



# **ORANGEVILLE HIGH SCHOOL**

## **District #203**

### **EXTRA-CURRICULAR DRUG AND ALCOHOL TESTING PROGRAM**

#### VISION STATEMENT

Orangeville Schools are committed to educational excellence in order to meet the global challenges of today and tomorrow through the continuous improvement in partnership with the community.

#### Mission Statement

Our mission of the Orangeville School District is to:

- ❖ Uphold high standards and expectations which challenge each segment of the community to pursue excellence.
- ❖ Create and sustain a positive learning community.
- ❖ Encourage diversity in application of academics to real-world challenges.
- ❖ Promote responsibility, accountability and productivity through self-discipline and self-motivation.
- ❖ Provide a safe, equitable and mutually-respectful learning environment.
- ❖ Instill the importance of life-long learning and the value of service to society.

**Orangeville High School, Dist. #203****Extracurricular Activity Drug & Alcohol Testing****Philosophy/Purpose**

The Board of Education believes that the use of prohibited substances: alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who compete with those students. The Board recognizes the intrinsic values associated with participation in extracurricular activities and encourages students to participate. However, the Board is committed to the principle that the opportunity to participate in school sponsored activities is a privilege and not a right. To be eligible to try out for or to participate in any extracurricular activities, students must agree to submit to random testing for the use of prohibited substances, if selected, in accordance with this policy.

This program has been adopted by the Board of Education of Orangeville High School District #203 and applies to all students, grades 9-12, who participate in extracurricular activities. This program is in tandem with the Orangeville High School Extracurricular Code of Conduct and all other policies regarding student conduct. This program has been adopted after receiving input from students, staff, parents, and concerned citizens of the District and is a response of their consensus that it is a very effective response to the developing problem of drug, alcohol, and tobacco use of students, and in particular, student extracurricular participants.

The District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is epidemic in proportion. The District also recognizes that some Orangeville High School students, and in particular, participants in extracurricular activities, have used alcohol and have or will experiment with illegal drugs, alcohol and/or tobacco during their high school years. Because participants in extracurricular activities are especially respected and held in high esteem by the student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use illegal substances can be a danger to themselves and others both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other extracurricular participants, as well as to provide a legitimate reason for the students to say “NO” to drug use and to provide an opportunity for those taking drugs to receive help in locating programs that can provide assistance, the District is implementing a random drug testing program for extracurricular participants. The program is not punitive. It is designed to prevent drug, alcohol, and tobacco usage, to educate student extracurricular participants as to the serious physical, mental and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe and drug free environment for student athletes and to assist them in getting help when needed.

The purpose of this program is to deter the use of prohibited substances and not to provide a means which the District may use to discipline a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this program shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary purpose.

## Definitions

### A. Extracurricular Activities

School sponsored activities outside the regular school day, conducted by and representing Orangeville High School where participation is voluntary, no academic credit or grades are awarded in grades 9-12, including but not limited to the following list of activities: all interscholastic sports, academic bowl team, dramatic and musical productions, FFA competition, and all choral and band ensembles which meet throughout the school year.

### B. Extracurricular Participant

Any student who is trying out for or participating in any extracurricular school sponsored activity.

### C. Alcohol

Any liquor, wine, beer, or other drink containing alcohol.

### D. Illegal Drugs

Any substance considered illegal or controlled by the Food and Drug Administration.

### E. Tobacco

Any tobacco product including but not limited to cigarettes, cigars, smokeless tobacco, pipe tobacco, or other smoking materials i.e. clove cigarettes.

### F. Self-Referral

The process of a student voluntarily coming forward and seeking help for a problem with an illegal drug, alcohol, or tobacco.

### G. Testing Cycle

The time period for random substance tests will be determined by the District and testing organization. Cycles may be weekly, monthly, quarterly, or by the term.

### H. Dilute Specimen

A specimen with a specific gravity of less than 1.003. Individual has more fluids in their body limiting the testing of the sample.

### I. Testing Organization

The organization selected by the Board of Education to conduct the random substance testing program and all required testing activities and/or tasks.

## **Consent Form**

To try out for or to participate in any school sponsored extracurricular activity, the student must read this program and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she (hereinafter “extracurricular participant”) will consent to the substance testing program outlined here. This consent form must also be signed by the parents/guardians of the student at the beginning of the school year or prior to tryouts for a specific activity.

