

# Bowling Green R-I School District

## Drug Testing Policy

### Grades 9-12

#### **Background and Purpose**

The administration of the Bowling Green High School has noted an increase in the use of drugs by students, including those students participating in extracurricular activities, as well as those who park on school property.

The educational program and drug testing program described in these materials is part of an overall health program at the Bowling Green School District. The goal and purpose of this policy is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems, to encourage treatment for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him/herself as well as other students. All students in the Bowling Green School District who choose to participate in covered activities and those who choose to park on school property are entitled to do so in a drug-free environment.

**As a condition of participating in covered activities and/or receiving a parking pass to park on school property, high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.**

This program does not affect other policies and practices of the Bowling Green School District in dealing with drug or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

#### **Definitions**

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

**“Covered Activities”**- means any school sponsored extracurricular activity, co-curricular activity, and/or a performance in which a student represents the District, in the opinion of the District’s Administration. Extracurricular activities that will be tested are all MSHSAA (Missouri State High School Activities Association) regulated activities and events including athletics, band, choir, yearbook, cheerleading, academic competition, FBLA (Future Business Leaders of America), FCCLA (Family Career Community Leaders of America), FFA (Future Farmers of America), Drama, Poms, Color Guard, and Student Council. This list is subject to change on a yearly basis. The list of extracurricular activities to be tested will be

published annually and made available to students and parents at the yearly drug testing program informational session before school starts.

When an activity or performance is part of a co-curricular course offered by the school, such as band or choir, 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.

**"Parking on school property"** - means any student who receives a parking pass and parks a vehicle on school property during the school day. The car(s) that the student regularly parks on school property must be registered with the high school office. The student is required to park in the designated student area on school property.

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

**"SAMSHA"** - Substance Abuse Mental Safety Health Administration

## **Procedures and Guidelines**

Each school year, prior to a student's participation in a specified activity, each participating student and a parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian shall receive information about the problems of drug use and receive a copy of the Bowling Green School District drug testing policy and its procedures. During each session, students and parent(s)/guardian(s) will have the opportunity to ask questions regarding the program. Students and parent(s)/guardian(s) are required to enroll in the drug testing program before they participate in a covered activity or request a parking pass. At the conclusion of the drug awareness session, the student will take home the drug testing policy and have the consent form signed by both the student and a parent/guardian. This packet and consent form contains the procedures for mandatory and random drug testing. It provides that the student and parent/guardian must sign the consent form to be eligible to participate in covered activities or to park on school property at Bowling Green High School.

All students who will participate in covered activities during the school year and who complete and return the consent forms will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the covered activity has not yet begun. If a student is new to the district, he/she must enroll in the drug testing program before they participate in the covered activities or request a parking pass. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, only the student's signature is required.

Each student who has signed a consent form will be assigned to the random drug testing pool for the duration of participation in the drug testing program. If a student or parent removes the student from the drug testing program, they will be ineligible to participate in the covered activities or park on school property for one calendar year.

For random drug testing, each student will be assigned a number that will be maintained in the Activity 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 program will have access to student numbers.

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

District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who are randomly selected for testing and are absent on the scheduled testing date may be tested on future random testing dates.

Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the Activities Director. 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 must come in and meet with the Activities Director to drop out of the testing pool. **Once a student enters the pool, he/she must remain in the pool for the remainder of their participation in the covered activities and/or parking on school property. If a student drops out of the drug testing program, he/she will be ineligible to participate in the covered activities and/or parking in the school parking lot for one calendar year.**

## **Parent-Requested Participation**

Parents of students who wish for their student 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 covered activities and 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 result 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 of the Bowling Green School District, and the positive test result will not be reported to law enforcement.

## **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 Bowling Green School Administration or 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 instructed to open the cup and dump the contents on the table. 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 school's testing agenda. If the screening test indicates a positive screen, the verification process will be implemented. If a student is unable to produce a urine sample, the student will undergo a time limit of 3 hours in order to produce a sample. At that time, if the student is still unable to produce a sample, the student will be instructed to make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample or a second type of test may be administered involving a mouth swab.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials.

In addition, the test results 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. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy and for eligibility for a student parking pass. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, will not be reported to law enforcement, and will not be communicated to any other party unless the school district is subpoenaed.

## **Verification of Sample**

Verification of sample will vary with drug testing company that is hired to do random testing with school district.

## Disclosure of Other Medications

Upon confirmation by a SAMSHA-certified (Substance Abuse Mental Safety Health 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. The official will then verify with either the school nurse or 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

A positive drug test result through the random drug testing program will not result in suspension from school or academic sanctions. No student's grade or enrollment in a course will be negatively impacted by a positive random drug test result. The District will not report results of a random positive drug test to law enforcement.

A student who has initially consented to be tested may refuse to be tested, but if he/she refuses to be tested when selected, he/she will immediately be suspended from participating in covered activities and/or the privilege of parking on school property, and will be considered to have had a positive test result for the purpose of imposing restrictions, as set forth below. Consequences for a positive test, **first total offense**, shall be suspension from participation in all covered activities and/or parking on school property for a period of 30 calendar days from the date of the positive test result.

After a student tests positive for illegal substances, he/she will be subject to nonrandom testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year. During the period of exclusion, the student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate.

A positive test, **second total offense**, will result in the student being ineligible to participate in all covered activities and/or parking on school property for 90 calendar days from the date of the positive test result.

After a student tests positive for illegal substances, he/she will be subject to nonrandom testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year. During the period of exclusion, the student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate.

A positive test, **third total offense**, results in the permanent exclusion of the student from covered activities and/or loss of parking privileges during the student's enrollment with the district.

## Drug Counseling and Assistance

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community.



# BOWLING GREEN SCHOOL DISTRICT

## STUDENT DRUG TESTING CONSENT FORM

### STUDENT CONSENT

I, \_\_\_\_\_, [full name] have received, read, understand and agree to abide by the Bowling Green School District drug testing policy and procedures. As a condition of participating in covered activities and/or parking on district property in the Bowling Green School District, I agree to provide urine specimens when directed and authorize the district to have the specimens tested for illegal drugs, performance-enhancing drugs, and alcohol. I also authorize the release of information concerning the results of such a test to the Bowling Green School District and to my parents/guardians. I also authorize the District to release information regarding the results of such a test to the drug testing company, as necessary, including information regarding my prescription medications in the event of a positive result. I understand that refusal to be tested when selected will be considered by the District to be a positive test, and that I will be subject to consequences as set forth in Board Policy. I understand that this Consent will remain in effect until: (1) graduation; (2) my withdrawal from enrollment with the District; or (3) upon submission of written revocation of consent to the District by my parents/guardians.

**Student Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PARENT CONSENT

I, \_\_\_\_\_, [name of parent/guardian] have received, read, understand and agree to abide by the Bowling Green School District drug testing policy and procedures. As a condition of my student's participation in covered activities and/or parking on district property in the Bowling Green School District, I authorize the district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, performance- enhancing drugs, and alcohol. I also authorize the release of information concerning the results of such a test to the Bowling Green School District. I also authorize the District to release information regarding the results of such a test to the drug testing company, as necessary, including information regarding my student's prescription medications in the event of a positive result. I understand that this Consent will remain in effect until: (1) graduation; (2) my student's withdrawal from enrollment with the District; or (3) upon submission of written revocation of consent to the District by myself or the student's other parent/guardian. (Signature page on the back of this paper).

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This consent form will remain in effect for the duration of the student's enrollment within the Bowling Green School District, unless revoked in writing by the parent/guardian.