

Drug Testing of Activity Students

Philosophy

The administration, staff, many students and parents believe a mandatory drug testing program for all students in grades seven through twelve who participate in activities is important for the following reasons:

1. Health and Safety of the individual and others – anyone participating in an activity under the influence of an illegal drug is a potential danger to himself/ herself and other participants.
2. Prevention – students will potentially be able to say no to drugs because they will have a legitimate reason, “I want to participate.”
3. Intervention – individuals desiring to participate in activities will be encouraged to seek help if there is a drug problem.

It is the hope of Cascade School District No. 422 that this policy will benefit all activity students, thus all students of Cascade Junior/Senior High School. The drug testing program is not punitive. The school is not out to “get” anyone. This philosophy is an effort to address what we perceive to be a real problem in our society and in schools. We believe this program will help create a drug-free environment at the Cascade School District No. 422.

Definitions

“Drug” Controlled substances as defined by I.C. § 37-2701 except those possessed and/or used pursuant to a valid prescription.

“Extra Curricular Activity” Activities at Cascade School which have the approval of the Cascade School Administration, and the Administration has designated an adult to be a/an advisor, coach, director, leader, or supervisor. The advisor, coach, director, leader or supervisor may require the students to meet, organize, practice, set up for events, before school, after school, during lunch breaks and on the weekends. The individual or group activity is a representation of Cascade School. The Cascade School Administration has established criteria for determining extracurricular activities.

“Activity Student” Any student who chooses to participate in an extracurricular activity. Including Basketball, Cheerleaders, Football, FCCLA, FHA, Golf, Honor Band/Honor Choir, Academic Teams, Quiz Bowl, INEEL Teams, possibly Drama Performance Participants, Track, Volleyball, Pep Band, Art Students that take trips out of town for more than one day, ASB Officers, Class Officers and NHS. The list of extracurricular activities is subject to change with the programs the school offers for students.

“Activity Season” Activity Season begins on the first day of practice allowed by the coach/advisor or school appointed leader of that activity and ends on the last day of that activity, including travel from the final activity.

“Appropriate School Personnel” A coach/advisor, director, leader or supervisor or school appointed director of activity students will be notified if an activity student in their program has a positive urine sample. Appropriate School Personnel will also include the Superintendent, Principal, Vice Principal, and Athletic Director.

“Reasonable Suspicion” An act of judgment which leads to a reasonable and prudent belief that a student is in violation of use or being under the influence of drugs.

Policy Statement

Cascade School District No.422 is conducting a mandatory drug-testing program for activity students in grades seven through twelve. The purpose is threefold: (1) to provide for the health and safety of all activity students; (2) to undermine the effects of peer pressure by providing a legitimate reason for activity students to refuse to use illegal drugs; and (3) to encourage activity students who use drugs to participate in receiving an assessment from a state certified substance abuse counselor, or which all costs will be the responsibility of the parent or legal guardian. All students who test positive will have their custodial parent or legal guardian notified so he/she can obtain an assessment from a state certified substance abuse counselor and follow the recommended program. All costs associated with the assessment and recommended treatment program are the responsibility of the parent or legal guardian.

Cost of the drug testing program done by the school and follow-up lab testing will be paid for by the school district through the Safe and Drug Free Schools Grant. Any activity student testing positive will need to reimburse the Cascade School District for the cost of the drug testing and follow-up lab testing. If the parent disputes the results, a retest through a state approved lab will be the parents responsibility.

Procedure

Consent:

Each student wishing to participate in any extracurricular activity program and the students custodial parent or legal guardian shall indicate consent by completing and signing, under the seal of a Notary Public, the attached form (3400F) which shall then be valid for the remainder of the student’s enrollment in Cascade School District No. 422. No student shall be allowed to participate in any extracurricular activity program without such consent. In the event that a parent or legal guardian wishes to remove their child from the drug testing program, a notarized letter must be on file with Cascade School District No. 422 and that child will not be allowed to continue in any extracurricular activity program from that point forward.

Student Selection:

At the option of Cascade School District No. 422, all student participants will be drug tested at the beginning of their first activity season each year. In addition, random testing will be conducted a minimum of once a month during the school year. Selection for random testing will be by lottery drawing from a “pool” of all extracurricular activity students participating in activity programs in Cascade School District No. 422. The building principal, or his/her designee, or the drug testing coordinator(s), shall take all reasonable steps to assure the integrity and random nature of the selection process including, but not necessarily limited to: assuring that

the names of all participating activity students are in the pool; assuring that the person drawing names has no way of knowingly choosing, or failing to choose particular students for the testing; assuring that the identity of students drawn for testing is not known to those involved in the selection process; and assuring direct observation of the selection process by two administrators and one ASB Officer.