**Withdrawal of Consent**

Consent for participation may be withdrawn under the following conditions:

1. Should a student be unsuccessful in trying out for the team/activity under the tryout procedures outlined and choose not to be involved in any other activity for the remainder of the school year, the parents/guardians shall send a letter to the Principal or his/her designee so indicating and requesting the removal of the student's name from the random list.
2. Should a senior student choose not to be a participant in any additional qualified extracurricular activities for the remainder of his/her school career, the parents/guardians shall send a letter to the Principal or his/her designee, so indicating and requesting the removal of the student's name from the random list.

**Noncompliance**

If the extracurricular participant or his/her parents/guardians refuse to sign the consent form for substance testing, the student will not be permitted to be a member of the activity until such consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the extracurricular participant will be considered in violation of this program and automatically be ineligible as an extracurricular participant until testing is completed.

**Confidentiality**

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular participant, his/her parent/guardian, and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the Orangeville High School Extracurricular Code of Conduct. The test results will not be part of the extracurricular participant's permanent record but will be kept in a secure file in the school office. The results of testing, negative or positive, will be kept until the student graduates. At that time all results/records of this policy related to individual students will be purged.

Under this drug testing program, no staff member, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

**Random Selection of Extracurricular Participants for Testing**

Each extracurricular participant shall be assigned a number by the Superintendent or his/her designee. The selection of numbers will be computer generated and will include an M or F for male/female designation of students to help with staffing needs for the tests. Students will be eligible for random testing throughout the school year. There will be student numbers selected for each month; student numbers will be forwarded to the Principal or his/her designee, and students will be tested in the order the numbers are selected.

**Notification of Extracurricular Participant Selection/Absence**

The selected extracurricular participants will be notified to report to the Principal's office on the day of the test. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date; he/she will automatically be tested on the next date. After testing, an extracurricular participant's number will be

returned to the testing population and subject to re-selection during the next testing cycle. Extracurricular participants will be subject to random testing throughout the school year.

### **Self Referral**

Student self-referral is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff or administration. Under the Extracurricular Code of Conduct a student receives no consequences for self-referring, but must satisfactorily complete a school-approved substance abuse assessment and/or licensed counseling program. This is a non-punitive referral.

Under the random drug testing program, self-referrals are still available. However, once a student is selected by number for testing, a self-referral will no longer be an option. Second or any subsequent self-referrals will be reviewed individually in regard to the basis for self-referral and the Extracurricular Code of Conduct. This review will be conducted by the Policy Committee of the Board of Education and/or the full Board of Education.

### **Student Transfers**

A student transferring to Orangeville High School will be provided a copy of this program. If a student is currently or about to serve a disciplinary action for a Drug Testing Violation from a previous district, the suspension shall follow that student.

### **Program Details**

#### **Testing Procedures**

The Superintendent or his/her designee shall assign a number to each extracurricular participant on a random basis and shall develop a master list of assigned numbers. During the school year and on a monthly basis, excluding winter and spring holiday break, extracurricular participants will randomly be selected for substance testing from the pool of numbers submitted by the Superintendent or his/her designee. Testing may occur on any day, Monday through Friday. Each student participant may be tested at any time during the year.

1. No student will be given any advance notice or early warning of the substance testing.
2. Substance testing may be performed by urine sampling. Upon being selected for a urine drug test, the student shall provide a sample of “fresh” urine according to the quality control policy of the collection facility that is being utilized.
3. An appropriately trained individual of the same gender as the student will accompany the student until he/she provides an adequate, verifiable urine specimen. The student will not be under direct visual observation while providing the sample, unless the appropriate trained individual has a reasonable suspicion that the extracurricular participant will alter the specimen or substitute the specimen. The aforesaid appropriate trained individual shall document the basis for his/her belief that the extracurricular participant will alter the specimen or dilute the specimen. The student will have two minutes to produce a urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If unable to produce a specimen within two hours, the student will be

declared ineligible for competition or participation in extracurricular activities unless there is a verifiable medical condition that exists. The student will again be tested at the next available date in order to be eligible.

4. All specimens registering below 90 degrees F (32 degrees C) or above 100 degrees F (38 degrees C) will be invalid. The head strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen.
5. If a student tampers with the specimen or cheats during the collection process, the student will be considered as testing positive and will be ineligible for extracurricular activities according to the Extracurricular Code of Conduct.
6. Immediately after the specimen is take, the student may return to class with an admit slip or pass with the time he/she left the collection site.
7. Each specimen is given/sent to the laboratory for testing for alcohol, tobacco, or illegal (which may include all drugs listed as controlled substance under Illinois law, or defined by the Food and Drug Administration), and selected “performance enhancing” drugs such as steroids.

