

## **Student Drug-Testing Procedures**

These procedures apply to all middle and high school students choosing to participate in any athletic team, competitive extracurricular activity, or park on school property. The same testing procedures shall apply to any middle or high school student that requests to be placed in a voluntary testing pool with separate sanctions for a positive test.

### **DRUG TESTING PROCEDURES**

1. Prior to joining an athletic team, competitive extracurricular activity, parking on school property, or entering the volunteer pool, the student participant and his/her parent/guardian must read Policy 09.423 and must **ACKNOWLEDGE, IN WRITING, THAT THEY HAVE READ THE POLICY AND PROCEDURES, UNDERSTAND THE POLICY AND PROCEDURES, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THE POLICY AND PROCEDURES.** The student participant/driver and his/her parent/guardian must also sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student will be permitted to try out for any athletic team, extracurricular activity, park on school grounds, or enter the volunteer pool.
2. If a student applies for the Work Ethic Seal for graduation and properly executes the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form, the student’s drug screen results shall be released to the school-level counselors responsible for graduation requirements.
3. All student participants/drivers shall be subject to random testing at any time during the school year (July 01-June30) after the consent form is signed and returned to the school.
4. The collection of urine specimen for the random testing shall be conducted on the school campus.
5. The student participants are to be tested by the random drawing of numbers. All student participants shall be assigned a number.
6. Prior to giving a urine specimen, each student participant/driver shall complete a “Chain of Custody Form.” The form shall identify the student participant only by a confidential number. The “Chain of Custody Form” shall be placed in a sealed package, which shall be forwarded to the testing laboratory with the urine specimen.
7. Collection procedures for urine specimen shall be developed, maintained, and administered by the Board. The agency shall minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student’s specimen, minimize the likelihood of the adulteration of a urine specimen, and maintain complete confidentiality of test results. To that end, the procedure will require:
  - a. The presence of a sponsor, coach, Athletic Director, or the Principal/Assistant Principal immediately prior to the collection process to ensure proper student identification.
  - b. The presence of one (1) or more representatives of the Board when the specimen is taken.
  - c. The Board shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted privacy during the collection process.
  - d. Immediately prior to entering the private bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, hoodies, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification.

**Student Drug-Testing Procedures****DRUG TESTING PROCEDURES (CONTINUED)**

- e. Prior to entering the private bathroom facility utilized for the collection process, the Board representative shall treat water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as “bluing the water”) to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.
7. All scientific analyses of the collected specimen shall be conducted by the professional testing laboratory. Each specimen shall initially be tested by using a highly accurate gas chromatography/mass spectrometry (GC/MS). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
8. A portion of each urine specimen testing positive given by each student participant/driver shall be preserved by the testing laboratory for at least six (6) months.
9. Written confirmation of all test results shall be forwarded to the Student Drug Testing Coordinator who shall provide information regarding positive results to the Safe and Drug Free Schools Coordinator (SDFSC). The SDFSC shall then notify the student and the parent/guardian of the student testing positive, if the student is under the age of 18. All test results are confidential and shall be maintained in the SDFSC Office under the strictest security. The laboratory shall re-test if there is a positive first test as described in Number 7 of this section. If these two (2) tests are in conflict, the results shall be deemed negative.
10. In the event of a positive test a medical review will be conducted to determine if the results were attributable to medication prescribed by a physician or other medical reasons. Student participants/drivers will be deemed eligible until completion of the medical review. The student and his/her parents shall be asked to sign a medical waiver during the medical review to be eligible to practice or compete.
11. Following the medical review, if a student competing on an athletic team, competitive extracurricular activity, or parking on school property is determined to have a positive result, the Principal/Athletic Director and sponsor/coach shall meet with the student participant-and the student’s parent/guardian, if the student is under the age of 18, to discuss the test results. At this meeting the student shall be advised, as per policy, of the sanctions to be imposed. The student and parent/guardian shall be given the opportunity to present relevant evidence prior to implementation of sanctions. The Principal may require written documentation (such as a doctor’s statement) of information that may have affected the test results. Any student in the volunteer pool who tests positive shall also meet with his/her parents if under the age of 18 along with the Principal and the Safe and Drug Free Schools Coordinator to discuss the results and intervention options.
12. One (1) year after the student turns 18 years old or one (1) year after the student’s graduation, whichever is later, all records in regard to this policy concerning each student participant shall be destroyed, and at no time shall these results or records be placed in the student’s academic file or be voluntarily turned over to any law-enforcement agency, or used for any purpose other than those stated herein.

**Student Drug Testing Procedures**

Bullitt County Public Schools

Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing

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As the parent or legal guardian of the student signing below, I acknowledge that I have read Policy 09.423 (Use of Alcohol, Drugs, and Other Controlled Substances) and Procedure 09.423 AP.21 (Student Drug Testing Procedures) and have consented to participate in the drug testing program for the entire school year by circling Option 1 for Mandatory Testing, or Option 2 for Voluntary Testing. Option 3 indicates that I decline participation at this time for my student. I understand for my student to be eligible for any sport(s) or extracurricular participation, or as a student driver who parks on campus, Option 1 must be selected.

Print Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Student's Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Circle Grade: 6 7 8 9 10 11 12  Male  Female

**Circle** the desired OPTION below to acknowledge your agreement to participate in:

**OPTION 1 (MANDATORY)**  
**Athletic,**  
**Extracurricular,**  
**and Student Drivers**  
~~Continue Below~~

**OPTION 2 (VOLUNTARY)**  
~~Sign and Return~~  
**Non-Participant or**  
**Non-Drivers**

**OPTION 3 (DECLINE)**

**Circle any or all Bullitt County School sponsored sport(s) or extracurricular activity in which the student is involved:**

*You are not required to list Park and Rec., YMCA, or any other private sport involvement.*

- |               |               |               |          |                |          |                  |              |
|---------------|---------------|---------------|----------|----------------|----------|------------------|--------------|
| Academic Team | Archery       | Basketball    | Baseball | Bass Fishing   | BETA     | Bowling          | Cheerleading |
| Chess Team    | Cross Country | Dance Team    | FBLA     | FFA            | Football | Forensics Debate | Golf         |
| NHS           | Softball      | Soccer        | STLP     | Student Driver | Swimming | Tennis           | Track        |
| Volleyball    | Wrestling     | Marching Band |          |                |          |                  |              |

Other sports or extracurricular activities (please list) \_\_\_\_\_

We/I agree to release drug testing results to school level counselors for Work Ethic Seal for the high school diploma. See Procedure 09.423 AP.21

\_\_\_\_\_  
Print Student's Name Student's Signature

\_\_\_\_\_  
Print Parent/Guardian's Name Parent/Guardian's Signature Date

**Student Drug Testing Procedures**

Bullitt County Public Schools

We, the undersigned student and parent/guardian, understand that eligibility to participate in athletic practices and events is still allowed during the Medical Review of a positive urinalysis drug screening. We understand that the Bullitt County School District recommends that the undersigned student refrain from participation in athletic sport practices and events pending the results of the Medical Review. If the undersigned student chooses to participate in athletic practices or events, the District will not be held responsible for any injury or damage to the undersigned student, other participants, or property that may be caused by the undersigned student. We further understand that any injury or damage occurring as a result of the undersigned student's participation will be the parent/guardians responsibility. The student and parent/guardian agree to indemnify, save and hold harmless the District from any such injury or damage, including attorney fees and the costs of litigation.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Student Signature\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_

Witness Signature\_\_\_\_\_

Review/Revised:6/15/2015