



## LENAPE VALLEY REGIONAL HIGH SCHOOL

28 SPARTA RD. - STANHOPE, NEW JERSEY 07874

Telephone 973-347-7600

Dear Parent/Guardian:

As per Board of Education policy the school district has a Random Drug testing program in place for students in grades 9-12. The program is mandatory for students who wish to obtain on campus parking as well as for those students participating in athletics or extra-curricular programs. A list of current activities can be found on the back of the consent form included with this packet. **It is important for the student to check off the activities that they will participate in** during the year. Any new activities that may be created will follow the same guidelines. All students who wish to participate in athletics, parking or extra-curricular activities must submit a drug test consent form before they will be allowed to participate/practice in an activity. The consent form should be submitted to the coach/advisor. Once a student has consented to be tested they will remain in the program for one calendar year. Once the consent form is filed with the school they are free to join any activity they wish.

If your child has consented to be tested and wishes to be removed from the testing pool they may file an Opt-Out form with the coordinator of random drug testing. **Once a student Opts-Out of the program they cannot rejoin the program for a full calendar year. There will be a two week grace period after the Opt-Out form is filed to allow the student to change his/her mind. Opt-Out forms are available in the main office.**

Enclosed in this packet you will find a list of *Frequently Asked Questions* about the testing program and a consent form to be returned to your child's Coach/Advisor.

If you have any questions feel free to contact the Random Drug Testing Coordinator at 973-347-7600. Thank you for your attention to the above matter.

Sincerely,

Anthony Grillo  
Random Drug Testing Coordinator



Indicate those activities that you will participate in during the school year.  
 One Opt-In form covers all activities. You may Opt-In at any time during the school year.

**SPORTS AND ACTIVITIES**

Check all that apply.

- | Fall Sports                            | Winter Sports                       | Spring Sports                     |
|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Cheerleading  | <input type="checkbox"/> Bowling    | <input type="checkbox"/> Baseball |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf     |
| <input type="checkbox"/> Field Hockey  | <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Lacrosse |
| <input type="checkbox"/> Football      | <input type="checkbox"/> Swimming   | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Soccer        | <input type="checkbox"/> Wrestling  | <input type="checkbox"/> Tennis   |
| <input type="checkbox"/> Tennis        |                                     | <input type="checkbox"/> Track    |

**CLUBS AND ACTIVITIES**

Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Academic Quiz Bowl       | <input type="checkbox"/> International Friendship Circle |
| <input type="checkbox"/> Chorus                   | <input type="checkbox"/> Jazz Band                       |
| <input type="checkbox"/> Class Officer: Freshman  | <input type="checkbox"/> Literary Magazine               |
| <input type="checkbox"/> Class Officer: Sophomore | <input type="checkbox"/> Marching Band                   |
| <input type="checkbox"/> Class Officer: Junior    | <input type="checkbox"/> Mock Trial                      |
| <input type="checkbox"/> Class Officer: Senior    | <input type="checkbox"/> National Honor Society          |
| <input type="checkbox"/> Color Guard              | <input type="checkbox"/> Newspaper                       |
| <input type="checkbox"/> DECA                     | <input type="checkbox"/> Peer to Peer                    |
| <input type="checkbox"/> Fall Drama               | <input type="checkbox"/> Physics Club                    |
| <input type="checkbox"/> FBLA                     | <input type="checkbox"/> Robotics                        |
| <input type="checkbox"/> German Folk Club         | <input type="checkbox"/> Service Arts Club               |
| <input type="checkbox"/> Gifted and Talented      | <input type="checkbox"/> Student Council                 |
| <input type="checkbox"/> Go Green                 | <input type="checkbox"/> Spring Musical                  |
| <input type="checkbox"/> Honor Society: Chinese   | <input type="checkbox"/> Yearbook                        |
| <input type="checkbox"/> Honor Society: French    | <input type="checkbox"/> Driver/Parking                  |
| <input type="checkbox"/> Honor Society: German    | Other: _____   |
| <input type="checkbox"/> Honor Society: Spanish   | Other: _____   |
| <input type="checkbox"/> Interact                 |  |

**\*\*New activities or any school sanctioned activity/club not represented here, are subject to the same guidelines.**

If you wish to **Opt-Out** of the Random Drug testing pool after you submit an Opt-In form, you may do so by filing an Opt-Out form with the RDT Coordinator, Mr. Grillo. If you Opt-Out you may change your mind within a 2 week period. After that time you will be **excluded from all activities and sports for one calendar year from your Opt-Out date.**

**LENAPE VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION**

**WITHDRAW FROM RANDOM DRUG TESTING POOL FORM**

I, \_\_\_\_\_ wish to withdraw from the Random Drug Testing Pool.  
*Name of Student*

I will submit this form to the Random Drug Testing coordinator. My name will be withdrawn from the random alcohol and drug testing pool. I attest that I am not involved in any activity that mandates random drug testing. These activities include athletics, co-curricular clubs, activities and parking.

**I UNDERSTAND THAT ONCE I WITHDRAW FROM THE TESTING POOL I WILL HAVE A TWO WEEK PERIOD TO CHANGE MY MIND. AFTER THE TWOWEEK PERIOD HAS EXPIRED I CAN NOT PARTICPATE IN THE ABOVE NAMED ACTIVITIES FOR ONE CALENDAR YEAR FROM THE SUBMISSION OF THIS FORM.**

If in the two week period following submission of this form you change your mind and wish to remain in the testing pool, you must inform the Random Drug Testing Coordinator in writing, with a parent/guardian signature.

Should I enroll in an activity following the one year waiting period, I must submit a new "Consent to Test Form" as required by Board Policy. This form must be signed by both student and parent/guardian.

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Print Name* *Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Print Name* *Date*

\_\_\_\_\_  
*Testing Coordinator Signature*

\_\_\_\_\_  
*Print Name* *Date*

Please retain a copy of this form for your records.

## STUDENT RANDOM ALCOHOL AND DRUG TESTING

The Principal and his/her designee will coordinate and supervise a Random Drug and Alcohol Testing Program for students.

All students in Lenape Valley Regional High School who participate in any athletics, co-curricular activities, or school clubs, have been granted parking permits for on-campus parking, and students who elect to participate in the Random Alcohol and Drug Testing Program (Program) with parental consent will be eligible for the random drug testing pool (Testing Pool).

For the high school, the Consent to Test Form must be submitted to the appropriate coach, advisor, or testing coordinator for parking permits and volunteers for the program.

Student athletes at the high school must submit Consent to test Forms on or before the first day they participate in practice. Failure to do so will result in ineligibility for athletic participation until the form is submitted. The Director of Athletics will oversee the collection of Consent to Test Forms by coaches.

Students involved in co-curricular activities or school clubs must submit the Consent to Test Form no later than their attendance at a second meeting of the club or activity. Failure to do so will result in ineligibility for participation in the club or activity.

Students who are granted a parking permit for on-campus parking must submit the Consent to Test Form prior to the first day of parking. Failure to do so will result in ineligibility for parking on campus.

Students remain eligible for random drug testing from the date the Consent to Test form is turned in through an entire calendar year, whether or not they have been previously tested or are currently participating in athletics or co-curricular activities at the time they might be randomly selected for a drug test. In the event that a student eligible for random alcohol and drug testing ceases to participate or withdraws from athletics, co-curricular activities or school clubs, or student parking, he or she has the opportunity to submit to the Principal or administrative designee an Activity drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built-in fifteen (15) day grace period for reconsideration. In order for a student's withdrawal to be effective and thereby remove him or her from a testing Pool, the Activity Drop Form must be signed by both the student and a parent/guardian.

Students who volunteer to participate in the Program shall be allowed to enter the Testing Pool at any time once they submit a Consent to Test Form.

