



Milford Area Public Schools District #124 Drug Testing Policy
2023-2024

Board approval May 18th, 2016
(Board Policy Implementation August 2016)

Milford High School along with Carle Hospital began random drug testing in August 2016.

Why is Milford High School testing?

- The Milford Area Public Schools District #124 Board of Education believes that the use of alcohol or drugs by a student who participates in extracurricular activities presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Board encourages students to participate in extracurricular activities. However, this opportunity to participate in school sponsored extracurricular activities is a privilege not a right. This privilege is offered to eligible students on an equal opportunity basis. To be eligible to participate in any school sponsored extracurricular activity covered by this policy (see Consent Form), students must agree to submit to random testing for the use of illegal drugs, if selected, in accordance with this policy.
- The purpose of this policy is to protect the health, welfare, and safety of students engaged in the extracurricular activities covered by this policy. It is to better assure the student's health and physical fitness to participate in these extracurricular activities and not to provide a means in which the District may use to punish a student other than by disqualification from participation in them. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for or participate in extracurricular activities covered by the policy and for no other disciplinary purpose.
- The decision to implement the Drug-Testing Program is the result of increased student reporting of illegal drug usage amongst their peers and an increase in the number of extracurricular code of conduct infractions.

Who will be tested?

- Students in grades 9 -12 participating in any Extra Curricular Activities covered in this policy. All extracurricular activities, other than the activities listed under the “Who will not be tested?” portion of this policy, are covered extracurricular activities

Who will not be tested?

- Students participating in “co-curricular” activities
- Students participating in Band, Chorus, Yearbook, Drama, Academic Challenge, NHS, Student Council, Spanish Club, BPAC (Science club)
- Junior High Students.

What substances will be tested in the panel? (10 panel Test)

- Cannabis/ Marijuana
- Cocaine
- Amphetamines
- Opiates (codeine & morphine)
- PCP
- Barbiturates
- Oxycodone
- Meth
- Benzodiazepines
- Methadone

Consent Form

- Parents and students must sign and return the Drug Testing Consent Form (last page) within the first 5 days of the scheduled start date of student attendance for the school year or before starting a practice if the first practice is before the scheduled start date of student attendance
- This date is for all covered-extra-curricular activities for the entire school year.
- The Consent Form is online at: www.mpsk12.org

Failure to Sign Consent Form (within the first 5 days of the scheduled start date of student attendance)

- If the consent form is not timely signed and returned-the student WILL NOT be allowed to participate in any practice, game, or event until the form is returned.
- Students who return a consent form after the first 5 days are eligible to practice but must be drug tested before being eligible to participate in a game or event. This test will occur on the next regularly scheduled testing date with Carle/HMCH at Milford High School.
- The student will be automatically tested on the next testing date. This could take place up to 4-6 weeks from the date the consent form is returned.
- The minimum cost of \$45 will be the responsibility of the parent/guardian. The student's ID number will be added to the general pool for future random testing.
- If a student chooses to participate in a qualified extracurricular activity and all drug testing dates have been completed for the school year, the student will not be permitted to participate in any qualified activity for the remainder of the year.

Transfer Students

- Should a student transfer into the MAPS #124 District, he/she will have five (5) school days to determine whether or not he/she intends to participate in extracurricular activities and return a signed consent form. The student's name will be added to the list for random testing.
- If a decision is made to participate after not returning the consent form in the five (5) day period, the student will be tested at the next scheduled testing date at the expense of the student's parents or guardians prior to the activity, tryout, or participation.

Withdrawal of Consent (Seniors only)

- A student may withdraw from the program by withdrawing or revoking their consent.
- The Senior who chooses to withdraw or revoke their consent will not participate in any covered extracurricular activity for the remainder of his/her high school career.

How to submit a "Withdrawal of Consent" (Seniors only)

- The parent/guardian (not the student) must submit a written request to the Milford High School Principal indicating their son/daughter will not participate in any other covered extracurricular activity for the remainder of the school year.
- Parents/Guardians may request a "Withdrawal of Consent" form from the MHS office to complete at their convenience.
- The Principal will verify that the student is no longer participating in any covered activity.

Senior Resubmission of Consent

- When a Senior student who has submitted a written request that was approved by the Principal decides to resume participation in a covered extracurricular activity, a new Consent Form must be properly signed and submitted. The student's ID number will be resubmitted for random selection and the student will be automatically tested at the next visit by Carle/HCMH at the expense of the student's parents/guardians.

Financial Responsibility of MAPS #124

- The MAPS #124 District will pay the cost of the testing for all students who sign and return the consent form by the assigned deadline.
- The minimum cost is \$45 per 10 panel test.

Financial Responsibility of Parents/Guardians

- The parent/guardian will pay the cost of the test if the consent form is not signed and returned by the assigned deadline.
- Any cost for a retest for a positive test at the request of the student and/or parent/guardian will be the responsibility of the parent/guardian.
- Any outside testing due to counseling/treatment is the parent/guardian's responsibility.

