

# Central Community School System

## Drug Testing Policy for Students

### I. Statement of Need and Purpose

The Central Community School Board, hereinafter referred to as the Board, is a legal entity charged with the task of providing the best possible education to all students with a strong commitment to their health, safety, and welfare. The board acknowledges that extra-curricular activities are not an essential aspect of the educational process in Louisiana as enunciated in Bulletin 741. Therefore, student participation is not an absolute right but a privilege afforded the eligible students on an equal opportunity basis and thus is voluntary and not required by Board policy or state and/or federal law.

In the Board's commitment to maintain a safe and secure educational environment, a clear policy related to the detection, treatment referral, and prevention of substance abuse by students involved in extra-curricular activities is required. Therefore the expressed purpose of this policy is:

- A. To enhance the health and safety of students and those who interact with students by deterring substance abuse.
- B. To implement a plan which is not academically punitive for the purpose of discouraging students who participate in extra-curricular activities, drive a vehicle to school, or who elect to participate from using illegal drugs and alcohol.
- C. To provide a program for identification, intervention, and monitoring of chemical dependency problems.
- D. To educate students and parents on treatment alternatives for substance abuse.
- E. To preserve and maintain a positive learning environment for students entrusted to the care of the Central Community School Board.

### II Scope

Each student in grades 6-12 who wishes to participate in extra-curricular activities, drives a vehicle to school, or whose parent /legal guardian has elected to voluntarily participate in this program is subject to this drug testing program. Participation shall include practice, competition, and involvement in events associated with the extra-curricular activities. Extra-curricular activities are those activities defined in Bulletin 741 including all teams, performing bands, performing choir, cheerleaders, dance teams, and flag corps.

### III. Procedures

The Superintendent shall designate a Program Coordinator who shall be a full time employee of the Central Community School District who shall be responsible for the oversight of the Drug Testing Policy. The Superintendent and Program Coordinator shall designate appropriate individuals to assist in carrying out the Drug Testing Policy, including a Testing Administrator on each campus in which policy is being implemented.

- A) Consent: The parent and/or guardian and the student shall be required to sign a written consent for drug testing prior to any programs defined in the definition section. Anytime a student refuses to be tested he/she will be suspended from the team/activity for the remainder of the season.
- B) Medications: Students who have been or are taking prescription medication must provide verification letter (by a copy of the prescription or by an original doctor's statement) prior to being tested. Students who refuse to provide verification and test positive will be subject to the actions specified for "positive" testing.
- C) Initial Testing: Each student in grades 6-12 participating in extra-curricular activities will be required to take an initial drug test. Students who enroll after the beginning of the school year, receive a parking permit, or begin participation in any identified extra-curricular activity will be required to submit a consent form and be required to take an initial drug test .
- D) Testing Frequency: In addition to initial testing, a percentage of students determined by the Program Coordinator shall be randomly tested.
- E) Random Selection: The Program Coordinator shall provide the Test Administrator with the list of students to be included in the testing pool. Students will be chosen for testing by a computer generated random selected process by the Testing Administrator. The Testing Administrator may also add names to the random testing list upon referral from staff or faculty member.
- F) Testing Standard: The Program Coordinator shall determine the method of testing to be utilized for each random drug testing event: however, initial testing will be by hair analysis. Sample collection and testing shall be in accordance with the standards set by the Testing Laboratory and the policies approved by the Central Community School Board. Parameters shall be set by the industry

standards for testing by all methods as defined by the National Institute of Drug Abuse. The testing Administrator shall have all specimens tested by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) following the guidelines of the Department of Health and Human Services, and the College of American Pathologists (“CAP”).

The Testing Administrator shall provide documentation that the testing laboratory has received FDA clearance for the type of sample tested. All samples shall be screened for the presence of illegal and abusive substances, including but not limited to cocaine, Marijuana, amphetamines, opiates, phencyclidine and/or the metabolites of the aforementioned substances.

Testing Procedures: Samples shall be tested only for illegal and controlled substances. No sample shall be used for any other purpose. The student’s confidentiality shall be maintained in selection and testing process. All testing sample collectors shall be trained according to industry standards on both collection process, and chain of custody procedures.

For hair sampling each student shall provide a sample of hair (approximately 60 strands) cosmetically cut. Students with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. Any student who presents to school with insufficient hair sample availability will not be allowed to participate until hair has grown to sufficient testing levels.  
(Example: shaving of all head and body hair)

The sample will be sealed and initialed by the designated collector and initialed by the student under full chain-of custody procedures to ensure the correct identification of the hair sample and results. The samples will be sent to the testing laboratory by the test administrator or his/her designee.

Test Results: Test results shall be disclosed according to strict procedures regarding the chain of custody and access to the results. Student privacy shall be protected in accordance with all applicable laws. Test results shall be kept separate from other school system records and school system personnel shall be allowed to view the information only if they have a legitimate interest in the results. Results shall not be shared with law enforcement officials except as required by law.

G) Chain of Custody: To protect the student’s identity, the laboratory shall identify each sample according to assigned numbers not by names. Only the Superintendent’s designee shall have the master list of assigned numbers.

Once a student is selected for testing:

- a. The student will be notified to report to the test site where the student will sign in and complete a Chain of Custody Form.
- b. If a student is currently taking or has taken prescription medications, he/she shall provide to the screening agent notification to be given to the testing administrator or his/her designee for confirmation.

