

# REGULATION

## Upper Freehold Regional School District

Section: Pupils

5530.1. STUDENT RANDOM ALCOHOL AND OTHER ILLEGAL DRUG TESTING

Date Created: June, 2008

Date Edited: September, 2013

Date Edited: July, 2014

### 5530.1. STUDENT RANDOM ALCOHOL AND OTHER ILLEGAL DRUG TESTING

#### PROCEDURES:

##### 1. Consent Form

All students wishing to participate in any extracurricular, co-curricular or athletic activity, obtain on-site parking, and/or participate in the voluntary drug testing program, must provide student and custodial parent/guardian written consent for drug testing pursuant to the Upper Freehold Board of Education Random Drug Testing Policy. Written consent must be provided on the drug testing consent form attached to these procedures. The drug testing consent form will be mailed home annually over the summer and must be returned to the school's main office prior to participation in any of the above stated activities. Additional copies of the drug testing consent form are available in the main office or on the school's website. Only students with signed consent forms will be able to participate in the above noted activities.

A student database of participating students will be created and activity advisors, coaches and the athletic director will have access to this database. Activity advisors and coaches must make certain all students enrolled in any activity, including parking, have the signed form on file. The school administration will provide the selected testing services company with a list of Student ID numbers.

The consent form will be in effect throughout the student's enrollment at Allentown High School or until the submission of a written request from a parent/guardian to withdraw the original consent. If a student withdraws during the school year, he/she must wait 365 days to re-enroll in random drug testing and participate in activities.

##### B. Testing Procedures

On a periodic basis throughout the school year, ID numbers of all participating students will be placed in a pool from which the Board contracted drug-testing provider will

randomly and annually select a minimum of ten to twenty percent of students in the pool. Students selected for testing will follow the procedures listed below:

- a. Students will be called to the main office and be taken individually to the testing location by the principal/vice principals. The testing location will be the team room in the new gym.
- b. A building administrator will remain in the testing location throughout the procedure.
- c. Those students selected for testing shall be notified and tested the same day.
- d. The clinician will explain the process to the student. Students will complete the specimen control form, which bears an assigned identification number. The identification number shall be the means by which the specimens are identified by all laboratory personnel. Only the principal/vice principals and the Medical Review Officer (MRO) from the contracted testing company shall know the assigned number for each student selected for testing.
- e. The student shall submit a urine sample according to the Upper Freehold Board of Education Random Drug Testing Policy.
- f. A phone call will be made that day to the student's parents/guardian notifying them that their son/daughter was tested.
- g. Any student who refuses to be tested, deliberately avoids testing, has a test that indicates any masking agents or has a positive test result, will be in violation of the UFRSD Random Drug Testing Policy.

### 3. Confidentiality

The school administration respects the privacy of all students and will maintain confidentiality regarding random drug/alcohol testing. All records and subsequent actions will be kept in a separate file maintained by the principal/vice principals. No one other than the principal/vice principals will have access to this information. District personnel will not release records of drug tests or any resulting action to anyone other than the student and his/her parents/guardian without written authorization from the student and his/her parent/guardian. If the result of a random test is positive, in addition to the principal/vice principal, only the Student Assistance Coordinator (SAC) will be made aware of the results and will implement the policy mandated counseling sessions. If a student has a subsequent positive test result and is removed from any athletic or extra curricular activity, the staff member in charge of that activity will not be told the reason for the temporary removal.

#### D. Consequences

##### 1. First Infraction

- The Medical Review Officer will inform the high school principal/vice principals about the results of the RDT.

- The principal/vice principal will contact the parents/guardian of any student who tests positive, have the student removed from school and make arrangements for a mandatory medical examination pursuant to statute, N.J.S.A. 18A: 40A-12. This medical examination will be conducted by the physician at US Health Works at 441 Route 130, the Board appointed medical facility, or can be administered by the student's private physician. If the parents/guardians use their private physician, they will be responsible for the cost of the physical exam.
- Upon return from the physical examination, the school must receive a doctor's note indicating that the student is able to return to school. At the time the student returns to school with the doctor's note, a parent conference will be held to review the procedures for a 1<sup>st</sup> offense positive result.
- In attendance at the meeting will be: vice principal, parents/guardians, student and the SAC.
- At the meeting, a Memorandum of Agreement will be discussed and signed by the high school administration, the student, and the parents/guardians.
- The Memorandum of Agreement will include:
  - Review of the driving guidelines for parking on campus
  - Acknowledgement of the three subsequent random drug tests following a positive result
  - Acknowledgement that the conference was held as attested to by the signatures on the Memorandum of Understanding
  - Review of consequences for any subsequent positive RDT
  - At this point in the meeting, the vice principal will leave and the SAC will discuss the five mandatory counseling sessions with the student and his/her parents/guardians
  - At the end of the five counseling sessions, the SAC will share the recommendations for treatment with the parents/guardians and student only
  - The administration will not receive a copy of the treatment recommendation for the first offense
  - The information regarding the RDT results, parent meeting, and treatment plans will not be shared with anyone other than those noted in these procedures

