

STHS Random Drug Testing Policy and Procedures

EXTRACURRICULAR CODE OF CONDUCT/DRUG TESTING

The Superintendent using input from the high school principal, coaches, and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall:

- (1) Require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and
- (2) Notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically and presented to the School Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.

Extracurricular Drug Testing Program

The District maintains an Extracurricular Drug Testing Program in order to foster health, safety, and the welfare of its students. Participation in extracurricular activities is a privilege, and participants need to be exemplars. The program promotes healthy and drug-free participation. To be eligible to try out for, or to participate in, any school sponsored extracurricular activity, extracurricular participants and their parent(s)/guardian(s) must consent to random drug testing if selected in accordance with this policy. Failure to sign a random drug testing consent form will result in non-participation. The signed consent form will be considered valid over the extracurricular participant's entire high school career, unless the participant submits a signed request for withdrawal of consent form for reasons stated within these procedures. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug usage exists. This program does not affect the policies, practices, or rights of the District to search or test any student who at the time exhibits cause for reasonable suspicion of drug use. This policy shall apply to all school sponsored extra-curricular activities for which no academic credit is awarded.

ADMINISTRATIVE PROCEDURES

EXTRACURRICULAR ACTIVITIES RANDOM DRUG TESTING PROGRAM

Definitions:

- A. Extracurricular Activities: Seneca Township High School sponsored activities held outside the regular school day where participation is voluntary and no academic credit or grades are awarded. This includes, but is not limited to, all competitive teams, clubs, councils, plays or musicals, etc.
- B. Extracurricular Participant: Any student who is trying out for or participating in any extracurricular activity as defined in this procedure.
- C. Prohibited Substances: Any illegal drug or controlled substance included in the 10 panel screen, which includes the following:
 - Amphetamines (Speed)
 - Anabolic Steroids
 - Barbiturates (Painkillers)
 - Benzodiazepines (Anti-Anxiety Drugs/Muscle Relaxants)
 - Cocaine
 - Marijuana
 - Methadone (Treatment for Heroin which is illegal if not used in treatment process)
 - Methaqualone (Quaaludes)
 - Opiates (Heroin)
 - PCP (Angel Dust)
 - Propoxyphene (Painkillers)

- D. Testing Cycle: Time period for random tests determined by the District and Testing Organization. Cycles will be monthly.
- E. Dilute Specimen: Urine with a specific gravity of less than 1.003 and a creatinine level less than 20mg/dl. This testing is done to assure that the specimen is indeed urine and has not been involved in a tampering process.
- F. Testing Organization: **To Be Determined** has been selected by the Board of Education to conduct random drug testing and related activities and/or tasks.

Consent:

In order to try out or to participate in an extracurricular activity, the extracurricular participant must consent to the random drug testing program outlined in these procedures. The extracurricular participant's parent(s)/guardian(s) must also consent to the extracurricular participant's participation in the random drug testing program. Consent must be provided before the extracurricular participant's initial extracurricular activity starts. Incoming freshmen will be required to consent to the random drug testing program upon their involvement in their initial school activity. Initially, all other students will be required to consent to the random drug testing program as part of the Seneca Township High School registration procedures. Once consent is given, the participant will be subject to random drug testing throughout the remainder of their attendance at Seneca Township High School unless the extracurricular participant submits a request for withdrawal from the program.

Withdrawal of Consent:

Consent for random drug testing may be withdrawn by:

1. An extracurricular participant who fails to make the team/activity under tryout procedures and will not be participating in any additional qualified extracurricular activities for the remainder of their attendance at Seneca Township High School.
2. An extracurricular participant who voluntarily withdraws from participation in an extracurricular activity and will not be participating in any additional qualified extracurricular activities for the remainder of their attendance at Seneca Township High School.
3. An extracurricular participant who is removed from the team/activity for violation of the Extracurricular Code of Conduct or team rules and will not be participating in any additional qualified extracurricular activities for the remainder of their attendance at Seneca Township High School.
4. An extracurricular participant in his/her senior year who will not be participating in any additional qualified extracurricular activities for the remainder of their attendance at Seneca Township High School.

