into the random testing pool.
 - (2) a positive test result shall be treated as a third positive drug test result and added to the student's cumulative total and the consequences for a third positive drug test shall be imposed;

Third Positive Drug Test Result

- The participating student will be suspended from all school-sponsored extracurricular activities for 20 school days.
 - If participating in interscholastic athletics, the student may remain a part of the team and will be expected to participate in team practices and/or conditioning sessions, and dress out for games/events.
 - If participating in other extracurricular activities other than interscholastic athletics, the student may remain part of the activity and will be expected to participate in practices for any upcoming performances.
 - If student has been issued a parking permit, he/she will not be permitted to park and/or drive on campus.
- The student will be required to be re-tested at the end of the suspension period at the student's and/or parent's/legal guardian's expense.
- Upon receipt of the re-test results a determination will be made as follows:
 - (1) a negative result will allow the student to return to the extracurricular activity(s) in which he or she was participating at the time of suspension.
 - (2) a positive result shall be treated as a fourth positive drug test result and added to the student's cumulative total and the consequences for a fourth positive drug test shall be imposed.

Fourth Positive Drug Test Result

- The participating student will be suspended from any and all school-sponsored extracurricular activities for one (1) calendar year. At the end of the calendar year, the student will be required to be re-tested at the student's and/or parent's/legal guardian's expense.
- Upon receipt of the re-test results a determination will be made as follows:
 - (1) a negative result will allow the student to participate in school-sponsored extracurricular activities.
 - (2) a positive result shall be treated as a fifth positive drug test result and added to the student's cumulative total and the consequences for a fifth positive drug test shall be imposed.

Fifth Positive Drug Test Result

- The participating student will be suspended from any and all school-sponsored extracurricular activities of his or her enrollment at any Union County high school.

VIII. Drug Testing Procedures

- A. The system/school shall utilize the strict chain of custody procedures as established by the drug-testing laboratory conducting the testing process.

Random Selection Process: Drug testing of participating students shall occur at various times throughout the year. Individuals will be selected using a computer generated selection process.

- B. **Evaluation by Medical Review Officer (MRO):** If additional information is required to determine if a substance present in the urine screen has a valid medical reason, the MRO will contact the student's parent's/legal guardians. The MRO may request the parent/legal guardian to provide verification of authorized use of specific medication. The verification may consist of a copy of the prescription with the physician's written authorization, an original prescription bottle on the label indicating the physician authorization, or a nonprescription bottle containing the label of contents, or other information that the MRO may require.

C. Specimen Collection

Collection procedures shall be developed, maintained, and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the students' specimens, minimize the likelihood of the adulteration of a specimen and maintain complete confidentiality of test results. The procedures must require:

1. The presence of a certificated high school staff member(s) immediately prior to the collection process to ensure proper student identification;
2. The presence of one or more representatives of the testing laboratory when the specimen is taken;

3. The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted absolute privacy during the collection process;
4. Immediately prior to entering the secured bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representative(s) present for student identification.
5. Prior to entering the secured bathroom facility utilized for the collection process, the testing laboratory shall treat the water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as "blueing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.

A portion of each urine specimen that tests positive for drugs shall be preserved by the testing laboratory for at least six (6) months.

The testing laboratory shall forward a written confirmation of all test results to the school's Drug Testing Coordinator.