## 2. Second Infraction

- The Medical Review Officer will inform the high school principal/vice principals about the results of the RDT.
- The principal/vice principal will contact the parents/guardian of any student who tests positive, have the student removed from school and make arrangements for a mandatory medical examination pursuant to statute, N.J.S.A. 18A: 40A-12. This medical examination will be conducted by the physician at US Health Works at 441 Route 130, the Board appointed medical facility, or can be administered by the student's private physician. If the parents/guardians use their

- private physician, they will be responsible for the cost of the physical exam.
- Upon return from the physical examination, the school must receive a doctor's note indicating that the student is able to return to school. At the time the student returns to school with the doctor's note, a parent conference will be held to review the procedures for a 2nd offense positive result.
  - In attendance at the meeting will be: vice principal, parents/guardians, student and the SAC.
  - At the meeting, a Memorandum of Agreement will be discussed and signed by the high school administration, the student, and the parents/guardians.
  - The Memorandum of Agreement will include:
    - Review of the driving guidelines for parking on campus
    - Acknowledgement of the three subsequent random drug tests following a positive result
    - Acknowledgement that the conference was held as attested to by the signatures on the Memorandum of Understanding
    - Review of consequences for any subsequent positive RDT
    - The SAC will discuss the ten mandatory counseling sessions with the student and his/her parents/guardians
    - At the end of the ten counseling sessions, the SAC will share the recommendations for treatment with the parents/guardians, student and the administration
    - Acknowledgement that the student will be removed from all activities and parking on campus for 45 60 days
    - The information regarding the RDT results, parent meeting, and treatment plans will not be shared with anyone other than those noted in these procedures

### 3. Third Infraction

- The Medical Review Officer will inform the high school principal/vice principals about the results of the RDT.
- The principal/vice principal will contact the parents/guardian of any student who tests positive, have the student removed from school and make arrangements for a mandatory medical examination pursuant to statute, N.J.S.A. 18A: 40A-12. This medical examination will be conducted by the physician at US Health Works at 441 Route 130, the Board appointed medical facility, or can be administered by the student's private physician. If the parents/guardians use their private physician, they will be responsible for the cost of the physical exam.
- Upon return from the physical examination, the school must receive a doctor's note indicating that the student is able to return to school. At the time the student returns to school with the doctor's note, a parent conference will be held to review the procedures for a 3rd offense positive result.
- In attendance at the meeting will be: vice principal, parents/guardians, student and the SAC.

- At the meeting, a Memorandum of Agreement will be discussed and signed by the high school administration, the student, and the parents/guardians.
- The Memorandum of Agreement will include:
  - Review of the driving guidelines for parking on campus
  - Acknowledgement of the three subsequent random drug tests following a positive result
  - Acknowledgement that the conference was held as attested to by the signatures on the Memorandum of Understanding
  - Review of consequences for any subsequent positive RDT
  - The SAC will discuss the ten mandatory counseling sessions with the student and his/her parents/guardians
  - Acknowledgement that the student will be removed from all activities and parking on campus for 365 days
  - At the end of the ten counseling sessions, the SAC will share the recommendations for treatment with the parents/guardians, student and the administration.
  - The information regarding the RDT results, parent meeting and treatment plans will not be shared with anyone other than those noted in these procedures

Failure to comply with the guidelines may result in one or more of the following interventions: 1) meetings with the student, parent/guardian, SAC and administration; 2) referral to the Board of Education; 3) and/or referral to the Division of Youth and Family Services for investigation.

Reviewed: 4 September 2013

Revised: \_\_ July 2014