

A. GENERAL POLICY STATEMENT

The Haywood County Board of Education (the “board”) strongly believes that drug and alcohol abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students’ well-being that a random student drug testing program is initiated in the Haywood County Schools. The purpose of the random drug testing program is to help students, not to be punitive in nature. Therefore:

1. A positive test will not result in suspension from school or notification to legal authorities.
2. Students will not be penalized academically for testing positive for illegal drugs or banned substances.
3. A first positive test will be reported to parents, the superintendent’s designee, the school principal, and the coach or activity sponsor. This positive test will not result in ineligibility from any voluntary activities unless the first positive test policy procedures are not followed as outlined under Section G.1 of this policy.

B. RATIONALE FOR STUDENT DRUG TESTING

The board enacts this random student drug testing policy based on the following findings:

1. Drug and substance abuse by students is a significant problem throughout the nation.
2. Haywood County, due to its demographics, is particularly susceptible to substance abuse problems.
3. There is a problem of alcohol and drug abuse among Haywood County students.
4. The primary responsibility for addressing substance abuse by students rests with parents and guardians.
5. The school system and the community at large also have a responsibility for addressing substance abuse by students.
6. Haywood County Schools has implemented various prevention, education, and intervention programs to reduce substance abuse among Haywood County students, and is committed to continue addressing the substance abuse problem head-on rather than ignoring it.

7. The U.S. Supreme Court has authorized the use of random drug testing of students who elect to participate in voluntary competitive school activities that are privileges rather than rights.
8. An increasing number of school districts in North Carolina and across the country have enacted random student drug testing policies.
9. School districts that have enacted random student drug testing policies report positive results in reducing drug use, reducing discipline problems, and fostering a school culture resistant to drug and alcohol abuse.
10. Students who participate in athletics and other competitive voluntary extracurricular activities are representatives of the school system and are often role models for other students.
11. Students who voluntarily choose to drive to and from school are permitted to park on campus as a privilege. The school district has a particular interest in assuring the safety of these drivers and the safety of campus parking lots.
12. A random drug testing policy of students engaged in voluntary competitive school activities is likely to be an effective tool in reducing substance abuse.

C. GOALS OF STUDENT DRUG TESTING

The random drug testing program is not intended to punish students, but to help them. Goals of the random student drug testing program are:

1. To educate students about the dangers and problems associated with drug and alcohol use and abuse;
2. To deter drug and alcohol use and abuse by students;
3. To identify students participating in competitive extracurricular activities or driving to school who may be abusing drugs and to determine the identity of the drug(s);
4. To provide information to parents so that parents and guardians can take appropriate steps at the family level to assist students;
5. To motivate students to resist negative peer pressure and have a good reason to “say no” to drugs and alcohol;
6. To provide opportunities for counseling and treatment for any student who is determined to be using or abusing drugs or alcohol;
7. To help ensure the safety of students who participate in competitive athletics,

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- competitive extracurricular activities, or who drive to school and park on campus;
8. To remove the stigma of drug use and abuse from those students who do not use drugs;
 9. To develop a drug-free program that produces students who can serve as role models and influence their peers to lead healthy and responsible lives; and
 10. To complement the school system's overall drug education program.

D. STUDENTS SUBJECT TO RANDOM DRUG TESTING

1. All students in grades 9-12 who desire to participate in any of the following voluntary competitive school activities or privileges must agree to participate in the random student drug testing program:
 - a. interscholastic athletics;
 - b. other voluntary competitive extracurricular activities; and
 - c. campus parking privileges.
2. Participation in the random drug-testing program is mandatory only for students who elect to participate in the above voluntary activities in which participation is a privilege not a right. Participation in the random drug testing program shall not be required as a condition of attending school or enrolling in any class. However, every student attending a Haywood County school is subject to policy 4325, Drugs and Alcohol, which prohibits the possession, use, transmission, and being under the influence of drugs and alcohol while at school or at an off-campus school activity.
3. Any parent of a student in grades 9-12 may consent to the student voluntarily participating in the random drug testing program, whether or not the student is a participant in any of the privileged activities listed above. The same procedures will apply, as outlined in this policy, for all students participating in random student drug testing.
4. The administration shall prepare a Drug Testing Consent Form ("Consent Form") to be signed by the student and the student's parent or guardian. The parent or guardian shall be given a copy of the signed Consent Form and referred to this random student drug testing policy, which shall be made available on the school system's website, in the main office of each high school, and otherwise upon request to any school or school system employee involved with the implementation of the drug testing program. The original Consent Form shall be kept in the student's official file.