H) Collection Process: The collection process will be in accordance with those rules and regulations set forth by the Vendor, with the approval of and as revised by the Superintendent and the Central Community School Board. The Vendor is responsible for seeing that specimens are delivered to and/or picked up by the testing laboratory and any Chain of Custody form properly annotated.

I) Notification: When a student's test indicates the presence of a prohibited substance identified in this policy, and within two days of the school receiving the confirmed positive test result, the parent/legal guardian shall be contacted by the appropriate school official.

J) Retest: A student who tests positive may request a second test. A request for a retest must be made in writing to the Program Coordinator within 48 hours from the time the parents are notified or a positive test result. **The student/parent shall bear any expense for a retest.** The student or parent may select the second laboratory from a list of nationally certified independent laboratories identified by the testing laboratory. The list of approved laboratories may be obtained from the Program Coordinator upon request. No result shall be accepted from a laboratory not on the school system's list of approved laboratories.

Once a request for retest has been made, the school system's testing laboratory shall send the second container of the split specimen directly to the second laboratory for testing. The results of the test conducted by the second laboratory shall be released only to the parent/legal guardian of the student, and the Program Coordinator.

K) Consequences: The following consequences shall apply to any student who test positive for a drug in a test conducted under the provisions of this policy and who wishes to continue in participation in school sponsored, competitive, extracurricular activities and driving in a vehicle in the school system.

First Positive Test Results: After the first confirmed positive test result:

1. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for 10 school days or

until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.

2. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
3. The student shall provide documentation of attending and successfully completing two hours of substance abuse counseling from an approved provider, and;
4. The student shall submit to another drug test and produce a negative test result and;
5. The student shall be tested during each subsequent random drug-testing event for one calendar year.
6. Student/Parent shall bear expenses for all retest.

If the student has not completed these consequences within ten school days after the positive result is reported by the school system to the parent, the student shall be suspended from participating in all identified extracurricular activities and/or driving privileges until the required documentation and negative test results have been produced.

Second Positive Test Results: After a second confirmed positive test result:

1. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for 20 school days or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.
2. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
3. The student shall provide documentation of attending and successfully completing four hours of substance abuse counseling from an approved provider.
4. The student shall submit to another drug test and produce a negative test result and;
5. The student shall be tested during each subsequent random drug-testing event for one calendar year.
6. Student/Parent shall bear expenses for all retest.

Third Positive Test Results: After a third confirmed positive test result:

1. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for

the remainder of the school year, for 88 school days, or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.

2. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
3. The student shall provide documentation of attending and successfully completing ten (10) hours of substance abuse counseling from an approved provider.
4. The student shall submit to another drug test and produce a negative test result and;
5. The student shall be tested during each subsequent random drug-testing event for one calendar year.
6. Student/Parent shall bear expenses for all retest.

L) End of Year Suspensions from Participation: If a student's suspension from participation in an identified extracurricular activities and/or driving privileges is not completed by the end of a school year, the student shall complete the assigned period of suspension during the first semester of the following school year.

M) Substance Abuse Counseling: The district shall recognize substance abuse counseling provided by a certified chemical dependency counselor or any agency certified by the State of Louisiana. A list of approved substance abuse counseling providers may be obtained from the Director of Student Services upon request.

N) Refusal: Refusal to provide a sample, or noncompliance with the testing procedures, by any student engaged in school-sponsored, competitive, extracurricular activities and/or driving a vehicle shall be considered a positive test result, shall be reported to the appropriate school system representatives, and shall result in consequence appropriate to the student's testing history, as provided in this policy.

O) Academically Non-punitive: A positive drug test shall not affect a student's grade in any class, including any curricular class associated with an extracurricular activity. If participation in the extracurricular activity is required for the class, however, the student may be required to satisfy participation requirements in an alternative manner. Drug test results shall not be documented in the student's academic records.

P) Appeals: A parent or student may appeal a positive test result in accordance with local policy. Consequences established by this policy shall not be

deferred pending the completion of the appeals process. If the outcome of the appeal is not in the student's favor, the number of days the student has been suspended from participation in identified extracurricular activities and/or driving during the appeal process shall count toward the total number of days of required suspension. If the outcome of the appeal is in the student's favor, the student shall be permitted to return to participation in all extracurricular activities and/or driving a vehicle.

**CENTRAL COMMUNITY SCHOOL DISTRICT  
DRUG/ALCOHOL POLICY CONTRACT AND CONSENT  
FORM**

As a student of the Central Community School District who elects to participate in extra-curricular activities, drives to school, or whose parent /legal guardian has elected to voluntarily participate in this program, I \_\_\_\_\_, agree to avoid the abuse or misuse of legal/illegal drugs and alcohol. I hereby grant permission to be tested for drugs and alcohol abuse/misuse according to the Central Community School District Drug Testing Policy. I furthermore agree to cooperate by providing initial hair sample, and/or follow up urine sample upon the request of school administration.

I, \_\_\_\_\_, parent /guardian of the undersigned student, individually, and on behalf of my child, do hereby grant permission for and consent to said child being tested for drug/alcohol abuse in accordance with the Central Community School System Drug/ Alcohol Policy. I understand that if any specimen taken from him/her indicates abuse or misuse of legal or illegal substances he/she will be subject to the action specified in the above mentioned policy.

I further acknowledge that a copy of the Central Community School Districts Drug/Alcohol Policy has been provided to me and that I have read and fully understand the policy.

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

	_____	_____
	Student – Print Name	Student Signature

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

	_____	_____
	Parent/Guardian – Print Name	Parent/Guardian Signature