

CASHION PUBLIC SCHOOLS ACTIVITY STUDENT DRUG TESTING POLICY

The Cashion Board of Education in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Cashion Public School District, has adopted the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Cashion Public District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in all extracurricular activities. The sanctions imposed for violations of this policy will be limited solely to a student's privilege to participate in extracurricular activities. This policy supplements and complements all other policies, rules, and regulations of the Cashion Public School District regarding possession or use of illegal drugs.

The purposes of this policy are three-fold:

1. To give our students another reason to avoid the use of drugs for fear of being tested.
2. To recognize those students who use drugs and get them help.
3. To decrease the chances of one of our students being involved in a drug related accident or fatality.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Cashion Public School District. For the safety, health, and well being of students in extracurricular activities the Cashion Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 9-12.

The administration may adopt regulations to implement this policy.

I. Definitions

- A. "Activity Student" means a member of any high school Cashion Public School District sponsored extracurricular organization which participates in interscholastic competition. This includes any student that represents Cashion Public Schools in any extracurricular activity, such as but not limited to FFA, FCCLA, Academic Team, Band, Cheerleader, Athletics, Technology Education, Speech, and Student Council.
- B. "Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

- C. "Random Selection Basis" means a mechanism for selecting activity students for drug testing that:
 - 1. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
 - 2. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.
- D. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.
- E. "Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.
- F. "Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- G. "Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of any activity student.

II. Procedures

- A. Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a urine sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."
- B. Efforts will be made to inform each activity student and educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.
- C. Drug use testing for activity students will be chosen on a random selection basis monthly from a list of all activity students who are involved in off-season or in-season activities. The Cashion Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing of illegal drugs or performance-enhancing drugs.

- D. In addition to the drug tests required above, any activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.
- E. Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Cashion Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.
- F. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. 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 restroom. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the restroom to insure the accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by the child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.
- G. An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained in a separate file from the student's educational records until the end of the school year.

III. Confidentiality

- A. The laboratory will notify the principal or superintendent of any positive test. To keep the positive test results confidential, the principal or superintendent will only notify the student, and the parent or custodial guardian of the results. The coach or sponsor will also be notified on the second offense. The principal or superintendent will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or superintendent or to the lab. The Cashion Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.
- B. Test results will not be turned over to any law enforcement authorities.

IV. Appeal

An activity student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the Superintendent. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The superintendent shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable

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

A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and the principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within ten (10) days of the joint meeting, show proof that the student has received or began drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test at a later date to be decided by the administration in accordance with the testing provisions of this policy. The student must provide original documentation of scheduled sessions. If a parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

B. For the Second Offense:

1. Suspension from participation in all activities covered under this policy for fourteen (14) consecutive activity days, and successful completion of four (4) hours of substance abuse education/counseling. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal.
2. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.

C. For the Third Offense (in the same school year):

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for the remainder of the school year.

VI. — Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Cashion Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Cashion Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

INSTRUCTIONS ON COLLECTING URINE SAMPLES FOR DRUG TESTING

PRE-TEST INFORMATION FORM

1. Selection is made of students to be tested.
2. Call the students to the office and inform them. Have them wait in the conference room or designated area until their turn to report to the area where sampling is being done.
3. Give student the DATL form. They are to fill out the top portion-highlighted in yellow.
4. Collector puts dye into toilet.
5. Student is handed a cup and goes into the stall. Fills to minimum of 45 CC. Student DOES NOT FLUSH THE TOILET.
6. Cup is handed back to the collector and temperature is checked on Brite Line strip. Range 92-98
7. Pour 30 CC into bottle A. Pour 15 CC into bottle B. TIGHTEN LIDS.
8. Fill out RED Security tape. The Collector signs RED tape, dates it, and writes the student's Social Security # or ID#. Then puts tape onto the bottle. AFTER the tape is on the bottle the student initials the tape to verify it is his/her sample.

CHAIN OF CUSTODY FORM – Toxicology Analysis

1. Collector fills out portion highlighted in pink. Donor's name and ID#
2. BE SURE TO MARK REASON FOR TEST – NORMALLY WILL BE RANDOM

CERTIFICATION STATEMENT

1. STUDENT MUST SIGN AND DATE AT BOTTOM OF FORM.

BEFORE NEXT STUDENT

1. Put samples into plastic bag. Put form into the outside pouch. Seal the bag.
2. Flush the toilet and put dye into the toilet.

Cashion Public School District Student Drug Testing Consent Form

Statement of Purpose and Intent

Participation in school sponsored extracurricular activities at the Cashion Public School District is a privilege. Activity students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs.

Drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Cashion Public School District. For the safety, health, and well being of the students of the Cashion Public School District, the Cashion Public School District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent for use by all participating students at the high school level.

Each activity student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing consent which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample: a) as chosen by the random selection basis; and b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

Student: _____
Last Name
First Name
MI

I understand after having read the "Student Activity Drug Testing Policy" and "Student Drug Testing Consent," that, out of care for my safety and health, the Cashion Public School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a Cashion extracurricular interscholastic activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

 Signature of Student Date

We have read and understand the Cashion Public School District "Activity Student Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above participate in the extracurricular interscholastic programs of the Cashion Public School District and we hereby voluntarily agree to be subject to it terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the confidential disclosure of the sampling, testing and results as provided in this program.

 Signature of Parent or Custodial Guardian Date

 Signature of Coach or Sponsor Date