



KILLEEN  
INDEPENDENT  
SCHOOL DISTRICT

**Parents and Students  
Athletics Handbook**

# Killeen Independent School District

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# Table of Contents

Administration of Interscholastic Athletics.....	3
General Procedures.....	4
Discipline of Athletes.....	7
Students Representing the School.....	11
KISD Athletics Drug Testing Procedure.....	16

## **ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS**

### **A. Philosophy**

The goal of the Killeen Independent School District for competitive sports is:

- To produce highly competitive athletics teams and individuals in all sports while adhering to all UIL rules and regulations.
- To demonstrate the highest ideals of sportsmanship and ethics required by KISD and the UIL in all athletics.
- To produce the best scholar athletes possible through increased emphasis of academic excellence through tutorial assistance and college/career/military readiness by all participants in KISD.
- To provide the proper instruction and facilities for athletics participants to successfully compete and excel.
- To provide the proper environment for all participants to develop themselves physically, mentally, and emotionally to become productive citizens of any community.

### **B. Objectives**

- To provide as many students as possible with a good environment.
- To instill good habits, sound morals, exemplary citizenship, and a high standard of sportsmanship in student athletes.
- To further in students an appreciation for optimum health and physical fitness, with continuous emphasis on proper rest, good eating habits, and cleanliness.
- To develop all programs in such a manner that the result is one of unity, harmony, and success.
- To instill in all athletes the desire to represent their school and community in a manner that will make school administrators, teachers, parents, fellow students, and other citizens proud.
- To emphasize to athletes, at all levels of competition, the fact that athletics competition is a privilege that carries with it certain responsibilities. Some of these responsibilities include training, loyalty, eligibility, improvement, courage, and perseverance.
- To create in all students a greater interest in the value of education.
- To maintain and conduct the most successful interscholastic athletics program in the state of Texas.

## GENERAL PROCEDURES

### **A. General Problem-Solving Procedure**

1. The first step in problem solving is for the head coach and the campus athletic coordinator to work together to solve the problem. If this first step does not work, the principal should then be involved.
2. The executive director for athletics, principals, and coaches have the responsibility of discussing, organizing, forming basic policies, and solving problems in the following areas:
  - a. Schedules
  - b. Eligibility
  - c. Participation discipline
  - d. Duration of workouts
  - e. Game responsibilities (officials, tickets/admissions, game expenses, supervision, ticket takers, etc.)
3. Any problems or questions involving athletics should be directed to the immediate supervisor of the coach involved.

The chain of appeal for middle schools is:

- Head coach
- Campus athletic coordinator
- Principal
- High school campus athletic coordinator
- Executive director for athletics

The chain of appeal for high schools is:

- Coach directly involved
- Head coach of the sport
- Campus athletic coordinator
- Campus principal
- Executive director for athletics

Team placement or playing time will not be discussed with others.

### **B. Sportsmanship/Public Relations**

The first objective stated for extracurricular events is the teaching of sportsmanship. It has been one of the primary objectives of the UIL as long as it has been in existence. In order for athletics and other extracurricular activities to remain a vital part of the educational program, students, coaches, players, and spectators must all demonstrate an understanding of and an adherence to the rules of sportsmanship. In KISD, the following efforts will be made, and expectations adhered to in order to demonstrate our attitude towards sportsmanship:

1. Participants/coaches will treat opponents with dignity and respect.
2. Participants/coaches will shake hands with opponents at the conclusion of all contests.
3. KISD participants **will not**:
  - talk “trash” to any opponent.

- taunt any opponent.
  - “celebrate” (only in accordance with the UIL definition/rule).
  - talk to officials during the contest (with the exception of team captains only).
  - demonstrate any unsportsmanlike or unacceptable behavior towards opponents, officials, or spectators.
  - throw equipment or other objects in an unsportsmanlike or unacceptable manner.
  - take part in or be actively involved in a fight connected with any athletics contest in which a KISD team is participating.
4. Coaches are responsible for having addressed and reviewed sportsmanlike and acceptable standards set for KISD athletics participants and will always demonstrate them in their role as coaches.

### **C. Tryouts**

Some sports may have team limitations on the number of athletes that are allowed on the team. In this case, an established tryout period will be held to determine who will make the varsity team and who will either be placed on the junior varsity or freshman team(s), or in some cases not make any of the teams. After the established period, the athletes will be advised of their status and may conference with the coach as to their placement or status. Once an athlete has made a team, any dismissal/removal will follow the guidelines outlined in the “Removal from a Team” section contained in this handbook.

