

STUDENT ACTIVITIES DRUG-TESTING GUIDELINES

WEBB CITY R-7 SCHOOL DISTRICT

Approved by the Webb City R-7 Board of Education

Effective: 2009-2010 School Year

1. STATEMENT OF PURPOSE AND INTENT

For the safety, health and well being of the students of the Webb City R-7 School District, the district has adopted this policy for R-7 students who participate in off season and in-season extracurricular and co-curricular activities in grades 9-12 as enumerated below.

It is the desire of the Board of Education, administration and staff that every student in the District refrain from using, possessing or distributing illegal drugs. Substance abuse prevention programs have been utilized in the district in all grades, preschool through grade twelve. The Safe and Drug Free Schools and communities Program, funded by a federal grant, has helped provide educational activities and materials for students, teachers, parents and community members.

Participation in school sponsored extracurricular and co-curricular activities in the District is a privilege. Accordingly, students in extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use or possession of illegal drugs. It is the belief of the R-7 Board of Education, administration and staff that this policy will assist the district's efforts to reduce the use of illegal drugs in the district. This policy is intended to complement and supplement all other policies, rules and regulations of the district regarding possession or use of illegal drugs. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular or co-curricular activities. There will be no suspension from school for violation of this policy, except when the district's discipline policy is also violated. Students will be subject to the penalties of the discipline policy and this policy as appropriate.

2. DEFINITIONS

A. "Activities" includes any school sponsored activity in the following three categories: Missouri State High School Activities Association (MSHSAA) sanctioned activities, competitive activities, and non-competitive activities. the activities, by categories, are as follows:

B. MSHSAA Activities - athletics, band, choir, speech and debate, cheer leading, dance, and academic competition.

C. Co-curricular activities - activities that students participate in outside of the classroom as a result of being enrolled in a school offered class.

D. Extracurricular activities - activities that take place outside the regular course of study in school.

E. "Participant" is any student in grades 9-12 who is involved in extracurricular or co-curricular activities as enumerated in Section 2.C and 2.D of this policy and is thereby eligible to be randomly selected for drug testing.

F. "Drug Test" means a scientifically substantiated method to test for the presence of illegal drugs as determined by an urine test.

G. "Illegal Drugs" mean any substance which a student may not sell, possess, use, distribute, or purchase under either federal or Missouri law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by Missouri law, all prescription drugs obtained without authorization and all prescribed drugs or over-the-counter drugs being used in dosages, frequency or ways other than directed.

H. "Screening Test" is the initial urine test which will not be considered basis as the final positive result.

I. "Non-negative" is a positive result to the initial screening test prior to confirmation through a gas chromatography/mass spectrometry test.

J. "Positive" means a gas chromatography/mass spectrometry test result which is considered to demonstrate the presence of an illegal drug using the following minimum standards:

Amphetamine	1000 ng/ml
Cocaine	300 ng/ml
Methamphetamine	2000 ng/ml

THC (marijuana) 15 ng/ml

The above listing is an example only and is not intended to be exhaustive.

K. “Off-Season Participants” refers to those students who participated the previous year or current year in any activity but are not presently active in an activity.

L. “Adulterant/Adulteration” means any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch, or otherwise interfere with the detection of illicit or banned substance in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

3. PROCEDURES

A. Each participant in activities will receive copies of the Student Activities Drug-testing Policy and Student Activities Drug-testing Consent Form, which shall be read, signed, and dated by the student and parent(s)/guardian(s). Participants that are in Grades 10 - 12 must submit the signed Student Activities Drug-testing Consent Form to home room teachers by **August 25, 2008** before the student will be allowed to continue or to begin practice or participation in any extracurricular and/or co-curricular activity during the remainder of the school year. Participants that are in Grade 9 and would like to participate in any MSHSAA activities must submit the signed Student Activities Drug-testing Consent Form to the home room teachers by **August 25, 2008** before the student will be allowed to continue or to begin practice or participation in any extracurricular and/or co-curricular activity during the remainder of the school year. Transfer students grades 9-12, with the exception of students in grade 9 that do not wish to participate in MSHSAA activities, will be placed in the testing pool within one week of enrolling in the Webb City School District if they intend on participating in extra curricular and/or co-curricular activities. Transfer students grade 9 that would like to participate any co-curricular and/or extracurricular activity other than MSHSAA activities must submit the signed Student Activities Drug-testing Consent Form to the home room teacher prior to participation

