

# GRANT COUNTY HIGH SCHOOL

## DRUG TESTING PROGRAM PROCEDURE



### I. Acknowledgement of Policy and Procedures

All student athletes and their parents are required to read the Drug Testing Program Policy and the Drug Testing Program Procedure, and must acknowledge, in writing, that they have read the policy and procedures, understand it and agree to be bound by its terms and conditions, prior to participating in their sport. It shall be the responsibility of the particular coach of the sport to ensure that all athletes and parents have acknowledged their understanding of the Policy and Procedure in writing and to file documentation of acknowledgment with the athletic director.

### II. Applicability

The policy and procedure will apply to and high school student participating in athletic practice and/or contests under the control and jurisdiction of the school district, including student managers and /or student trainers, for the sports offered at Grant County High School.

In the event that a student transfers into the school district or otherwise begins a sport at the high school level after the season for that sport has begun, the student shall be required to sign the appropriate forms and be subject to testing as outlined in the Policy and Procedure and specifically in the section titled "Timing of Testing."

### III. Completion of Required Forms

The athletic director shall be responsible for the maintaining on file affected students' and parents' acknowledgment of receipt of the drug testing program Policy and Procedure.

Any student athlete undergoing drug testing per the Policy and Procedure shall sign a "Drug Testing Program Procedure Consent" form before the participant provides a urine specimen for analysis.

The parent or guardian of any person undergoing drug testing per the Policy and Procedure who is under the age of eighteen (18) must sign a "Drug Testing Program Procedure Consent" for before the participant provides a urine specimen for analysis.

The high school athletic director shall retain on file all signed and acknowledgement and participation forms for a period of three years and shall regard the records as confidential in nature.

Prior to providing a urine specimen, the participant shall provide verification which shall disclose all prescription drugs currently being taken by the student to the athletic director.

Acceptable verification shall be in the form of a copy of the prescription or physician's signed statement. The sole purpose of this information shall be to determine the effects of those drugs on the urinalysis performed, and shall in no way be used to discriminate against the participant. As with all documents necessary for the implementation of the Policy and Procedure, the copy of a prescription or a physician's signed statement shall be regarded as confidential in nature. The high school athletic director shall retain on file for a period of six months after the testing has been completed all copies of prescriptions or physician's signed statements; at the end of the six months period of time, the documents shall be destroyed.

#### IV. Timing of Testing

To the greatest extent possible, this test shall be performed randomly; however, testing will occur on student athletes only during the time which they are participating in their sport(s). Athletes are subject to testing:

1. At any time between the first day the athlete begins tryouts for the athletic team and the date of the last game or competition of the season for the athletic teams, and
2. During any time there is organized activity of the team, which all team members are expected to attend.

All student athletes shall be tested within four (4) weeks following the selection of the athletic team. This shall be the only test that will be announced prior to the administration of the collection of the urine specimen; however, the athletic director will make every effort to minimize notification time.

Scheduled times for random drug testing shall be selected by the athletic director and must be conducted no fewer than four (4) times during the athletic team's season. During each random test for athletes no fewer than twenty-five percent (25%) of all student athletes participating during that season shall be tested.

#### V. Random Drawing

The testing company will provide a computerized method by which to randomly select students to be tested for each random test performed. The selection will be conducted by a person from the testing vendor and supervised by the athletic director or designee.

#### VI. Testing Program

The testing company will work closely with the high school athletic director to administer collection procedures for urine specimens. These procedure to minimize intrusion or embarrassment to students, reduce the likelihood of adulteration of urine specimens, and make reasonable efforts to maintain confidentiality of test results. To that end, the following procedures will apply:

- A. The principal, designee, and/or athletic director shall be present immediately prior to the collection process.
- B. At least one representative of the testing company shall be present to conduct the collection process.
- C. The testing company shall provide the participants with a container in which to collect urine. The participant shall be permitted absolute privacy during the collection process.