The extracurricular participant and his parent(s)/guardian(s) must submit a request for withdrawal of consent form and indicate on the form which of the above four circumstances applies. Withdrawal of consent must be sent to the High School Principal or IHSA Representative, who will verify that the extracurricular participant is no longer participating in any qualified extracurricular activities and will not do so for the rest of their attendance at Seneca Township High School. Should a withdrawn extracurricular participant elect to resume participation in a qualified extracurricular activity, he/she will be required to be tested on the next scheduled test date after the signed random drug testing consent form is returned. The cost of this testing will be borne by the extracurricular participant's parent(s)/guardian(s). The student will be required to have this testing done at the school using the school's testing organization.

Ineligibility:

If a student or his/her parent(s)/guardian(s) refuses to sign the consent form, the student will not be permitted to try out or participate in an extracurricular activity until consent is given. If an extracurricular participant refuses to be tested upon being randomly selected by the Testing Organization, the student will be ineligible as if he/she had tested positive.

Confidentiality:

The results of any test administered under the terms of the district's confidentiality policy and these procedures shall be kept confidential and disclosed only to the extracurricular participant, his/her parent(s)/guardian(s), and the High School Principal and/or his designee. The Principal's designee shall be limited to the High School Assistant Principal, High School Athletic Director, and Coach(es)/Sponsor(s) of the activities the student tries out for or participates in. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification from the participation in extracurricular activities. Test results will not be turned over to any law enforcement authorities. The test results will not be a part of the extracurricular participant's permanent school record, but will be kept in a separate, secure file in the High School Principal's office. The results of the testing will be kept until the student has transferred, graduated, or permanently withdrawn from the District. Upon transfer, graduation, or permanent withdrawal, all test results and related records will be destroyed. Upon request submitted to the High School Principal, by the extracurricular participant's parent(s)/guardian(s), test results will be forwarded to a licensed substance abuse treatment program of their choice. No administrator, coach, or sponsor, shall disclose the results, treatment, or eligibility disposition concerning an extracurricular participant, unless ordered by a court of competent jurisdiction.

Random Selection of Extracurricular Participants for Testing:

At the beginning of each school year, each extracurricular participant shall be assigned a number by the High School Principal or designee from a selection of numbers provided by the Testing Organization. The numbers will be computer generated and include M or F designation, for male or female, to help with the staffing needs of the Testing Organization. Extracurricular participants will be subject to random testing throughout the school year. During each Testing Cycle, numbers will be randomly selected by the Testing Organization and forwarded to the High School Principal or designee for notification of the extracurricular participants to report for testing. Ten extracurricular participants will be tested during each cycle, with a group of ten alternates selected in case of absence or other reasons preventing any of the ten original participant's from being tested. Alternates will be used in the order that their numbers have been selected. After testing, an extracurricular participant's number will be returned to the testing population of numbers and subject to reselection. Each extracurricular participant will be subject to random testing throughout the school year, but will not be required to submit to testing more than three times in a school year.

Extracurricular Participant Absence for Testing:

If an extracurricular participant is absent from school on the test date he/she has been selected, the following will occur:

1. If the absence is excused, the extracurricular participant will remain eligible for participation, but will be automatically tested on the next scheduled test date.
2. If the absence is unexcused, the extracurricular participant will be ineligible for participation until the next scheduled test date, on which he/she will automatically be tested.

Transfers to Seneca Township High School: A student transferring to Seneca Township High School will be provided with a copy of the district's confidentiality policy and these procedures. Transfer students and their parent(s)/guardian(s) must provide consent to the Extracurricular Activities Random Drug Testing Program if he/she intends to try out or participate in qualified extracurricular activities during the school year. The consent form must be signed and turned in before the transfer student's initial extracurricular activity starts. Once consent is given, the participant will be subject to random drug testing throughout the remainder of their attendance at Seneca Township High School unless the extracurricular participant submits a request for withdrawal from the program.

Testing Procedures:

1. Testing may occur on any day, Monday through Friday, during the school day. There will be ten testing cycles during the school year (August-May).
2. No extracurricular participant will be given advance notice or early warning of the testing.
3. Testing will be performed by urinalysis.
 - (a) Upon being selected for a urinalysis test, the extracurricular participant shall provide a sample of 'fresh' urine according to the quality control standards of the Testing Organization.
 - (b) An employee of the Testing Organization will accompany the extracurricular participant while he/she produces an adequate, verifiable urine specimen. The extracurricular participant will not be under direct visual observation while providing sample, unless there is a reason to believe he/she will alter or substitute the specimen to be provided.
 - (c) If the extracurricular participant is unable to produce a specimen, he/she will be required to drink up to 40 ounces of fluid. If the extracurricular participant is unable to produce a specimen within two hours, he/she will be ineligible for participation in extracurricular activities until the next scheduled test date, on which he/she will be automatically tested. The parent(s)/guardian(s) will be telephoned and informed that the extracurricular participant was unable to produce a sample for testing and is ineligible for participation. The cost of this testing will be borne by the extracurricular participant's parent(s)/guardian(s). The student will be required to have this testing done at the school using the school's testing organization.
 - (d) The head strip on each specimen bottle indicates the validity of the urine specimen by temperature. All specimens registering below 90 degrees F (32 degrees C) or above 100 degrees F (38 degrees C) will be invalid. If a specimen is invalid, the extracurricular participant must provide another specimen.
4. An extracurricular participant who tampers with or cheats during specimen collection will be ineligible for all extracurricular activities for one calendar year from the date of the infraction. This will be reported to the extracurricular participant's parent(s)/guardian(s) by phone and certified mail.

Chain of Custody:

1. The Testing Organization will provide appropriately trained employees to set up the collection environment, secure the specimens, and supervise the chain of custody. The Seneca District Nurse may provide these services, if appropriately trained.
2. The High School Principal or designee will deliver notice to each extracurricular participant, who has been randomly selected for testing and escort him/her from the classroom or activity to a secured area near the testing site. The parent(s)/guardian(s) of the extracurricular participant will also be informed, by phone, of the selection. No extracurricular participant will be allowed to go to his/her locker. A Testing Organization employee or the Seneca District Athletic Director will escort the extracurricular participant to the collection site.
3. Extracurricular participants will be instructed to remove all coats and wash their hands in the presence of the Testing Organization employee or the Seneca District Nurse before entering the collection area. The restroom door will be closed while the extracurricular participant provides the urine specimen. The Testing Organization employee or Seneca District Athletic Director will wait outside the collection room. The commode in the collection area will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off and sealed with evidence tape. All garbage containers will be removed from the collection room.
4. A sanitized kit containing a specimen bottle will be given to each extracurricular participant. The bottle will remain in the extracurricular participant's possession until a seal is placed upon the bottle and the extracurricular participant signs that the specimen is sealed.
5. The extracurricular participant must sign a form verifying that the specimen is his/hers and that he/she witnessed it being sealed by an employee of the Testing Organization or the Seneca District Athletic Director, who will also sign the form.
6. After the specimen is sealed, it will be transported to the testing laboratory by Testing Organization personnel.
7. The seal may be broken by the laboratory testing the specimen. If the seal is tampered with or broken after leaving the extracurricular participant's possession, and prior to arriving at the laboratory, the specimen is invalid. The extracurricular participant will remain eligible for extracurricular activities, but will automatically be tested on the next scheduled test date, at the expense of the school.

Testing Results:

1. The testing laboratory will submit results of urinalysis to the Testing Organization, the Testing Organization will report the results to the High School Principal or designee, and the High School Principal or designee will share the results with the parent(s)/guardian(s) and the extracurricular participants.
 - a. If a urinalysis using at least two types of analyses shows a positive result for the presence of prohibited substance (All positive test results are checked twice at the testing laboratory prior to being reported to the Testing Organization), the High School Principal or designee will share the results with the parent(s)/guardian(s) and the extracurricular participant. The parents(s)/guardian(s) may contact the Medical Review Officer (MRO), a medical doctor employed by the Testing Organization, who will investigate the use of prescribed, including medical marijuana, or over-the-counter medication or the existence of a physical condition or medical history that would explain the positive result. If no explanation exists within the physician's guidelines, the MRO will deem the test result positive.
 - b. If the test is verified 'positive', the Principal or designee will notify the extracurricular participant and his/her parent(s)/guardian(s) of the results and that he/she is in violation of the Seneca Township High School Code of Conduct for Extracurricular Activities and that the extracurricular participant is subject to the consequences outlined therein and in these procedures. Notifications will be made by phone and certified mail.
 - c. The parent(s)/guardian(s) of the students who tested negative will be notified of the results as soon as possible after the District's receipt of the information. Notifications will be made by phone and certified mail.
 - d. Should the laboratory determine that the urine sample is dilute specimen, the extracurricular participant and his/hers parent(s)/guardian(s) will be notified. The extracurricular participant will re-tested at the next scheduled test date at the expense of the school. The extracurricular participant will remain eligible until the re-test results are known.