### **D. Parental/Spectator Involvement**

Parental involvement in a student athlete’s development plays an important role and is encouraged by the athletic department. Parents should follow the proper chain of command when dealing with any issue regarding their child or any other concern. Parental involvement at athletic contests should be limited to words of encouragement or praise for their child and not derogatory or degrading toward anyone attending/participating in the event. Electronic noise amplifying devices are prohibited at athletic events by parents or spectators. Parents or attendees that do not follow the guidelines outlined above may be removed or barred from future athletic events.

### **E. Interstate Compact Statement**

Military dependents moving into KISD will be accommodated fully with regard to their athletic participation. Students must be given an opportunity to try out for athletic teams regardless of the time they enter school in KISD. Placement of a student athlete on the appropriate team (i.e., varsity, junior varsity, freshman, non-placement) will be the sole discretion of the head coach of that sport with prior approval of the campus athletic coordinator and executive district athletic director.

### **F. Athlete Internet Policy**

Internet sites and social media can be an important part of a young person’s life and also pose a serious danger. Since participation in athletics is a privilege and not a right, an athlete needs to accept responsibility for appearing or posting on certain websites. When visiting or appearing on any internet sites, athletes in KISD will maintain acceptable standards. These acceptable standards will be based upon the policies and regulations outlined in the student code of conduct and

individual team rules. Any postings or communication via social networking websites which disrupts either the educational or athletic environments or which advocates the violation of any school or team policy would be unacceptable. It is the intent of the KISD athletic department to provide leadership, education, and protection of athletes from the dangers involved with some internet sites and to maintain the positive aspects of an education-based athletic program.

**G. CTE Athletic Periods**

Students who participate in the CTE program will be allowed to participate in the on-campus athletic program. Students that attend the Career Center whose schedule does not allow for them to be in the athletic period will be expected to perform makeup work that is missed during the athletic period. Every possible attempt must be made for a student to schedule into their sport's athletic period. Extenuating circumstances that do not allow the student to enroll in the athletic period will be decided at the discretion of the head coach and campus athletic coordinator.

**H. Dual Participation**

Students that choose to participate in non-school related sports may do so but will be required to fulfill the school-related sports teams' responsibilities first. The student's commitment to the team is vital, and their coaches and teammates deserve to be the priority. Attendance at all scheduled practices and games is required and missing to attend non-school related sports activities will not be excused. Attendance issues related to non-school related sports will result in disciplinary consequences up to and including removal from the team.

## **DISCIPLINE OF ATHLETES**

A student is not required to take part in athletics, nor is athletics required for graduation. Athletics is a privilege. When the standards of the district are violated, the privilege can be revoked. All KISD athletes will be expected to conduct themselves with pride and dignity. The following is a discussion of the expectations of student athletes and consequences available if disciplinary action becomes necessary.

### **Suspension**

A coach may suspend an athlete from participation for up to three weeks. The parents must be contacted within 24 hours (if possible) and informed of the suspension. If further action, such as removal from the team or program, is deemed necessary, established procedure shall be followed. A conference with the parents/guardians must take place upon request.

Any athlete removed from a sport by the head coach for disciplinary reasons can be ineligible for any other sport for the remainder of the school year in KISD. Participation in other athletic programs is at the discretion of the head coach of the sport the athlete is being removed from, the campus athletic coordinator, principal, and executive director for athletics. All major disciplinary actions must be reported in writing to the campus athletic coordinator, principal, and executive director for athletics within a reasonable time (24 hours if at all possible) of the player's suspension.

### **Removal from a Team or Athletic Period**

- A. Suspension for three days from the particular sport.
- B. Notification of the campus athletic coordinator, principal, and executive director for athletics within a reasonable time (24 hours if at all possible).
- C. Notification of parents within a reasonable time (24 hours if at all possible).
- D. Conference with the parents within the three-day suspension period.
- E. Decision rendered at the end of the three-day suspension.

### **Quitting**

If a player quits one sport in order to participate in another, he/she may not begin the new sport until the completion of the first sport's season. **Exception:** The coach of the sport the player is quitting may give the player a letter approving the departure and permitting the player to begin practice earlier.

A player who quits a sport in one school or transfers to another school in KISD in the same year may not compete for that school until the sport "in season" is completed, unless the player has the written consent of the coach from the previous school.

