



RANDOM DRUG TESTING PROCEDURES FOR EXTRACURRICULARS

Students who avail themselves of the privilege of participating in extracurricular activities within Mt. Zion Community Unit School District #3 - act as representatives of the District, and are viewed as leaders within the community. To protect the health and safety of students engaging in extracurricular activities and to insure that student leaders and District representatives maintain high standards of conduct, it is the policy of the District to require that students in grades 9-12 submit to random drug testing as a condition of being granted the privilege of participating in extracurricular activities. Nothing in this policy precludes administering a drug test to a student participating in extracurricular activities based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting alcohol/drug use. Positive tests based on reasonable suspicion may result in consequences under the Student Discipline Code as well as under the High School/Jr. High School Co-Curricular Rules and Regulations Guide.

I. Purposes

The purposes of the Random Drug Testing Policy of Mt. Zion Community Unit School District #3 are 1) to protect the health and safety of students participating in extracurricular activities; 2) to maintain high standards of conduct for extracurricular participants as role models and representatives of the District.

II. Definitions

- A. Extracurricular Activities are all activities which are organized and sponsored by the District. These activities include but are not limited to all school sponsored athletic programs, club and organization membership and activities. While regular school day field trips will not be part of this policy, extracurricular trips and competitions, including band and show choirs that are part of graded courses for academic credit are considered extracurricular activities, and students in violation of this policy will be provided alternate opportunities for grade or credit purposes. Students would be banned from activities for which they must enter the drug testing pool in order to be able to participate. When drug testing doesn't apply, the consequences don't apply.
 - 1. Athletics include:
 - a. Interscholastic Athletic Activities which are sponsored by the District and involve athletic competition between District students and students of other school districts or private schools.
 - b. Intramural Athletic Activities which are sponsored by the District and which involve athletic competition between two District-sponsored teams.
- B. Social Probation: Exclusion from participation in and/or attendance at an extracurricular school sanctioned activity including school dances and home athletic games.
- C. Prohibited Substances are substances that are prohibited under the Mt. Zion Community Unit District #3 Handbook/Calendar, listed as alcoholic beverages, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant, inhalant, any other controlled substance under the Alcohol/Drug Policy, and any prescription drug that exceeds the prescribed dosage and/or a prescription drug not prescribed to the student.
- D. Students, for the purposes of this policy, means students who participate in extracurricular activities.
- E. In an effort to encourage students to make good choices, a student may self-report in writing their substance use to a teacher, coach/sponsor, school counselor, or administrator **before** they are chosen for a random drug screen. Once a student is chosen for a random drug screen, it is too late to self-report. If a student self-reports, they will have the same consequences as if it were a first offense,

however the self-report will not be counted against them in the progression of consequences. A student may self-report no more than once per school year, and no more than twice during their high school career.

III. Consent

All students, and parent(s) or guardian(s), must sign the District-approved consent form* **on or before September 1 each school year, or for new students within 10 school days after enrollment,** as a condition to participating in any extracurricular activity. **Failure to sign the consent form on or before September 1 each school year or within 10 school days after enrollment, will result in the student being ineligible to participate in extracurricular events for the remainder of the school year.** By signing and returning the consent form to the District, the student and parent(s) or guardian(s) agree that the student will comply with the random drug testing policy and these rules.

