

## **Butler R-V School District Random Student Drug Testing Handbook**

Students electing to participate in junior high and high school activities/athletics representing the Butler R-V school district or utilize the privilege to park in the school parking lot are subject to the guidelines of the random drug testing policy. Copies of the Butler R-V Board of Education Random Drug Testing Policy as well as parent consent forms are included in this handbook. Students choosing to participate in the following sports/activities (as well as any other manner in which students physically represent Butler Schools) or parking on school property are subject to random drug testing.

Art Club	FFA	Office/Teacher Assistants
Band	FCCLA	A+ Programs
Baseball	Football	NRTC
Basketball	FBLA	Spanish Club
Cheerleading	Golf	Student Council
Cross Country	Interact Club	TSA
Track	Quiz Bowl	Choir
National Honor Society	Cadet Teachers	Volleyball
Drama/Speech	Softball	Vex Robotics
Future Problem Solvers	Spirit Club	Wrestling

Occasionally other clubs are formed during the school year. The administration of the respective school reserves the right to approve these clubs. Upon approval, participants must be compliant with the random drug testing policy.

### **Statement of Intent**

Alcohol and drug abuse are serious problems today in America, and schools including Butler R-V Schools are not immune. The administration of Butler R-V Schools have noted and documented both formally and informally an increase in the use of drugs and alcohol by students, including those students participating in extracurricular and co-curricular activities. The administration and School Board support a zero tolerance policy and believe that all students in the Butler R-V Schools have a right to participate in extracurricular and co-curricular activities in a drug free environment.

The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. A goal of this program is to open the lines of communication between the parents, students, and the school in dealing with drug and alcohol abuse.

In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Butler R-V Schools adopts the following policy.

## Definitions

- Alcohol:** Defined as ethyl alcohol or any beverage containing ethyl alcohol.
- And/or:** These words, when used together, shall be construed conjunctively rather than disjunctively, to bring within this policy what might otherwise be viewed as outside of this policy.
- Illegal Drugs:** The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs, alcohol, or illegal usage of a prescription medication include steroids and steroid derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include but shall not be limited to all drugs listed in the Narcotic Drug Act, section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.
- Random Testing:** Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student participating in extracurricular activities or using the school parking lots will be assigned a number. On each testing day, a predetermined number of said students will be selected using a table of random numbers (done by an outside firm). If a student selected in this manner is absent, the next proceeding number will be selected.
- Co-curricular activities:** Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.
- Extracurricular activities:** Activities that take place outside the regular course of study in school and are sponsored by the school.
- Non-Negative Test:** Any test that once initially tested shows a non-negative result. A lab has not yet verified this test.
- Positive Drug Test:** A drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or prescribed medication used in an illicit fashion or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a “positive,” a “positive test,” or a “positive result.”

## Procedure

Each student will be required to complete a consent form and return it to the High School Office within the first ten school days beginning with the first day of the new school year attendance calendar. Any newly enrolling student will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities and/or park on school grounds for the entire school year. A student may appeal to the administration in writing to be added to the drug testing pool during the school year in order to participate. Students who receive their driver's license may be added to the random drug testing pool during the school year. **Parents of students who do not participate in covered activities and who do not receive a parking pass have the opportunity to enroll their student into the drug testing program on a voluntary basis by submitting a consent form.**

A student in grades seven or eight may appeal to join the drug testing pool in order to participate in an activity at a later date during the school year. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. Students electing to follow the appeal process are not guaranteed participation in activities.

The district will test at the frequency and volume it deems appropriate for the effectiveness of the program. Students will be chosen from a list of all students participating in extracurricular and/ or co-curricular activities; and utilizing the schools parking lots.

Any drug test required by the Butler School District under the terms of the policy will be administered by a certified third party administrator using a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

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 students and staff to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. If urine testing is to be conducted, the student will be allowed to give the urine specimen in a private restroom behind a closed door. The monitor shall wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If at any time during the testing 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 who will then determine if a new sample should be obtained.

If, during the urine drug testing procedure, a student delays urination beyond 45 minutes an alternative means of collecting a sample may be obtained. If the monitor witnesses anything indicating an attempt to tamper with the specimen or otherwise interfere with monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test altering substance, the district may send the sample to the drug lab for more specific and accurate tests regardless of whether the first test is negative. If the initial test is non-negative, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the district may choose a certain number of samples for a confirmation test. The second test will use 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.

A medical review officer will confirm the positive result.

1. The random selection process will primarily follow standard practices for federal random test selection. Student testing will most often identify a student by number rather than a name. Normally, the district will tally the number of participants in the random program(s) and provide that number(s) to Employee Screening Services (ESS). The district's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list to indicate which student is assigned what number. The DSO would keep that list on file in a confidential manner.

For illustrative purposes, if a district has 250 participants, ESS would enter the numbers 1 through 250 into a computer-generated random selection program. We would then generate a random list of numbers and provide that list to the DSO. The DSO would use the Student Random ID list to match names with the numbers on the random selection list.

2. On the day of random testing, the DSO would notify each student on the random selection list that he/she has been selected for a random drug test. The student will go to the collection site where the DSO will provide the student with the Student's 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 site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her 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 is to provide a urine specimen in the collection cup. When the void is completed, the student will be instructed to either 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 faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices.

