

MEMORANDUM

TO: Stillman Valley High School Parents
FROM: PJ Caposey, Superintendent
DATE: January 3, 2017
RE: Drug and Alcohol Testing

Parents,

As many of you know, as part of budget reductions approximately five years ago, the drug screening procedures set in place within Meridian CUSD 223 were eliminated. Despite the budgetary reduction, policy and handbook language did not change as it was always the intent of the district to reinstate the program when possible. Given our conversations with our community partners, we believe we have found a cost-effective process in which to randomly screen our students who participate in extracurricular athletics and activities.

The testing procedures, which have been reviewed by our legal counsel and Board of Education, are provided for full transparency in the following pages. The process will begin second semester and continue forward for several weeks as a *pilot* before the Board of Education and administration review the program again. During this *pilot* the testing will take place as articulated in the accompanying documents, but no consequences will be levied onto the students.

This decision to conduct a pilot was agreed upon at the December Board of Education meeting and is designed to ensure that our new process is running efficiently and effectively before providing consequences to students. The current plan is to discuss the program at the April Board of Education meeting and make a decision to adopt the program in full effect, extend the pilot, or to look at alternate solutions.

Please contact me at 815.980.0310 or at pcaposey@mail.meridian223.org if you would like to discuss this issue in greater detail.

Thank you and make it a great day,

Dr. PJ Caposey
Superintendent of Schools, M223

Administrative Procedure – Extracurricular Drug and Alcohol Testing Program

I. DEFINITIONS

For the purpose of this Procedure, the following definition shall apply:

- A. Drug(s). Any controlled substance as defined by Illinois and federal law, including but not limited to illegal drugs; and any substance banned by any District policy or any policy of an association governing any District Extracurricular Activity (*e.g.*, IESA, IHSA), including but not limited to alcohol, tobacco, and “performance enhancing” drugs.
- B. Extracurricular Activity(ies). Any activity covered by the Athletic and Activity Handbook. Such activities do not include activities which are required as part of an academic course or are an academic course.
- C. Follow Up Testing. Testing conducted after a positive result in which negative results are required in order to allow for reinstatement into an Extra Curricular Activity.
- D. Repeat Test. A drug test funded by the student and/or his/her family within three (3) days that a Selected Student has a positive Test Cup.
- E. Selected Students. Students who are randomly chosen to participate in the Drug and Alcohol Testing Program.
- F. Student(s). Any student in 9th through 12th grade who is participating in any Extracurricular Activity and any student who is awarded a parking permit to park on school grounds.
- G. Test Cup. A Cup which includes an embedded analysis tool that identifies the presence of Drugs.

II. DRUG TESTING PROCESS

From time-to-time throughout the school year, the Superintendent, or designee, shall randomly select Students for drug and alcohol testing. The District shall conduct all tests in such a manner as to preserve the student’s right to privacy, assure a high degree of security to the sample, and ensure the sample is not adulterated. Accordingly, the Superintendent adopts the following administrative procedures:

- A. Program Responsibility

The Superintendent has overall responsibility for administration of this Procedure.

B. Testing Procedures

The following procedures will be utilized to preserve the Selected Student's right to privacy, assure a high degree of security to the sample, and promote a high degree of confidence in the results.

1. The Board will hire a nurse to direct and oversee the process and act as the Program Coordinator. The Program Coordinator will be responsible for conducting the drug testing, reviewing and interpreting each confirmed positive test to determine if there is an appropriate alternative medical explanation for the positive result *e.g.*, a medication prescribed by the Selected Student's physician; and reporting results to the Superintendent or designee.
2. Each Student will be assigned a Student Number.
3. The Program Coordinator will, from time to time throughout the school year, randomly select students from the pool of Students for drug and alcohol testing using their randomly assigned number. Student may be tested at any time during the year. The Selected Students may be tested before, during, or after school and every effort will be made to minimize disruption to instructional time.
4. No Student will be given advance notice or early warning of the testing.
5. Upon being selected, Selected Students will be called to the school office and escorted by a Program Coordinator to the collection location on school grounds. Selected Students will not be allowed to go to his/her locker.
 - a. Selected Students must sign any forms that may be required by the Program Coordinator. If a Selected Student chooses, he or she may notify the Program Coordinator that he or she is taking a prescription medication.
 - b. Selected Students will provide a "fresh" urine sample in a Test Cup according to the quality control standards discussed below.
6. If a Selected Student refuses to take a test, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed. The Selected Student who refuses to take the test shall be informed of such by the Program Coordinator.
7. If a Selected Student is unable to provide a sufficient sample, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed. The Selected Student

who is unable to provide a sufficient sample shall be informed of such by the Program Coordinator.

8. If a Selected Student is present at school, but leaves school before taking the test, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed. The Selected Student who left school before taking the test shall be informed of such by the Program Coordinator.

III. QUALITY CONTROL STANDARDS

The below process will be strictly implemented to ensure the quality and accuracy of the testing.

