

1 **St. Regis School District**

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3 **STUDENTS**

4
5 Alcohol/Drug Policy for All Co-Curricular Activities and Athletics

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7 It is the Board’s firm belief that use and/or possession of illegal substances while participating in
8 any school-sponsored activity or athletic program poses a serious threat to the health, well-being,
9 and safety of oneself and others. In order to maintain a healthy learning environment and protect
10 students from personal injury while participating in extracurricular or co-curricular programs, the
11 following regulations are hereby established:

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- 13 1. Any student found in violation of Policy 3340 while participating in any school-
- 14 sponsored activity or athletic program will, on the FIRST offense, be removed from all
- 15 sports and/or activities as stated in the Athletic Code of Conduct.
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- 17 2. Any student found in violation of Policy 3340 will automatically be required to submit to
- 18 mandatory/random drug testing prior to participating in any other District extracurricular
- 19 or co-curricular program. Random drug testing will thereafter be a requirement for the
- 20 student’s participation in any extracurricular or co-curricular activity while attending the
- 21 District.
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- 23 3. Any student found in violation of Montana law relative to use, possession, or distribution
- 24 of alcohol, illicit drugs, or drug paraphernalia (i.e., minor in possession) during the school
- 25 year will also be subject to the suspension and mandatory/random drug testing in 1 and 2,
- 26 above.
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- 28 4. Any student, regardless of age, found to be using tobacco products while out for a sport or
- 29 activity will be suspended from all sports/activities for forty-five (45) school days.
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31 **DRUG-TESTING PROCEDURES**

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33 The District will utilize the following procedures for all students required by the Board to submit
34 to random drug testing as a condition for continued attendance and participation in
35 extracurricular and co-curricular activities. Drug testing may be required, when a student has
36 been found in violation of this policy or Policy 3340, or when the student’s behavior
37 demonstrates a reasonable likelihood the student is under the influence of illegal drugs or
38 alcohol.

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40 Consent Form

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42 Before any drug testing may occur, a consent form must be signed and dated by the student and
43 the student’s parents or guardians, agreeing to abide by the drug-testing procedures outlined in
44 this policy.