Voluntary Admission/ Self-Referral Process

- A parent/guardian or student can "self-report" any substance abuse problem to the attention of MAPS #124 staff or administration. This is a voluntary admission.
- If a student "self-reports", the student will not suffer any consequences under the Extra curricular Code of Conduct policy (i.e. suspension from games) BUT it will be considered as the student's first offense **and** will be held in abeyance. This does not apply to an offense for which the student has been arrested or cited by law enforcement officials.
- Voluntary admission must occur prior to school administration or police being aware of the incident and the student's involvement. Students will only be excused from penalty for voluntary admissions on one occasion during their high school career.

- Any self-referral must take place BEFORE any selection for testing is made.
- This means a student who has been selected for testing **CAN NOT** self report and therefore is subject to any consequence based on the results of the test.

How many tests will be conducted each month?

- Three (3) students will be tested at random per month, not to exceed 50% for the total participants for the year.

When will the test take place?

- Carle/HMCH will randomly select testing dates.
- Milford High School will not have any input in the dates, EXCEPT providing a school calendar to avoid student non-attendance days, (i.e.: workshops, holidays) AND other dates due to state testing (i.e.: SAT, etc)

The Testing Process

- Milford High School will provide Carle/HCMH with a list of eligible student's identification numbers at the close of the drug consent deadline. Student names will not be used in the random selection process by Carle/HCMH.
- Carle/HCMH will computer generate a list of 3 random identification numbers of students to be tested.
- Milford High School will not be involved in the selection process of students to be tested.
- It is possible that a student may be tested more than once in a school year due to the random selection of student identification numbers by Carle/HCMH.

Test Day Chain of Custody

- Carle/HCMH will provide Milford High School administration the student ID number of those students selected to be tested that day.
- Milford High School administration will escort the students selected for random testing to the collection site.
- Students will be informed by Milford High School administration that they have been selected for random drug testing.
- Students can at this point inform administration that they are taking any prescription medicine.
- Students will not be allowed to go to their lockers.
- Before any student is tested, he/she will be required to sign forms prepared by the testing laboratory.
- Students will be required to remove all coats and wash their hands in the presence of the Carle/HMCH staff BEFORE a sample is collected.
- The door will be closed while the student provides the urine sample; the staff member will wait outside the collection site.
- The Carle/HMCH staff will then collect the urine sample from the student.
- A student's privacy will be a priority throughout the testing process.
- The Athletic Director will call the parents/guardians of students tested to inform them that their student was randomly selected for testing.

Refusal of test or not completing the test

- If a student refuses to take the test as required or does not complete the test as instructed, the student shall be considered in violation of the Extracurricular Code of Conduct.

- The consequences are explained in the Extracurricular Code of Conduct (website and student handbook).

Possible results of the test

- Test results are expected to be reported as *Positive*, *Negative*, or *Inconclusive*
- The student's parent/guardian will be notified by mail within three days of the confirmed results.

Positive Results

- If the test results are positive as determined by Medtox, a Carle Clinic Medical Review Doctor will notify the MAPS #124 School District and the parents/guardians within 24-48 hours of the results.
- Confirmed positive results will be reviewed with the student in a conference between school administration and the student. Following this conference, an attempt will be made to call the parent/guardian.
- A letter from the school district will also be sent to the parents/guardians stating the confirmed positive result of the test.

Negative Results

- If the test results are negative, a letter from the school district will be sent to the parents/guardians stating the confirmed negative result of the test.

Inconclusive Results

- If the test is inconclusive, the test will be sent to Medtox Lab for additional testing.
- The specimen will be sealed and only Medtox will break the seal.
- If the seal is broken or tampered with between the test and arrival at Medtox, the test will be declared invalid and the student will not lose any eligibility.

What are the Consequences for a Positive result?

- A positive result as determined by the Carle Clinic Medical Review Doctor and Medtox will result in a violation of the Extracurricular Code of Conduct
- The consequences of a positive result are explained in the Extracurricular Code of Conduct.
- Consequences for a positive result, either through initial testing or a requested retest, will begin the day that all applicable due process procedures under Board Administrative Policy 7:240-AP have been completed.
- Due process will be provided using the procedures in Board Administrative Procedure 7:240-AP.
- All results will remain confidential and disclosed only to the student, parents/guardians, and school officials as designated by the Superintendent.
- The test results will not be part of the student's permanent record.
- The results will be kept on file until the student graduates and then will be destroyed.
- No MAPS #124 employee shall divulge any information concerning the results of the test to anyone unless ordered by a court with competent jurisdiction.
- If a student tests positive, the student will automatically be retested after a minimum of 45 days or at the next visit by Carle after 45 days.
- A student and/or parent/guardian may request a retest upon notification of a positive test result.

What is the procedure for requesting and completing a retest?

- The student and/or the parent/guardian may request and complete a retest within 24 hours of verbal notification of a positive test result which will occur during the administrator/student conference in which due process is afforded.

- Completion of a “Request for Retest” form with parental/guardian and student signatures is required. Milford High School will make this form available.
- A student requesting a retest will be directed to go to Carle/HMCH for test collection.
- Carle/HMCH operates a 24 hour lab facility that should be utilized for the retest.
- A student requesting a retest and completes the test within 24 hours will remain eligible for competition pending the results of the retest.
- The confirmed results of the retest will be the final results used to determine the continued eligibility of the student.
- Failure to request and/or submit a sample for a retest within the 24 hour window will result in the use of the original test results to determine eligibility of the student.

If you have any questions, please feel free to contact Colin Flaherty, Athletic Director:

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