

# **OSAGE COUNTY R-3 FATIMA HIGH SCHOOL**



# **RANDOM DRUG TESTING POLICIES & PROCEDURES HANDBOOK**

**(Board Approved June 18, 2014)**

# **OSAGE COUNTY R-3 FATIMA RANDOM DRUG TESTING POLICY**

## **Background:**

Drug abuse is a serious problem in our society. Schools districts, including the Osage County R-3 District, are not immune from the negative effects of drug use. Students involved in extra-curricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana, meth, and cocaine. The administration of Osage County R-3 has noted and documented, both formally and informally, an increase in the use of drugs by students, including those students participating in extra-curricular activities as well as those who park on school property. As a result this random drug testing policy was developed to help deter drug use among students. It is not the intent or purpose of the districts random drug testing policy to identify students for punishment under the districts discipline code.

## **Objectives:**

The objectives of the Osage County R-3 School Districts Random Drug Testing Policy include:

- To deter drug abuse or misuse by all students by providing them with an excuse to say NO TO DRUGS.
- To identify students who are misusing drugs so that intervention plans can be implemented by the school and the students parents.
- To establish a safe school environment for students and to provide student athletes a healthy and safe environment when competing for the school.
- To establish procedures and standards of conduct that students must follow.
- To provide a vehicle for parents to become aware of drug abuse problems involving their children so they can get help for them.
- To work cooperatively with parents by assisting them in keeping their children free from drug abuse.
- To provide referrals for students that test positive and need evaluation and counseling.
- To send a clear message to the students and parents that the district is committed to eliminating student drug abuse.

## **General Information:**

A student using drugs is a danger to him/herself as well as other students. All students in the Osage County R-3 School District who choose to participate in extra-curricular activities and those who choose to park on school property are entitled to do so in a drug-free environment. This random drug program is consistent with other

policies and practices of the Osage County R-3 School District in dealing with drugs or alcohol use or possession at school or in the community. The one difference is students that have a positive test through this random drug testing policy will **not** be suspended from school or receive academic sanctions. In addition the district will NOT report positive drug tests to local law enforcement. The intent of this policy is not to try to get kids in trouble, but to provide them with a reason to say “no” to drug use and get them help if they are abusing drugs.

### **Students Subject to Testing:**

There are four groups of high school students in the Osage County R-3 School District who will be subject to random drug testing. These include:

- High School students who participate in extracurricular activities recognized by MSHSAA.
- High School students who participate in school clubs and organizations.
- High School students who register for a parking permit and park in the school parking lot.
- High School students who do not meet the above criteria, but their parents voluntarily approve their child to be included in the random pool.

\*\* The list of extracurricular activities, clubs, and organizations include: Baseball, Basketball, Cheerleading, Golf, Academic Bowl, Softball, Track, Wrestling, Band, Choir, FBLA, FFA, FCCLA, Letterman’s Club, National Honor Society, Student Council, Art Club, School Plays, and Chess Club. This is not an all-inclusive list and additional sports, clubs, and organizations will be added as they are created.

Parents of students who wish for their child to participate in the drug-testing program may voluntarily enroll the student in the district’s program even if the student is not involved in extra-curricular activities, clubs/organizations, or their child does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the Student Discipline Policy.

### **Registration:**

- At the beginning of each school year a random drug testing consent form will be made available to all students. This can be picked up in either the high school or elementary office. It can also be downloaded or printed from the school website.
- All students that do not play a fall sport, but are required to fill out a consent form must have it turned into the office no later than 1 week into the school year. For this upcoming school year we will start school on Thursday, August 13 so all consent forms must be turned in by Thursday, August 20!
- Any student that thinks they might participate in a sport, activity, club, or organization must sign up at the start of the school year. If a student fails to sign up for random drug testing at the start of school they will be ineligible to participate in all sports, activities, clubs, and organizations for the entire school year. In addition students that do not sign a consent form at the start of the school year will NOT be allowed to park in the school parking lot.
- Sophomores that turn 16 in the middle of the school year must register for a parking pass at the start of the school year by turning in their consent form.

- If a student is 18 years of age and is living with a parent/guardian, they must sign the consent form along with a parent/guardian. If the student is 18 years of age and has established their own residence, the student's signature is all that is required.

