

Administrative Guidelines for Mukwonago High School Drug Testing Program

PURPOSE

Random student drug testing will be implemented to:

- Foster a safe learning environment at MHS
- Establish a stronger culture of drug disapproval within the school community
- Employ a more reliable means to detect student drug use as a means to deter its use among students
- Help direct students away from drug and alcohol use toward a healthy and drug-free lifestyle
- Assist students in maximizing their performance in academics, athletics, and/or activities
- Assist parents/guardians with helping their children resist pressure to use alcohol, tobacco, or illegal drugs
- Identify users of drugs or alcohol so that appropriate interventions may occur

ELIGIBILITY FOR TESTING

- Mukwonago High School students participating in athletics and co-curricular activities who fall under the Athletics/Activity Code are eligible for random drug testing.
- Students who choose to purchase a parking pass are also eligible
- Students become eligible for random drug testing on the first day they participate in a co-curricular activity or when they purchase a parking pass.
- Students remain eligible for random drug testing throughout the remainder of his/her high school years whether or not the student has been previously tested or is currently participating in an athletic or co-curricular activity at the time s/he might be selected for a drug test.



Mukwonago High School Athletics and Activities

MUKWONAGO AREA SCHOOL DISTRICT

- Up to twenty-five percent (25%) of the total number of athletic, co-curricular, and student parking holders will be tested annually.
- Students participating in athletics or co-curricular activities are required to complete the "Mukwonago High School District Random Drug Testing Program Consent Form." The student and his or her parents/guardians/legal custodian must sign a Consent Form and return the Form to the coach or co-curricular advisor prior to the beginning of activities for the sport/activity. The student will not be allowed to participate/practice until the Consent Form has been signed and returned. The signed Consent Form shall be maintained in a separate file for that student. A copy of the Board Policy along with administrative guidelines will be made available to students and parents/guardians at the time the Consent Form is requested.
- If the student or his/her parents/guardians/legal custodian revokes the student's consent to drug testing, the student will no longer be eligible to participate in any athletic or co-curricular activities or park on school grounds until a new consent is given.

PROGRAM COORDINATION

- These procedures will be overseen by the Superintendent and his/her designee.
- An MHS administrator will serve as the Drug Testing Coordinator and will coordinate and supervise the testing program at Mukwonago High School.

WHAT IS TESTED

- The District will test for the presence of certain substances which may include, but is not limited to, the following: alcohol, metabolites of nicotine, marijuana, opiates, cocaine, amphetamines, performance enhancers, and phencyclidine (PCP). The District reserves the right to test for any other drug, within the meaning of the policy, at the discretion of the School District administration (MHS principal, superintendent).
- For the purpose of this policy, a drug includes phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, opiates, alcohol, nicotine, or any other substance which is defined as a controlled substance by the Uniform Controlled Substance Act, Wis. Stat. §



961.001 et seq. and as subsequently amended, unless that substance has been taken pursuant to a legal prescription.

SELECTION OF STUDENTS FOR TESTING

- A confidential testing schedule shall be created by the high school administration prior to the initiation of testing.
- Testing may only occur on student contact days during the academic year.
- The Testing Coordinator shall assign a student ID number to each student eligible for testing.
- Student selection for testing shall be done by an approved outside agency using a computer based system designed specifically for the purpose of randomly selecting individuals for testing.
- The Testing Coordinator or designee shall receive a list of numbers to be tested. The MHS administrator shall notify the participant (in person) and escort the participant to the testing location.
- Parents of students selected for testing will be notified (via phone call or message) by the Testing Coordinator or designee on the day of testing. Parents of students who refuse to test will also be notified.
- Alternate student selections shall be made in the event of student absence or refusal to participate in testing.
- The names of students selected for testing shall remain confidential except to the high school administration and those office staff designated by MHS principal or superintendent.

ADMINISTERING THE TEST

- All aspects of the random drug testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.
- Clinical staff from an approved outside agency will oversee the collection of the sample in



Mukwonago High School Athletics and Activities

MUKWONAGO AREA SCHOOL DISTRICT

accordance with Federal National Institute on Drug Abuse standards.

