

**Policy**

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RANDOM ALCOHOL OR OTHER DRUG TESTING

The Woodbridge Township Board of Education recognizes that the problem of illegal drug and alcohol use presents a continuing challenge to the school and a clear danger to the student population as a whole. The district is committed to maintaining athletics, co-curricular programs, and parking in a safe, healthy, and secure educational environment. The purpose of the school alcohol and other drug testing policy is to deter alcohol and other drug use and to provide a means for the early detection of students with alcohol or other drug problems so that referral for evaluation or referral for treatment may be expedited.

The superintendent shall ensure that the district implements policy and supportive programs for the detection and prevention of substance use by students involved in athletics, co-curricular activities, and/or for students who apply for parking permits. Participation in athletics, co-curricular activities, clubs, and parking on campus are privileges. Students, by virtue of their voluntary participation in these activities, are regarded as school leaders and role models. Therefore, it is expected that these students maintain exemplary behavior and be drug and alcohol free. The random alcohol and other drug testing program is a proactive means of advancing the goals of safety and health for all students participating in athletics, co-curricular activities, and parking on school grounds.

The school random alcohol or other drug testing program shall comply with the confidentiality requirements established in federal regulations 42 CFR Part II and state law N.J.S.A. 18A:40A-12 addressing reporting students suspected of being under the influence in school. This policy and its regulations will apply to all students of the Woodbridge Township School District who participate in any athletics, co-curricular activities, school clubs, and/or students granted parking permits for on campus parking. This policy and its regulations shall be distributed to all staff, students, and parents/guardians annually at the beginning of each school year. Notification of its availability shall appear annually in the students' handbook.

Eligibility for Testing

- A. All students of the Woodbridge Township School District who participate in any athletics, co-curricular activities, school clubs, and/or who have applied for parking permits for on campus parking, shall be required to submit parental consent for the random alcohol or other drug testing pool. Students shall become eligible to participate in the above stated activities and/or granted a parking permit once they and their parent/guardian have completed the Random Alcohol or Other Drug Testing Program: Consent to Test Form;
- B. The Consent to Test Form must be submitted to the appropriate coach, advisor, or vice principal;
- C. Student athletes must submit the Consent to Test Form on or before the first day they participate in practice. Failure to do so will result in the student being ineligible for participation in the athletic team/activity;
- D. Students involved in co-curricular activities or school clubs must submit the Consent to Test Form on or before the second meeting date. Failure to do so will result in ineligibility for participation in the activity or club;
- E. Students who are granted a permit for parking on campus must submit the Consent to Test Form prior to the first day of parking. Failure to do so will result in the revocation of the parking permit;
- F. The Consent to Test Form shall be valid for one school year. Students in the random alcohol or other drug testing (RDT) pool may be randomly selected at any time during the year, whether or not they have

been previously tested or are currently participating in athletics or co-curricular activities; or if they no longer park on school grounds, and/or have a revoked parking permit;

- G. A parent/guardian may remove their student from the RDT pool by written request. The School Testing Coordinator shall notify the parents in writing if and when a student is removed from the RDT pool. In the event that a student is removed from the RDT pool by written request, he or she shall be ineligible to participate in athletics, co-curricular activities, clubs, and parking on campus from the time the request is granted until the end of that school year.
- H. The district shall test no less than 10% of the total number of students in the testing pool annually.

#### Random Selection

In statistics, a simple random sample is a subset of individuals (a sample) chosen from a larger set (a population). The larger set/population for the alcohol and other drug testing pool shall be made up of all students participating in athletics, co-curricular activities, school clubs, and/or students who have been granted parking permits. A simple random sample shall be selected from the pool and tested for alcohol and other drugs according to the testing procedures below.

Each individual in the RDT pool shall be chosen for testing randomly and entirely by chance, such that each individual has the same probability of being chosen at any stage during the sampling process, and each subset of  $k$  individuals has the same probability of being chosen for the sample as any other subset of  $k$  individuals.