5. Students who desire to participate in the voluntary activities or privileges covered by this program shall sign the Consent Form prior to the beginning of the sport season athletic practice, at the beginning of the school year, or soon thereafter. The Consent Form will authorize random drug testing for the student's entire school career in Haywood County Schools.
6. A signed Consent Form may be revoked by a signed Withdrawal of Drug Testing Consent Form ("Withdrawal Form"). The Withdrawal Form must be signed by the student and the parent or guardian prior to the day of testing. A student who withdraws will no longer be subject to random drug testing and will not be eligible for participation in the voluntary activities or privileges covered by this policy until after the end of the current school year. After the current year ends, students who desire to participate in any of the voluntary competitive school activities or privileges must agree to participate in the random student drug testing program by submitting a new Consent Form.

E. IMPLEMENTATION

1. Key Implementation Roles

- a. Contracted Test Administrator ("Vendor" or "Test Administrator")

The drug testing program will be implemented on behalf of the school district by a Test Administrator, which shall be an independent agency or entity operating under contract with the Haywood County Board of Education. The contracted Test Administrator shall have experience in implementing a drug testing program.

- b. Medical Review Officer ("MRO")

The contracted Test Administrator shall employ, or provide by subcontract, a licensed physician certified as a Medical Review Officer.

- c. Superintendent's Designee

The superintendent shall designate an administrator of the school district to coordinate the district's drug testing program ("Superintendent's Designee" or "District Drug Test Coordinator"). This administrator will receive all information and results provided by the Vendor and the MRO in order to fully coordinate this program.

- d. Licensed Substance Abuse Professional ("LSAP")

Licensed substance abuse professionals whose professional credentials are acceptable to the superintendent and/or designee shall conduct all substance abuse assessment and counseling services.

2. Role of School System Employees

Haywood County School personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly tested. These functions will be carried out by the contracted Test Administrator. School system employees will be expected to call students from their regular class schedule and assist with coordinating testing as needed.

3. Random Selection

Eligible students will be randomly selected for testing by the contracted Test Administrator using the following process:

- a. The Superintendent's Designee shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
- b. The Superintendent's Designee shall assign each eligible student on the list a number.
- c. The Superintendent's Designee shall provide the contracted Test Administrator with a list of the students' numbers or names, categorized by school.
- d. Prior to each testing date, the Superintendent's Designee will notify the contracted Test Administrator as to what number or percentage of students will be tested.
- e. The contracted Test Administrator shall randomly generate a list of student numbers representing students to be tested. The randomly generated student numbers shall be categorized by school, and, to the extent practicable, shall consist of the same percentage of students at each school.
- f. If numbers are sent to the Test Administrator, the Superintendent's Designee will match the randomly generated student numbers with the students' names, and will notify each school which students are to be tested.
- g. Selected students shall be pulled from class schedule for testing on testing day. There shall be no advance notification of which students will be tested.
- h. Documentation of the selection process shall be maintained.

4. Absences

A student who is present at school on the day of testing and avoids testing by leaving campus (or cutting class) without a valid excuse for that day shall be considered as having refused to be tested.

5. Refusal to Test or Tampering with a Test

A refusal to be tested, or an attempt to alter, substitute, adulterate, or otherwise tamper with a test sample, shall result in a declaration of a positive test which invokes the appropriate consequence outlined in Section G of this policy.

6. Frequency of Tests

Random drug testing will be conducted as frequently as possible during the academic year. The dates and times of testing will not be publicized in advance.

7. Location of Tests

To the extent possible, the testing will occur at every high school on the same dates.

8. Number of Students Tested

The percentage and/or number of eligible students at each secondary school which will be tested on each test date and in the course of a year will be determined by the administration and Test Administrator.

9. Urine Tests

Testing will be conducted by urine, saliva, or hair specimen as determined by the superintendent or designee and the Test Administrator.

10. Confidentiality

All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Superintendent's Designee in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement this policy. When under this policy a student becomes ineligible to participate in any voluntary activity, the principal shall inform the particular coach, sponsor, or administrator (for parking permits) that the student is ineligible.

11. Falsification of Information

Students who falsify information on the required forms will be subject to discipline sanctions under policy 4300, Student Behavior Policies, policy 4325, Drugs and Alcohol, and the Code of Student Conduct, as applicable.