Use of Student Numbers for Lottery Drawing Selection: “The Pool”

When students register/enroll at Cascade School, they are assigned a Student Number. Each student number is different and no duplicate numbers will be assigned. The student numbers are copied, they are all the same size, they are then laminated, cut out and placed in a cardboard box, no numbers will be visibly observed by the selection committee at the time of the drawing.

Reasonable Suspicion

A student may be drug tested by a building administrator, if he/she feels a student may be under the influence of drugs. This judgment process will be based only on reasonable suspicion.

Sample Collection

Urine will be used for the drug testing. Collection will be done from one person at a time. Samples will be collected from the student at the time and day specified by the Superintendent or his/her designee, or the drug testing coordinator(s). If a student is absent on the designated testing day, on the day the student returns to school a samples will be collected. In the case of a student’s inability to provide a sample quickly, the student will remain in an assigned areas until as ample can be given. Discretion may be used on the part of the principal or his/her designee, or the drug testing coordinator(s) if unusual circumstances occur making it difficult to provide a sample. All students providing urine samples will be given the option of doing so in an individual stall with the door closed. Students should rinse off their hands with water prior to and after giving a urine sample.

Prescription Medication

Students will be asked prior to providing the urine sample if they are taking any prescription medication, or any medication that the testing lab may need to be aware of to assure the accuracy of the test results. The lab testing order form provides a space for listing prescription medications. Students will be given the opportunity to contact their parents by phone for the purpose of medications they may be taking.

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 prepared for mailing to the testing lab. That envelope will be forwarded, unopened to the testing lab with the sample and 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, unless a parent/legal guardian so chooses. Students who refuse to provide such verification and test positive will be subject to the actions specified below for the appropriate “positive test”

Score of Tests

The testing lab will be instructed to test for one or more drugs that show up in the urine sample provided by the activity student. The testing lab will also determine if anything was used to alter or falsify the urine sample(s) provided.

Limited Access to Results

The testing lab will be authorized to report results only to the Superintendent, his/her designee or the drug testing coordinator. Positive test results will be shared with, in this order, 1) parent/legal guardian, 2) student who tested positive, and 3) appropriate school personnel. Upon notification from the testing lab of a positive result, the Superintendent, his/her designee or the drug testing coordinator will contact the parent/legal guardian first, if the parent/legal guardian cannot be contacted prior to the students time of participation in their activity, the student will only be informed that participation cannot occur until the parent/legal guardian are contacted. Only after the parents have been contacted will the student and the Appropriate School Personnel be informed of the positive test results.

Procedure in the Event of a Positive Result

The Drug Testing Lab will conduct an automatic confirmation of any positive screen(s). If an activity student's test result indicates the presence of illegal drugs ("positive test"), the following will occur.

1. The student will be asked to provide another sample as soon as possible, or the student may request a retest of the original specimen given. If the student refuses to submit another sample, or unduly delays in providing such sample, the results of the first sample shall be accepted as accurate.
2. The second sample will be submitted to the testing lab for testing. The appropriate school personnel will be notified of the positive test so he/she can monitor the health and safety of the participating activity student that has tested positive. The appropriate school personnel may keep the activity student from participating for safety reasons until a urine sample is negative.
3. The custodial parent/legal guardian and the student will be notified of the positive test result and will be given an opportunity to provide proof of any prescription medication being taken by the activity student. Prescription medication information will be included in the urine sample mailing packet and sent to the testing lab.
4. Results of the testing lab will be given to the appropriate school personnel and the custodial parent or legal guardian.

First Positive Result

The activity student will be removed from competition, performance, or participation in extracurricular school activities for a minimum of twenty-one (21) calendar days and must sit out a minimum of three competitions, performances, or participation in extracurricular school activities. The calendar day will start as soon as the appropriate school personnel are officially notified of the positive result. School holidays will be included as part of the twenty-one (21) day penalty. Summer vacation does not fall in the twenty-one (21) day penalty period. Students that are involved in multiple school activities will not participate in any school activity for that twenty-one (21) day period. The activity student must receive an assessment from a State Certified substance abuse counselor, and follow the recommendation of the assessment

completely. He/she must drug test for six consecutive weeks, which may continue into the next activity. All costs associated with the drug assessment and follow-up drug tests are the responsibility of the parent/legal guardian. At the end of the six week testing period if the student is still testing positive, it will be considered the second positive result. The activity student must attend all practices for the twenty-one (21) day penalty but must not participate in them. Traveling with the team will not be allowed during the twenty-one day penalty. If the activity student chooses to quit the school activity the penalty will be applied to the next activity in which he/she participates in during the tenure at Cascade School District No. 422. Activity students testing positive for cocaine, amphetamines and morphine are expected to have negative tests within one week from the initial positive test. A positive test after one week for cocaine, amphetamines, and/or morphine will be considered a second positive result. THC the active chemical in marijuana takes longer for the body to flush. At the end of the six-week testing period, if the student is still testing positive for THC it will be considered a second positive result.

