

ADMINISTRATIVE PROCEDURE

STUDENTS

Extracurricular Drug and Alcohol Prevention Program

Testing Procedures

1. The Building Principal or his designee shall, from time to time throughout the school year, randomly select extracurricular participants for drug and alcohol testing. Testing may occur on any day, Monday through Saturday. Names will be drawn from a pool of all student participants. Each student participant may be tested at any time during the year.
2. No student will be given advance notice or early warning of the testing.
3. Drug and/or alcohol testing may be performed by breath alcohol testing and/or urinalysis. 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.
4. A staff member or representative of the laboratory will accompany the student until he or she produces an adequate 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 2 hours, the student will be taken to the Building Principal’s office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.
5. All specimens registering below 90 degrees or above 100 degrees Fahrenheit 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.

6. A student will be ineligible for all extracurricular activities for 1 calendar year if he or she tampers or cheats during the collection. This will be reported to the parent(s)/guardian(s).
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.
8. Each specimen is given to the laboratory for testing for alcohol, marijuana, controlled substances (which may include all drugs listed as controlled substances under Illinois law), and “performance enhancing” drugs, such as steroids.

Chain of Custody

1. The laboratory will provide training and direction to appropriate staff members, set up the collection environment, guarantee specimens, and supervise the chain-of-custody. To maintain anonymity, the student will be assigned a number.
2. The Building Principal or designee will escort students to the collection site. No student is allowed to go to his or her locker. The Building Principal or designee shall minimize classroom interruptions. Athletes may be called after school, perhaps during practice time.
3. Before a student’s urine is tested by the laboratory, 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 or she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities pending a subsequent retest.

6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall. The student will have 2 minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it is sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the result to the Building Principal or designee.
8. In order to maintain confidentiality, the student's name will not be on the urine specimen container. Instead, the student's random identification number will appear on the container.

Test Results

1. The Building Principal or designee will be notified of a student testing "positive" (i.e., if the test shows that drug residues are in the student's system after using at least 2 different types of analyses). The Building Principal or designee will notify the student and his or her parent(s)/guardian(s). The student or his or her parent(s)/guardian(s) may submit any documented prescription or explanation of a "positive" test result.
2. In addition, the student or parent/guardian may request that the urine specimen be tested again by a certified laboratory at the parent/guardian's cost. Students will be suspended pending the re-test of the specimen.
3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. A student testing "positive" will not be allowed to participate in any extracurricular activities for a time period equal to 25% of the current activity season, however, such period may be reduced as set forth in the Extracurricular Activities Code. If a second

“positive” result is obtained, the participant shall not be allowed to participate in any extracurricular activities for a time period equal to 50% of the current activity season. If the student is involved in more than one activity, the activity with the longest season shall be used to calculate the length of activity suspension. If the student is not currently involved in any activities at the time of a “positive” test, the length of the activity suspension shall be based upon the season of the next upcoming activity for the student. If a third positive result is obtained, the participant shall not be allowed to participate in extracurricular activities for the remainder of his or her high school career. Failure or refusal to properly take a test shall be treated as a positive result.

4. Information on a verified “positive” test result will be shared on a need-to-know basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential.
5. Drug testing result sheets will be returned to the Building Principal or designee identifying students by number and not by name. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

Financial Responsibility

1. Under this policy, the School District will pay for all initial random drug tests. Once a student has a verified “positive” test result, any future “follow up” drug test that must be conducted as a result of any District approved drug or alcohol treatment program will be paid for by the student’s parent(s)/guardian(s).
2. A request for another test of a “positive” urine specimen is the financial responsibility of the student’s parent(s)/guardian(s).
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student’s parent(s)/guardian(s).

Confidentiality

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena.

Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

ADOPTED: February 5, 2008
REVISED: June 29, 2009
REVIEWED: March 24, 2014