12. Parent Notification

School officials will make a reasonable attempt to notify parents of their child's participation in drug testing after the test is administered.

F. TESTED SUBSTANCES

The student will be tested for substances recommended by the contracted Test Administrator and as determined by the superintendent or designee.

G. CONSEQUENCES OF POSITIVE TESTS

Many students participate in several voluntary activities and may participate in multiple activities at one time, such as participating in a sport as well as obtaining a parking privilege. The consequences for a positive test will apply to all activities the student is currently participating in and may apply to participation in future voluntary activities as well.

In regards to the consequences set out below, the term "voluntary activity" refers only to athletics and other competitive extra-curricular activities. The consequences for parking are set out separately.

1. First Positive Test

- a. The principal or designee and the coach or sponsor will be notified by the superintendent or designee.
- b. The student and the student's parent or guardian will be notified by the Medical Review Officer (MRO) and the principal or designee. The parent or guardian will have 7 calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent's Designee as "positive-non-contact."
- c. The student is not precluded from participation in the voluntary activities or from parking privileges as a result of the first positive test, provided the parent or guardian provides the principal or designee with a certification from the student's physician or a licensed substance abuse professional on the appropriate form. It is the responsibility of the student and parent to obtain this form, which is available on the Haywood County Schools website. If the physician's-required certification is not provided to the

principal or designee within 14 calendar days, the principal or designee shall promptly notify the Superintendent's Designee, and the student shall be ineligible to participate in the voluntary activities covered by this policy until such ~~physician's~~ certification is filed with the principal or designee.

- d. The MRO or principal or designee may provide the parent or guardian a list of resources for substance abuse assessment and intervention in the Haywood County area.
- e. The parent or guardian is encouraged to actively seek assistance for the student.
- f. The student is subject to a mandatory retest at the next regularly scheduled testing date. The student will be identified by the principal or designee for retesting on the next regularly scheduled test date.

2. Second Positive Test

- a. Upon a second positive test at any time during the student's school career in Haywood County, the contracted MRO shall notify the Superintendent's Designee and the student's parents. The parent or guardian will have 7 calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent's Designee as "positive-non-contact."
- b. A conference will be scheduled between the school principal, the student, and the student's parent or guardian.
- c. The student will be suspended from 20% of contests or competitive performances calculated on the total number of regular season contests and performances if the student is currently participating in a voluntary activity. If the student is not participating in a voluntary activity at the time of the second positive test, the student will be suspended from 20% of contests or competitive performances of the next voluntary activity in which the student intends to participate. The student may continue to participate in practice and rehearsals during the suspension.
- d. If the student has campus parking privileges, the student shall be suspended from parking on campus for nine full weeks of school. This suspension may occur over two school years if the positive test occurs near the end of a school year. This suspension shall be in addition to any suspension from other voluntary activities.
- e. The student may regain eligibility upon compliance with all of the

following requirements:

- 1) The student shall satisfy the substance abuse assessment and counseling requirement of Section H, below. For a second positive test, the student is considered in compliance once he or she has completed the substance abuse assessment and is participating in any recommended counseling or treatment program.
 - 2) The parent or guardian shall supply to the principal or designee a certification from the student's physician or a licensed substance abuse professional. The required form is available on the Haywood County Schools website.
 - 3) A student shall test "negative" on a retest prior to regaining eligibility. This retest may be the mandatory retest provided in subsection f, below, or may be a privately arranged test by a licensed drug testing agency acceptable to the Superintendent's Designee. A privately arranged drug test shall be at the expense of the parent or guardian.
 - 4) The student must complete 25 hours of community service, which first must be approved by the school administration. The student is responsible for obtaining verification of community service hours by turning in a specific form obtained from the appropriate school administrator.
- f. The student will be subject to a mandatory retest at the next regularly scheduled test date.

3. Third Positive Test

- a. Upon a student's third positive test any time during the student's school career in Haywood County, the MRO shall notify the Superintendent's Designee, the student, and the student's parents. The parent or guardian will have 7 calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent's Designee as "positive-non-contact."
- b. A conference will be scheduled between the student's parents, the student, and school principal.
- c. If the student is not participating in any voluntary activity at the time of the third positive test, the student will be suspended from 100% of contests or competitive performances of the next voluntary activity in which the student intends to participate. If the student is participating in

any voluntary activity at the time of the third positive test, the student will be suspended from the remaining contests or competitive performances of that season and will also be suspended from a portion of the next voluntary activity in which the student intends to participate calculated on the total number of regular season contests and performances. The student may not continue to participate in practice and rehearsals during the suspension.