Second Positive Result

While enrolled at Cascade School District No. 422 the activity student will be suspended from any activity for a period of sixty (60) calendar days. The calendar day will start as soon as the appropriate school personnel are notified of the positive result. School holidays will be included as part of the sixty (60) day period. Summer vacation does not fall in the sixty (60) day penalty time frame. Spring violations may have a carry-over into the next calendar year. Consequences for positive results may overlap from one school year to the next. He/she must drug test for the twelve weeks. If an activity student must have his/her penalty extended to the next calendar year a negative drug test must occur one week prior to the reinstatement to any activities. All costs associated with the drug test are the responsibility of the parent/legal guardian.

Third Positive Result

While enrolled at Cascade School District No. 422 the activity student will be suspended from participation from all activities for the next twelve calendar months. The calendar will start as soon as the appropriate school personnel are notified. Summer vacation days will count as part of the penalty period. He/she must drug test once a month during the penalty period. All costs associated with the drug test will be the responsibility of the parent/legal guardian.

Fourth Positive Result

While enrolled at Cascade School District No. 422 the activity student will be suspended from participation in activities for the remainder of his/her junior/senior high school career.

Nature of Policy

The results of drug tests pursuant to this policy will not be documented in any activity student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or legal process, the student and/or the student's custodial parent or legal guardian will be notified before response is made by Cascade School District No. 422. A record of a positive result(s) will be kept through the student's senior year.

Parent/Legal Guardian Option to Observe the Collection Procedure

Any parent/legal guardian that wished to observe the procedure for collection of urine from their activity student may do so by completing the appropriate section on 3400F. Completing this section indicates that no urine samples shall be collected from that activity student unless the parent/legal guardian are present. If the parent/legal guardian cannot be reached an alternate adult may be used if indicated on 3400F.

Voluntary Testing Program for Students NOT Involved in Activities

Cascade School District No. 422 is truly concerned and committed to helping students who are encountering substance abuse problems. We realize that a student with a drug dependency or use problem is not able to work to his/her potential and stands a greater chance of coming in contact with law enforcement due to increased criminal activity. To assist in the ultimate goal of drug free schools and drug free students, we will provide drug testing to any student whose custodial parent or legal guardian requests the testing be done.

The nature of the testing is a urine sample, possibly saliva or breath samples, with immediate results. The preferred test will be the urine sample. The testing is provided at no cost to parents or legal guardian and the results rest with the custodial parent or legal guardian and student.

There is no legal or criminal action taken, and no disciplinary action from Cascade School District No.422 will result from the testing. There will not be a record kept. This service is offered solely for the information of the custodial parent or legal guardian, and it is ultimately his/her decision what to do with the information.

Guidelines and Procedures for Testing

At the beginning of a student's first school activity in Cascade School District No. 422 all students who wish to participate in said activity will submit a signed notarized consent form from his/her custodial parent or legal guardian allowing testing to be done. This procedure only needs to be done once during a student's enrollment in Cascade School District No. 422. All activity students may be subject to a test between the first meeting date and the first date of competition each year. This policy will be in effect during the activity student's entire career in Cascade School District No. 422.

A percentage of students will be tested a minimum of once a month. Random drawings will select those to be tested. To assure the anonymity of the student tested from the person randomly selecting, only student numbers will be used. Only authorized Cascade School District No. 422 personnel such as the Superintendent, Building Principal, or his/her designee, or the drug testing coordinator(s) will know and keep number lists in a secure place where only he/she will have access. All lists will be destroyed at the end of each school year.

After numbers are drawn for that particular random selection for drug testing, the activity student tested will have their number returned to the "pool" of numbers; this will assure the randomness of the draw. It is possible that a student could be randomly drawn several times during the school year, or likewise not drawn at all.

Falsification of a Urine Sample

A pure samples is required from the student upon request. Any attempt to falsify, dilute or otherwise contaminate a urine sample will result in removal from all school activities sponsored by Cascade School District No. 422, as specified by the second positive result penalty. If a

student had adulterated a urine samples and has already had a second positive test, the appropriate discipline would fall under the third positive test and so on.

Policy History:

Adopted on: 7/15/09

Revised on:

Checklist for Non-Observed Collection

Definition of Non-Observed Collection

Donor enters the restroom selected (when ready to urinate), one person at a time, in the presence of a collector, the donor must wash and dry his/her hands in the presence of the collector, the collector will be the same sex as the donor, the collector will remain outside the stall until the donor is done (approx. 1 minutes), donor is to bring bottle directly out upon void, donor will wash hands after bottle is given to collector, donor will complete "check list" with collector.