2. A follow-up test will be required after the period of ineligibility. The cost of this testing will be borne by the extracurricular participant's parent(s)/guardian(s). The student will be required to have this testing done at the school using the school's testing organization. If this follow-up test is negative, the extracurricular participant will be allowed to participate in extracurricular activities. If this follow-up test is positive or any subsequent test is positive, it will be considered a second violation, and the extracurricular participant will be subject to further ineligibility in accordance with the Seneca Township High School Code of Conduct for Extracurricular Activities and these procedures. A third positive test will result in the extracurricular participant being ineligible for the rest of his/her high school career. If the substance(s) initially found in the student's system were substances that take longer than the ineligibility period to leave the student's system, the concentration (ng/mL) levels need to be significantly lower on the follow-up test to be deemed a negative test.
3. A positive test result will be shared on a need-to-know basis with the extracurricular participant's coach or sponsor. The results of negative tests will be kept confidential.
4. The Testing Organization's test result sheets will be made available to the High School Principal or designee. Result sheets will be locked in a secured location to which only the Principal or designee has access. No records will be kept in open files or on any computer.

Re-testing:

The extracurricular participant or his/her parent(s)/guardian(s) may request that a urine specimen testing positive be tested again by the certified laboratory at the parent(s)/guardian(s) cost. This request must be made by the parent(s)/guardian(s) to the MRO within 24 hours of notification of the positive test result. The MRO will forward the request for re-testing to the laboratory. The extracurricular participant's parent(s)/guardian(s) may not directly contact the testing laboratory. The Testing Organization will bill the parent(s)/guardian(s) of the extracurricular participant for the cost of the same-specimen analysis. The extracurricular participant will be ineligible to compete in any contests during the period of time during the re-testing. If the re-test is positive and there is no explanation within the MRO's guidelines for the positive result, the extracurricular participant will be considered in violation of the Seneca Township High School Code of Conduct for Extracurricular Activities and these procedures, and subject to the consequences outlined therein. If it is determined that the first test was invalid, the parent(s)/guardian(s) will be reimbursed by the district for the cost of the re-test and the extracurricular participant will retain his/her eligibility.

Financial Responsibility:

1. Seneca District 160 will pay for all initial random drug tests.
2. The cost of re-testing a positive urine specimen is paid by the extracurricular participant's parent(s)/guardian(s).
3. Any counseling or substance abuse education program is the financial responsibility of the extracurricular participant's parent(s)/guardian(s).
4. The cost of a follow-up drug test will be the financial responsibility of the extracurricular participant's parent(s)/guardian(s).

Enforcement:

The provisions of the district's confidentiality policy and these procedures are considered an addition to all other rules and regulations governing student conduct and discipline in extracurricular activities.

Consequences of a Positive Test Result or Refusal to Test:

1. First Positive Test Result or Refusal to Test: the extracurricular participant will be ineligible to participate in any extracurricular activities for 33 1/3% of each activity's season. If the extracurricular participant's season ends before the period of eligibility ends, the remaining eligibility percentage that was not served will roll over to the extracurricular participant's next season. The extracurricular participant has the option to reduce their ineligibility period to 20% of their season by enrolling in a certified and school approved drug education or rehabilitation program. **The opportunity for the extracurricular participant to reduce their ineligibility period is only available one time.**
2. Second Positive Test Result or Refusal to Test: the extracurricular participant will be ineligible to participate in any extracurricular activities for 180 school days. If the school year ends before the 180 days have passed, the remaining days will roll over to the following year. The extracurricular participant has the option to reduce their ineligibility period to 90 days by enrolling in a certified and school approved drug education or rehabilitation program. **The opportunity for the extracurricular participant to reduce their ineligibility period is only available one time. If the opportunity was used to reduce the first occurrence, the opportunity to reduce the second occurrence is no longer available.**
3. Third Positive Test Result or Refusal to Test: the extracurricular participant will be ineligible to participate in any extracurricular activities for the remainder of the student's attendance at Seneca Township High School. There will be no option to reduce this ineligibility period, as it is final.

**Seneca Township High School
Extracurricular Participation Drug Testing Consent Form**

Student Name _____
Last
First

I, _____ (student's name) have received a copy of the STHS Random Drug Testing Policy and Procedures. I understand that as a condition in participating in one or more of the below listed extracurricular activities, I will be subject to random urinalysis tests for detection of prohibited substances. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens, and all consequences of each positive test result. I understand that I may be asked to provide to the testing laboratory a confidential list of my prescribed medications in order to ensure accuracy in interpretation of the results. I agree to fully cooperate with the testing procedures.