### **Drugs/Alcohol**

Athletes found in possession of, under the influence of, or discovered to have used alcohol at a school-sponsored activity or trip will be suspended from athletics for a period not to exceed one calendar year and will be referred to the campus administration for further disciplinary consequences under the KISD Student Code of Conduct.



During the school year, any athlete found to be in possession of or distributing marijuana, narcotics, or other dangerous drugs or paraphernalia without a doctor's prescription will not represent the school in an athletics event for 45 calendar days for the first offense. A second offense at any time as a KISD student will result in a removal from all athletics' programs.

### **District Alternative Education Placement**

Any athlete placed in District Alternative Educational Placement (DAEP, alternative school) will be ineligible for any activities of the athletics department until the prescribed time has lapsed. A second assignment to DAEP will result in the athlete being suspended from athletics for one calendar year from the date he/she is assigned. A third assignment will result in the athlete being removed from athletics permanently. A student returning to a school from DAEP may be placed on probation. It will remain the discretion of the campus as to whether the student is allowed into the athletic period for the same prescribed period of time.

### **Sportsmanship (Removal)**

Any athlete removed from a contest for unsportsmanlike conduct, without regard to whom the conduct was addressed, will be counseled by the head coach, principal, and campus athletics coordinator by the following school day. Should the principal not be available for such a conference, the principal's designee will assume that position. Should this action be repeated in the same school year, the player may be removed from all athletics contests for the remainder of the school year. Removal from a contest for technical violations germane to a particular sport will not be subject to the above policy. These violations will be addressed within the athletics department.

### **Equipment**

A record of all school owned equipment issued to athletes will be maintained by the campus athletics department. It is the player's responsibility to take care of such equipment; the player will be required to pay for any lost items.

Any additional protective equipment may be worn only with the approval of the head coach and/or athletics trainer (including middle school head coach). Pads worn to simply cover the arm or leg should be worn only because of an existing injury.

### **Profanity**

Profanity by athletes is not acceptable. It will not be permitted or condoned at any level or in any sport. Student athletes using profanity will be subject to disciplinary action.

## **Player Conduct**

Players must show respect for all coaches, teachers, and administrators. Athletes should strive for, and be taught, acceptable and proper conduct at all school functions and in the community as representatives of their school and athletics program. Lying to a coach or person in charge will not be tolerated. Forging a parent's, guardian's, or teacher's signature on any document is also lying and disciplinary action will be taken. If the misconduct concerns a student athlete on probation, the athlete will be suspended from the team for a minimum period of two days. A parental conference is required before re-admission to the athletics program is permitted. Otherwise, the misconduct will be documented by the campus athletics coordinator, and the student athlete counseled; additional disciplinary measures may be taken.

## **Excused or Unexcused Absence from Practice or Contest**

Attendance at practice and games is extremely important. The development of the individual athlete and team's preparation for the upcoming contests hinge on the player's attendance. Any absence, for any reason, must be reported to the coach prior to the practice or game. Notification should come as soon as the decision is made so that the coaching staff can make arrangements for the player's absence. Any absence from a practice will result in make-up work done when the player returns. Absence from practice or games without prior notification will result in suspension from upcoming games or removal from the team for repeated violations.

## **Supervision of Participants During Game**

All participants in an athletics contest will remain with the team and under the supervision of the coach or trainer until dismissed by the coach or trainer. Players should remain in the designated team area until dismissed. Any player that is leaving the team area should get permission before doing so. It is the responsibility of the coach to maintain safety for all participants, and he/she must be aware at all times the location of their players.

## **Off Season Program Participation**

1. Athletes that meet the behavior and academic standards set for their campus must be a part of the athletics off season class (athletics period) in order to participate in their sport of choice. The off season program is generic in that it provides conditioning, strength, and skills improvement for all sports' participants not in season. It would not be fair for students who work in the off season to have others show up to compete for the same positions available who had not been participating in the developmental training/off season program.
2. Athletes who have changed from the athletics period or who could not have scheduled athletics due to other academic requirements may be allowed to try out for their sport provided they have the permission of the campus athletics coordinator and/or coach of that particular sport.
3. Persons wanting to get out of the athletics class because they failed to "make a team" and then wanting to come out for another sport without having taken part in the developmental athletics off season class will be permitted to do so.
4. Those cases including the above-mentioned conditions that may have "extenuating circumstances" may be reviewed by the coach of the particular sport and the campus athletics coordinator and a decision made on that particular individual case. However, extreme caution and investigation should be used before rendering a decision in such cases.

