

MADISON-PLAINS LOCAL
SCHOOLS
DRUG TESTING GUIDELINES



JUNE 2011

Dear Parents and Guardians,

Madison-Plains Local Schools Board of Education is considering a drug testing policy for Madison-Plains students through grade 12 involved in extra-curricular programs. The program will begin with the 2011-2012 school year. The committee will be holding a public meeting on the proposed policy on April 7, 2011, beginning at 7:00 p.m. in the High School Auditorium. The committee and the testing company will provide information on the policy and the procedures for testing the students. You will be given the opportunity to ask questions or express your opinion about the proposed policy. We encourage you to attend this important meeting since it will impact your son or daughter.

Sincerely,

Madison-Plains Drug Testing Policy Committee

Committee Members,

Bernie Hall, Superintendent

Chris Clark, Principal grades 9-12

Jeff Beane, Principal grades 6-8

Anthony Naples, Athletic Director

Matt Mason, Teacher

Dave Hunter, Board Member

Linda Blankenship, Board Member

Dwight Voltz, Parent

Chad Bair, Parent

Mike Vallery, Parent

Brad McConkey, Parent

Dear Students involved in extra-curricular activities and Parents/Guardians,

We are ready to begin our first year of drug testing in the Madison-Plains Local School District. This testing is provided as a proactive approach and deterrent for students in our school district. All students involved in extra-curricular activities are required to have an initial drug test prior to their first extra-curricular and be enrolled in the random drug testing program in order to participate in any extra-curricular during the 2011-2012 school year.

The date below is the initial testing date **REQUIRED** for all students participating in **FALL** extra-curricular activities. Students participating in Winter and Spring extra-curricular activities may attend at this time or wait until the testing date just prior to the start of their activity. *See list of sample extra-curricular activities on page 4. Students are **not** permitted to obtain their drug test from their own physician or any other agency.

August 1, 2011

8:00 a.m. to 10:00 a.m. Boys A-L

10:00 a.m. to 12:00 p.m. Girls A-L

1:00 p.m. to 3:00 p.m. Boys M-Z

3:00 p.m. to 5:00 p.m. Girls M-Z

*Time and date subject to change.

Note: If you cannot attend at your assigned time, you may come at the other time of your gender. Please contact the school in advance.

If there is a conflict with this date, contact the building Principal or Athletic Director at least 5 Days before the test.

Each student is responsible for the cost of their initial drug test which is **\$15.00** and must be paid at the time of the test. The school district will be responsible for the costs of the random testing program. If you have any questions, please contact the athletic director or your child's building principal. **This Test is not Refundable.**

SAMPLE EXTRA-CURRICULAR ACTIVITIES

Art Club	Dance Team	Marching Band
B.O.L.D.	Drama Club	National Honor Society
Boys Baseball	FCCLA	Newspaper Staff
Boys Basketball	FFA	Prom Committee
Boys Cross Country	Football	Quick Recall
Boys Track	Girls Basketball	Science Club
Cheerleading	Girls Cross Country	Soccer
Chess Club	Girls Softball	Spanish Club
Civics-English I	Girls Tennis	Student Council
Civics-English II	Girls Track	Volleyball
Class Officers	Homecoming Committee	Wrestling
Concert Band	Literary Club	Yearbook Staff
Homecoming Dances	Prom	Golf

The privilege to drive to school and park on the Madison-Plains Campus

***And any other activity that is defined as an extra-curricular by the Madison-Plains School District.**

**DRUG TESTING POLICY
MADISON-PLAINS HIGH SCHOOL**

The Madison-Plains Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Madison-Plains Schools' students. The Madison-Plains Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Madison-Plains Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our local schools, Madison-Plains Schools have selected students who participate in extra-curricular activities, and students who, along with consent from their parents, volunteer to be tested for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the extracurricular programs.
2. To discourage all students from using drugs and alcohol.
 - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in extra-curricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grade seven (7) through grade twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following;

- A. drive a motorized vehicle to school
- B. athletics
- C. extra-curricular activities other than athletics
- D. curriculum related activities, that enrich a class but are not required

DEFINITIONS

1. STUDENT ATHLETE

Any person participating in the Madison-Plains Schools athletic program and/or contests under the control and jurisdiction of the Madison-Plains Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and members of any club.