3. All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; or, 2) if the collection technician is conducting an internal self-audit of a testing device; or, 3) the district requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to a HHS-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded to the Medical Review Officer (MRO). The MRO will contact the DSO to inform the DSO of the non-negative result and request that the student's parent/legal guardian contact the MRO if they feel there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform them of the non-negative result, provide them with the information (MRO phone number, the student's identification number and the MRO code word "Indy500") necessary to contact the MRO. When the parent/legal guardian makes contact with the MRO and the MRO can verify the identification they will discuss medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in that student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call the MRO to discuss the student's non-negative result. If a parent/legal guardian does not make contact with the MRO during that time frame the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion 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.

4. If a student does not provide a urine specimen in 3 hours (or the time limit designated by the district's policy), we recommend one of two procedures:

- a. Follow DOT protocol by giving the student up to 5 days to have what is called a "shy bladder examination" to determine if there is a valid medical reason for not voiding in the 3-hour time frame. If the student does not have the exam (done at the family's expense, not the school's), or if there is not a valid medical reason, then the test would be deemed positive. The MRO usually makes that call. OR,
- b. Use a lab-based oral-fluid test.

### **Retest After Service of Suspension**

A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the calendar year, as determined at the discretion of the Butler School District. At the conclusion of the 28-day activity suspension, the student will be allowed to rejoin the activity/sport or return to parking on school property. He/she will again be drug-tested on the first random testing date following the activity suspension.

### **Confidentiality**

Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis.

### **Violations**

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

#### **First Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities and parking on the Butler High School campus for twenty-eight (28) calendar days from the date of the positive drug test. Students must also successfully complete a drug counseling program. While the student is suspended from participating and attending activities, the student may still participate in practices. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the twenty-eight (28) days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as he/ she would have had they been allowed to participate in the activity.

### **Second Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, or other activities outside of the regular school day including parking on the Butler High School campus for 52 continuous and successive weeks from the date of the positive drug test of the second offense as stated in this procedure. Students must also successfully complete a drug counseling program.

If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed to participate in the activity.

### **Third Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, or other activities outside of the regular school day including parking on the Butler High School campus for the length of the student's enrollment at Butler School District from the date of the positive drug test of the third offense as stated in this procedure.

If because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed by participating in the activity.

### **Refusal to Submit to Drug Use Test**

If a member of the random drug testing pool refuses to submit to a drug use test authorized under this policy, the refusal to be tested will be treated as a first offense positive drug test and such student will be ineligible to participate or attend any extracurricular and/or co-curricular activities for the length of the first offense suspension, at which time they would have the opportunity to submit to the authorized test. Additional refusal will be deemed a second offense and would eliminate that student from extracurricular and/or co-curricular events and parking on the Butler High School campus for one year. Continual refusal will be treated as a third offense positive drug tests under this policy, which will result in loss of eligibility for the remainder of their high school career.

Requesting removal from the pool will automatically cause the student to be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, or other activities outside of the regular school day including parking on the Butler High School campus for 52 continuous and successive weeks.

## **Drug Counseling and Assistance**

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive drug test under this policy. If requested by the parents/ guardian, assistance in obtaining help for the student will be provided by the school counselors. Any costs for assistance otherwise or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent/ guardian.

**Butler R-V  
Random Drug Testing Consent for Eligibility**

School Year 2018-2019

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**This completed form must be returned to the Junior High/ High School office within 10 days from entry into school. By signing this form, the parent/legal guardian and student understand and agree as follows:**

- 1. The student will be placed in the Butler R-V Schools random drug testing pool. The student agrees to comply fully and completely with all requirements of the drug-testing program as stated in school policies and by-laws.**
- 2. The student is compliant with all MSHSAA and Butler R-V Schools by-laws.**
- 3. If participating in a sport, the student has successfully passed a physical examination by a physician and a copy of such examination must be on file in the athletic director's office prior to participation in practice of the sport.**

**As a school's participant in athletics and/or activities, I understand that participation is voluntary. I understand that if I commit a violation of the drug-testing policy that my parent/legal guardian, building administration, and the respective coach/activity sponsor will be the only individuals made aware of this information.**

\_\_\_\_\_ **Yes. I agree to take part in the Butler R-V School District random drug testing pool. I, along with my parent/legal guardian, have read and understand all the school district's athletic and/or activity policies in the handbook. In order to be eligible for participation or to park on the Butler R-V campus, I understand I must comply with all the requirements listed.**

\_\_\_\_\_ **No. I do not agree to have my child's name placed in the Butler R-V random drug testing pool. I further understand that by making this decision I relinquish my child's privileges to represent Butler R-V Schools in extra and co-curricular activities or to park on the Butler R-V campus.**

\_\_\_\_\_  
**Student's Signature**

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

\_\_\_\_\_  
**Parent's Signature**

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

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**FOR OFFICE USE**

**Date Received in the Principal's Office** \_\_\_\_\_

**Random Drug Testing Pool Placement  
Appeal Form**

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grade Level:** (Circle One) 7<sup>th</sup>    8<sup>th</sup>    9<sup>th</sup>    10<sup>th</sup>    11<sup>th</sup>    12<sup>th</sup>

Write a statement below as to why the student chose not to enter the drug testing pool for activities/athletic participation during the initial sign-up period. What circumstances have occurred to change this?