**Tobacco**

Athletes shall not use or have possession of any form of tobacco or tobacco derivative (e-cigarettes, vape, etc.). Athletes in possession of or using tobacco or tobacco products will be subject to suspension and/or other disciplinary actions.

**Fighting**

Student athletes or student participants who leave the sideline, dugout, or bench to participate in any way in a fight may be suspended for multiple athletics contests up to the remainder of the season. Coaches and officials will address any disputes, fights, or confrontations at an athletics contest. Players/participants are expected to remove themselves from any involvement in such altercations while members of a KISD athletics team. All student athletics participants are expected to behave in this same manner whether a participant or a spectator at an athletics event.

## **STUDENTS REPRESENTING THE SCHOOL**

### **Philosophy**

Students who represent a campus or the school district are expected to conform to a more rigid code of behavior than the general student population. Participation in activities which represent the school is considered a privilege and an honor, subject to regulation, not an inherent right. Failure to conform to the more rigid code of behavior dishonors the organization to which the student belongs, as well as the campus attended, the school district, and the community.

### **Definition**

"Students who represent the school or school district" are those students who are allowed to perform in public or compete in competitive events, on a team or as an individual, utilizing the school name and purporting to be representatives of the school. Examples of such students include, but are not limited to, members of bands, choirs, athletics teams, UIL, JROTC, and other such performing or competitive groups. Additionally, "students who represent the school or school district" will be identified as those students holding positions of honor or influence that identify them as representatives of that school or the school district.

### **Misconduct During School or at School-Related Events**

When a student representing the school misbehaves at school or at a school-related event, the student will be disciplined in accordance with the KISD Student Code of Conduct.

Additionally, for students who represent the school, the school organization sponsor/coach or school administrators may use one or more of the following consequences or strategies:

- A. Student conference (documented).
- B. Parental conference, which shall be documented, for the student, parent or guardian, coach or sponsor, and administrator.
- C. Temporary suspension from extracurricular activities for a maximum of three weeks. The parents or guardians must be contacted by the sponsor or campus administrator within one school day of the student being suspended.
- D. Other consequences as specified in the organization, club, or team's written rules of conduct.

If a student is disciplined in accordance with the KISD Student Code of Conduct, the following conditions will apply.

### **In-School Suspension/Out-of-School Suspension**

The student athlete will not participate in any scrimmages or games during the time he/she is assigned to in-school suspension, including the final day that is assigned. Students are eligible to participate in practices during this time at the discretion of the head coach for their sport. Students assigned to out-of-school suspension cannot participate in any practices, scrimmages, or games during the time that the suspension is assigned. For example, a student that is assigned to ISS for Monday, Tuesday, and Wednesday can practice all three days, but cannot play in a game on Monday, Tuesday, or Wednesday. In this example, the athlete can resume full activity on Thursday.

### **Alternative Education Placement/Expulsion**

The student will not participate in nor attend any extracurricular activities during the time in which the consequence is assigned. All privileges and/or awards earned during the time of assignment will be forfeited.

### **Serious Misconduct During School or at School-Related Events, or Outside School or School-Related Events**

A negative reflection is cast upon the school when students who represent the school engage in serious misconduct

- during school.
- at school-related events.
- outside the school day or away from school-related events, or who are charged with felony crimes (or crimes that would be considered felonies if the student were of age), misdemeanor crimes which are determined to bring dishonor or discredit to the school, or misconduct concerning the use of drugs or alcohol.

In the event that a student engages in conduct punishable as a felony, the student may be immediately suspended from the organization and or activities he/she represents for one calendar year.

The determining factor when activating this policy is the negative reflection cast upon the school or school function, regardless of whether or not school is in session at the time of the misconduct.