Students in extracurricular and co-curricular groups to be tested include, but are not limited to the following: MSHSAA Activities, FBLA, FCA, FCCLA, FFA, concert choir, history day, language arts day, math competition, VICA contests, business day, technology contests, student council, NHS, drama club, jazz band.

Once a student has submitted a Student Activities Drug-testing Consent Form, the student’s status in the program will continue until a new form is submitted requesting removal from the program. Each school year students will be required to sign and submit the Student Activities Drug-testing Consent Form.

Any student removing his/her name from the drug-testing pool will be ineligible for activities for three hundred sixty-five (365) calendar days.

- A.** Students who do not choose to participate in activities may participate in the drug-testing program on a voluntary basis by submitting the Student Activities Drug-testing Consent Form to the activities director’s office.
- B.** Participants will be assigned a number for identification. The drug-testing company will randomly select fifteen numbers from grades 9-12 for testing. 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 fifteen have been identified as available for testing.
- C.** Participants will be required to provide urine samples as follows:
 - 1) Fifteen in-season and/or off season participants from grades 9-12 will be randomly selected to provide a urine sample every one to fourteen days.
 - 2) Testing will occur during the school year only.
 - 3) Any participant who is selected to provide a urine specimen and is unable to produce a sample within three (3) hours will interpreted as producing a positive test.
- D.** Any drug test required by the District under the terms of this policy will be administered by or at the direction of a drug-testing company chosen by the District using scientifically validated toxicological methods. The drug-testing company will be required to provide to the District detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

- E.** All aspects of the drug-testing program, including the collection of specimens, will be conducted to safeguard the personal and privacy rights of participants. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a private facility behind a closed stall. The drug-testing company technician will supervise the participant at the collection facility. The technician will not observe the participant while specimen is being collected, but the technician will be present outside the stall to listen for the normal sounds of urination to guard against tampered specimens and to ensure an accurate chain of custody of the specimens. The technician will verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the technician has reason to believe or suspect that a student is tampering with the specimen, the technician may stop the procedure and determine if a new sample should be obtained.
- F.** If the screening test is positive, it will be considered a non-negative. No school district employee will know the identity of the non-negative student. Confirmation will be made through a second and different test of the same specimen. The second test will use a gas chromatography/mass spectrometry technique.
- G.** Each sample will be tested for adulterants. If an adulteration substance is found, the test will be considered to be positive.
- H.** If the gas chromatography/mass spectrometry test for any student has a positive result, the medical review officer will confirm the positive result and contact the parent(s)/guardian(s) and activities director with the results. If the participant asserts that the positive test results are caused in some way other than use or consumption of an illegal drug by the participant, the participant and parent(s)/guardian(s) will be given up to seventy-two (72) hours to present evidence to the medical review officer, including a list of medications the participant has taken, to show cause for the positive result other than the use or consumption of illegal drugs. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug and the review of additional evidence provided by the participant and parent(s)/guardian(s) is complete.
- I.** The District will rely on the opinion of the medical review officer in determining whether the positive test result was produced by means other than use or consumption of an illegal drug by the participant.
- J.** Once a positive result is determined, the medical review officer will inform both the parent/guardian of the individual and the activities director of the positive result. The Activities Director will inform the Principal, the head coach and/or sponsor.
- K.** Upon suspension from activities based upon a positive drug test, the participant may appeal the medical review officer's decision to the Activities Director. The Activities Director will review evidence and provide their written decision to the participant and parent(s)/guardian(s) within five (5) working days of the appeal.
- L.** The Activities Director's decision may be appealed in writing to the Superintendent of Schools within five (5) working days. Within five working days of the receipt of the appeal, the superintendent will provide a written response to the appeal.
- M.** Parent(s)/guardian(s) of students who tested negative in the initial screening will be contacted by personnel of the District with five (5) working days after testing.