Students who volunteer to be part of the testing pool may opt out of the program by submitting a drop form signed by the student and parent(s)/guardian(s).

The district will test up to 25% of the total number of students in the Testing Pool annually.

### **TESTING PROCEDURE**

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.

Testing will only occur on student contact days during the academic year.

Selection of eligible students for testing will be conducted in a purely and entirely random basis, which will be carried out by AAA Drug Testing.

- Lenape Valley Regional will give the list of eligible students to be tested to AAA testing.
- The testing coordinator or designee will notify the individuals selected for testing (Participants)
- The testing coordinator or designee will notify the individuals selected for testing (Participants) and escort the Participants to a secure testing site in the Nurse's Office or other bathroom facility in the building. The Testing Site will have a secured bathroom that will maximize the privacy of the participant and ensure the integrity of the sample collection process. Water sources shall be turned off and toilet water will be blued to prevent adulteration of test specimens.
- In the event of a student absence, an alternate selection will be made from the testing pool.
- Every effort will be made to minimize the disruption to the academic progress of classes and to maintain the confidentiality of students selected for testing.

### **COLLECTION OF TESTING SAMPLES**

All aspects of the Program, including the taking of specimens, will be conducted so as to safeguard any and all personal and/or privacy rights of the Participant to the maximum extent possible. The Policy treats a participant's test results as a confidential health record pursuant to both federal and state regulations. 42 CFR, 2.1 and 2.2; NJAC 6A:16-1, 4. As such, any information obtained by the Program which would identify the participant as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42 CFR - Part II. No testing record of any Participant will be used to initiate or substantiate any criminal charges against a Participant or to conduct any investigation of him or her, and the district shall not share Participant's individual test results with law enforcement authorities.

Any information transmitted to an approved outside agency for testing or processing will not contain any personally identifiable information of the Participant. The approved outside agency will consult with and guide the school nurse in the collection of specimens in accordance with federal Substance Abuse and Mental Health Services (SAMHSA) standards.

In administering the Program, the district will test for the presence of certain substances that may include, but are not limited to the following substances or their metabolites: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, MDMA (a/k/a Ecstasy), methadone, methamphetamines, opiates, oxycodone, PCP, anabolic steroids, tricyclic antidepressants, and/or any other substance defined as a "controlled substance" by either New Jersey or Federal law.

The Participant shall submit a urine screen according to the Consent to Test Form.

The Participant shall complete a specimen control form that bears the assigned identification number. Only designated school personnel shall know the assigned identification number.

The Test Administrator will collect specimens from the selected student and conduct an initial on-site test on the specimen. If the specimen produced is determined to be a non-negative, the specimen will be forwarded to a licensed laboratory for confirmatory testing. Any information transmitted to a licensed laboratory for testing or processing will not contain any personally identifiable information of the Participant.

Any attempt by a Participant to tamper with the specimen collection process will be deemed and constitute the specimen as positive.

Refusal of a Participant to provide a sample will be interpreted as a positive result.

All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of Participants. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

#### **NOTIFICATION OF TESTING AND TESTING RESULTS**

Parent(s)/Guardian(s) of students selected for testing will receive a phone call or message following a participant's completion of the testing process with information concerning the preliminary results. Parent(s)/Guardian(s) will be notified if the screen is negative. If the screen is non-negative the parents will be informed that the sample is being sent for further evaluation.

Where a Participant's test is confirmed positive, the Participant's parent(s) or guardian(s) will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. The consultation will address the reasons for the positive test and a decision will be made by the MRO regarding the legitimacy, validity, or accuracy of a positive test. The MRO will determine if that substance has been taken pursuant to a legal prescription.

Results of the Participant's test confirmed by the MRO will be provided to the designated personnel within twenty-four (24) hours of the MRO's consultation with the Participant and his/her parents(s)/guardian(s).