### **Eligibility (UIL)**

- A. The high school athlete must:
1. Be less than nineteen (19) years of age on or before the September 1 preceding the contest.
  2. Not be a high school graduate.
  3. Have amateur status (exception: athletes 15 years of age or younger). (See UIL regulations.)
  4. Meet residency requirements. (See UIL regulations.)
  5. Not change school for athletics purposes. (See UIL regulations.)
  6. Meet academic eligibility rules at the beginning of the school year:
    - a. 9<sup>th</sup> grade - have been promoted from the eighth to the ninth grade.
    - b. 10<sup>th</sup> grade - have at least five (5) credits earned toward graduation.
    - c. 11<sup>th</sup> grade - have at least ten (10) credits earned toward graduation or have earned five (5) units of credit the year before.
    - d. 12<sup>th</sup> grade - have at least fifteen (15) credits earned toward graduation or have earned five (5) units of credit the year before.
  7. Meet academic eligibility requirements the first six weeks and subsequent nine-week periods. In order to be eligible to participate in an extracurricular activity event for a nine-weeks' period of a school year, a student shall not have a recorded grade average lower than 70 on a scale of 0-100 or an "F" in any course for the preceding nine weeks' period.

Academic eligibility suspension will be for a three-week period starting seven days after the last day of the first six-week period and subsequent nine-week period during which the grade lower than 70 or the "F" was earned.

- B. The middle school athlete must:
1. For 7<sup>th</sup> grade, not be 14 years of age on or before the September 1 before the contest.
  2. For 8<sup>th</sup> grade, not be 15 years of age on or before the September 1 before the contest.

Additionally, the middle school student must meet academic eligibility requirements for the first nine-week period.

1. 7<sup>th</sup> grade - have been promoted from the 6<sup>th</sup> grade.
2. 8<sup>th</sup> grade - have been promoted from the 7<sup>th</sup> grade.

During subsequent nine-week periods, in order to be eligible to participate in an extracurricular activity event for a nine-week period of a school year, a student shall not have a recorded grade average lower than 70 on a scale of 0-100 or an "F" in any course for the preceding nine weeks period.

Academic eligibility suspension will be for a three-week period starting seven days after the last day of the first six-week period and subsequent nine-week periods during which the grade lower than 70 or the "F" was earned.

**For a complete listing of all UIL eligibility requirements, please see the UIL Constitution and Contest Rules.**

### **Ten (10) Day Rule**

In accordance with the provisions of the Texas Education Code, 33.0811, the number of times that a school district may allow a student to miss a class for extracurricular participation during a school year shall be determined **by the school district board of trustees**. Each school district must maintain an accurate record of extracurricular absences for each student in the school district each year.

The UIL Legislative Council has adopted the following resolution regarding extracurricular absences for UIL activities only:

The Legislative Council of the University Interscholastic League has taken the position that the previous state law mandating a maximum of **10** absences through district competition, a maximum of **5** absences for post-district competition, and a petition to the UIL requesting a maximum of **2** additional absences for UIL state competition only, is educationally sound. **The Legislative Council strongly encourages school districts to adhere to the 10/5/2 day absence policy for participation in UIL activities.**

### **Attendance Eligibility and Transfers**

#### **A. High Schools** (in district)

Students are eligible to participate in athletics if they are residents of the school district and residents of the school attendance zone in which the participant school they are attending is situated; or

1. have been continuously enrolled in and regularly attending the school for at least the previous calendar year if their parents do not reside within the school district's attendance zone; or

2. are transfer students to a school district or attendance zone not containing their residence because:
  - a. they are attending a school due to district or attendance zone lines being changed by the school board or other appropriate authority; or
  - b. they transferred during the first year they had the opportunity to do so from a high school within a school district's vocational high, a magnet school, or optional attendance zone.

## **B. Middle Schools**

Students whose parents or guardians move from one attendance zone to another may stay the remainder of that school year or transfer immediately. However, if the student transfers, he/she will have to abide by the UIL and KISD rules governing such a move.

### **Transfers**

A nonresident student wishing to transfer into the district shall file an application for transfer with the Superintendent. The board reserves the right to accept or reject any transfer and, upon notice from TEA, shall not accept transfers in violation of Court Order 5281.

Students are expected to attend the school located in the attendance zone in which they reside. Special permission may be granted, however, for a student to transfer to a school outside the attendance zone in which he or she resides. Such transfers may be granted upon request and appropriate investigation to determine whether the request meets established District guidelines described below. A transfer granted by KISD does not guarantee UIL eligibility at the school the athlete is transferring to.

### **UIL Eligibility**

Students allowed to transfer shall be subject to UIL eligibility rules for participation in UIL activities. Parents should visit with school officials to be made aware of the effects of a transfer on the UIL eligibility status of the student concerned.

### **Recruitment**

A principal, teacher, coach, or other employee of the district shall not directly or indirectly seek to influence any parent, students, or any other person involved in the exercise of the student's application for transfer, or favor or penalize any person because an application for transfer is or is not made.

