



# West Central Cougars Drug Testing Policy



## Section 1: Purpose

Bluffs/Winchester's Board of Education believes the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in extracurricular activities and school dances as needed, but believes these privileges are not a right. To be eligible to participate in any school sponsored extracurricular activity program, be enrolled in Driver's Education courses, or attend dances at Bluffs/Winchester High School, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student's health and physical fitness to participate in extracurricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive in that the School District may not punish a student other than by disqualification from participation in extracurricular activities, driving to school, and/or school dances. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in non-academic extracurricular activities, the "Behind the Wheel" portion of Driver's Education, open campus privileges, and/or school dances.

## Section 2: Banned Substances

Banned Substance: Any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended; any drug classified by the Federal Drug Administration (FDA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use; any substance defined by School District policy as being banned from use or possession by students, which shall include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolites, LSD, methamphetamines, methadone, methadone metabolites, marijuana (THC), marijuana metabolites (including carboxy THC), MDMA (ecstasy), cocaine and benzoylecgonine (cocaine metabolite), opiates (including heroin, morphine, and codeine), PCP, phencyclidine, propoxyphene, alcohol, and any other illegal substances, except when taken pursuant to a legal prescription issued to the student by a licensed medical professional or licensed physician; and any tobacco products containing nicotine, including cigarettes, electronic cigarettes, cigars, pipe tobacco, and chewing tobacco, and any other substances specifically banned by School or School District policy.

## Section 3: Procedures

### 3A. Drug Screening Method

For the purposes of implementing this Policy, Bluffs/Winchester will use various medically and scientifically valid sampling and testing methods, which may include hair-sample testing, breath-alcohol testing, saliva, or urinalysis. Upon being selected for hair-sampling procedure, the student must provide a small sample of head hair which will be collected from the students by trained personnel. Upon being selected for breath-alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Upon being selected for a saliva test, the student shall provide a sample of "fresh" saliva sample according to the quality control standards and policy of the laboratory conducting the test.

A contracted third party administrator will randomly test participating students, once they become a part of any covered activity. **No school official will be involved in the selection of students for random testing, collection of samples, or analysis of samples.** A Medical Review Officer (MRO) for the drug testing company will oversee the entire process and notify the high school principal should any student test positive.

Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form at school registration for their child to participate in any covered activity. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the testing pool must have their parent/guardian contact the high school principal. The parent/guardian must sign a release form stating that they no longer wish to participate in the testing pool. Once a student is dropped from the testing pool, they are immediately ineligible from any covered activity and are no longer allowed back into the pool for the remainder of the academic year in which the student withdrew. The student must, at their expense, produce a negative test result by a school approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

### 3B. Screening for Drug Use

1. At the beginning of the school year during registration, before a student is eligible to participate in or try-out for an Extra-curricular Activity, be enrolled in a school Driver's Ed. Program, or attend a school dance, the student and the student's parents or guardians must sign an "Informed Consent" form under this Policy (along with all other necessary forms otherwise required by the School or School District).
2. Each student will be assigned a number which will be submitted to the drug testing company. The principal will contact the testing company to arrange for the number of students to be tested each month.
3. To ensure accountability, the principal and the superintendent will have copies of all students and their ID numbers on file in their offices. The principal and the superintendent will both be notified by the testing agency of which ID numbers have been selected for random testing. The principal and the superintendent will both be notified of the results of any tests administered.
4. **The screening will be random.** As a result, it may be possible to be tested more than once per year.

5. The trained personnel conducting the collection and testing procedures under this Policy shall take steps to ensure the privacy of the student when the student is submitting a sample under this Policy, while further ensuring that the validity of the sample is not compromised in any manner. Further, the trained personnel shall take steps to ensure the chain of custody of any test samples received from a student to ensure student anonymity and privacy during the collection and testing process.
6. If the randomly selected student refuses to take a test or submit a sufficient sample, or if the randomly selected student is present at school, then leaves school before taking the test or submitting a sufficient sample, and the absence is unexcused, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.
7. No student will be given advance notice or early warning of testing dates.
8. If a student is unable to provide the necessary sample for the testing procedure in use at the time of the student’s selection, the student will be required to submit a sample under another School designated testing procedure (see 3A Drug Screening Method). If a student does not submit to the alternate test, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.
9. A student will be ineligible to participate in non-academic, extracurricular activities (e.g., games, competitions, performances, dances, field trips, etc.); Driver's Education "behind the wheel," open campus privileges, and all other activities as deemed by administration if he or she tampers or cheats during the sample collection process, as either the student submitting a sample under this Policy or assisting a student submitting a sample under this Policy. This will be reported to the parent or guardian of the student or students involved.

