

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
FILE: JJIE

**SUBSTANCE ABUSE TESTING POLICY
(Grades 6-12)**

Participation in Big Horn County School District #1 activity programs is both an honor and a privilege. Activity participants earn recognition for their achievements as representatives of their school and its ideals. It is a privilege to participate in Big Horn County School District #1 activity programs, and this privilege is extended to all provided that students are willing to assume certain responsibilities. Therefore, to participate in interscholastic activity programs at Big Horn County School District #1, students will be expected to follow certain established rules.

Important advantages of individual initiative, character and teamwork can be developed only when there is cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended. The Activities Departments of Big Horn County School Districts #1 applies these standards to students participating in activities with the knowledge and recognition that the established goals of team spirit and morale, character development and team success cannot be achieved by any other alternative.

Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. Exemplary conduct is expected throughout the year.

Infractions

All students, grades 6-12, who participate in any Wyoming High School Activities Association (WHSAA) or Board Approved Interscholastic Activities, are covered under the Big Horn County School District #1 Activity Code. The participant will be subject to disciplinary action if he or she commits any of the following infractions throughout the calendar year:

1. Use or possession of tobacco
2. Attending an underage party where alcohol or drugs are present (see Party Rule)
3. Use, possession, selling or distribution of alcohol.
4. Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)

Off-season Violations

During the off-season, students who are found guilty in a court of law of the infractions listed above will be subject to disciplinary action under the Big Horn County School District #1 Activity Code. Off-season as defined as any time a student is not "in-season" as defined below. In addition to the Substance Abuse Testing Policy, Board, District and School policies are in effect regulating all extracurricular activity participants.

Off-season violations can occur either off school grounds or on school grounds and extensions.

In-season Violations

In-season violations apply from the first day of practice allowed by the Wyoming High School Athletic Association and end the day prior to the beginning date of practice of the next season and will be addressed by the Activity Code. In addition to the Activity Code, each coach and sponsor has activity-

specific expectations. In-season violations may be subject to coaches' and sponsors' consequences that could impact the participant's participation status and include loss of letter, season recognition and/or post-season honors. In-season violations can occur either off school grounds or on school grounds and extensions. All infractions will be reported to and reviewed by the Activities Director and Principal with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent of the student's school with 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal.

Off-School Grounds

If the participant is determined to have committed an infraction with alcohol or drugs, the participant and parents may be required to meet with the Activities Director and/or Principal. All students that violate the Activity Code, in regard to alcohol or drug use, will participate in an approved substance abuse counseling program. A student under a substance counseling plan may be eligible to participate once their suspension has been fulfilled. Any student that fails to follow the assigned counseling plan will become ineligible for activity participation until the counseling plan is complete. Participants who commit an infraction with drugs or alcohol may be required to submit to drug screens while in activities. All infractions will be reported to and reviewed by the Activities Director and Principal with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent of the student's school with 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal.

In addition to the infractions addressed by this policy relating to tobacco, drugs and alcohol, the coaches and/or activities sponsors shall have authority to administer other disciplinary measures and/or consequences at any time they determine that the student has failed to conduct themselves in a manner such as to be a credit to their parents or guardians, the school and their community. Such disciplinary measures shall be left to the discretion of the coach or sponsor. All rules and regulations from WHSAA must be followed regarding student and coaches/sponsors behaviors, infractions, and consequences. The principal, upon the recommendation from the activities director, will have the responsibility and authority for the interpretation and implementation of all extra and co-curricular district policies and regulations.

School Grounds & Extensions

Activity Code violations on school grounds or extensions of the school grounds (i.e. bus activity trip, motel) will result in an activity suspension. The possession, distribution or selling of drugs on school grounds or extensions will result in immediate suspension from practice and competition.

In addition, pursuant with the Big Horn County School District #1 policies and regulations, activity participants involved in, but not limited to, the following violations may be subject to school suspension or expulsion by the Board of Trustees: possessing, using, distributing or selling alcohol or drugs.

Consequences

Consequences for violating the Substance Abuse Testing Policy either on or off school grounds will be determined by the School District's related policies and procedures. Suspensions will vary for various activities, and will follow WHSAA guidelines. (See "Steps of Ineligibility" Table) A step approach will be used to assign suspension periods. For in-season offenses, the penalty will start with the next eligible contest of his or her activity season. In the event the season ends, the participant's consequences will be enforced at the next eligible contest in which the student is a participant. For off-season offenses, the participant's consequences will be enforced at the next eligible contest in which the student is a participant.

Students must participate in all practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. Participants must realize that

an activity suspension can impact the participant's future playing position or status. This is especially true where coaches and sponsors need to build team unity.

In addition to the on school grounds or an extension of school grounds (i.e. busses, activity trips, motels) Activity Code consequences, violation of the Big Horn County School District #1 policies by activity participants may result in other disciplinary actions to include school suspension or expulsion by the respective Board of Trustees for Big Horn County School District #1.

Party Rule

Participants are expected to avoid parties/gatherings where alcohol or drugs are available to underage youth. Participants need to take positive action to avoid situations where alcohol or drugs are present. An action plan should include information about the party/gathering prior to attending and immediate transportation to leave the party if alcohol or drugs are present. Failure to take appropriate steps to avoid these types of situations will be considered an Activity Code violation. All infractions will be reported to and reviewed by the Activities Director and Principal with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent with 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal.

Voluntary Admission – Tobacco/Alcohol

Participants that through their own actions find themselves in a tobacco or alcohol related violation of the Activity Code may, in certain situations, seek a reduction in suspension.

1. Voluntary admission must be made by the student to the Activities Director and/or other school personnel.
2. Must be the participant's first offense.

Before the start of the next scheduled activity, students that notify the Director of Activities of a personal tobacco or alcohol violation will be considered for suspension reduction. This reduction is subject to a completed drug-counseling plan and periodic student drug screenings throughout the season.

Refusal to participate in the drug-testing program will be considered by the Activities Department as a positive drug test, and the Activity Code consequences will be enforced.

Voluntary Admission – Drug Use (non-tobacco/non-alcohol)

Participants that through their own actions find themselves in a drug related violation of the Activity Code may, in certain situations, seek a reduction in suspension.

1. Voluntary admission must be made by the student to the Activities Director and/or other school personnel.
2. Must be the participant's first offense.

Before the start of the next scheduled activity, students that notify the Director of Activities of a personal drug violation will be considered for suspension reduction. This reduction is subject to a completed drug-counseling plan and periodic student drug screenings throughout the season.

Refusal to participate in the drug-testing program will be considered by the Activities Department as a positive drug test, and the Activity Code consequences will be enforced.

STEPS OF INELIGIBILITY		
Step	1-12 Contests	13+ Contests
1	1 contest	2 contests
2	2 contests	4 contests
3	4 contests	8 contests
4	All contests	All contests
5	Ineligible for 1 Calendar Year from Date of Decision	Ineligible for 1 Calendar Year from Date of Decision

INFRACTION VIOLATION CHART			
Infraction	1 st Violation	2 nd Violation	3 rd Violation
Tobacco (use or possession)	Step 2	Step 3	Step 5
Party Rule	Step 1	Step 2	Step 3
Alcohol (use or possession) Off School Grounds	Step 2	Step 3 (2 nd violation in same season = Step 4)	Step 5
Alcohol (use or possession) On School Grounds & Extensions	Step 4	Step 5	Step 5
Alcohol (selling or distribution)	Step 3	Step 4	Step 5
Drugs/Controlled Substances (use or possession)	Step 3	Step 4	Step 5
Drugs (selling or distribution)	Step 5	Step 5	Step 5

This code is in effect upon the student's enrollment in Big Horn County School District # 1 grades 6-12.

Any appeals to this code should be presented in writing to the Principal.

These consequences apply to all students who violate the District's Substance Abuse Policies.

This code will be reviewed at the start of each activity season by the respective coach/sponsor with all participants involved.

Big Horn County School District #1 Activity Participant Drug Testing

POLICY STATEMENT

Big Horn County School District #1 is conducting a random drug testing program for Activity Participants. The focus and intent of this policy is: (1) to provide for the health and safety of all Activity Participants; (2) to undermine the effects of negative peer pressure by providing a legitimate reason for Activity Participants to refuse to use illegal drugs; (3) to encourage Activity Participants who use drugs to participate in drug treatment programs; (4) provide student leaders who participate in extra-curricular activities with a venue to be examples for other students; and (5) to prevent students from harming themselves or others as a result of the consumption of harmful substances.