- The approved outside agency will collect the samples from selected students and forward the samples to a professional lab for analysis.
- Specimen collecting will occur at the high school in an area that has a secured bathroom and a private "waiting" room.
- The samples will be handled in the same manner as forensics evidence. The medical staff shall implement procedures to ensure that each student's sample is appropriately labeled and secured to prevent it from being lost, misplaced or contaminated.
- Any attempt by a student to tamper with the sample collection process will result in the sample being deemed positive.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality of those students involved in testing.

STUDENT ABSENCE DURING TESTING DATE

If a student is absent on the day s/he is selected for testing, the MHS administrator or designee will investigate the nature of the absence. If the absence is due to truancy, the student will be ineligible for competition or next scheduled activity until the next testing date and then will automatically be tested on that date. If the absence is excused, the student will remain eligible for practice and competition or activities, but will automatically be tested on the next testing date. If the student has a second excused absence, the student will be ineligible for competition/activities until the next testing date. Ineligibility may be waived upon review by the Testing Coordinator and/or the building principal or designee.

NOTIFICATION OF TESTING AND TESTING RESULTS

- Students participating in athletics or co-curricular activities are required to complete the "Mukwonago High School District Random Drug Testing Program Consent Form."
- Parents of students selected for testing will be notified (via phone call or message) by the Testing Coordinator or designee on the day of testing. Parents of students who refuse to test will also be notified.



Mukwonago High School Athletics and Activities

MUKWONAGO AREA SCHOOL DISTRICT

- Results of student tests will be provided to the Testing Coordinator or designee within approximately 48-72 business hours of the testing.
- Students and parent(s)/guardian of a student who tests negative will receive notification by the Testing Coordinator or designee.
- Students who test positive will be contacted directly by a physician from the testing facility for a follow-up consultation. The consultation will address reasons for a positive test and a decision made regarding the legitimacy of a positive screen.
- The Testing Coordinator or designee is notified that "results are pending" for students who test positive. Once consultation occurs with a physician, the MHS administrator or designee is given final results of the test.
- Written notification will be provided by a MHS administrator to all MHS students and parents upon the determination of test results.
- The Testing Coordinator or designee will keep testing results in confidential files separate from the student's other educational records. S/He shall disclose results only to the administrative personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the policy or the consequences for violating this policy. This may include the MHS administrators, athletics/activities coordinator, Superintendent, or school board. Student drug testing information will not be turned over to any law enforcement authorities except under circumstances in which the District is legally compelled to surrender or disclose such test results.

REVIEW/APPEAL PROCEDURE

- Students may request a retest of their original sample at their own expense.
- The Testing Coordinator and/or designee and/or a certified Medical Review Officer (MRO) shall inform the student and his/her parents/guardians/legal custodian of the result and further inform the student and his/her parents/guardians legal custodian that they have up to three (3) days to present a signed physician's note to the MRO and/or the Testing Coordinator or their designee of any lawful prescription or non-prescription drugs that



Mukwonago High School Athletics and Activities

MUKWONAGO AREA SCHOOL DISTRICT

the student was taking at the time of the test that would result in a positive test. The student shall not participate in activities during this period. If the physician's note is not presented to the MRO within the prescribed period, the matter will result in the appropriate consequence. If the student and/or his/her parents/guardians/ does present a physician's note to the MRO within the prescribed time period, the MRO will analyze the sample to make sure the result was not a false positive based on the student's use of any substances contained in the physician's note. The MRO will contact the Testing Coordinator or his/her designee with his/her final decision. If the results remain positive, the activities coordinator or designee will implement the requisite consequence.

CONSEQUENCES

An Activities/Athletic Code and/or Parking Regulations violation will result from the following:

- Positive screen
- Refusal to participate in testing
- Tampering with the sample collection process

If a student testing positive is involved in athletics/activities, appropriate consequences as outlined in the code will be applied.

Students with parking passes who test positive, can lose their parking privileges for up to 18 weeks (approximately 1 semester).

FINANCIAL CONSIDERATIONS

- The District will incur the cost of initial testing.
- Any expenses associated with the appeal/second testing of the specimen at a secondary lab will be at the parents/guardians expense