- D. Immediately prior to entering the bathroom facility being used for the collection process, the participant shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representative present for the testing.
- E. Prior to entering the private bath facility utilized for the collection process, the testing company shall treat the water in the private bathroom facility with a coloring substance to prevent a student from attempting to dilute or otherwise adulterate the urine specimen. The temperature of all specimens obtained shall be noted. Urine specimens below a temperature of 90 degrees Fahrenheit shall be discarded and the student shall be requested to produce another urine specimen. A student producing a urine specimen above a temperature of 100 degrees Fahrenheit shall be subject to having the student's body temperature taken (orally only) by a representative of the testing company. If the differential between the student's body temperature and the temperature of the urine specimen is not within an acceptable range the student will be requested to produce another specimen.
- F. Students marked absent by the school office or on an approved field trip on the day of the random testing, shall not be penalized for not undergoing testing. If a student is marked present at school on the day of testing, but does not appear for testing, school staff will attempt to locate the student. If reasonable efforts to locate the student are unsuccessful, the student will be considered to be refusing to submit to testing and will be excluded from his/her sport until such time as he/she is randomly selected for another drug test. This exclusion may include the entire school year if the computer does not randomly select that student.
- G. If the student has not provided the required quantity of urine, the specimen shall be discarded. Their representative of the testing company and/or athletic director shall direct the student to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the student has provided a new specimen, whichever occurs first. If the student refuses to drink fluids as directed or to provide a new urine specimen, the representative of the testing company and/or the athletic director shall terminate the collection and notify the athletic director. The athletic director shall direct any student who does not provide a sufficient urine specimen to obtain, as soon as possible after the attempted provision of urine, an evaluation from a licensed physician who is acceptable to the school district concerning the student's ability to provide an adequate amount of urine. If the physician determines, in his or her reasonable medical judgment that a medical condition has, or with a high degree of probability, could have, precluded the student from providing an adequate amount of urine, the students' failure to provide an adequate amount of urine shall not be deemed a refusal to take a test. For purposes of this paragraph, a medical condition includes an ascertainable physiological condition (e.g., a urinary system dysfunction) or a documented pre-existing psychological disorder, but does not include unsupported assertions of "situational anxiety" or dehydration. The physician shall provide to the testing company a brief written statement setting forth his or her conclusion and the basis for it, which shall not include detailed information on the medical condition of the student. Upon receipt of this statement, the testing company shall report its conclusions to the athletic director in writing.

If the physician, in his or her reasonable medical judgment, is unable to make the determination set forth in the above paragraph of this section, the student's failure to provide an adequate amount of urine shall be regarded as a refusal to take a test.

- H. The bathroom facility used shall be selected by the athletic director and shall be on the premises of the school where students are being treated.

VII. Testing Process

All scientific analyses of the collected specimens must be conducted by a professional testing laboratory that is certified in the industry. The testing company will preserve a portion of the urine specimens given by each student whose test results are positive for a minimum of six (6) months.

- VIII. The testing company shall provide verbal results of positives to the athletic director only. These results must be confirmed in writing immediately to the athletic director only. The athletic director shall then inform the principal, superintendent and the coach. Upon notification, the principal will be responsible for arranging a meeting within 24 hours to inform the student and his/her parents of the positive test results.

The results provided by the testing company shall list the student number for whom the test results are being reported, the type of test indicated on the custody and control form, the date and location of the test collection, the identity of the person(s) or entity performing the collection and analysis of the specimen and reporting the test results, and the verified results of the controlled substance test, and if positive, the identity of the controlled substance(s) for which the test was verified positive.

Negative results must be provided to the athletic director no later than 48 hours after a student gives a urine specimen. Positive test results must be provided and confirmed no later than 72 hours after a student gives a urine specimen.

IX. Violations

Violations are as set forth in the Drug Testing Program Policy with regard to all levels of offenses. In addition, for first offenses, if a student athlete elects to participate in a drug assistance program acceptable to the school district and undergo weekly drug testing, that student may not resume participation in their sport until such time as the level of the drug initially detected in the system no longer impairs the student athlete's ability to participate in that sport safely, as determined by the Medical Review Officer with the testing company.

During weekly drug testing pursuant to a first offense under the Drug Testing Program Policy, if the level of the drugs(s) initially detected increases or if a new drug is detected, it shall be considered and treated as a second offense.

X. Cost of Testing

The Board of Education shall be responsible for the cost of any random drug test on a student athlete. Subsequent testing due to a first offense shall be the responsibility of the student and the parent/guardian. Testing shall be performed by the testing company and the rates will be the same as those given to the Board of Education within thirty (30) days

after the collection of urine for drug testing and sent to the Board's administrative office building located at 820 Arnie Risen Blvd, Williamstown, Kentucky 41097.

Date Reviewed or Revised: 9/20/16