Definition of Chain of Custody

Process of documentation used to ensure the donor identity and security of specimen throughout collection, transport, testing, and storage of a specimen. It shows that the specimen itself has been handled responsibly, that the specimen belongs to the individual whose information is on the Test Order Form, and no tampering or altering of the specimen has taken place.

Basic Rules

Collect from one person at a time. Complete all paper work and seal the specimen in its security bag in presence of donor. Ensure the number on the bottle label and the number on the Test Order Form Match.

Supplies Required:

Test Order Form, Tamper Evident Seal, Bottle, Specimen Security Bag, Ball Point Pen and Blue Food Coloring to blue toilet water

Check List (Steps 1 through 9 for Non-Observed Collection Process)

- _____ 1. Donor I.D, including notification of the student number.
- _____ 2. Collection Date entered on Test Order Form
- _____ 3. Order Information, Designate Test on Test Order Form. Billing for tests are sent to Cascade School and are to be paid by the Safe and Drug Free Schools Grant. Any Activity Student testing positive will need to reimburse Cascade School District for the cost of the drug test and the follow-up lab testing.
- _____ 4. Donor Consent, the Donor may Sign, Initial, Use their Student Number or Distinguishing Mark in the space provided on the Test Order Form. The date must be included on the test Order Form. The collector and another witness must also sign/initial the Test Order Form.
- _____ 5. Verify the number's on the Bottle match those on the Test Order Form.
- _____ 6. "Tamper Evident" seal, have the donor initial with ball point pen.
- _____ 7. Instruct Donor to remove coat or other unnecessary outer garments and leave purses, briefcases, etc. in a secure location (done before entering restroom).
- _____ 8. Advise the donor to fill the collection bottle to 60ml level, approx. $\frac{3}{4}$ full. Show the donor that level and let them know collection to be completed in one visit to the restroom – no adding to collection bottle from subsequent collections.
- _____ 9. Advise Donor they are allowed approximately 1 minute in restroom to complete void into bottle.
 - A. Advise them not to enter the restroom until ready.
 - B. If needed the donor may have one (1) cup of water, coffee, or tea.
- _____ 10. Secure restroom, (process for complete privacy in restroom, Steps 10 and 11)
 - A. Tape off, or if possible, shut off hot water
 - B. Remove from restroom any item that may be used as a contaminant.
 - C. Add bluing to toilet if needed. (Food Color)
- _____ 11. Instruct Donor that the sound of flushing and/or running water prior to the return of the specimen to the collector will invalidate the specimen and resubmission will be required.

Note: the specimen will remain in the donor's presence from the moment it is collected until the bottle is sealed and placed into specimen security bag pouch and sealed.

Information to be Read Aloud to the Group Randomly Selected for Drug Testing

You have been randomly selected from the list of students involved in extracurricular activities. There is a "drug testing pool" of student numbers that are used in the selection process. We have no idea who was selected until we verify the numbers picked, with the master list of students and their student numbers. This can be verified with _____, _____ (administrators), and _____ ASB officer.

If you have any questions at any time please feel free to ask. You cannot leave this room until you supply a valid urine sample in the bottle provided. This must be done one person at a time. You are considered the donor and I/we are the collectors. The donors must provide approximately 60 ml (3/4 full bottle), (show bottle) this must be done with one visit to the restroom.

If you refuse to submit a urine sample we must immediately contact your parent/legal guardian. Upon refusal to submit urine you must remain in the office until your parents arrive. If you and your parent/legal guardian wish to have you removed from the “drug testing pool” a notarized letter must be submitted to Cascade School. You must understand that you cannot participate in any extracurricular activities without being involved in the Drug Testing Program. We will need to list any medications that you are currently taking, or recently taken. If you and your parents do not wish to disclose medical information to us, you do not have to, the Drug Testing Lab CTS can distinguish prescription medication from illegal drugs. You can provide this information to the lab in a sealed envelope.

For reasons of integrity and confidentiality only your student number is used on all forms submitted to the lab. Your sealed envelope with a listing of medications will have your student number on it.

If you need to contact your parent please do so with the phone available in this room.

If you and your parents have no problem with listing any medications there is a space provided on the Test Order Form (show form).

Our collection procedure is a Non-Observed Collection, Definition: (Read from check list.)

We will ask each one of you individually if you desire complete privacy when providing the urine sample. There is a space provided on the Test Order Form that I/we need to check if you desire complete privacy (in restroom alone). (show Test Order Form)

You will need to complete a Check List with the collector.

Forms submitted to the lab contain your student number, your name is not used. There is a space provided that you must sign, initial, or if you desire you can put your student number. (show form).

Are there any questions?