### **Informational Meeting:**

- Each school year at Open House, freshmen, new students and their parents will attend an informational meeting about Fatima Athletics.
- At this meeting the random drug testing policy will be discussed. A copy of the Osage County R-3 random drug testing policy is available on the school's website. During this meeting, students and parent(s)/guardian(s) will have the opportunity to ask questions about the district's random drug testing program and policy.
- Students must sign a consent form to be randomly drug tested even if they are not sure if the student will participate in an extra-curricular activity or park in the school parking lot.
- If a student is new to the district, he/she has one week from the enrollment date to sign up for the drug testing program.
- It requires that the student and parent/guardian must sign the consent form to be eligible to participate in extra-curricular activities, clubs/organizations at Fatima High School. Students and parents/guardians must also sign the consent form to be eligible to park on school property. 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.

### **Procedures:**

After all eligible students have signed a consent form they will be assigned to the random pool for the duration of participation in the random drug-testing program. For random drug testing, each student will be assigned an identification number that will be maintained in the Athletic Director's office. This number will be the student's identification number for testing and will not change. Only the activity director and district staff designated by the superintendent to assist the activity director in administering the drug testing policy will have access to student numbers.

High school students will be randomly selected. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the A.D. will match the selected numbers to the master list of participants each time the company comes in to randomly test students. 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 that student's activity is in season or not or if his/her club is meeting or not.

Students will be randomly tested a minimum of 5 times per school year, but it could be as many as 10 times (monthly) during the school year. The testing dates will be arranged between the A.D. and the drug testing company prior to the school year starting. The drug testing dates will remain confidential between the A.D./School Administration and the drug testing company. The A.D. and the school administration reserves the right to change testing dates due to inclement weather, a change in the school calendar, or for any other conflicts that may arise.

Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the A.D. 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 A.D. 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 extra-curricular activities, school clubs/organizations, or park on school property.

### **Privacy and Confidentiality:**

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 Osage County R-3 School District or the 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 and outer garments (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 follow the testing administrator to the testing restroom. We open up the collection cup up immediately after the hands are washed and the student is ready to receive the instructions.

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 their 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 non-negative result, the verification process will be implemented. If a student is unable to provide an adequate sample within an hour after the 1<sup>st</sup> attempt the test administrator will be instructed by the designated school official to take an oral fluid test. The test results will remain confidential and will only be released to the student's parents or guardians, or 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 result's 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.

A student that tests positive is not subject to any consequences until the test is sent off to an independent lab and retested & confirmed by the independent lab. As soon as an initial positive test is retested and confirmed by the independent lab the student will be subject to the consequences for the number of times they have tested positive. 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.

**Drugs that the Osage County R-3 School District will be testing for include:**

4-panel instant result test: (cocaine, marijuana, opiates, methamphetamine)

4-panel - 10 or more student tests per session

12-panel instant result test: (cocaine, marijuana, opiates, methamphetamine, amphetamine, phencyclidine, benzodiazepine, oxycodone, methadone, propoxyphene, ecstasy, barbiturates)

12-panel - 10 or more student tests per session

Instant K2 test: (K2)

\*\*The school district will pay for all random drug screenings.

**Verification of Sample:**

Verification of sample will vary in time depending upon the drug testing company that is hired to do random testing or the school district.

**Disclosure of Other Medications:**

Upon confirmation by a SAMHSA-certified (Substance Abuse Mental Health Safety Administration) laboratory of a positive specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official and the school nurse. The official will then verify with the school nurse and the test administrator (or the administrator's company representative) the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

**Consequences for Refusing to be Drug Tested:**

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extra-curricular activities and/or the privilege of parking on school property for 365 calendar days.

**Consequences for the First Positive Test Result:**

Consequences to a student for the first positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from participating and attending all games/contests in the sport(s) they compete in for a minimum of thirty (30) days. The student would be allowed to attend practice, but not games/contests.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of thirty (30) calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Consequences to a student for the first positive test who participates in school clubs or organizations shall be:

1. Suspension from participating and attending all organization or club activities that they are members of for a minimum of thirty (30) calendar days. The exception to this rule would be if that organization or club the student participates in is holding a practice for a competition then the student would be allowed to attend practice(s).
2. Other than the activity or club they are participating in the student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of thirty (30) calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

Consequences to a student for the first positive test who register for a parking permit shall be:

1. The student will not be allowed to park their vehicles on school property for a minimum of thirty (30) calendar days.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of thirty (30) calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

Other Information:

- If student athletes test positive for illegal substances they are allowed to attend practice during their suspension.
- If a student that is a member of a club(s) or organization(s) and they test positive for illegal substances they are not allowed to attend any meetings or events that the club(s) host during their suspension. Again the exception to this rule would be that if the organization or club the student is a member of is holding a practice for a competition then the student would be able to attend practice(s). If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment.
- For students who register for a parking permit, they may not park their vehicles on school property at anytime during the suspension.