DEFINITIONS

Adult Role Model – Volunteers who are coaches, sponsors, principals, district administrators, school staff or members of the Board of Trustees who voluntarily submit to drug and alcohol testing.

Drug – Any substance considered illegal by Wyoming Statute or which is controlled by the Food and Drug Administration. For purposes of this policy and procedure, alcohol and tobacco are considered banned substances.

Contest-for the purpose of this policy, a contest is defined as one day for all sports except wrestling. A contest in wrestling will be defined as one competition. There may be more than one competition in any given day.

Activity Participant – Any student participating in a competitive interscholastic program sponsored by Big Horn County School District #1 or parallel activities offered at 6-8 grade levels and board-approved interscholastic programs offered by Big Horn County School District #1.

Board-Approved Interscholastic Programs – All activities offered by Big Horn County School District #1 that are sanctioned by the Wyoming High School Athletic Association or parallel such activities offered to the 6-8 grade level students who practice and compete on the same teams or in the same activities. Other board-approved interscholastic programs shall include those approved by the board of trustees to be offered on a yearly basis either through the adoption of each school's student/parent handbook and/or through specific recorded board action.

Activity Season – Fall, Winter and Spring seasons begin on the first day of practice allowed by the Wyoming High School Athletic Association and end the day prior to the beginning date of practice of the next season. For purposes of this policy, activity participants who participate in activities that carry into two or more seasons shall be subject to the requirements and all stipulations as applied to each section.

Third Party – An independent testing agency/individual responsible for collection, testing, administration and reporting results.

Individualized Suspicion – When a coach/sponsor has reasonable suspicion that an activity participant has used drugs or alcohol by detecting or observing the activity participant displaying signs of recent drug or alcohol use including but not limited to blood shot eyes, dilated pupils, slurred speech, the odor of drugs or alcohol or disruptive or erratic behavior not typical of the student.

PROCEDURES FOR ACTIVITIES PARTICIPANT

Consent: Each student wishing to participate in any Board Approved Interscholastic Activity and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. A sample of the written consent form is attached to this regulation. No student shall be allowed to participate in any competitive interscholastic program absent such consent.

Student Selection: All Activity Participants may be tested with the beginning of any activity season. Random testing will be conducted during the activity season. Selection for random testing will be from a “pool” of all Activity Participants participating in board-approved interscholastic programs taking place during the season at the time of the drawing. Random selection process will be provided by a third party administrator. The Activities Director and Principal shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process.

When conditions exist that are set forth under the definition for “individualized suspicion”, an Activity Participant shall be required to immediately undergo drug or alcohol testing. The district shall pay for the cost of such test. An Activity Participant who refuses to comply with this requirement shall receive consequences equal to those administered for a “first positive test” or in such cases as a “second positive test” or “third positive test”.

SAMPLE COLLECTION

Big Horn County School District #1 will use certified lab and/or medical professional sample collection practices and procedures consistent with the testing kits being used. Sample collections may be but not limited to oral, urine, or hair follicle.

PRESCRIPTION MEDICATION

The medical resource officer will gather prescription data that may be medication-related from the parent in the event of a positive test result.

LIMITED ACCESS TO RESULTS

The testing lab results will only be authorized to report results only given to the Superintendent or to such person as the Superintendent may designate.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever an Activity Participant's test result indicates the presence of illegal drugs (“positive test”), the School's Activity/Conduct Code shall be enforced. A student who fails to cooperate or submit a drug test sample when requested to do so in accordance with this policy shall be subject to the same consequences as if deemed to have a positive test result. Student and Parent/Guardian(s) may request an appeal before the Superintendent, pending a second drug test (urine or hair follicle) at their own expense. The written appeal must be made within 12 hours with written verification the second drug test has been administered by a certified lab acceptable to Big Horn County School District #1. Upon a negative retest, the district will provide reimbursement.

NON-PUNITIVE NATURE OF POLICY

No activity participant shall be penalized academically for testing positive for illegal drugs except to the extent an infraction occurs on school grounds, school buses or at school activities, in which case the activity participant shall be subjected to the same penalties and consequences as are applicable to all students including non-activity participants. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit.