**3C. Notification of Test Results** Notification of the test results will be handled as follows:

1. **Notification from the testing company:** Test results will be given to the principal of any tested students. The principal will contact any student and their parents that receive negative results.
2. **Notification to the parents:** The Medical Review Officer (MRO) will contact the parents or guardians of any student who tests positive and explain the results.

The principal will ask parents of students who test positive to meet and discuss the results of the tests in detail. At this meeting, the principal will also discuss the consequences of a positive test and the counseling requirements for the student/family.

3. **Notification to Activity Coaches and Sponsors:** The principal will contact the coaches and activity sponsors to discuss the suspension of any student that receives a positive test result. The principal will also remind each coach of the confidentiality involved with the suspension.
4. **Appeal Process:** If a student or parent/guardian believes the test results are erroneous, the parent/guardian has a right to appeal the results one time. A hair follicle test will be given, at the parent’s expense, to verify the results of the original test. This request must be made to the principal within twenty-four (24) hours of the notification of the positive test. During the appeal process, the student will be allowed to participate in all activities. If the results confirm the original test, the suspension will be put in place at that time. If the results of the original test are invalid based upon the hair follicle test, then parents will be reimbursed for the cost of the test.

5. **Prescription Medication:** If a student is taking prescription medication, which is not on record at the school, and the results of a random drug test are positive, the student has until the next school day at 3:00 PM to supply a physician's prescription or the pharmacy bottle with the label attached to the principal for verification. If a student asserts the use of a legally prescribed medication or drug directly related to a positive result, the student may continue to participate in non-academic extracurricular activities, Driver's Education "behind the wheel", or open campus privileges until the deadline. If a valid reason and supporting documentation for the positive test are not supplied by the deadline, the appropriate consequences will be immediately imposed.

## **Section 4: Consequences**

The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of the Bluffs/Winchester Student Handbooks.

### **Athletic Penalties for Positive test**

- 1<sup>st</sup> offense: 50% of season & complete counseling treatment plan \*
- 2<sup>nd</sup> offense: 12 month suspension & complete counseling treatment plan \*
- 3<sup>rd</sup> offense: banned for remainder of high school eligibility

\*Athlete/Participant will practice with the team but not compete.

\*Athlete/Participant will attend games/activity in street clothes and sit on the bench to support the team.

\*Should a suspension be enacted toward the end of the school year, the 50% suspension will carry over into the next sports season at the beginning of the following year.

### **Reinstatement Provision for 2<sup>nd</sup> Offense**

Once a student reaches a 2<sup>nd</sup> offense, that student will serve a 12 month suspension from all activities and privileges. A student may apply for reinstatement to all activities and privileges if he or she meets the following criteria:

1. The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the positive test for the second offense.
2. The student will serve a six month suspension from all activities and privileges.
3. The student agrees to be drug tested six times at random over the next calendar year starting on the date that he/she was placed on suspension.
4. The student completes a drug/alcohol counseling treatment program within six months after being placed on suspension.
5. As long as the student does not test positive on any future drug test, he/she will be allowed to resume all activities after serving a six month suspension.
6. Should the student test positive on any future test, that student will be banned from all activities and privileges for the rest of their high school eligibility.

## **Organizations, Dances, Student Drivers Penalties for Positive test**

1<sup>st</sup> offense: 45 consecutive days suspension from all non-academic, extracurricular activities (e.g., competitions, performances, dances, field trips, etc.); Driver's Education "behind the wheel," open campus privileges, and all other activities as deemed by administration, plus complete counseling treatment plan.

2<sup>nd</sup> offense: 12 month suspension suspension from all non-academic, extracurricular activities (e.g., competitions, performances, dances, field trips, etc.); Driver's Education "behind the wheel," open campus privileges, and all other activities as deemed by administration, plus complete counseling treatment plan.

