

Green City R-1

Drug Testing

Handbook

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STUDENT DRUG TESTING POLICY

Background and Purpose

Drug abuse is a serious problem. Schools, including the Green City R-I School District, are not immune. Even students involved in extra-curricular and co-curricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and cocaine.

The educational program and drug-testing program described in this policy and its accompanying procedure is part of an overall physical conditioning program at the Green City R-I School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. 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.

Policy Information

A student using drugs is a danger to him or herself as well as other students. All students in the Green City R-I School District who choose to participate in extra-curricular and co-curricular activities, as defined herein, are entitled to do so in a drug-free environment.

As a condition of participating in extra-curricular and co-curricular activities, 6th-12th grade students and their parents must consent to random drug testing of the students as further defined in this policy.

This program does not affect other discipline policies and practices of the Green City R-I School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the random sampling discussed in this policy. A non-negative test will however be referred to the A+ committee for those students in grade 9-12.

All students who will participate in extra-curricular and co-curricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be randomly selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular and/or co-curricular activity has not yet begun.

If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on their own, the student’s signature is all that is required.

Definitions

Extra-Curricular Activities – means all Missouri State High School Activities Association (MSHSAA) regulated activities and events for which students do not receive academic credits, including athletics, cheerleading, and flags.

Co-Curricular Activities – means activities that students participate in or outside of the classroom as a result of being enrolled in a school-offered class, which may or may not be MSHSAA regulated activities.

Performances – means the scheduled games, matches, contests, activities, or performances (including District, Sectional and State contests) for the activities listed above.

Consent Form – means the Parent/Guardian Drug Testing Consent Form which is adopted by the district's administration.

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 provided with the drug testing policy. During the first weeks of school, students and parent(s)/guardian(s) will have the opportunity to ask questions they have regarding the program. Students and parent(s)/guardian(s) need to complete a consent form at the time designated by the superintendent. If a student is new to the district, they have one week from their date of enrollment to complete a consent form.

Each student have the consent form signed by both the student and a parent/guardian. This policy and consent form contains the procedures for random drug testing. It provides that the student and the parent/guardian must sign the consent form to be eligible to participate in extra-curricular and co-curricular activities in the Green City R-I School District. If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on their own, the student's signature is all that is required.

This consent form must be turned in prior to the student participating in the extra-curricular and/or co-curricular activity in order for the student to be eligible to participate in activities. Such random drug testing may occur at any time during the school day. The drug-testing company will randomly select numbers and the drug testing coordinator 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 is currently participating in an extracurricular or co-curricular activity at the time of testing.

Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with an administrator. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the drug testing pool. If the student is 18 years of age and living on his or her own, they still need to come in and meet with an administrator to drop out of the testing pool. Once a student enters the pool, they must remain in the pool for the remainder of that school year to be eligible to participate in any other extracurricular or co-curricular activities that school 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 extracurricular or co-curricular activities. The student will be placed in the drug testing pool.

Privacy and Confidentiality

Appropriate steps will be taken to respect the privacy of the results for all individuals. Results of the test will only be released to those individuals who have a "need to know." This will include, but is not limited to the administration, activities director, school nurse, SRO, and the coach or sponsor of the organization in which the student will be suspended. 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.

Testing Procedures

Each student that has signed a consent form will be assigned to the random pool for the duration of their participation in the drug-testing program. Each student will be assigned a number that will be maintained in the district office. This number will be the student's identification number for testing and will not change during that school year. Only the district staff designated by the superintendent to assist in administering the drug testing program will have access to student numbers.

The random selection process will primarily follow standard practices for federal random test selection. The district will provide the testing company with a list of student ID numbers or range of numbers that the random selection will be generated from. Once the random selection list has been generated, it becomes available in the client portal to view and print.

On the date of random testing the school official will notify each student on the random selection list that he/she has been selected for random drug testing. The student will go to the selection area and be provided with their random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing.

Upon entering the testing area, the student will provide the identification number to the collection technician. The student will then be asked to remove the contents of his/her pockets and remove outer garments. The student will be asked to wash their hands.

The collection technician will secure the bathroom, as applicable by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student. The collector will explain that the student will provide a urine specimen in the collection cup. The student is instructed that when the void is completed, they should place the cup on a pre-designated flat surface or hand the collection container to the collection technician. The student will also be reminded not to flush the toilet or to use the facet until the technician has collected the sample. The collection technician will step outside the bathroom and shut the door; allowing the student to provide the specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will ensure the student has provided an adequate amount of specimen, will check that the specimen is in the appropriate temperature range and that there is no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student can wash their hands. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in the sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices.

If the specimen is acceptable for testing, the student will be asked to again wash their hands and then stand by the entrance of the restroom (keeping the specimen in their 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 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 approximately 1-2 hours in order to produce a sample. If unable to produce a sample, a saliva test will be administered.

For the saliva test, the test will be administered by the test administrator. The test administrator will swab the student's cheek using a saliva testing kit. When the test administrator completes the screening process, the student will be permitted to leave the test area.

Results

All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used if the initial screening test indicates a non-negative result. If a CCF is used, the specimen collected will be poured into the specimen vials. This will be performed within the student's view. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to the laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth confirmation test.