## **All student athletes should be aware of the following KISD policies:**

### **1. False Information**

Students who obtained an approved transfer by providing false information shall have their transfer revoked and be enrolled in the school dictated by their attendance zone at the end of the current nine-week grading period.

### **2. Violations (Discipline/Attendance)**

Students who violate rules of discipline or attendance while on in-district transfer from one campus to another are subject to having their transfer revoked and shall be required to enroll in the school dictated by the attendance zone in which they live. Revocation of a transfer shall be recommended by the campus principal to the director for student services, whose decision will be forwarded to the assistant superintendent for education for confirmation.

## **Awards**

Participants must meet the scholastic requirements as set forth by the UIL.

The athlete must have finished the year as a member of the team and be in "good standing" with the athletics department. A player who finishes the season on suspension may not be a member of the team and is not in good standing with the athletics department.

Awards remain the property of the Killeen Independent School District until the student graduates.

Awards will conform to UIL regulations. Participants who do not finish the season or who at the time of the awards banquet are not in good standing with the athletics department are not eligible to attend the banquet.

## **Travel**

All students traveling on an athletics trip must return with the team. If the parents wish to have the student leave the site of an out-of-town contest with them, permission must be requested and granted before the trip begins, except in cases of emergency. If the return trip will be much later than usual because of the length of the game or a late starting time, the coach may allow the student to go with the parents only. If the parents want their student to go with them from the site of the contest for a family trip, the coach may allow it, provided arrangements were made in writing prior to the trip. The permission must state the reason for the request and must be signed by the parent or guardian. The practice of leaving with someone other than the team should be reserved for an exceptional reason. Any player not returning with the team must have arrangements made for the care of his/her equipment.

## **Physicals/Medical History/Insurance**

All athletes must have a physical examination on file with the coaches or athletics trainer before participation in any athletics practice or contest, including any athletics activity period or off-season program.

Physical examinations are required only once when the athletes first participate in middle school athletics (7-8) and twice in high school (9-12), prior to freshman and junior year, provided there is no change in their medical history. Parents must sign a medical history form each year to document the status of the participant. If there is a change from the previous year, another physical examination is required.

Failure to abide by the practice of having a physical examination on file prior to a student's participation may cause severe consequences for both the coach and participant.





## **Athletics Drug Testing Procedure**

**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 the 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 the Board Policy, FNF (LOCAL) and provides specific, operational guidance on application of the official policy. Additionally, the Athletics Handbook for Students and Parents, a publication of the Office of the Executive Director for Athletics, 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 the procedure, along with the KISD 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. 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 parents must complete a consent form. The guiding rule is, **NO STUDENT MAY BEGIN PARTICIPATION OR PRACTICE IN A SPORT OR EXTRA CURRICULAR ACTIVITY AT ANY TIME BEFORE OR DURING A SCHOOL YEAR IF A PARENT CONSENT FORM HAS NOT BEEN COMPLETED AND TURNED IN TO THE CAMPUS DRUG TESTING COORDINATOR, ACTIVITY SPONSOR OR TRAINER.**
- d. To ensure that parents/guardians and students have maximum time to complete a consent form for the next school year and also 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 sponsor or as part of registration packets or other information packets sent to parents.

- e. 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.
- f. The District Student Drug Testing Coordinator and vendor will coordinate the time block for specimen collection on the agreed date.
- g. 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.
- h. 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.
- i. 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 Campus Drug Testing Coordinator no later than the day before test date.
- j. 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.
- k. 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.
- l. 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.
- m. The vendor is responsible for providing all materials needed for specimen collection.
- n. The vendor is responsible for clean-up of the specimen collection area at the end of the collection period.
- o. 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 sufficient number of personnel to allow for specimen collection at more than one campus/location on the same date or simultaneously, if necessary.
- p. 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.

- q. 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.
- r. 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.
- s. 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 form information be entered in the drug testing data base.
- t. 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.
- u. The campuses are responsible for providing campus staff to assist in 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 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 policy 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 so as 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 policy, 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 the 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's 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 parents/guardian of the specific test results. If the specific drug is of an illegal nature the Campus Drug Testing Coordinator will advise the parents/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, photo copy of the prescription bottle or Physicians 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, the parent/guardians are notified by the District of the positive drug test results.
- j. Following the phone notification to the parents/guardians, the campus shall advise the student and his/her parents/guardians by certified mail about the test results, the consequences of the test results, the options available to them, and ask that the parents/guardians schedule a meeting with 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 parents/guardians, the campus drug testing coordinator and the campus principal.