- A. In order to maintain confidentiality, a Selected Student’s name will not appear on the Test Cup. Only the Student’s Student Number will appear.
- B. Before submitting a specimen, a Selected Student will complete, sign and date any forms that may be required by the Program Coordinator.
- C. When obtaining a urine sample, Program Coordinator will instruct each Selected Student to wash his/her hands, empty his/her pockets, and remove his/her coat or jacket prior to entering the restroom. The Program Coordinator will provide each Selected Student a Test Cup to take into the restroom. The door of the restroom will be closed so that the Selected Student is alone while providing the specimen. The Program Coordinator will wait outside the restroom. The Selected Student will have two (2) minutes to produce a sample.
- D. Selected Students will remain at the collection site area until each Selected Student has produced an adequate specimen. If unable to produce a specimen, the Selected Students will be given fluid to drink. If still unable to produce a specimen after two (2) hours, the Selected Student will be taken to the Principal’s office and shall be notified that he or she is no longer eligible to participate in Extracurricular Activities until such time as the student submits for a test with a sufficient sample. Additionally, the student’s parents or guardians will be notified that the student was unable to produce a sample for testing and that the student may be tested at a later date to be reinstated for Extracurricular Activities.
- E. After the Selected Student produces a specimen, the Program Coordinator will read and document the result as indicated on the Testing Cup.

IV. NOTIFICATION AND PROCESSING OF POSITIVE RESULTS¹

¹ Please note that the notification procedure must be altered when a student reaches the age of majority or is legally emancipated. In such cases, the parents or guardians of the student are not entitled to health information about the student unless the student consents to such disclosure.

- A. If a Selected Student's Test Cup result is negative, the Selected Student will continue participation in Extracurricular Activities. A letter will be sent home to the student and his/her parent(s)/guardian(s) to notify them of the negative test result.
- B. If the Test Cup identifies a positive, the Program Coordinator will review the Student's medical history, questionnaire, and relevant bio-medical information to determine if there is any appropriate explanation for the positive result.
- C. If there is not a legitimate medical explanation for a positive test result, the Program Coordinator shall report promptly the positive test results to the Superintendent or designee.
- D. Principal or designee will notify the Selected Student and his/her parents or guardians of an initial positive test result. The Selected Student or his/her parents or guardians may submit any documented prescription or explanation for the positive test result.
- E. The Superintendent or designee will meet with the Selected Student who had a positive Test Cup result and his/her parents or guardians to inform them of the results and the option to request a Repeat Test and to provide them with a list of substance abuse counseling and assistance agencies and Follow Up Testing requirements.
- F. Either at the meeting referenced above, or shortly thereafter, the Selected Student who had a positive Test Cup and his/her parents or guardians will be notified of the consequences for the positive test results test. The option to seek a Repeat Test will not cause a delay in any implementation in any consequence imposed as a result of a positive Test Cup result.
- G. Information regarding a positive test result will be shared consistent with the law and on a need-to-know basis. The Program Coordinator will tell the Principal who will tell the Activities Director and the Activities Director will share such information with the relevant coach(es). The Superintendent or designee will remind each coach/sponsor of the confidentiality of the student's test result and consequence. The results of negative tests will be kept confidential and not shared with coaches/sponsors except as required by law.

V. REPEAT TESTING

- A. Within one (1) school day of the reported positive result, Selected Students who had a positive Test Cup result and his/her parents or guardians may, at the cost of the family, procure a Repeat Test for consideration by the District. The student will not be allowed to participate in any Extracurricular Activity until the Repeat Test result is available.
- B. The results of the Repeat Test will be considered final.

- C. If the initial test is verified positive by the Repeat Test, the Superintendent or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. In addition, the Superintendent or designee will discuss the consequences of a positive test, educational opportunities for students and families, and Follow Up Testing requirements
- D. If the Repeat Test is negative, the student will be allowed to resume participation in Extracurricular Activities.

VI. CONSEQUENCES FOR POSITIVE RESULTS

- A. Consequences for all positive test results (including students who will be considered having a positive test result because the student could not produce a sample and/or left school prior to taking the test) shall be imposed in accordance with District policy.
- B. The District reserves the right to continue testing any participating student who had a verified positive test at any time during the school year.
- C. A student may be ineligible to participate in all Extracurricular Activities for one (1) calendar year if he or she tampers or cheats during the sample collection process. This applies to whether the student tampered with or cheated with his/her own collection or with the collection for another student. Any such tampering will be reported to the student's parent(s)/guardian(s) and the student will be subject to consequences under District policy.

VII. FINANCIAL RESPONSIBILITY

- A. The Board will pay for all initial random drug tests, and any District-required Follow-Up Testing and testing per VI(C).
- B. Any request by a student's parent(s)/guardian(s) for the Repeat Test after a positive test is the financial responsibility of the student's parent(s)/guardian(s).
- C. Counseling, additional screening, and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

VIII. CONFIDENTIALITY AND RECORD KEEPING

- A. Under this drug and alcohol testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than to the student or the student's parent(s)/guardian(s) about a particular student or disposition of the student involved, and as required by law.

- B. Drug testing result sheets will be returned to the Superintendent or designee identifying students by number and not by name. Names will not be kept in open files or on any computer. Result sheets will be kept in a secured location to which only the Superintendent or designee has access.

IX. OTHER DISTRICT POLICIES

In addition to this drug testing program, the Illinois High School Association (“IHSA”) as well as each activity’s coaching staff or sponsor may have their own training rules and requirements. Board Policy and procedures in no way limit the enforcement of those policies, rules, or practices by the District and coaches/sponsors. A student who violates a District or team/activity rule or requirement is subject to the consequences as defined in those rules and requirements.

X. SUPPORT AND ASSISTANCE

Although District staff is not experts in drug and alcohol abuse, he or she is available to discuss treatment opportunities with the student and/or his or her parent(s)/guardian(s). All contact with the school counselor regarding treatment opportunities will remain confidential except as required by law.