4. VIOLATIONS

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

- A.** For the first offense, the participant shall be suspended from participation for 40% of regular contests in that specific season. (Students will be allowed to practice). Students must consult with their coach/sponsor regarding calculation of contests. Percent of calculations will be rounded up to the nearest whole number.

In-season Athlete/participants will begin immediately for all offenses. If suspension contests/days exceed days left in the sport/activity, then the excess shall be served beginning the 1st contest/day of practice of the next sport/activity upcoming in which the student has participated the previous year.

Out-of-season Athlete/participant: Suspension will begin the first day of practice of the next sport/activity upcoming in which the athlete/student has participated the previous year.

Upon completion of a substance abuse evaluation, written documentation of enrollment and regular attendance in an educational/counseling program and a follow up drug test with a negative result, the suspension may be reduced to 20% of regular contests. If the participant does not provide written documentation of the completion of the educational/counseling program as scheduled, the participant will become responsible for the remainder of the original suspension effective at the time the failure to complete the program is identified. To meet this requirement, the educational counseling program must be a certified Employee Assistance Program or be offered by a certified Substance Abuse Professional.

Any participant who test positive will be required to provide a negative drug test at participant cost before regaining eligibility. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a second violation. Subsequent positive tests will be considered a second violation and a third violation .

- B.** For the second offense, the participant will be suspended from participation in all in-season activities including all meetings, practices, performances, and competitions for 90 days from the date of the confirmation of the positive test. The participant must provide a negative drug test at participant cost before regaining eligibility. The participant must also complete a substance abuse evaluation, and written documentation of enrollment and regular attendance in an educational/counseling program and a follow up drug test with a negative result. If the participant does not provide written documentation of the completion of the educational/counseling program as scheduled, the participant will become permanently ineligible for participation in activities effective at the time the failure to complete the program is identified. To meet this requirement, the educational counseling program must be a certified Employee Assistance Program or be offered by a certified Substance Abuse Professional.
- C.** For the third offense, the participant will be permanently suspended from participation in all in-season or off season activities for the remainder of their high school career.
- D.** Parents with students grades 7-12 who participate in the drug-testing program voluntarily, but do not participate in any activities that are subject to this drug-testing policy and test positive, will be notified of such positive test, but the student will not be penalized through this policy or the Student Discipline Policy. Students grades 7-8 who participate in the drug-testing program voluntarily, and do participate in an activity that is subject to this drug-testing policy and tests positive, will receive restrictions that are consistent with the high school policy.
- E.** Restrictions shall be imposed in the following areas independent of one another athletic and non-athletic.

5. REFUSAL TO SUBMIT TO DRUG USE TEST

If a participant refuses to submit to a drug test authorized under this policy the participant will be considered to have had a positive test and will receive the restrictions according to the offense. Any student who has a positive initial test and refuses to complete the required paperwork for confirmation test will be treated as a refusal to submit to testing.

6. STUDENT DISCIPLINE POLICY

This Student Activities Drug-testing Policy does not limit or otherwise affect Board policy, regulation or procedure regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) when reasonable suspicion of such conduct arises out of circumstances other than the random testing conducted pursuant to the policy.

7. REASONABLE SUSPICION

A suspicion based on specific personal observation concerning the appearance, speech, or observation of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by reliable source, if based on personal knowledge or if found in possession of, shall constitute reasonable suspicion.