2. EXTRACURRICULAR

Any extra-curricular activity that is sponsored by Madison-Plains Local School District that a student participates in that doesn't involve a grade.

3. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the Madison-Plains Schools. There are three athletic seasons: Fall, Winter, Spring.

4. RANDOM SELECTION

A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

5. ILLEGAL/ILLICIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

6. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use or b) an over-the counter medicine.

TYPES OF TESTING

1. TEAM/ORGANIZATION TESTING

At the beginning of each season, all eligible students will submit to urine drug and alcohol testing. This testing will be completed within the first two weeks of the activity on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team/activity.

2. RANDOM TESTING

In-session random testing shall be done throughout the school year. Each team may have a percentage of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of students:

The Athletic Director, under the Principal’s supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the building administrator. Random testing may be done weekly.

c. **Random Testing will be paid by the Madison-Plains Board of Education. The percentage of students will be based on the number of students participating in activities. Approximately 20% of the students originally bench tested or 200 students.**

3. DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID (DASL) or be identified by the Athletic Director or Principal. No exceptions will be allowed.

Drug testing area must be secured during the testing.

Only lab technicians, designated school administrator and student will be a part of the testing process.

Privacy must be kept for all students.

The School Administration is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.

When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test. Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and or parent. Testing will be done by a company selected by the Madison Plains Board of Education.

5. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

6. IF A POSITIVE TEST OCCURS:

If the check sample is positive, the student's parents are notified and the building principal convenes a meeting with the student and his/her parents. The student has two options as follows:

1. **participate** in a District-approved substance assistance program, which includes weekly drug tests for the remainder of the season or semester and the right to continue to participate in co-curricular and extracurricular activities. Additional testing is at the parent/student expense or
2. **become** ineligible for the participation in all co-curricular and extracurricular activities for the remainder of the academic year/or the following season or semester.

A **second violation** of this policy results in the automatic ineligibility of the student for all co-curricular and extracurricular activities for one year (365 calendar days) from the date of the second violation.

A third violation of this policy results in the automatic ineligibility of the student for all co-curricular or extracurricular activities for two years (712 calendar days) from the date of the third violation.

A student who signs an informed consent form but refuses to submit to a drug test under this policy is suspended from participation in all co-curricular and extracurricular activities until he/she submits to the screening.

No penalties for violations of this policy involve academic sanctions, regular school attendance or referral for criminal penalties.

A student who self-refers himself/herself to a District staff member for using a controlled substance before being required to submit to a drug test may continue to participate in extracurricular activities. The students must, however, agree to participate in a District approved substance assistance program, which includes weekly drug tests for the remainder of the season/semester. Self-referral is permissible one time.\

**Madison Plains
CONSENT AGREEMENT**

STUDENT NAME _____

GRADE _____

AS A STUDENT:

- I understand and agree that participation in Extra-curricular activities is a privilege that may be withdrawn for violations of the Madison Plains Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any extra-curricular program I will be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any extra-curricular activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the Madison-Plains School system.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Madison-Plains drug testing policy and understand the responsibilities of my son/daughter as a participant in extra-curricular activities in the Madison - Plains School district.
- I pledge to promote healthy lifestyles for all students in the Madison-Plains system.
- I understand that my son/daughter/ward, when participating in any extra-curricular program, will be subject to initial and random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any extra-curricular activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in extra-curricular activities in the Madison-Plains district.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Madison-Plains Local School District.

We understand that testing will be administered in accordance with the guidelines of the Madison-Plains School District Drug Testing Policy for students that are in extra-curricular.

We understand that any urine sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Madison-Plains Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis testing for the detection of drugs.

We further give our consent to the company selected by the Madison-Plains Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Madison-Plains Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

MADISON-PLAINS LOCAL SCHOOLS

Confidentiality Statement for Random Urine Drug Testing Program

I, Chris Clark, High School Principal, acknowledge that I will be privileged to hear and see sensitive information related to results of random urine drug testing performed on students of Madison-Plains Local Schools. I pledge to keep any information given to me in strict confidence, and will only release this information to others as indicated by Board policy or with properly obtained permission of the student and parent/guardian/custodian.

Signature

Date