- d. If the student has campus parking privileges, the student shall be suspended from parking on campus for one-half of a school year. This suspension may occur over two school years if the positive test occurs near the end of a school year. This suspension shall be in addition to any suspension from other voluntary activities.
- e. The student may regain eligibility after the suspension and upon compliance with all of the following requirements:
 - 1) The student shall satisfy the substance abuse assessment and counseling requirement of Section H, below.
 - 2) The parent or guardian shall supply to the principal or designee a certification from the student's physician or a licensed substance abuse professional. The required form is available on the Haywood County Schools website.
 - 3) The student will be subject to a mandatory retest before regaining eligibility at the expense of the parent or guardian.
 - 4) The student must complete 35 hours of community service, which first must be approved by the school administration. The student is responsible for obtaining verification of community service hours by turning in a specific form obtained from the appropriate school administrator.
- f. The student will be subject to a mandatory retest at the next regularly scheduled test date.

4. Fourth Positive Test

- a. Upon a student's fourth positive test any time during the student's school career in Haywood County, the MRO shall notify the Superintendent's Designee. The student and the student's parents will be notified by the MRO. The parent or guardian will have 7 calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent's Designee as "positive-non-contact."

- b. A conference will be scheduled between the student's parents, the student, and school principal.
- c. The student will be ineligible to participate in any voluntary activities, including parking privileges, covered by this policy for the remainder of his or her school enrollment.

H. SUBSTANCE ABUSE ASSESSMENT AND COUNSELING REQUIREMENT

Whenever a student is required to satisfy the substance abuse assessment and counseling requirement of this policy, the student shall:

- 1. Undergo a substance abuse assessment by a licensed substance abuse professional. Parents who request will be provided a list of licensed professionals. This assessment shall be at the expense of the parent or guardian.
- 2. Provide the school principal with written certification by the licensed substance abuse professional that the substance abuse assessment has been completed.
- 3. Undergo counseling, treatment, and/or other intervention, if any, as recommended by the licensed substance abuse professional. The board will not specify requirements of any such counseling, treatment, or intervention, as this will be based on the student's individual needs. The board's interest is that the student receives whatever assistance is appropriate for the particular individual.
- 4. Failure to fully cooperate or comply with the substance abuse assessment requirement or any counseling or treatment program recommended by the licensed substance abuse professional shall make the student ineligible for participation in the voluntary activities covered by this policy.

I. TEST PROCEDURES AND SAFEGUARDS

1. Specimen Test

Testing will be by urine, saliva, or hair specimen as determined by the superintendent or designee and the Test Administrator.

2. Screening Test

The specimen shall be screened using appropriate protocols for screening approved by the College of American Pathologists (CAP) or the Department of Health and Human Services (HHS).

3. Confirming Test

If the screening test indicates the presence of a controlled substance, the specimen shall be subject to a confirming test.

4. Split Sample

Each student's sample shall be split into two samples. In the event of a confirmed positive test, a student may request that a portion of his or her urine sample be tested by another state or federal approved laboratory at his or her expense. If this test result is negative, the student or parent will be reimbursed.

5. Standards for Positive Test

The contracted Test Administrator will use the standard cutoff scores generally used by CAP or HHS for determining a positive test result.

6. Use of Licensed Laboratory

The contracted Test Administrator must use a laboratory that is appropriately licensed by CAP or HHS. The laboratory must also be approved by North Carolina state law and accredited to conduct drug testing in this state.

7. Use of Certified MRO

The contracted Test Administrator must use a physician who is a certified MRO who has met the federal regulation requiring initial MRO certification. Current MRO re-certification must be maintained either through the Medical Review Officer Certification Council (MROCC) or through the American Association of Medical Review Officers (AAMRO).

8. Expense

The expense, if any, of the assessment or counseling or treatment program shall be the responsibility of the parent or guardian, not the Haywood County Schools.