Adopted: July 19, 2006
Revised: January 16, 2007
Revised: January 10, 2008
Revised: January 11, 2011

**BIG HORN COUNTY SCHOOL DISTRICT #1 GRADES 6-12
ACTIVITY PARTICIPATION DRUG TESTING
CONSENT TO PERFORM VOLUNTEER DRUG TESTING**

We hereby consent to allow the student named on this form to undergo urinalysis, saliva or hair follicle testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random Drug Testing of Big Horn County School District #1 participating in board-approved Interscholastic Programs, as approved by the Big Horn County School District #1 Boards.

We understand that a quality vendor will oversee the collection process.

We understand that any oral fluid drug test samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We understand our son/daughter will be instructed by the collector to complete the donor portion of the CCF and that he/she will be asked to print his/her name, enter his/her phone number and/or contact information, date the CCF, and sign a donor certification statement.

We hereby give our consent to the medical vendor selected by the Big Horn County School District #1 Boards, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis, saliva or hair follicle testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Big Horn County School District #1 Boards, its doctors, employees, or agents to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand positive test results will be forwarded to the Superintendent or designee and will also be made available to us.

We understand that consent pursuant to this Informed Consent Agreement will be effective for all board-approved interscholastic programs in which this Activity Participant might participate during the current school year.

We hereby release the Big Horn County School District #1 respective Boards of Trustees and employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature

Date

Parent/Guardian Signature

Date

ADULT ROLE MODEL VOLUNTARY DRUG TESTING PROGRAM

In an effort to provide support for students in the program, the District will establish a voluntary participation program, role models. Volunteers will be required to sign a consent form. Coaches, persons responsible for the supervision of board-approved interscholastic programs, building principals, district administrators, school staff and members of the Board of Trustees may voluntarily submit to drug and alcohol testing. Such persons may elect to do so through providing a saliva, urinary or hair follicle sample as part of the initial screening along with the students at the beginning of each activity season and/or they may elect to have their identification number placed with the pool of students for random selection. Such volunteers must sign a consent form.

This is a voluntary process and is not compulsory and there will be no consequence or retaliation for not submitting to testing. Central Administration Office personnel will administer this program.

Consequences for a positive test result may include disciplinary action up to and including termination of employment with Big Horn County School District #1.

**BIG HORN COUNTY SCHOOL DISTRICT #1
ADULT ROLE MODEL VOLUNTEER DRUG TESTING PROGRAM
INFORMED CONSENT AGREEMENT**

Adult Role Model Name _____

- I understand the adult role model drug-testing program is a voluntary program.
- I understand the adult role model drug testing program is not compulsory and there will be no consequence or retaliation for not submitting to testing.
- I have read the Drug Testing Policy and thoroughly understand it.
- I understand and by placing my initials alongside an option, I am agreeing to participate in the following procedure:

___ I volunteer to participate in this program and will allow collection of (initial)

- ___ Saliva
- ___ Urinalysis
- ___ Hair Follicle

___ I volunteer to participate in the initial screening process conducted when the students are screened for the

- ___ Fall Activity Season
- ___ Winter Activity Season
- ___ Spring Activity Season

___ I volunteer to participate in the random drug testing pool conducted during the:

- ___ Fall Activity Season
- ___ Winter Activity Season
- ___ Spring Activity Season

- I have read the consent statement and agree to its terms.

Volunteer Role Model Signature

Date

CONSENT TO PERFORM DRUG TESTING

I hereby consent to undergo saliva, urinary or hair follicle testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random Drug Testing of Big Horn County School District #1.

I understand a quality vendor will oversee the collection process.

I understand any saliva, urinary, or hair follicle samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I hereby give consent to the medical vendor selected by the Big Horn County School District #1 Boards, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform saliva, urinary or hair follicle testing for the detection of illicit drugs or banned substances.

I further give permission to the medical vendor selected by the Big Horn County School District #1 Boards, its doctors, employees, or agents to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. I understand these results will be forwarded to the Superintendent of Schools (or in the case of the Superintendent, the Chairman of the Board of Trustees) and will also be made available to me.

I understand that consent pursuant to this Informed Consent Agreement will be effective for processes and times initialed on the Informed Consent Agreement.

I hereby release the Big Horn County School District #1 respective Boards of Trustees and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Volunteer Role Model Signature

Date