If the confirmation test is non-negative, the results will be forwarded directly to the Medical Review Officer (MRO). The drug testing company will notify the designated school employee of the non-negative result and provide the MRO contact information for the parent/legal guardian. The designated school employee will then contact the student's parent/legal guardian, inform him/her of the non-negative result and provide the information necessary to contact the MRO (phone number, student ID number or specimen ID number).

After an interview with the parent/legal guardian and all necessary information has been obtained, the MRO will determine the final result and release it to the drug testing company. The drug testing company will release the result to the designated school official through the drug testing company Client Portal.

The MRO will hold the result for 24 hours after they have notified the drug testing company of the need for the interview. If the parent/legal guardian does not verbally contact the MRO during that time, the MRO will release the result as a "non-contact positive." The parent/legal guardian is still able to call and speak with the MRO after the result has been released for up to 6 weeks.

If the district requires a split-specimen collection for a confirmation test, and a split specimen was collected then the parent/legal guardian may contest the MRO's decision and request, within 48 hours of the decision, to have the split specimen sent to the same or a different laboratory for a second and final analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

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. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular and co-curricular activities as defined in this policy and will be sent to the A+ committee for consideration. 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 district is subpoenaed.

Parent Notification of Testing

Regardless of a positive test or not, parent(s)/guardian(s) will be notified that their child was randomly tested that school day.

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/guardians 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) as to 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 a 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 student who has initially consented to be tested may refuse to be tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in extracurricular and co-curricular activities for 365 calendar days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class.

First Offense

Consequences for a positive test shall be suspension from participation in all extracurricular and co-curricular activities for a period of 28 calendar days from when the test results are determined by the test administrator. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class. In order for the student to be reinstated to extracurricular and co-curricular activities, they must take another drug test. This test must show negative for drugs in the system. The lab testing facility must be from a licensed medical facility. The student will attend practice sessions

and/or meetings, continue to attend team/club functions and sit with fellow participants during the activities but may not participate. The 28 calendar days can be reduced to 14 calendar days if the student and a parent/guardian will participate in substance abuse education as recommended by a mental health professional certified in substance abuse treatment.

Second Offense

After a student tests positive for illegal substances, a second positive test during the 365 calendar days immediately following the first positive test will result in the student being ineligible to participate in all extracurricular and co-curricular activities for an additional 365 calendar days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class. This consequence can be cut to 182 calendar days if the student will undergo a full substance abuse assessment and follow through with treatment as recommended by the certified substance abuse treatment provider.

Third Offense

A third positive test results in the permanent loss of extracurricular and co-curricular eligibilities during his or her 6th-12th grade career. If, because of the loss of eligibility, the student is unable to participate in an activity which constitutes a portion of the student's grade, the points available for the particular activity will be removed from the total number of points available for the class, and the student's grade for the class will be determined using the new total number of points available for the class. This consequence can be cut to 365 calendar days if the student will complete a residential substance abuse treatment program and follow through with all prescribed treatment upon release from the facility.

Drug Counseling and Assistance

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

Drugs That the Green City R-I School Will Be Testing For

The school district will pay for all random drug screenings and the following drugs will be screened for in the panel.

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Marijuana
- MDMA
- Methadone
- Methamphetamine
- Opiates
 - An expanded opiate test may also be given to pick up hydrocodone, hydromorphone, oxycodone and a few other synthetic opiates.
- Oxycodone
- Phencyclidine
- Propoxyphene

***Alcohol can be tested on a reasonable suspicion basis.

Drug Testing Participation and Consent Form

I, _____ [student's name] have received, read, understand, and agree to abide by the Green City R-I School District's drug testing policy and procedure. As a condition of participating in extracurricular and co-curricular activities in the Green City R-I School District, I agree to provide urine and/or saliva specimens when directed and authorize the District to have the specimens tested for illegal drugs and, based on reasonable suspicion, alcohol. I also authorize the release of information concerning the results of such a test to the Green City R-I School District and to my parents/guardians. I understand that refusal to be tested when selected will result in the loss of eligibility to participate in extracurricular and co-curricular activities for a period of 365 days. I understand that this Consent will remain in effect until: (1) graduation; (2) submission of a release form that withdraws me from the drug testing program and revokes this Consent, or (3) upon submission of written revocation of consent to the District by my parents/guardians, or me if I am at least eighteen years of age.

Student Signature/Student ID #

Date

I, _____ [name of parent/guardian] have received, read, understand, and agree to abide by the Green City R-I School District's drug testing policy and procedures. As a condition of my student's participation in extracurricular and co-curricular activities in the Green City R-I School District, I authorize the District to collect urine and/or saliva specimens from my student and authorize the District to have the specimens tested for illegal drugs and, based on reasonable suspicion, alcohol. I also authorize the release of information concerning the results of such a test to the Green City R-I School District. I understand that the Green City R-I School District will pay for all random drug tests if my student is selected. I understand that this Consent will remain in effect until: (1) graduation; (2) submission of a release form that withdraws my student from the drug testing program and revokes this Consent, or (3) upon submission of written revocation of consent to the District by myself or the student's other parent/guardian.

Signature of Parent/Guardian

Date