#### Testing Procedure

- A. Testing Coordinator - The principal or his/her designee will coordinate and supervise the RDT program;
- B. A confidential testing schedule will be created by the administration prior to the initiation of the program to ensure that the testing of eligible students is conducted in a manner that is random;
- C. Testing will only occur on student contact days during the academic year;
- D. The students eligible for testing will be identified by their designated identification number, not their name, in order to maintain confidentiality and to maintain the integrity of the randomness of this program;
- E. Selection of the students in the RDT pool will be conducted in an entirely random basis;
- F. When the student selected is absent, an alternate student shall be randomly selected;
- G. Parents will be called to notify them that their child has been selected for testing, prior to the test.
- H. The district shall ensure that the following information shall remain confidential:
  - 1. The identity of the students selected to be tested;
  - 2. The identity of the students tested;
  - 3. The billing and management reports associated with alcohol or other drug tests; and
  - 4. Information, prior to the time of the alcohol or other drug test that a test is to take place.
- I. All RDT screening and testing shall be conducted in a private testing site by the school nurse or school physician;
- J. The Testing Coordinator will notify the individuals selected for testing (participant), and notify his or her parent/guardian;
- K. Initial screening shall be administered by cheek swabs by the school nurse;
- L. If a swab indicates a positive result for the presence of alcohol or other drugs, the nurse or school physician will conduct formal testing in accordance with N.J.A.C. 6A:16-4.4;

- M. The testing site will have a secured bathroom, which will maximize the privacy of the participant. The door shall be monitored by the nurse/physician;
- N. Each specimen collected shall be subject to strict chain of custody procedures including a chain of custody form and shall be handled only by the nurse/physician conducting the test;
- O. The testing analysis of the specimen shall be conducted by the nurse when individual test procedures allow, or by a licensed clinical laboratory in adherence of the protocols detailed for the test conducted;
- P. Specimens shall be stored in a locked cabinet or when necessary a refrigerator and disposed of following the receipt of the test results in accordance with law;
- Q. Confirmed positive samples shall be stored and retained not less than forty-eight (48) hours following the notification to the parent/guardian of the test results, in order to ensure that the sample is available should the parent/guardian wish to contest the result;
- R. The district shall bear the cost of all alcohol or other drug tests conducted as part of the RDT program including any costs associated with the transportation of students;
- S. Students will remain in the RDT pool even if they have been previously selected for testing.

#### Notification of Testing and Testing Results

The parents/guardians of students in the RDT pool shall be notified each time his/her child has been tested. Parents/guardians shall receive written notification of the RDT results. These notifications shall be confidential.

All positive RDT results shall be confirmed by the laboratory using methodology recommended by the manufacturer of the laboratory instrument.

#### Recording Results

The district respects the privacy of its students and shall maintain confidentiality regarding any RDT records. The results will only be released to parents/guardians and authorized district personnel. All records and subsequent actions shall be kept in a file separate from the student's regular file.

District personnel will not release RDT records or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and/or his/her parent/guardian, in accordance with 42 C.F.R. - Part II. District personnel violating confidentiality or releasing records or other information without authorization shall be subject to disciplinary action.

RDT information resulting from the program will not be turned over to any law enforcement authorities except under circumstances in which the district is legally compelled to surrender or disclose such test results (N.J.A.C. 6A:16-3.2).

The following will be considered violations of Woodbridge Township School District Policy #5131.8:

- A. A confirmed positive alcohol or other drug test;
- B. Refusal to participate in testing or to provide a specimen when selected; and/or
- C. Tampering with the specimen and/or the collection process.

Students will be ineligible for participation in any athletics, co-curricular activities, school clubs, or parking on campus unless they and their parent/guardian complete and sign the Random Alcohol or Other Drug Testing Program: Consent to Test Form.