I consent to the limited disclosure of the sampling, testing, and results of the testing as provided for in the policy, and to that extent I waive any right to non-disclosure provided for by state or federal statute.

I understand that if I violate the rules of this policy, I will be excluded from the opportunity to participate in any extracurricular activities as provided by the policy and the below listed first, second, and third occurrences.

| Occurrence | Consequence | Ineligibility Reduction Option |
|----------------------------|--|---|
| 1 st Occurrence | Forfeit 33 1/3% of all current seasons. | 33 1/3% reduced to 20% after enrollment in school approved drug education or rehabilitation program. |
| 2 nd Occurrence | Forfeit extracurricular activities for 180 school days. | 180 days reduced to 90 days after enrollment in school approved drug education or rehabilitation program. |
| 3 rd Occurrence | Forfeit extracurricular activities for remainder of student's attendance at Seneca Township High School. | There is no reduction for the 3 rd occurrence. |

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|------------------------|-------------------------|------------------------|------------------------|-------------------|
| Auto Club | Fall Play | Math Team | Speech Team | Volleyball |
| Baseball | FCCLA | NHS | Spring Musical | Wrestling |
| Bass Fishing | FFA | Scholastic Bowl | Student Council | WYSE |
| Boys Basketball | Football | Science Club | Swimming | |
| Cheerleading | Girls Basketball | Soccer | Track and Field | |
| Cross Country | Golf | Softball | TRUST | |
| Drama Club | HOSA | Spanish Club | TSA | |

Parent/Guardian

I, _____, parent/guardian of _____, acknowledge my son's/daughter's wish to participate in school sponsored extracurricular activities. I have received a copy of the STHS Random Drug Testing Policy and Procedure, and I consent to my son/daughter being subject to the random drug testing as a condition of participation in extracurricular activities. I also authorize the information concerning the results of such tests to be released to the School District.

Student Signature

Parent/Guardian Signature

Date

Date

**Seneca Township High School
Request for Withdrawal of Consent Form**

Student Name _____
Last
First

I, _____ (student's name) understand that by signing this withdrawal of consent form, I am confirming that I am no longer participating in any of the below listed extracurricular activities, and will not be participating in any of the below listed extracurricular activities for the remainder of my attendance at Seneca Township High School.

I understand that if I elect to resume participation in any of the below listed extracurricular activities, I will be required to sign another extracurricular participation drug testing consent form, and be tested on the next scheduled test date after the signed consent form is returned. I understand that the cost of this testing will be the financial responsibility of my parent(s)/guardian(s).

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|------------------------|-------------------------|------------------------|------------------------|-------------------|
| Auto Club | Fall Play | Math Team | Speech Team | Volleyball |
| Baseball | FCCLA | NHS | Spring Musical | Wrestling |
| Bass Fishing | FFA | Scholastic Bowl | Student Council | WYSE |
| Boys Basketball | Football | Science Club | Swimming | |
| Cheerleading | Girls Basketball | Soccer | Track and Field | |
| Cross Country | Golf | Softball | TSA | |
| Drama Club | HOSA | Spanish Club | TRUST | |

Please check **ONE** of the following that best describes your situation:

_____ I have failed to make the team/activity under tryout procedures and will not be participating in any additional qualified extracurricular activities for the remainder of my attendance at Seneca Township High School.

_____ I voluntarily withdrew from participation in an extracurricular activity and will not be participating in any additional qualified extracurricular activities for the remainder of my attendance at Seneca Township High School.

_____ I was removed from a team/activity for violation of the Extracurricular Code of Conduct or team rules and will not be participating in any additional qualified extracurricular activities for the remainder of my attendance at Seneca Township High School.

_____ I am currently in my senior year and will not be participating in any additional qualified extracurricular activities for the remainder of my attendance at Seneca Township High School.

Parent/Guardian

I, _____, parent/guardian of _____, acknowledge my son's/daughter's wish to withdraw from the Extracurricular Drug Testing Program. I understand that resuming participation in the Extracurricular Drug Testing Program will result after a required drug test, which I am financially responsible for.

Student Signature

Parent/Guardian Signature

Date

Date