- A student may apply for reinstatement after serving a six month suspension if he/she agrees to additional random drug testing for one calendar year. As long as the student does not test positive, he/she will be allowed to resume all activities after serving a six month suspension.
- If a student is employed during the time of suspension, he/she may request to have driving privileges reinstated after 30 days of the suspension has been served. The student then will be allowed to drive to school as long as they go to work after school each day.
- If a student tests positive at any time after serving a six month suspension, then he or she will be banned from all activities for the remainder of his/her high school career.

3<sup>rd</sup> offense: banned from remained of high school eligibility

\*Students will attend athletic events and school performances as spectators to support their school, but will not participate.

\*If a student is an athlete and also involved in other clubs and organizations, he/she will be suspended from all activities while under suspension.

\*Students will not suffer academically while under suspension or lose their academic standing and class rank. Students will be given alternative assignments for any after school performances missed while under suspension.

\*The 45 day suspension will carry over from one school year to the next if there are less than 45 days left in the current school year.

## **Section 5: Self-Reporting**

It is the objective of the Bluffs/Winchester extra-curricular programs to make the student aware of the important role good health and fitness habits play in life. Therefore, the Student Handbook is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations. If any student or parent voluntarily

self-reports to a school staff member before being reported in the violation of the Student Handbook, the person will be offered assistance without penalties. A student may self-report only one time during their high school career. Should a student test positive in a random drug test, he/she may not self-report from that point forward.

Voluntary Self Reporting is defined as the student/family admitting that the student has a problem and seeks help prior to being discovered by law enforcement, witnessed by school personnel, or selected for random testing. Students may not self-report once they have been notified he/she has been selected for a random drug test.

1. Any student/parent who voluntarily self-reports prior to being ticketed or arrested by law enforcement, witnessed by a staff member, or selected for a random drug test will be allowed to continue competing or participating in all school activities. Coaches/sponsors do have the discretion to enforce team consequences, if any, for violating team rules involving misconduct. A student must complete a mandated counseling treatment plan as outlined by the school district's selected counseling provider.
  - The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.
2. Any student who self-reports will be subject to follow-up screening. The student must produce a negative test result within 60 days after self-reporting from our testing vendor.
  - Should a student self-report and later test positive, after the 60 day window has expired, that student will be subject to a one calendar year suspension from all extra-curricular activities.

## **Section 6: Counseling Services**

Should a student test positive, or self-report, he/she is required to complete a drug/alcohol screening/assessment and follow recommendations by a certified substance abuse counselor/facility. The school district can help facilitate a referral to an appropriate agency upon request by the parent/guardian. Once the student has completed the referral and any recommended treatment plan, the counseling agency will contact the high school principal to verify that the student has successfully completed the referral and/or any recommended treatment plan. The student will then be reinstated for participation after any suspension of activities has been completed. **Parents/Guardians are responsible for the cost associated with any screenings and treatment plans with the counseling agency.**

Additional Testing: If families would like to seek further testing of their child's drug use, the family will be provided the contact information of our testing company to arrange for additional testing. This additional testing will be at the family's expense. The results of this testing will not be used to punish the students in extracurricular activities. The district's random drug testing takes precedence over any parent requested testing.

School Counselors: Although the Bluffs/Winchester counselor is not an expert in drug and alcohol abuse, he/she is always willing to discuss your student's test results with you at no charge. She can also provide details on treatment opportunities for your student. All contact with the school counselor will remain confidential.

## **Section 7: Financial Responsibility**

1. Under this policy, Bluffs/Winchester School District(s) will pay for all initial random drug testing and school-required follow up testing.
2. A request for an additional test after a "positive" test has been received is the financial responsibility of the student or the student's parent(s) or guardian(s).
3. Counseling, screening, and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s) or guardian(s).

## **Section 8: Confidentiality and Record Keeping**

1. Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. Under this drug testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than the student or the student's parents or guardians about a particular student or disposition of the student involved, except in response to a legal subpoena or as otherwise required by law. Positive results will not be disclosed to law enforcement authorities.
2. Information of a "positive" test will be kept confidential from all other parties.
3. Result sheets will be kept in a secure location to which only the Building Principal has access.
4. To ensure accountability, the principal and the superintendent will have copies of all students and their ID numbers on file in their offices. The principal and the superintendent will both be notified by the testing agency of which ID numbers have been selected for random testing. The principal and the superintendent will both be notified of the results of any tests administered.

## **Section 9: Other District Policies**

This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol, or tobacco possession or use.