Information for those students that test positive:

- The student shall submit to a follow-up test at the expiration of the suspension period and must test negative before returning to participate in any extracurricular or athletic competition or regaining driving privileges. **The follow-up test shall be performed by the District's testing administrator at the expense of the student's parent/guardian.**
- After a student tests positive for illegal substances and they submit to the follow-up test at the end of their suspension and the test is negative they will then be required to be tested at the next random test. This will be a 1 time non-random test and if the test is negative they will then be put back into the random pool and will not be required to submit to any further non-random tests unless they test positive on future random tests.

## Consequences for a Second Positive Test Result:

Consequences to a student for the second positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from participating and attending all games/contests in the sport(s) they compete in for a minimum of sixty (60) days. The student would be allowed to attend practice, but not games/contests.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of sixty (60) calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

Consequences to a student for the second positive test who participates in school clubs or organizations shall be:

1. Suspension from participating and attending all organization or club activities that they are members of for a minimum of sixty (60) calendar days. The exception to this rule would be if that organization or club the student participates in is holding a practice for a competition then the student would be allowed to attend practice(s).
2. Other than the activity or club they participate in the student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of sixty (60) calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

Consequences to a student for the first positive test who register for a parking permit shall be:

1. The student will not be allowed to park their vehicles on school property for a minimum of sixty (60) calendar days.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of sixty (60) calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

### Other Information:

- If student athletes test positive for illegal substances they are allowed to attend practice during their suspension.
- If a student that is a member of a club(s) or organization(s) and they test positive for illegal substances they are not allowed to attend any meetings or events that the club(s) host during their suspension. Again the exception to this rule would be that if the organization or club the student is a member of is holding a practice for a competition then the student would be able to attend practice(s). If the student misses a competition that involves a class grade then their teacher will assign them an alternative assignment.
- For students who register for a parking permit, they may not park their vehicles on school property at anytime during the suspension.

### Information for those students that test positive:

- The student shall submit to a follow-up test at the expiration of the suspension period and must test negative before returning to participation in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the District's testing administrator at the expense of the student's parent/guardian.



- After a student tests positive for illegal substances and they submit to the follow-up test at the end of their suspension and the test is negative they will then be required to be tested at the next two random test dates. This will be required only for the next two non-random test dates and if the test is negative both times they will then be put back into the random pool and will not be required to submit to any further non-random tests unless they test positive on future random tests.
- **In addition to the suspension for the second positive test, a student must enroll and complete a drug assessment program approved by the administration in order to be reinstated to participate in a specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or park on school property**

### **Consequences for a Third Positive Test Result:**

Consequences to a student for the third positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from all extracurricular activities recognized by MSHSAA for a minimum of 365 calendar days.
2. The student will be removed from the team and they will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of 365 calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

Consequences to a student for the third positive test who participates in school clubs or organizations shall be:

1. Suspension from all school clubs or organizations for a minimum of 365 calendar days.
2. The student will not be removed from all school clubs and organizations and they will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of 365 calendar days. This includes dances, home & away games or contests, practices, and other activities or events association with the school.

Consequences to a student for the third positive test who register for a parking permit shall be:

1. Suspension of parking privileges for a minimum of 365 calendar days.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of 365 calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.
3. All positive drug tests will accumulate from year to year beginning with a student's freshman year and concluding with the student's graduation.

### **Drug Counseling and Assistance:**

All students testing positive under this policy are strongly encouraged to participate in drug counseling and assistance programs. It is the position of the district that any student desiring to return to participation in athletic or co-curricular activities or regain the privilege to park on school grounds will take the necessary steps to demonstrate their commitment to remaining drug free. If requested by the parents/guardians, school counselors will provide assistance in obtaining help for the student. The district will not be responsible for the costs of any counseling or subsequent treatment. Except for follow-up drug testing required for returning from suspension, the district shall pay for any drug testing under this program at its request. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the district.

## **Definitions:**

**“Extra-Curricular Activities”:** means any school sponsored extra-curricular activity and/ or a performance in which a student represents the District, in the opinion of the District’s Administration. Extra-Curricular activities that will be tested are all MSHSAA(Missouri State High School Activities Association) regulated activities and events such as athletics, band, choir, cheerleading, academic competition, FFA(Future Farmers of America), FBLA(Future Business Leaders of America), Drama, Color Guard, National Honor Society, A+, Skills USA (VICA), DECA, school sponsored dances and all other school clubs whose membership is voluntary. This list is subject to change on a yearly basis. The list of extra-curricular activities to be tested will be published at the yearly drug testing program informational session before school starts. When an activity or performance is part of a course offered by the school, such as band, choir, or color guard, the student’s grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to drug testing. The students enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignments.