IV. Testing Procedures

- A. Students will be randomly selected from time to time by the testing agency. Students will not be given advance notice of the drug test.
- B. Each student will be assigned a number. The testing agency will select a random amount of the students from time to time for drug testing.
- C. Each student selected, will be required to provide a urine or other commonly accepted test sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The designated monitor will escort the student to the collection site. The student selected will not be allowed to go to his/her locker prior to testing. Following the collection of each student's urine sample, the parent(s) or guardian(s) of each student selected will be notified of their student's random participation in this process. Students who are randomly selected and who are absent from school on the day of testing will be stricken from the testing list and an alternate student will be randomly selected and tested in his/her place.
- D. Before submitting a specimen, the student will fill out, sign and date any form which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the laboratory administrator of any medications legally prescribed for the student in the preceding thirty (30) days, or of other circumstances which may affect the results of the test. The parent(s)/guardian(s) shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the laboratory in a sealed and confidential envelope and shall not be viewed by District employees.
- E. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle.
- F. The monitor obtaining the urine specimen will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat, empty his/her pockets by turning them inside out if possible, and wash his/her hands in the presence of the monitor prior to entering a private stall. The door of the stall will be closed so that the student is by himself/herself in the stall while providing the specimen. The monitor will wait outside of the private stall. The student will have two minutes to produce a urine specimen. The toilet will contain a dye so the water cannot be used to dilute the sample. The monitor will verify the normal warmth and appearance of the specimen.
- G. Selected students will remain at the collection site until that student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to **40** ounces of fluid. If still unable to produce a specimen within three hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in extracurricular activities. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.
- H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory. On any drug screen that goes to the lab, the individual providing the sample has to initial the seals on the vial(s) that contain the sample as well as sign the chain of custody form. The seal may be broken only by the laboratory personnel testing the specimen.

- I. A specimen will be deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. The student will be requested to provide a second specimen as soon as possible. The student will remain eligible for extracurricular activities pending completion of the testing.
- J. For retesting purposes pursuant to section VII.B of this Policy, the unused portion of a specimen that tests positive shall be preserved by the laboratory for a period not exceeding six months. Parents will be responsible for the cost if they want to re-test the same sample. If the re-test of the sample yields a negative result, the district will reimburse the parents the cost of the test, and no further consequences will be counted against them. Any challenge to a positive drug test will not delay or cease the imposition of the consequences imposed for the violation.
- K. Any student who is currently serving a consequence will be removed from the testing candidate pool until their consequence is over.

V. Confidentiality

- A. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number.
- B. Positive test result will be disclosed to school personnel on a "need to know" basis. The results of negative tests will be kept confidential to protect the identity of all students being tested.
- C. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy or as required by law or a court order.

VI. Notification of Test Results

- A. The laboratory physician will notify parent(s)/guardian(s) when there is a positive test result. The student and his/her parent(s) or guardian(s) may submit any additional information explaining and/or challenging the positive test result within 5 calendar days of the initial notification and may also request that the laboratory retest the student's urine specimen at the expense of the student and his/her parent(s) or guardian(s). Upon such request, the laboratory will retest the student's urine specimen within 24 hours or as soon as practicable for the laboratory.
- B. After notification from the laboratory of a positive test, the principal or principal's designee will review with the student and his/her parent(s)/guardian(s) the consequences of the positive drug test, and will provide the student and his parent(s) or guardian(s) names of substance abuse counseling and assistance agencies.
- C. The student will remain subject to the consequences identified in this Policy pending any retest of the student's urine specimen or challenge by the student or the student's parent(s)/guardian(s).
- D. If a student and/or the student's parent(s)/guardian(s) requested retesting pursuant to this Policy, and the subsequent testing was negative, the student may participate in extracurricular activities for which he/she is eligible and subject to the terms of the High School/Jr. High School Co-Curricular Rules and Regulations Guide.
- E. If at any time during the testing the student refuses to submit to the urinalysis and/or follow the testing procedures, the student will be considered to have violated the policy and will be subject to the consequences as follows.

VII. Consequences

Violations to this policy that will result in consequences include: 1) positive random drug test, 2) refusal to take the random drug test, 3) failure to follow testing procedures. A subsequent violation of any of these three rules will move the student to the next level of consequences.

A. First violation:

1. The student is ineligible to participate in extracurricular events and placed on social probation until a negative test is provided to the District. Students will be allowed to practice.
2. The student's eligibility to participate in extracurricular events will be reinstated at such time as the student submits the following information to the District:
 - (a) The student, at the student/parents expense, must submit documentation from a District approved testing facility that verifies the student demonstrated a negative drug test result; and
 - (b) The student, at the student/parents expense, is recommended but not required to complete a drug/alcohol assessment and awareness program from a qualified out of district counselor.
3. If the student fails to submit the negative drug test by the end of the school year, the student shall remain ineligible for extracurricular activities the next school year(s) until such time as the student submits the negative drug test.