#### Procedures for Violations

The following procedures shall apply when the result of the RDT is a confirmed positive:

- A. The principal or designee will contact the parent/guardian to remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (board policy 5131.6 Substance Abuse);
- B. The student shall be referred for evaluation and treatment pursuant to law and according to board policy 5131.6 Substance Abuse. The student may be reinstated in the athletics, co-curricular activities, school clubs, and/or have his/her parking permit renewed only when the student has cooperated fully with the resulting recommendations and/or treatment plan;
- C. In accordance with law (N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3) and board policy 5131.6 Substance Abuse, a physician must evaluate any student perceived to be under the influence of alcohol or other drugs before returning to school. The physician shall provide a written clearance to the district certifying that substance use no longer interferes with the student's mental or physical ability to participate in school;
- D. Refusal to cooperate, refusal to produce a specimen, and/or tampering with a specimen or the collection process will be considered a positive result, and district procedures for violations will be implemented;
- E. The student will be removed from any athletics, co-curricular activities, schools clubs, and/or have his/her parking permit revoked for each offense;

### Consequences

#### **1<sup>st</sup> Violation**

- 1) The student must agree to and complete 5 counseling sessions with the student assistance counselor (SAC).
- 2) The student must agree to follow any appropriate treatment recommendations made by the SAC, including an alcohol/drug out-patient or in-patient rehabilitation program. An information release form must be completed for the SAC to be able to communicate with the rehabilitation providers(s). The parent/guardian is responsible for the cost of the rehabilitation program (if recommended).
- 3) The student must submit a swab test with a negative result.
- 4) The student must provide a physician's written clearance to return to school.
- 5) The student will be suspended from participation on the team, activity, club, or parking on campus until the completion of the above (1-4).

#### **2<sup>nd</sup> Violation**

- 1) The student will be removed from participation on athletic team, activity, club, or parking on campus for a period of 30 days from the date of the second violation.
- 2) The student will be subject to further drug testing for the remainder of the school year.
- 3) The student must attend a minimum of 10 counseling sessions with SAC and must agree to follow any appropriate treatment recommendations. The student may be required to complete an alcohol/drug out-patient or in-patient rehabilitation program that must begin within one week of the offense and continue with an aftercare program. An information release form must be completed for the SAC to be able to communicate with the rehabilitation provider(s). The parent/guardian is responsible for the cost of the rehabilitation program (if recommended).
- 4) The student must submit a swab test with a negative result.
- 5) The student must provide a physician's written clearance to return to school.

### **3<sup>rd</sup> Violation**

- 1) The student will be removed from participation on athletic team, activity, club, or parking on campus for a period of 60 days from the date of the third violation.
- 2) The student will be subject to further testing for the remainder of the school year.
- 3) The student must attend a minimum of 10 counseling sessions with the SAC and must agree to follow any appropriate treatment recommendations. The student may be required to complete an alcohol/drug out-patient or in-patient rehabilitation program that must begin within one week of the offense and continue with an aftercare program. An information release form must be completed for the SAC to be able to communicate with the rehabilitation provider(s). The parent/guardian is responsible for the cost of the rehabilitation program (if recommended).
- 4) The student must submit a swab test with a negative result.
- 5) The student must provide a physician's written clearance to return to school.

Parent/guardians shall not be responsible for the cost of the random alcohol or other drug test. Parents/guardians shall be responsible for the cost of the rehabilitation and/or treatment programs (if recommended).

### **Appeal Procedure**

Any student participating in the random alcohol or other drug testing program or his/her parents/guardians may challenge a positive alcohol or other drug test by appeal to the superintendent.

A retest of the specimen may be conducted at a laboratory approved by the district and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning alcohol and other drug testing protocols and procedures. The parent/guardian shall be responsible for the cost of the retest. Requests must be made within twenty-four (24) hours of receiving the confirmed positive results from the initial alcohol or other drug test.

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### **Key Words**

Alcohol, Drugs, Alcohol Test, Drug Test, Random Testing, Substance Abuse

<b><u>Legal References:</u></b> <u>N.J.S.A. 2A:62A-4</u>	Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
<u>N.J.S.A. 2C:29-3a</u>	Hindering apprehension or prosecution
<u>N.J.S.A. 2C:33-15</u>	Possession or consumption of alcoholic beverage by person under legal age, penalty
<u>N.J.S.A. 2C:33-16</u>	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
<u>N.J.S.A. 2C:33-17</u>	Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
<u>N.J.S.A. 2C:35-1 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 2C:35-7, -10</u> <u>N.J.S.A. 2C:35-2</u>	<u>New Jersey Comprehensive Drug Reform Act of 1987</u>
<u>N.J.S.A. 9:6-1 et seq.</u>	Definitions
<u>N.J.S.A. 9:17A-4</u>	Abuse abandonment, cruelty, and neglect of child; what constitutes
<u>N.J.S.A. 18A:25-2</u>	Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
<u>N.J.S.A. 18A:36-19.2</u>	Authority over students Student locker or other storage facility; inspections; notice to students