**“Performances”**-means the scheduled games, matches, contests, or performances (including district, sectional and state contests) for the activities listed above.

**“Parking on school property”**-means any **student** who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

**“Consent form”**- means the Parent/Guardian Drug Testing Consent Form which is adopted by the district’s administration.

**“SAMHSA”**- Substance Abuse Mental Health Safety Administration

## **Frequently Asked Questions:**

Q. If my son/daughter tests positive out of season does the activity suspension carry over the summer?

A. NO, if a student test positive after a fall sport and does not participate in another sport till the next fall the suspension from activities does not carry over. Driving privileges would however be suspended for the appropriate time consistent with the policy for the current school year.

Q. If my son/daughter misses the sign up deadline is there an appeal?

A. No, Anyone who thinks that they may be interested in trying out for any extra-curricular or co-curricular activity must sign up to participate in the random testing. This would include someone who would turn 16 during the school year if they wanted to drive and park on campus even though they may not participate in activities.

Q. My student is new to the district and enrolls after school starts and misses the deadline can they still participate in activities?

A. Yes, New students that wish to participate in activities or park on campus have one week after enrolling to sign up for the drug testing program.

Q. What if my son/daughter withdraws from testing after the activity is over that he/she participates in?

A. They will no longer be allowed to park on campus, attend any school activities, dances or sports, or participate in any upcoming activities, dances or sports for the remainder of that school year.

Q. What if my son/daughter is absent on the day they are drawn to test?

A. A list of alternates will always be drawn along with the selected random group and if a student is absent then the first alternate would be called.

Q. What if a selected student refuses to test when they are drawn? What are the consequences?

A. Anyone refusing to test will have their parents notified immediately allowing them to talk to their student allowing them to change their mind. If the student still refuses it will be treated as a "Positive" and they will automatically be taken out of the random pool and as the policy states they will be ineligible for 365 days in all MSHSAA sponsored activities, school clubs and organizations. In addition they would not be allowed to park on school grounds or attend any school activities or sporting events.

## **Appendix A**

Drug tests will screen for the following controlled substances using either a 12, 7, or 4 panel test. ESS will randomly select on testing dates which student will be subject to each specific panel. Those drugs labeled with a "\*" are in a 4-panel and a 7-panel. Those with a "\*\*" are the additional drugs in a 7-panel.

A. Opiates\*: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid)

B. Amphetamines\*: Adderal, Dexedrine, Benezedrine

C. Benzodiazepines\*\*: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others

D. Barbiturates\*\*: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital

E. Methadone: Dolophine

F. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine

G. Cocaine\*:

H. Methamphetamine:

I. Marijuana\*:

J. Phencyclidine (PCP)\*\*: Venlafaxine (Effexor)

K. MDMA (methylenedioxymethamphetamine): Ecstasy

L. Propoxyphene (Darvon):



# Osage County R-3 School District Student Random Drug Testing Consent Form

I, \_\_\_\_\_, [Student's Name] have received, read, and understand and agree to abide by the Osage County R-3 School District's drug testing policy and procedures. As a condition of participating in MSHSAA sponsored activities, school clubs & organizations, and to park in the school parking lot at Fatima High School I agree to provide urine specimens when directed and authorize the district to have the specimens tested for illegal drugs. I also authorize the release of information concerning the results of such a test to the Osage County R-3 School District and to my parents/guardians.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, [Name of Parent/Guardian] have received, read, understand, and agree to abide by the Osage County R-3 School District's drug testing policy and procedures. As a condition of my student participating in MSHSAA sponsored activities, school clubs & organizations, and to park in the school parking lot at Fatima High School I authorize the school district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, synthetic drugs, and prescription drugs without a valid prescription. I also authorize the release of information concerning the results of such a test to the Osage County R-3 School District.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Osage County R-3 Fatima High School Volunteer Drop Form

I, \_\_\_\_\_, volunteer to have my name withdrawn from the student drug testing pool at Osage County R-3 Fatima.

I understand that by withdrawing my name from the student drug testing pool I will be ineligible for participation in any specified extracurricular activity recognized by MSHSAA, participation in a school club or organization activity, attend school sponsored dances or register for a parking permit for a period of 365 calendar days.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date