CONSENT FORM
STUDENT ACTIVITIES DRUG-TESTING POLICY
WEBB CITY R-7 SCHOOL DISTRICT
APPROVED BY THE WEBB CITY R-7 BOARD OF EDUCATION:
EFFECTIVE: 2008-2009 SCHOOL YEAR

Participant Name(Print): _____ Grade : _____

I, the undersigned participant in the extracurricular and/or co-curricular activities program in the Webb City R-7 School District, Webb City, Missouri, am willing and consent to take a drug screening test for illegal substances in accordance with District policies and procedures. I understand the restrictions that would be imposed on me for failure to consent to the drug screening test. I also understand that the results of such tests will be considered toward determining my continued eligibility for participation in activities.

I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the Webb City R-7 School District and to have a drug testing collection agency and/or testing laboratory designated by the District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel via electronic or other means, i.e., telephone, teleprinter, facsimile, computer, etc.

Signature of Student Participant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

The DEADLINE for returning this consent form to your homeroom teacher is August 25, 2008.

*****This form is to be used for students grades 9-12 that will be participating in extracurricular activities and/or co-curricular activities.**

******A complete Student Activities Drug-Testing Policy is available on the Webb City R-7 website.**

**VOLUNTARY PARTICIPANT
CONSENT FORM
STUDENT ACTIVITIES DRUG-TESTING POLICY
WEBB CITY R-7 SCHOOL DISTRICT
APPROVED BY THE WEBB CITY R-7 BOARD OF EDUCATION:
EFFECTIVE: 2007-2008 SCHOOL YEAR**

Participant Name(Print): _____ Grade : _____

I, the undersigned student, am signing up to be a voluntary participant in the drug screening program. I am willing and consent to take a drug screening test for illegal substances in accordance with District policies and procedures. I understand the restrictions that will be imposed upon me as a voluntary participant. I also understand that the results of such tests will be considered toward determining my eligibility for participation in activities if I am in grades 7-8.

I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the Webb City R-7 School District and to have a drug testing collection agency and/or testing laboratory designated by the District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel via electronic or other means, i.e., telephone, teleprinter, facsimile, computer, etc.

Signature of Student Participant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

*****This form is to be used by students grades 9-12 that will not be participating in extracurricular activities and/or co-curricular activities or by students that are in grades 7-8.**

******REMOVE THIS SIGNED SHEET AND RETURN TO MAIN OFFICE.**

SUMMARY of the Drug Testing Program

- 1. It is an addition to the policies that are already in place.**
- 2. Students that will be participating in any activities that are outside the regular class time will have to sign up.**
- 3. Sign up deadlines - Students in grades 10-12 deadline is Sept. 2. Students in grade 9 that participate in any MSHSAA governed activities deadline is Sept. 2. Students in grade 9 that wish to participate in activities that are not governed by MSHSAA the deadline is “prior to participation”. Students grades 7-12 can “Volunteer” for the program. All testing will be done at the High School.**
- 4. Procedure - Once the forms are turned in students will be placed on a list numerically. The drug testing company will generate a numeric list of 15 numbers and notifies the activities director of those numbers prior to coming to WCHS. Activities director will match those numbers to the list of students that have turned in their forms. The students will then be called to the “holding pin”. Tests are then administered by the technician from ESS. Once the student are done they will be sent back to class. If there are any questionable tests, then those tests are then sent to a lab for further study. Letters are sent home to all students involved with the testing. If a positive result occurs ESS will notify the parents prior to notifying the school. Once the A D is notified, he will schedule a meeting with the participant, parents and the coach/sponsors.**
- 5. Restrictions- 1st offense is 40% (could be reduced to 20%). 2nd offense is 90 days plus mandatory program. 3rd offense is “DONE”. All students that test positive will have to have a positive test done by ESS to reenter. Once a student has reentered back into school activities, their names are placed back into the “random pool”.**
- 6. Refusal to take the test will be considered a Positive test.**