Participant's test results will be kept in confidential files separate and apart from his/her other educational records, and shall be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to implement or oversee implementation of the Program or the consequences of violating the policy. Student drug testing 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.

The district respects the privacy of its students and shall maintain confidentiality regarding any alcohol and drug testing for this Program. The results will only be released to parent(s) or guardian(s) of the student and the SAC (Student Assistance Counselor). All records and subsequent actions shall be kept in a file separate from the student's regular file. The district personnel will not release records of drug and alcohol tests or any resulting action to anyone other than the pupil and/or his/her parent/guardian without the written authorization from the pupil and/or his/her parent/ guardian in accordance with 42 CFR – Part II.

When a student graduates or permanently withdraws from the school district, all records for that student which pertain to the Random Drug Testing Program will be destroyed.

Consequences will result from the following:

- A confirmed positive alcohol or drug test,
- Refusal to participate in testing when selected, and/or
- Tampering with the specimen collection process.

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

#### **CONSEQUENCES OF A CONFIRMED POSITIVE – LENAPE VALLEY REGIONAL HIGH SCHOOL**

For all positives the Participant will be removed from any athletics, co-curricular activities, or school clubs as well as have his/her parking permit revoked for a minimum period of thirty (30) consecutive school days.

The Participant shall have a minimum of six (6) visits with the Student Assistance Counselor (SAC), one of which must occur within the week immediately following the confirmed positive test.

The Participant shall attend an Early Intervention Program. If one is not available in school, the Participant shall attend at an agency approved by the Department of Health and Senior Services as an appropriate substance abuse treatment center. The Participant must enter an approved program within one (1) week of receipt of the confirmed positive test result.

The parent(s)/guardian(s) are responsible for the cost of the treatment program



Any previously identified ineligible Participant must submit a negative drug test prior to returning to any athletics, co-curricular activities, or school clubs as well as before having his/her parking permit reinstated. This follow-up drug test may be performed at school using the approved urine screen upon agreement between the parents/guardians and the administration/SAC. Should this re-screen be a "non-negative" the sample shall be sent for confirmatory testing and MRO analysis as described above.

For all positives, if the Participant submits a confirmed positive drug test a second time, the Participant will forfeit the privilege of participation in any athletics, co-curricular activities, or school clubs as well as having his/her parking permit revoked for a minimum period of one calendar year.

A Participant who submits a confirmed positive drug tests a second time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services or Department of Education as an appropriate substance abuse treatment provider.

For all positives Participants who submit a confirmed positive drug test a third time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services or Department of Education as an appropriate substance abuse treatment provider. The Participant will forfeit the privilege of participation in any athletics, co-curricular activities, or school clubs as well as have his/her parking permit revoked for the remainder of his/her school career at Lenape Valley Regional High School.

Failure to follow through on procedures as set forth herein will result in Participant being deemed ineligible for any athletics, co-curricular activities or school clubs, or parking on campus. The administration reserves the right to apply consequences beyond the denial of participation should the student/parents continue to ignore the deadlines for compliance regarding follow-up testing, SAC evaluation, and/or attendance in an Early Intervention Program.

A Participant or his/her parent(s)/guardian(s) may request a retest of his/her specimen at his/her own expense at a laboratory approved by the district and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Written requests must be received by the school administration within forty-eight (48) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the district-approved outside agency responsible for confirmatory testing.

# LENAPE VALLEY REGIONAL HIGH SCHOOL

## RANDOM DRUG TESTING

### *Frequently Asked Questions*

#### **WHAT IS THE PURPOSE OF DRUG TESTING IN SCHOOLS ?**

The purpose of testing is preventative. The sole purpose of the program is to identify those students who are at risk and to get them the professional assistance they require. At no time may the results of such testing be made public and it may not be shared with law enforcement or the school administration.

#### **WHO CAN BE TESTED ?**

Anyone who participates in after school clubs and activities, athletics, and any students requesting parking privileges. Participation in any of the above activities can not take place unless a Consent To Test form has been filed with the Random Drug Testing Coordinator. Any student who wishes to do so may voluntarily enter the testing pool.