#### **Chain of Custody**

1. The Board of Education will provide appropriately trained individuals, set up the collection environment, guarantee specimens, and supervise the chain of custody.
2. A District staff member will escort students to the collection site. No student will be allowed to go to his or her locker. Classroom interruptions will be minimized. Students may be called for testing after school during practice time.
3. Before the laboratory tests a student’s urine, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
4. A sealed collection kit containing a specimen bottle will be given to each student. The bottle will remain in the possession of the student until a seal is placed upon the bottle, and the student signs that the specimen is sealed. The seal may be broken by only the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the possession of the student and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest at the next testing time.
6. Students will be instructed to remove all coats and wash their hands in the presence of an appropriately trained individual before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The staff member will wait outside the restroom stall. (The commode 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 restroom stall.

7. After it is sealed, the specimen will be transported/sent to the testing laboratory by the appropriately trained individual. The collecting organization is Freeport Health Network and the testing will be done through General Medical Lab. The testing organization will report the results to the Building Principal.

### **Testing Results**

1. The testing laboratory will notify the District of a positive test that shows the drug residues are in the student's system after using at least two different types of analyses. The administration of the District will notify the student and his/her parents/guardians of the results of a positive drug screen. The student or his/her parent/guardian may submit any documented prescription or explanation of a positive test result. The Medical Review Officer will discuss any possible physical/medical history with the parents/guardians. If such a condition or history exists and is verified by proper medical authorities, that leads to a positive test result for reasons other than prohibited substances the drug screen will be deemed negative. If the condition or history does not provide viable medical reason for a positive result, the drug screen will be deemed positive.
2. In addition, the student or parent/guardian may request that the urine specimen be tested again by a certified laboratory at the cost of the parent/guardian. This request will be made within twenty-four (24) hours of the notification of the first positive test results to have the specimen tested. Should the test be confirmed as positive and there is not a satisfactory explanation for the positive results, the student will be considered to be in violation of the Extracurricular Code of Conduct. If it is determined by mutual acknowledgement of both testing facilities that the first test was invalid, the parent/guardian will be reimbursed the cost of the retest. The student will be reinstated if the results of the first test are determined invalid by a subsequent test.
3. Where no subsequent test is requested or if the test is verified "positive" by a subsequent test requested by the student and his or her parent/guardian, the administration will meet with the student and his or her parent/guardian. The stipulations of the Extracurricular Code of Conduct will be explained in relation to the counseling and extracurricular suspension, and the proper forms will be signed. The student may not participate in extracurricular activities for the period of the suspension and until the required "follow-up" test is completed.
4. A "follow-up" test will be required after the extracurricular suspension period is served or after such an interval of time that the substance previously found would normally be eliminated from the body, whichever comes later. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a positive result is obtained from the "follow-up" test, or any later test, it will be considered a subsequent violation, and the student will be subject to the conditions of the Extracurricular Code of Conduct. In addition, the District reserves the right to continue testing at any time during the remaining school year, any participating student who had a verified positive test.

5. Information on any “positive” test results verified by a subsequent test, or any “positive” test results regarding which neither the student nor the parent/guardian has requested that the urine specimen be tested again by a certified laboratory, will be shared on a need to know basis with the coach or sponsor of the student. The results of any negative test will be kept confidential.
6. Drug testing result sheets will be available to the Principal or his/her designee. Names will not be kept in open files or on any computer. Result sheets will be secured in a location which only the Principal or his/her designee has access.
7. Should the testing lab determine that the urine sample is a dilute specimen, the student will be retested at the next test date. The student will remain eligible until the retest results are known.

### **Financial Responsibility**

1. Under this policy, the District will pay for all initial substance tests and all “follow-up” drug tests requested by the District.
2. A request for another test of a positive urine specimen is the financial responsibility of the student’s parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student’s parents/guardians.

### **Testing Negative**

The parents or guardians of the extracurricular participant who tests negative will be notified by mail as soon as it is practical.

### **Testing Positive**

If the test results are positive, the extracurricular participant will be considered in violation of the Extracurricular Code of Conduct. The student and parents/guardians will be notified as soon as practical. The consequences of the violation are outlined in the Extracurricular Code of Conduct.

### **Severability**

If any section of this policy cannot be enforced according to its terms, that section will be severed and will not affect the enforceability of the remainder of this policy.