J. MEDICAL REVIEW OFFICER

1. The Test Administrator shall report any test found "positive" for the presence of a tested substance directly to the MRO.
2. The MRO shall notify the student and the student's parent or guardian of the test results and provide an opportunity to present information, such as the documented use of a prescription medication or an over-the-counter drug, which would render an apparent "positive" result invalid or "negative."
3. Failure or refusal of the student or the student's parent or guardian to cooperate with the MRO shall constitute a refusal to test, which is considered a positive test.

4. The MRO shall inform the student and the student's parent or guardian of the opportunity for an additional confirming test at the student's or parent's expense on the remaining sample of the student's urine. If the additional confirming test is negative, the student or parent will be reimbursed.
5. If the MRO determines that an apparent "positive" test result is the result of a lawful use of a prescription or non-prescription drug, the test result shall be considered as "negative."
6. If the MRO determines that the test results are valid and positive, the MRO shall inform the student and the student's parent or guardian of this determination.
7. The MRO will notify the Superintendent's Designee on any positive test, and the designee will have access to all data and reports provided by the MRO and the contracted Vendor.

K. METHOD OF COLLECTION OF SPECIMEN SAMPLES

The following procedures shall be used for the collection of urine specimens at the individual schools.

1. Notice of Collection

All students selected for testing at a school shall not be notified simultaneously. A school administrator will notify each student personally that he or she has been selected for testing immediately prior to testing. The student shall not be allowed to go to his or her locker for any reason. The student may not leave the testing area until he or she has provided an adequate specimen.

2. Cooperation

If the student refuses to cooperate with school employees or the contracted Test Administrator's staff, the student's refusal to cooperate shall be treated as a "positive" test result.

3. Time of Collection

In general, urine specimens will be collected as determined by the contracted Test Administrator in conjunction with a school administrator.

4. Collection Location, Supplies, and Equipment

Each school and the contracted Test Administrator shall select by mutual agreement one or two restrooms to use for collecting urine samples, and a location to collect saliva and hair samples.

5. Protection of Student's Privacy

The contracted Test Administrator's staff shall not view a student in the act of providing a specimen, but shall monitor each student in a non-intrusive but controlled manner to detect any attempt to provide a false urine specimen. Immediately upon receipt of a urine specimen it shall be tested to determine its temperature. All specimens outside of normal temperature limits will be considered invalid and the student shall be required to provide another urine sample.

6. Chain of Custody

The contracted Test Administrator shall implement procedures to ensure that each student's urine sample is appropriately labeled and secured to prevent each sample from being lost, misplaced, or contaminated. At a minimum, the contracted Test Administrator shall:

- a. Provide each student with a sanitized kit containing a specimen bottle. The bottle will remain in the student's possession until a seal is placed on the bottle by the collection staff. The student will sign a form certifying that the bottle contains his or her urine sample and that the specimen has been sealed. Only the lab testing the specimen may break the seal.
- b. After the specimen has been sealed, the specimen shall be transmitted to the testing laboratory by the contracted Test Administrator.
- c. In order to maintain confidentiality, the specimen bottle shall be labeled with the student's number and not the student's name. In addition, the results sheet mailed by the laboratory to the contracted Test Administrator or MRO shall report the results by student number and not by name.

7. Refusal or Inability to Provide Urine Sample

The contracted Test Administrator shall implement appropriate procedures for use in the event a student refuses to provide a urine sample or states that he or she is physically unable to provide a urine sample. A refusal to provide a urine sample or other sample will be treated as a "positive" test result with consequences stated in Section G of this policy. If a student says that he or she is unable to provide a urine specimen, the student will be given water to provide a urine sample. If the student is still not able to provide the urine sample, an alternative test sample will be collected. If the student states that he or she has a medical problem that prevents the student from providing a urine sample, the student will be given the opportunity to communicate with the MRO, who shall determine whether or not the student has a legitimate medical reason not to be tested by a urine specimen and in turn approve a saliva test.

L. EVALUATION AND REVIEW OF POLICY

The contracted Test Administrator shall provide periodic statistical reports (without identifying students' names) to the Superintendent's Designee, indicating the numbers of students tested and the numbers of first, second, and third positive test results, by substance and by school. The superintendent will make an annual report to the board regarding the impact of this policy.

Legal References: U.S. Const., Amend. IV; N.C. Gen. Stat. 115C-47(4); Bd. Of Education of Independent School Dist. No. 92 of Pottawatomie County v. Earls, 122 S. Ct. 2559 (2002)

Cross References: Student Behavior Policies (policy 4300), Drugs and Alcohol (policy 4325)

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