#### **CAN I REFUSE TO TAKE THE TEST ?**

Refusal to supply a urine sample when tested will be considered a *Positive* Test Result.

#### **WHAT TYPES OF SUBSTANCES IS THE TESTING DESIGNED TO IDENTIFY?**

Testing may include but not be limited to the following substances or their metabolites: amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, oxycodone, PCP, Ecstasy, Methadone, methamphetamines, opiates, anabolic steroids, tricyclic antidepressants and/or other substances defined as a controlled substance by NJ or Federal law.

#### **HOW CAN I BE REMOVED FROM THE TESTING POOL ?**

You can be removed from the testing pool if you file an Opt-Out form with the Random Drug Testing Coordinator. If you Opt-Out you can change your mind within a two week period. **After that time you must wait a calendar year in order to Opt-In to the testing pool. During that period the student is not eligible to participate in any clubs and activities, athletics and also will not be granted parking privileges.** Those students who do not file an Opt-In form will be considered ineligible for participation in the aforementioned activities and will be considered to have Opted-Out of the testing pool.

#### **WHEN DOES TESTING TAKE PLACE ?**

Testing can take place at any time during the school day on dates selected by the Testing coordinator.

#### **WHO DOES THE TESTING ?**

Testing is done in the Nurses Office and the sample is collected and read by the school nurse.

#### **WHAT TYPE OF TEST IS IT ?**

The test requires the collection of a urine sample.

**WHAT HAPPENS TO THE TEST RESULTS?**

Results are kept in a student file which is confidential and by law must be separated from all other student records. The results may only be shared with parents, the testing lab and the Testing Coordinator and the Student Assistance Counselor. The results may not be shared with law enforcement. Upon leaving Lenape Valley Regional all the student's testing files will be destroyed.

**WHAT HAPPENS IF THE TEST IS NEGATIVE ?**

Parents will be notified of a negative result. Results will be placed in the student's confidential file and the student's name will remain in the testing pool for possible testing at a future time.

**WHAT HAPPENS IF THE TEST NOT NEGITIVE?**

A non-negative test result indicates that, for whatever reason, it is not possible for the school to determine the result of the test. A non-negative result is sent to the testing laboratory retained by the school for further evaluation. After analysis, the lab will forward the results to a Medical Review Officer (a doctor on staff at the lab) for review. If the test is determined to show positive results for illegal drugs then MRO notifies the Random Drug Testing Coordinator at school who will pass the results on to the parent. If you believe this positive report to be in error due to prescriptions or other factors you may contact the MRO directly to discuss the results. If adjustments need to be made, the MRO will send an updated drug screen report to the Random Drug Testing Coordinator.

**WHAT HAPPENS IF THE RESULT IS POSITIVE ?**

Upon receipt of a positive test result from the testing lab the Random Drug Testing Coordinator will take the following action:

**First Positive Test** - Students will be ineligible for participation in all clubs and activities, sports and parking for a minimum period of 30 school days. The student will have a minimum of four visits with the Student Assistance Counselor at the school, the first visit occurring within a week of the confirmed positive test result. The student will attend an Early Intervention Program. The student must enter the program within one week of being confirmed positive. A negative drug test must be submitted prior to the student being returned to their activities, athletics or parking.

**Second Positive Test** – The student must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The student will forfeit participation in all activities for one calendar year.

**Third Positive Test** – The student must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The student will forfeit participation in all activities for the remainder of their high school career.

Failure to adhere to this procedure will bring additional sanctions including discipline to the student.

**IS THERE AN APPEAL PROCEDURE ?**

A student and/or their guardian may request a re-test of his/her specimen at their own expense at a laboratory approved by the school district and which follows SAMHSA standards. Written requests must be received by the school within 48 hours of receiving the results of their drug test. The previously submitted specimen will be forwarded to the approved lab.