B. Second violation:

1. The student is ineligible to participate in extracurricular events and placed on social probation for 90 calendar days from the date the positive test was confirmed. The student will be permitted to resume attending practices after serving 75 calendar days of the suspension, provided the student has submitted documentation of a negative test to the District.
2. At the end of 90 calendar days, the student's eligibility to participate in extracurricular events will be reinstated at such time as the student submits the following information to the District:
 - (a) The student, at the student/parents expense, must submit documentation from a District approved testing facility that verifies the student demonstrated a negative drug test result; and
 - (b) The student, at the student/parents expense, must submit documentation from a qualified out of district counselor that verifies that the student has successfully participated in and completed a drug/alcohol assessment and awareness program. **The assessment must be from a Certified Alcohol and Drug Abuse Counselor (CADC).**
3. If the consequence has not been served by the end of the school year, the remaining time served will be continued from the start of the next school year.

C. Third violation:

1. The student is ineligible to participate in extracurricular events and placed on social probation for 12 months from the date the positive test was confirmed. The student will be permitted to resume attending practices after serving 350 calendar days of the suspension, provided the student has submitted documentation of a negative test to the District.
2. At the end of 12 months, the student's eligibility to participate in extracurricular events will be reinstated at such time as the student submits the following information to the District:
 - (a) The student, at the student/parents expense, must submit documentation from a District approved testing facility that verifies the student demonstrated a negative drug test result; and
 - (b) The student, at the student/parents expense, must submit documentation from a qualified out of district counselor that verifies that the student has successfully participated in and completed a drug/alcohol assessment and awareness program. **The assessment must be from a Certified Alcohol and Drug Abuse Counselor (CADC).**

D. Fourth violation results in the student being ineligible to participate in extracurricular events and placed on social probation for the remainder of his/her high school career.

VIII. Financial Responsibility

- A. The District will pay for all initial random drug tests, and all initial follow up drug tests necessitated by an invalid specimen **due to an error in the collection procedures.**
- B. If a student and his/her parent(s) or guardian(s) challenge the test results and request a follow up test, that test will be the financial responsibility of the student and his/her parent(s) or guardian(s).
- C. **In order for the student to be reinstated to eligibility to participate in extracurricular events following a first, second, or third offense, the student and his/her parent(s) or guardian(s) shall be responsible for the cost of the required drug test and drug/alcohol counseling assessment.**

IX. Compliance with Other Rules

Rules issued by athletic associations, school sponsored organizations or other entities which regulate Mt. Zion Community Unit School District's extracurricular activities shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.



Drug Testing Consent Form

I, _____ (parent/guardian's name), and my student, _____ (student's name), have been provided a copy of the Mt. Zion Community Unit School District's Random Drug Testing Policy and its implementing rules and procedures. I understand that as a condition of **being granted the privilege of** participating in extracurricular activities, my student will be subject to random drug tests for detection of prohibited substances and hereby voluntarily consent to such random testing. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens, or other commonly accepted test sample according to the quality control standards and policy of the laboratory conducting the test, and all other rules of the Board of Education which involve random drug testing of students involved in extracurricular activities. I understand the consequences for violating the drug testing policy. I understand that if my student's test results are positive, I may be asked to provide to the testing laboratory a confidential list of my student's prescribed medications in order to ensure accuracy in interpretation of the results. I understand my student must fully cooperate with the testing procedures.

Parent Consent Signature

Date

*If you choose not to sign this consent form, your student will not have the privilege of participation in sports, organizations, and clubs.

**This form must be signed within the first 10 school days of the school year in order for your student to participate in any sports, organizations, and clubs throughout the school year.

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