

**KILLEEN INDEPENDENT SCHOOL DISTRICT
RANDOM DRUG TESTING PROGRAM FOR STUDENTS IN
EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

Purpose of Program: The purpose of the student random drug-testing program is to ensure the health and safety of KISD students and to serve as a deterrent to the use of drugs by students. By participating in the drug testing program, the student will have the risk of detection and its consequences to help offset peer pressures to use drugs. The drug testing program is intended to send a message to students that KISD does care about them, but the program is also intended to show that KISD will not tolerate drug abuse by students whose participation in extracurricular activities makes them representatives of KISD to other school districts and to the general public. This administrative procedure supplements [Board Policy FNF \(Local\)](#) and provides specific operational guidance on application of the official policy. Additionally, the KISD Athletics Handbook for Students and Parents, provides detailed information, rules, and procedures pertaining to interscholastic athletics only.

Process: Drug testing will be conducted by a KISD selected drug-testing vendor who tests urine samples in a federally certified Substance Abuse and Mental Health Services Administration (SAMSHA) laboratory. All students subject to drug testing will be asked to provide Killeen Independent School District with written consent, signed by both the student and the parent, unless the student is 18 years old. Students who are 18 years old will be asked to sign a consent form but a parent signature is not required. All high school and middle school students who participate in extracurricular activities, as defined on page 2 of this document, will be subjected to random urine drug testing at multiple, unannounced times each school year. Students wishing to participate in extracurricular activities must provide a consent form. Students who do not provide a consent form will not be allowed to participate in extracurricular activities. *A new consent form must be submitted for each new school year.*

Notice to Students: Notice of this procedure shall be posted in an appropriate and conspicuous location on the District's premises, and copies of this procedure, along with local [Board Policy](#) on student drug testing, will be available for inspection during regular school hours in the District's Student Drug Testing Coordinators Office.

Procedures: The following are the specific administrative procedures that will be used to implement, administer, and manage student random drug testing in Killeen ISD.

- a. Students who participate in one or more extracurricular activities or are in interscholastic athletics are included in the pool from which random selection will be made. Extracurricular activities include, but are not limited to, all UIL activities, school sponsored student groups/clubs/organizations, student council, all elected/appointed student officers, non-curricular student groups, and other school sponsored student activities unique to a campus.
- b. A student's name will be added to the pool of those eligible for drug testing when the student begins participation in a class, begins participation in a sport, or becomes part of one of the clubs/associations as defined above. Once in the pool, the student will remain there until such time that the student is no longer enrolled in the class, sport, or is no longer a member of the club or association.

- c. A student's name will be added to the pool of those eligible for drug testing when the student begins participation in a class, begins participation in a sport, or becomes part of one of the clubs/associations as defined above. Once in the pool, the student will remain there until such time that the student is no longer enrolled in the class, sport, or is no longer a member of the club or association.
- d. If the student begins participation in a sport or becomes part of one of the clubs/associations, as defined above, at some time in the school year after parent consent forms were turned in at the beginning of the school year, the student and parent/guardian must complete a consent form. **NO STUDENT MAY BEGIN PARTICIPATION OR PRACTICE IN A SPORT OR EXTRACURRICULAR ACTIVITY AT ANY TIME BEFORE OR DURING A SCHOOL YEAR IF A PARENT/GUARDIAN CONSENT FORM HAS NOT BEEN COMPLETED AND TURNED IN TO THE CAMPUS DRUG TESTING COORDINATOR, ACTIVITY SPONSOR OR TRAINER.**
- e. To ensure that parents/guardians and students have maximum time to complete a consent form for the next school year and to ensure that students whose activity or sport begins practices prior to the start of the next school year, campuses should provide consent forms to students before the end of the current school year. This may be done through the activity sponsors or as part of registration packets or other information packets sent to parents/guardians.
- f. The District Student Drug Testing Coordinator will select dates for random tests on a month-to-month basis, in coordination with the testing vendor's availability and in consideration of instructional activities such as STAAR testing, to ensure minimal impact on campus/district operations.
- g. The District Student Drug Testing Coordinator and vendor will coordinate the time block for specimen collection on the agreed date.
- h. KISD Information Systems is responsible for development and ongoing updating of a list of student names from which random selection is made to determine which students must provide a urine test sample on drug test dates.
- i. The District Student Drug Testing Coordinator will provide the drug testing schedule to Information Systems as soon as the schedule is firm and in sufficient lead time to allow Information Systems to develop the list of students from which random selection will be made by the drug testing vendor.
- j. Information Systems will electronically provide a current student list to the drug testing vendor before each test date. The vendor will randomly select students for testing by using a computerized random number generator and identify students from within the current student list. The vendor will electronically (email) provide the names to the Campus Drug Testing Coordinator no later than the day before the test date.
- k. If testing is scheduled to occur within two school days of KISD's return from a three-day weekend, spring break, or winter holiday break, the list of students selected for testing will be furnished to campuses prior to the three-day weekend or holiday/spring break to allow for preparation for drug testing.

- l. The campus administrator or other campus person responsible for management of student drug testing at that campus will use the list of names of students to be tested as the basis for calling students out of a class or other school activities.
- m. The drug testing location will be student restrooms that have doors on stalls. The restroom chosen will be one that permits the most efficient and expeditious gathering of urine specimens and one that can accommodate the maximum number of students. It may be necessary to use a girls' restroom for boys' specimen collection due to the fact that there may be more stalls in a girls' restroom. During the drug testing session, these restrooms will not be available to students not involved in drug testing.
- n. The vendor is responsible for providing all materials needed for specimen collection.
- o. The vendor is responsible for clean-up of the specimen collection area at the end of the collection period.
- p. The vendor is responsible for providing sufficient sample collection personnel to accomplish testing in the most expeditious manner so as to minimize impact on campus operations. The vendor must have a sufficient number of personnel to allow for specimen collection at more than one campus/location on the same date or simultaneously, if necessary.
- q. The vendor will provide a status report to the Campus Student Drug Testing Coordinator that shows who was tested, who was absent, who may have refused to provide a sample, and who could not produce a sample within the allotted testing time frame.
- r. The District Student Drug Testing Coordinator is responsible for maintaining a central data base that can be used to develop management reports on KISD student drug testing.
- s. The campuses are responsible for electronically maintaining current lists of students in extracurricular activities that are not in a category that can be maintained and updated by Information Systems. As these lists are updated, the campuses will electronically update the information using the KISD drug testing data base.
- t. The campuses are responsible for collection and filing of consent forms from parents/guardians who agree to allow drug testing of their child/student and from students who are 18 years of age and do not require a parent/guardian consent. New consent forms are required for each new school year. It is especially important that parent consent forms information be entered in the drug testing data base.
- u. The campuses are responsible for ensuring that students do not participate in athletics or extracurricular activities subject to drug testing if the campuses do not have a consent form on file. Before each drug test date, campuses must run and check the edit report that shows if any students are in a sport or activity and do not show that a consent form has been completed, causing them not to be included in the drug test pool.
- v. The campuses are responsible for providing campus staff to assist in the movement and control of selected students from the classroom to the drug testing location and for providing one or more campus staff members to assist with student identification and verification of chain of custody forms information when students arrive at the test location.

Types of Testing Authorized

- a. All drug testing shall conform to the standards established by the District.
- b. The District will use random drug testing throughout the school year.
- c. The district shall not accept, for any part of its drug testing program, any test results submitted by a parent or student from drug tests not performed by the District's contracted testing laboratory as part of the District's drug testing program.

Standards of Testing Authorized by Killeen ISD

- a. Only the District Student Drug Testing Coordinator will notify the drug testing vendor of the date the vendor may conduct the drug tests.
- b. On the day of the test, students will be brought to the drug-testing site to be tested. If a student fails to produce a urine sample within two hours, **beginning at the time the student signed in at the sample collection table and was given the specimen container**, this will be treated as a positive test result, unless a medical condition, *validated by a medical doctor*, precludes providing of a urine sample. In cases where a sample cannot be provided due to a medical condition, the student will be automatically added to the list of those selected for testing at the next scheduled testing date.
- c. If the student cannot produce a sample at the next drug test, the student will be considered as positive until an updated doctor's statement is provided indicating the condition still exists. If any students are absent on this date, they will automatically be added to the randomly selected group that will be tested at the next scheduled testing date.
- d. If a student was present on campus when his/her name was called to go to the test location and the student fails to go to the test location, the student will be treated as if he/she had tested positive.

Sample Collection and Student Protections

- a. All drug tests shall be performed on urine samples collected, pursuant to this procedure and [Board Policy FNF \(Local\)](#).
- b. All specimen collection and testing for drugs under this administrative procedure shall be performed in accordance with the following procedures:
 - 1) The collection of specimens shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable.
 - 2) Specimens shall be collected in a manner reasonably calculated to prevent substitution of specimens and interference with the collection or testing of specimens.
 - 3) All students chosen to be tested must report immediately to the test site, and they must present a urine sample at this time.

- 4) When drug tests are administered, the procedure is to not release any student selected for testing until a sample has been obtained. While extremely rare, it is possible that an extenuating circumstance could arise where a principal would need to release a student from testing before a sample is obtained. If such a circumstance should arise, then the principal or the administrator in charge of the building is authorized to exercise discretion and release the student from testing. When this happens, the student should be treated for testing purposes as if they were absent.
- 5) Specimen collections shall be documented, and the documentation procedures shall include:
 - a) Labeling of specimen containers to reasonably preclude the likelihood of erroneous identification of test results.
 - b) Providing an opportunity at the test site for the student to give any information about currently or recently used prescription or non-prescription drugs or other relevant medical information. The provision of this information shall not preclude the administration of the drug test but shall be taken into account in interpreting results.
 - c) Placing notation on the specimen container if the student indicates he/she is taking a medication that may cause the test to read positive.
- c. Specimen collection, storage, and transportation to the testing site will be performed in a manner which will reasonably preclude specimen contamination or adulteration.
- d. Specimen testing for drugs shall conform to scientifically accepted analytical methods and procedures.
- e. Each confirmation test conducted under this procedure, not including the taking or collecting of a specimen to be tested, shall be conducted by a federally certified Substance Abuse and Mental Health Services Administration (SAMSHA) laboratory.
- f. A specimen for a drug test may be taken or collected by any of the following persons:
 - 1) A physician, a physician's assistant, a registered professional nurse, a licensed practical nurse, a nurse practitioner, a laboratory technician, or an athletic trainer
 - 2) A person deemed qualified by the Texas Department of Health
- g. Every specimen that produces a positive confirmed result shall be preserved in a frozen state by the SAMSHA laboratory that conducts the confirmation test for a period of one (1) year from the time the results of the positive confirmed test are mailed or otherwise delivered to the District. During this period, the student who has provided the specimen shall be permitted by the District to have a portion of the specimen retested, at the student's expense, at a certified SAMSHA laboratory chosen by the student's parent/guardian and approved by Killeen ISD. The re-testing laboratory agreed upon must use the same methodology as the vendor laboratory in the retest. The SAMSHA laboratory that has performed the test for the District shall be responsible for the transfer of the portion of the specimen to be re-tested and for the integrity of the chain of custody during such transfer. The results of the retest will be forwarded to the Medical Review

Officer representing Killeen ISD for evaluation. If a retest yields a negative test result, the student will be reinstated to the Killeen ISD athletics program or other extracurricular activity after a confirmation by the Medical Review Officer and a conference with the parents/guardian if the student is under 18 years old, the campus principal, the activity sponsor or athletics coordinator, the campus administrator responsible for drug testing, and the athletics trainer if the student is an athlete.

- h. In the case of a positive test result, the Medical Review Officer (MRO) shall relay the results to the drug testing vendor who will send the results to the *district* point of contact [District Student Drug Testing Coordinator (primary), Executive Director for Athletics (first alternate), Deputy Superintendent (second alternate), who will inform the *campus* point of contact (Campus Drug Testing Coordinator)]. The campus point of contact (Campus Drug Testing Coordinator) will immediately (same day) inform the student and the parent/guardian of an abnormal test result. Every attempt will be made by the campus to contact the student and his/her parent/guardian by phone within twenty-four (24) hours of the campus' notification of an abnormal test. The Campus Drug Testing Coordinator will inform the parent/guardian of the specific test results. If the specific drug is of an illegal nature, the Campus Drug Testing Coordinator will advise the parent/guardian to contact the Medical Review Officer. If the test results were one that may have been caused by a student's use of prescription medication, the Campus Drug Testing Coordinator may clear the student upon verification from the parent/guardian, athletic trainer or building nurse. Acceptable verification may be in the form of a copy of prescription, photocopy of the prescription bottle or physician's order.
- i. The student will be suspended from participating in practices, any performances or competitive activities beginning the school day following the date the student and parent/guardian, if the student is under 18 years of age, are notified by the District of the positive drug test results.
- j. Following the phone notification to the parent/guardian, the campus shall advise the student and his/her parent/guardian by certified mail about the test results, the consequences of the test results, the options available to them, and ask that the parent/guardian schedule a meeting with the campus principal to discuss the impact of the abnormal drug test results.
- k. A conference will be held with the student involved in extracurricular activities, the student's parent/guardian, the campus drug testing coordinator, and the campus principal.
- l. The student's parent/guardian may request and receive from the District (specifically, the District Student Drug Testing Coordinator) a copy of the test result report. If the student is 18 years of age or older, the student may request a copy. Parent/guardian, or the 18-year-old student, must provide picture identification to the District Student Drug Testing Coordinator before the test result will be provided. This is intended to ensure that only those with an official need-to-know have access to test results.
- m. Except as otherwise provided herein, the District shall pay the costs of drug tests to which it requires a student to submit.

Confirmation Testing

- a. If an initial drug test is negative, there shall be no confirmation drug test.
- b. Only federally certified Substance Abuse and Mental Health Services Administration (SAMSHA) laboratories shall conduct confirmation drug tests.
- c. All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug test.
- d. The methodology used is 100% accurate.

Parent/Guardian Request for a Re-test

- a. The parent/guardian may request another test of the same sample by another certified SAMSHA laboratory.
- b. The parent/guardian will be responsible for the confirmation test expense.

Confidentiality

- a. All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug testing program are confidential communication and may not be used or disclosed in any public or private proceedings, except in accordance with this Administrative Procedure and applicable law.
- b. Any information obtained by the District pursuant to this procedure shall be the property of the District.
- c. The District shall not release to any person other than the student or his/her parent/guardian or the District's medical, supervisory, or other personnel, as designated by the District on a need-to-know basis, information related to drug test results unless:
 - 1) The student and his/her parent/guardian have expressly granted permission in writing for the District to release such information; or
 - 2) It is necessary to introduce a positive confirmed test result into an administrative hearing under applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding, or the information must be disclosed to a federal or state agency or other unit of the state or United States government as required under law, regulation, or order, or in accordance with compliance requirements of a state or federal government contract, or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of a student.
 - 3) There is a risk to public health or safety that can be minimized or prevented by the release of such information. Unless such risk is immediate, a court order permitting the release shall be obtained prior to the release of the information.

Consequences of a Positive Test: All positive drug test results are cumulative during the student's enrollment in Killeen ISD except for middle school students who have only one positive test result during 7th and 8th grade. See below regarding [middle school students](#).

FIRST POSITIVE

- a. A student who has a confirmed positive drug test shall be suspended from all activities enumerated in this procedure for a period of 45 calendar days beginning the day following the date the student and parent/guardian, if the student is under 18 years of age, are notified by phone from the District of the positive drug test results.
- b. During the period of suspension, the student may not participate in practices or participate in any performances or competitive activities. When the student who tested positive is enrolled in a class for which activities are a part, such as band, choir, or JROTC, the student may remain in the class and shall complete assignments related to the class as the alternative to participation in practice for performances or competitions.
- c. The student shall attend a licensed/certified drug counseling program, selected by the parent/guardian, to resume participation in a KISD activity enumerated in this procedure. The student shall provide proof of participation in the drug counseling program to the campus *principal* prior to resumption of the activity.
- d. The cost for attending a drug counseling program must be paid by the parent/guardian.
- e. Suspension/ineligibility will end forty-five (45) calendar days after the date that the student and parent/guardian were notified of the positive test result and the student has been retested with the results of the test being negative. The test will be administered during the final seven (7) days of the forty-five (45) calendar day ineligibility. Refusal to take the test after suspension/ineligibility will be considered as a positive and the student will be suspended from participation for the remainder of his/her enrollment in Killeen ISD. Students who are counted as positive due to refusal to submit to testing will still be required to attend drug counseling the same as those students who are true/confirmed positives. Students who are counted positive due to refusal to test will be asked to test at the end of the 45 calendar day suspension. A second refusal to test will result in permanent suspension from participation in sports or any other activities listed in this procedure for the remainder of their enrollment in the District.
- f. Upon completion of the 45 days suspension and a negative result on the retest, the student shall be entitled to resume participation in the activity upon completion and documentation of the drug counseling program and attendance at a meeting with the campus principal, the activity sponsor or athletic coordinator, the campus administrator responsible for drug testing, and the athletic trainer if the student is an athlete.
- g. During the suspension period, the student's name will be excluded from the random selection pool.
- h. Should the student who tested positive no longer be enrolled in or participating in a sport or other extracurricular activity when the test results are received by KISD, the parent/guardian will still be notified of the test result. While the student will not be impacted by a suspension from a sport or activity, parents should be made aware of the test results so that they may take whatever action they deem necessary.
- i. Every effort will be made not to schedule drug testing in April. However, should unforeseen circumstances make April testing necessary, and the testing is within the last 30 school days of the school year, graduating seniors will not be included in the April testing unless they are still in the activity, class, or sport.

- j. ***If parent/guardian fails to respond to initial telephonic notification about an abnormal drug test or refuse to answer phone calls from the district and also fails to respond to the certified letter notifying them of an abnormal drug test, the student will still be suspended for the 45 calendar days. On the 40th school day of the suspension, a second certified letter will be sent to the parent/guardian, (1) again informing them of the abnormal drug test, (2) informing them that they must contact the campus administration and arrange a meeting to discuss the consequences of their child's drug test results, and (3) informing the parent/guardian that failure to respond to this second notification letter will result in their child being suspended from athletics and/or all other extracurricular activities for the remainder of his/her enrollment in the District. In cases where the parent/guardian has failed to acknowledge/respond to notification, the student will not be retested at the end of the 45 calendar day suspension.***

SECOND POSITIVE

- a. A student who has a second confirmed positive drug test shall be suspended from all athletic and extracurricular activities and not be permitted to enroll in classes enumerated in this procedure for the remainder of his/her enrollment in KISD upon notice to the student and his parent/guardian if the student is under 18 years of age, of the second positive drug test results.
- b. Band and choir students whose second positive drug test exclude them from further participation in band or choir activities/performances for the remainder of their enrollment in Killeen ISD will be considered for transfer out of their band or choir class into some other fine arts class for the remainder of the semester in which the second positive drug test occurred. If no other class is available into which they may be moved, or it is too late in the semester for a move to another class to be practical, they will remain in band/choir class until semester end but may not practice nor participate in performance activities within school or outside of school. The student cannot enroll in band/choir the next semester. The student will complete assignments related to the class as the alternative to participation in practice for performances or competitions. Where the student works on the alternative assignments while other class members are performing or practicing for performances will be determined by the campus principal.
- c. JROTC students whose second positive drug test excludes them from further participation in JROTC activities/performances for the remainder of their enrollment in Killeen ISD will be considered for transfer out of their JROTC class into a PE class for the remainder of the semester in which the second positive drug test occurred. If transfer into a PE class is not feasible, students with a second positive may remain in the JROTC class for the remainder of the semester but may not practice or participate in JROTC related activities. The student may not enroll in JROTC the next semester.
- d. As an exception to the procedure regarding a second offense, middle school students with only one positive drug test result in grades 7-8 will not have that positive counted against them once they enter high school. On entry into high school, the first positive drug test result will be treated as the student's first positive.

Subsequent Testing Requirements: Students with a first positive who have completed the 45 calendar day suspension, have completed drug counseling, and have been readmitted to their sport or other activity, will then be tested on the next four random tests. If all four subsequent

tests do not occur in the same school year, the student's requirement for four tests will carry over into the next school year. Afterwards, student will again be placed in the random drug testing pool. Further, should a student's 45 calendar day suspension not be completed by the end of a school year, it will carry over to the next year. To preclude this carry-over situation, drug tests will not be scheduled later than the end of March unless the District's Student Drug Testing Coordinator has a justifiable reason that would cause testing in April. In no case will any testing occur in May, with the exception of follow-up testing of students who are completing their 45 calendar day suspension.

Confirmed Drug Use Relative to the Student Code of Conduct

- a. A positive drug test alone will not result in student discipline under the Student Code of Conduct (SCOC), but a positive test does not prohibit the District from discipline pursuant to the SCOC, provided there is other evidence that the student used, possessed, or was under the influence of a prohibited substance in violation of the SCOC.
- b. A student who commits a disciplinary offense shall be subjected to consequences in accordance with the Student Code of Conduct.

Refusal to Be Tested: A student who consents to participation in this drug testing program will be expected to submit to random drug testing if selected to do so. If a student refuses to be tested during a random test, the student will be considered to have received a positive drug test result.

Diluted/Nitrite/Adulterated Test Result

- a. A *diluted* drug test sample will be referred to the Medical Review Officer for clarification. The result may be that the student will be retested.
- b. A *nitrate* drug test sample will be considered to be a positive and will receive the same consequences as a confirmed positive test result.
- c. An *adulterated* drug test sample will be considered to be a positive and will receive the same consequences as a confirmed positive test result.

Medical Review Officer: The Medical Review Officer of the drug testing vendor is a physician holding a current, valid, and unrestricted license to practice medicine and is a member of the American Association of Medical Review Officers (AAMRO) and is a Registered Review Officer. The Medical Review services of the drug testing vendor will be used.

Duties of the Medical Review Officer: The Medical Review Officer will review all initially positive test results, conduct a confirmation test, and make the final determination on the test results. If the MRO determines that the positive results may have been caused by prescription medication, the MRO will notify the drug testing company, who will provide the information to the District Drug Testing Coordinator, who will ask the campus to contact the parent/guardian of the student who has produced the positive test. The MRO will consider any information submitted by the student and/or his/her parent or guardian regarding a positive result. Based on his/her professional judgment, the Medical Review Officer may report a positive test as negative or may confirm a positive test.

Definitions: See Exhibit A

Consent Form: See Exhibit B for students in extracurricular activities other than athletics. Consent forms for student athletes will be submitted through the online portal.

Steroid Testing: Steroid testing will be conducted by a UIL selected drug-testing vendor who tests urine samples in a federally certified Substance Abuse and Mental Health Services Administration (SAMSHA) laboratory. Steroid testing procedures will be established by the UIL that is responsible for administration and management of this special testing. **The process and consequences for a positive result on a steroid test will be the same as the consequences for a positive result for other drugs (Example: If a student tests positive for marijuana and then on a separate UIL drug test is found positive for steroids, this constitutes a second positive.)**

DATE: July 2022
November 2011

CONTACT PERSON: Executive Director for Athletics