- l. The student's parents/guardians 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. Parents/guardians, 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/Gaurdian Request for a Re-test**

- a. The parent/gaurdian may request another test of the same sample by another certified SAMSHA laboratory.
- b. The parent/gaurdian 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 District policy 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 in writing, permission 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 with the exception of middle school students who have only one positive test result during 7<sup>th</sup> and 8<sup>th</sup> grade. Paragraph 10h below addresses middle school students.

#### FIRST POSITIVE

- a. A student who has a confirmed positive drug test shall be suspended from all activities enumerated in this policy 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 parents/guardians, in order 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 parents/guardians.
- 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 parents/guardians will still be notified about 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 parents/guardians fail to respond to initial telephonic notification about an abnormal drug test, or refuse to answer phone calls from the district and also fail 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 40<sup>th</sup> school day of the suspension, a second certified letter will be sent to the parents/guardians, (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 parents/guardians 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 parents have 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 excludes 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 policy about 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 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 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 Appendix A

**Consent Form:** See Appendix B. Note: Student athletes will receive a consent form designed for athletes only as part of the Athletics Handbook for Students and Parents.

**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).**

## APPENDIX A

District Student Drug Testing Definitions:

**Confirmation Test:** A drug test on a specimen to substantiate the results of a prior drug test on the specimen. The confirmation test must use an alternate method of equal or greater sensitivity than that used in the previous drug test.

**Consent:** All high school and middle school (grades 7-8) students in athletics and in extracurricular activities designated for testing will be randomly selected to provide drug test urine samples at unannounced times throughout the school year. All participants will be required to provide Killeen Independent School District with written consent signed by both the student and parent (except students age 18 do not require a parent signature). If the student or his/her parent refuse to consent to have the student participating in extracurricular activities drug tested, the student will be denied participation in Killeen ISD extracurricular activities for the remainder of the school year. After that year has expired, the student and his/her parents must sign the consent form in order to participate in extracurricular activities the following school year.

**District:** The Killeen Independent School District, including an authorized representative acting on its behalf.

**Drugs:** For the purposes of this procedure, the term “drugs” specifically includes the following:

- a. Amphetamines
- b. Cannabinoid (Marijuana)
- c. Cocaine
- d. Opiates
- e. Phencyclidine (P.C.P)
- f. Steroids (as defined by State mandated UIL steroid testing)

**Drug Test:** A chemical test administered for the purpose of determining the presence or absence of a drug or metabolites in a person’s urine.

**Extracurricular activity student:** A student enrolled in Killeen Independent School District who participates in extracurricular activities including, but 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.

**Illegal Drug:** Any substance, other than alcohol, having psychological and/or physiological effects on a human being and that is not a prescription or non-prescription medication, including controlled dangerous substances and controlled substance analogs or volatile substances which produce the psychological and/or physiological effects of a controlled dangerous substance through deliberate inhalation. This includes controlled substances which are illegal to possess or use pursuant to the Texas Controlled Substances Act. These drugs include, but may not be limited to, marijuana, cocaine, amphetamines, opiates, and PCP.

**Interscholastic Student Athlete:** A student enrolled in KISD who is participating in a program of extracurricular athletics. These students will be included in random drug testing whether the student is in the athletics period of his/her sport, in the off-season program of his/her sport, or only attending practice before or after school, and/or participating during the sport's season.

**Prescription or Non-Prescription Medication:** A drug prescribed for use by a duly licensed physician, dentist, or other medical practitioner licensed to issue prescriptions or a drug that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

**Random Testing:** Drug testing of students will be based on random selection. Identification of students will be made by randomly selecting student ID numbers from the roster of all those students in athletics and extracurricular activities included in this procedure.

**Specimen:** A product of the human body chemically capable of revealing the presence of drugs in the human body. As referred to in this policy, the product/specimen is urine.

**District Student Drug Testing Coordinator:** The District Student Drug Testing Coordinator who reports to the Executive Director for Student Services is responsible for overall administration of the District's drug testing program and specifically responsible for management of that part of the program that applies to students in activities other than athletics.

**Vendor:** The company/organization selected through the formal bid process to administer student random drug testing for KISD.