<u>N.J.S.A.</u> 18A:37-1	Submission of students to authority
<u>N.J.S.A.</u> 18A:37-2	Causes for suspension or expulsion of students
<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and sixteen, exceptions
<u>N.J.S.A.</u> 18A:38-31	Violation of article by parents or guardian, penalties
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance abuse
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:40A-1, -2, -3, -4, -5, and -9	
<u>N.J.S.A.</u> 18A:40A-22 to -25	Random student drug testing
<u>N.J.S.A.</u> 24:21-2	Definitions (New Jersey controlled dangerous substances)
<u>N.J.A.C.</u> 6A:9-13.2	Substance awareness coordinator
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsion
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-4.4	Voluntary policy for random testing of student alcohol or other drug use.
<u>See also:</u>	
<u>N.J.A.C.</u> 6A:16-1.3, -1.4, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5	
<u>N.J.A.C.</u> 6A:32-13.1 <u>et seq.</u>	Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

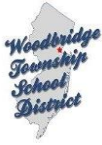
Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

### **Possible**

<b><u>Cross References:</u></b> *1120	Board of Education Meetings
*1410	Local units
*4131.1	Inservice education/visitations/conferences
*4231.1	Inservice education/visitations/conferences
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Substance abuse
*5131.7	Weapons and dangerous instruments
*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5145.12	Search and seizure
*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.7	Social events/meetings
*6154	Homework/makeup work
*6172	Alternative educational programs
*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.



# WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

## High School Student Random Alcohol or Other Drug Testing Program Consent to Test Form

Woodbridge Township School District acknowledges its responsibility to provide the most conducive learning environment for all students and recognizes that, unless schools and their students are substance free, the best conditions for learning do not exist. School-based initiatives have proven particularly effective in recognizing and remediating students' development of alcohol or other drug issues, and the district will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. In order to do this, the district has approved a random drug testing policy for students involved in extra-curricular programs, including all clubs and athletic programs, and those who participate in student parking. The purpose of this program is directed toward deterrence and remediation. The policy is not intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to the loss of instructional time.

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Woodbridge Township School District Board of Education and the sponsors for the activity(ies) in which I participate. I authorize Woodbridge Township School District to conduct an Alcohol or other Drug test on-site if my name is drawn from the random pool. Pursuant to the Policy 5131.8 Random Alcohol or Other Drug Testing, I authorize the following:

1. Woodbridge Township School District to perform random alcohol and or other drug testing.
2. Woodbridge Township School District to submit my name \_\_\_\_\_ to random alcohol or other drug testing as per Woodbridge Township School District Policy 5131.8
3. I understand that if my name \_\_\_\_\_ is selected, I (he/she) will submit to the procedures outlined in Woodbridge Township School District Policy 5131.8
4. Failure to abide by Woodbridge Township Policy 5131.8 will result in suspension of extracurricular activities and/or revocation of parking privileges.

_____	_____	_____
Print Student Name	Student Signature	Date
_____	_____	_____
Print Parent Name	Parent Signature	Date
_____	_____	_____
Parent Home Phone	Parent Work Phone	Parent Cell Phone

- \_\_\_ I plan to participate in the following sport(s): \_\_\_\_\_
- \_\_\_ I plan to participate in the following student activity(ies): \_\_\_\_\_
- \_\_\_ I hold a valid parking permit. Permit Number: \_\_\_\_\_
- \_\_\_ I am volunteering to be placed in the alcohol and other drug testing pool.
- \_\_\_ I understand that this consent is valid for one school year.

\*All results are kept strictly confidential and are released only to those individuals named above.