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4 Testing Procedures
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- 6 1. When the student's behavior demonstrates a reasonable likelihood the student is under
7 the influence of illegal drugs or alcohol, the administrator/administrative designee may
8 call the student's parent/guardian and ask that the student be tested. Factors will include
9 but are not limited to excessive discipline problems and/or excessive absences from
10 school. Also, a parent/guardian may request testing of his/her student.
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- 12 2. No student will be given advance notice or early warning of testing. In addition, a strict
13 chain of custody will be enforced to eliminate invalid tests or outside influences.
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- 15 3. On being selected for a urinalysis test under this policy, a student will be required to
16 provide a sample of fresh urine, according to quality control standards and policy of the
17 laboratory conducting the urinalysis.
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- 19 4. Students will remain under school supervision, until they have produced an adequate
20 urine specimen. If unable to produce a specimen, the student will be given up to twenty-
21 four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the
22 parent/guardian will be telephoned and informed the student is unable to produce a
23 sample for the testing procedure, and since that is regarded as refusing to be tested, the
24 consequences outlined in Policies 3300 and 3300P will be followed.
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- 26 5. A head strip on each specimen bottle indicates the validity of the urine specimen by
27 temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If
28 this occurs another specimen must be given by the student.
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- 30 6. Immediately after the specimen is taken, the student may return to class with an admit slip
31 or pass with the time he/she left the collection site. The administrator/administrative
32 designee must time and sign the pass.
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- 34 7. The specimens will then be turned over to the testing laboratory, and each specimen will
35 be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as
36 controlled substances under the laws of the state of Montana). Performance enhancing
37 drugs such as steroids may also be tested for.
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- 39 8. The selected laboratory must follow standards set by the Department of Public Health and
40 Human Services and must be certified under the auspices of the Clinical Laboratory
41 Improvement Act (CLIA) and the Joint Commission on Accreditation of Healthcare
42 Organizations (JCAHO).
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4 Chain of Custody
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- 6 1. The certified laboratory will provide training and direction to those who supervise the
7 testing program, set up the collection environment, and guarantee specimens and
8 supervise the chain of custody. To maintain anonymity the student's number, not name,
9 will be used.
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- 11 2. The administrator/administrative designee will be responsible for escorting students to the
12 collection site. The student should bring all materials with him/her to the collection site
13 and should not be allowed to go to his/her locker.
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- 15 3. Before a student's urine is tested by the laboratory, the student will agree to fill out, sign,
16 and date any form which may be required by the testing laboratory. If a student chooses,
17 he/she may notify the administrator that he/she is taking a prescription medication.
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- 19 4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will
20 remain in the student's possession, until a seal is placed on the bottle. The student will
21 sign that the specimen has been sealed. The seal may be broken only by the lab testing
22 the specimen.
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- 24 5. If the seal is tampered with or broken after leaving the student's possession and prior to
25 arriving at the lab, the specimen is invalid. The student will be called again, as soon as
26 possible.
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- 28 6. The supervisor obtaining the urine specimen will be the same gender as the student.
29 Students will be instructed to remove all coats and wash their hands in the presence of the
30 supervisor prior to entering the restroom. The door to a stall will be closed so that the
31 student is by himself/herself in the stall to provide a urine sample. The supervisor will
32 wait outside the stall. The student will have two (2) minutes to produce a urine specimen.
33 The commode will contain a blue dye, so the water cannot be used to dilute the sample.
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- 35 7. After it has been sealed, lab personnel will transport the specimen to the testing
36 laboratory. The testing laboratory will report the results to the administrator/
37 administrative designee.
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- 39 8. In order to maintain confidentiality, the container which contains the urine specimen to be
40 tested will have the student's identification number rather than the student's name on it.
41 The results sheet for the urinalysis will be mailed to the principal/administrative
42 designee, with no name attached; only the student's identification number will appear on
43 the results sheet.
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4 Test Results
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- 6 1. The administrator/administrative designee will be notified of a student testing positive
7 (that is, if the test shows drug residue in the student's system after using at least two (2)
8 types of analyses). The administrator/administrative designee will notify the student and
9 his/her parent/guardian. The student or his/her parent/guardian may submit any
10 documented prescription, explanation, or information, which will be considered in
11 determining whether a positive test has been satisfactorily explained. In addition the
12 student or parent/guardian may appeal by requesting that the urine specimen be retested
13 by the certified laboratory, at a cost to the student or his/her parent/guardian.
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- 15 2. If the test is verified positive, the administrator/administrative designee will meet with the
16 student and his/her parent/guardian at the school. The student and parent/guardian will be
17 given the names of counseling and assistance agencies the family may want to contact for
18 help. The student will not be allowed to participate in any extracurricular and/or co-
19 curricular activities, and the student's continued attendance at school will be determined
20 by the Board, per this policy and Policy 3340.
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- 22 3. A follow-up test may be requested by the principal/administrative designee after such
23 time interval that the substance previously found would normally have been eliminated
24 from the body. If a second (2nd) positive result is obtained from the follow-up or any later
25 test of that student, the same procedure will be followed. In addition the District reserves
26 the right to continue testing, at any time during the remaining school year, any student
27 who tested positive without a satisfactory explanation.
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- 29 4. Information on a verified positive test result will be shared on a need-to-know basis. The
30 results of negative tests will be kept confidential to protect the identity of the student
31 being tested.
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- 33 5. Drug-testing result sheets will be returned to the administrator/administrative designee,
34 identifying student by number and not by name. Names of students tested will not be
35 kept in open files or on any computer. Result sheets will be locked and secured in a
36 location to which only the principal/administrative designee has access.
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38 Financial Responsibility
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- 40 1. Under this policy the District will pay for all initial reasonable suspicion drug tests. All
41 other tests will be paid for by the student or his/her parent/guardian.
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- 43 2. Counseling and subsequent treatment by non-school agencies are the financial
44 responsibility of the student or his/her parent/guardian.
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Confidentiality

Under this drug-testing program, the results of a drug test will not be divulged to anyone who does not have a need to know or a legal right to know test results or disposition of the student involved.

Policy History:

Adopted on: March 8, 2006

Revised on: