

ADAIR CO. R-1 SCHOOL DISTRICT STUDENT DRUG TESTING GUIDELINES

I. Statement of Need

The Adair Co. R-1 School District continues to strive to provide the environment for students to reach their greatest potential. Drug and alcohol abuse can cause long lasting problems for students. It is the desire of the Adair Co. R-1 School District that every student refrain from possessing, using, or distributing illegal substances.

We believe students should have as much assistance as possible in dealing with the peer pressure associated with drugs and alcohol. This policy is intended to help serve as a deterrent for students and give them another way to say "NO."

The following are goals that the Adair Co. R-1 School District has for this policy:

- 1) To send a clear message that the Adair Co. R-1 School District is committed to eliminating use of illegal substances in students.
- 2) To work cooperatively with parents in all aspects of student health and well-being.
- 3) To educate students regarding the serious problems of drug abuse
- 4) To identify students misusing drugs so that intervention plans can be implemented
- 5) To insure student safety, health, and well-being
- 6) To establish a safe, drug-free environment for students.

II. General Information

The Adair co. R-1 School District Drug Testing Policy will have two components. The first component involves mandatory random drug testing for any student in grades 7-12 participating in MSHSAA (Missouri State High School Activities Association) activities, extra-curricular activities, and co-curricular activities throughout a school year. As well as any student driver who parks on school grounds.

MSHSAA-sponsored activities include but are not limited to basketball, baseball, softball, track, academic competition, and music competitions.

Extra-curricular activities include but are not limited to cheerleading, FFA, FBLA, FTA, NHS, and student council.

Co-curricular activities include but are not limited to field trips, band and choir concerts, marching band activities, and pep band.

The second component of this program involves students in grades 7-12, who, along with their parents, voluntarily commit to participate in the district's drug testing policy.

Participation in school-sponsored extra-curricular and co-curricular activities and use of the district's parking facilities are a privilege and not a right. Accordingly, students participating in extra-curricular activities and utilizing parking facilities carry a responsibility to set the highest standard for conduct, which includes avoiding the use of drugs and alcohol.

At the beginning of the school year, a meeting will take place for students and their parents wishing to participate in the above listed activities. At this meeting, parents and students will be given the opportunity to ask questions regarding the program. A parent will have the opportunity to enroll his/her student(s) in this program at the meeting. Students who do not enroll in the random drug testing program will suffer no adverse consequences, but will not be permitted to participate in any of the activities for which participation in the program is required. Once a student's name enters the testing pool, he/she will be subject to random testing for the remainder of the school year. If a student wishes to remove his/her name from the pool, he/she is ineligible for all activities for 365 days.

III. Procedures and Guidelines

Participating students will be randomly tested by a Testing service once they are enrolled in the program. Appropriate steps will be taken to respect the privacy of students, but at the same time, prevent the falsification of testing. Participants will be assigned an identification number which will be held in confidence in a secure location. The frequency of the testing and the number of students chosen will vary throughout the school year. As the Testing service draws numbers from the pool, the principal will match the selected numbers to the master list of participants. The testing company will not be privileged to names but simply the identification number for each participant.

The testing method to be administered will be urinalysis. Upon receiving a notice from the high school principal that the student has been selected for a random drug test, the student will go to the high school office. Upon entering the testing site, the student will be asked to provide the identification number to the Testing service collection technician previously given him/her by the high school principal. The student will then be asked to remove the contents of his/her pockets and remove any coats or jackets. Next, the student will be asked to wash his/her hands. The Testing service collection technician will secure the bathroom in order to ensure the testing is done correctly and accurately. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student,

explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will be reminded not to flush the toilet or to use faucets until the collection is completed. The collection technician will step outside the bathroom and shut the door allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color, and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

If a student is not able to produce a specimen within three (3) hours, the student will have five (5) days to have a “shy bladder examination” to determine if there is a valid medical reason for not voiding in the 3-hour time frame. If the student does not have the exam (done at the family’s expense), or if there is not a valid medical reason, then the test would be deemed positive. If a student refuses to submit to a drug test authorized under this policy, the participant will be considered to have had a positive test and will be subject to the consequences stated herein.

IV. Verification of Sample

If the initial screening test indicates the presence of a tested drug, or if the Testing service is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

**The term “non-negative” is used in this policy until a final determination has been issued. Only at that time will the test be classified as “positive.”*

If the GC/MS test is non-negative, the results will be forwarded to the principal. The principal will contact the student’s parent/legal guardian and ask for a meeting. At the meeting, the principal will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the principal will obtain the parent/legal guardian’s name, ID number and contact phone number, and forward that information to Employee Screening Services, who will then forward

the information to the MRO. If permission is not granted, or the parent/guardian will not meet with the principal within three (3) days, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification, and then discuss the medications the student is taking. If any medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to Employee Screening Services, who will then forward them to the principal.

The test results will remain confidential and will only be released to the student, his/her parent(s) or guardian(s), and approved school officials. If the student has a non-negative test, the administration will not use or reveal the non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

Parent(s)/guardian(s) of students who tested negative in the initial screening will be contacted by letter by personnel of the district after testing. Because of confidentiality issues, this letter may not be sent for several days after testing has occurred.

V. Appeal Process

If the parent/legal guardian contests the Medical Review Officer's decision of a positive test, the parent/legal guardian may request, within 72 hours of the MRO's decision, that the split specimen be sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen will be at the parent/legal guardian's expense and payment may be required prior to the tests being conducted.

VI. Consequences of a Positive Test on Driving Privileges and Participation in Activities

Any student testing positive in a drug test under this policy will be subject to the following restrictions:

1st offense- Student will be suspended from participation in all extra-curricular activities and will lose driving privileges on school property for 30 calendar days.
The student **will** be allowed to participate in athletic and cheerleading practices

during the suspension. The student will also be required to attend with a parent a minimum of one (1) counseling session outside school hours. **Counseling session expenses will be the responsibility of the student and parent/guardian.** Counseling requirements must take place before eligibility is reinstated. A mandatory test must be taken by the student on or before the next random screening date. The student must submit a negative test to be reinstated. **A second positive test at that time will result in the student's facing consequences listed for the 2nd offense.**

Any positive test result, upon verification, will result in students in grades 10-12 being ineligible for the A+ Grant.

2nd offense- Student will be suspended from participation in all extra-curricular activities and will lose driving privileges on school property for 180 calendar days. This includes practices, games, and activities. The student will also be required to attend with a parent a minimum of three (3) counseling sessions outside school hours. Counseling session expenses will be the responsibility of the student and parent/guardian. Counseling requirements must take place before eligibility is reinstated. A mandatory test must be taken by the student on or before the next random screening date. The student will also be required to be tested at the end of the 180 day suspension to be reinstated. During both tests, the student must have a negative screening. If a student tests positive after either test, he/she will face the consequences listed for the 3rd offense.

*Suspension days will only be counted during the school year and will be carried over to the following school year if necessary.

3rd offense- Student will be suspended permanently from participation in all extra-curricular activities and will lose parking lot privileges for the remainder of his/her high school career.

*The Random Drug Testing Program does not affect other policies and practices of the school district in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed herein.

VII. Drugs That Could Be Included in Testing

Illegal substances.

VIII. Financial Hardship

No student will be denied participation in any covered activity due to the inability to pay for the required counseling sessions. Each hardship case will be reviewed by the school district administration.

**CONSENT FORM
STUDENT ACTIVITIES DRUG-TESTING POLICY
ADAIR CO. R-1 SCHOOL DISTRICT**

Participant Name (Print) _____ Grade _____

I have read and understand the Adair Co. R-1 School District random drug testing policy. I understand that participation in school sponsored extra-curricular, co-curricular, and MSHSAA sponsored activities is a privilege and not a right. I further understand that driving privileges on school grounds is also a privilege and not a right. I am aware of the district's requirements for participation in school sponsored activities and to drive on school property and agree to abide by the requirements and penalties outlined in the handbook.

I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the Adair Co. R-1 School District and to have a drug testing collection agency and/or testing laboratory designated by the district perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel.

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

PARENT / STUDENT
DRUG TESTING QUICK REVIEW SHEET

Drug testing is mandatory to participate in any activity or park on school grounds.

Parent / Student meeting will be held to answer questions

The tests will be administered by a Testing Service

Privacy is VITAL, and each student will have a random number.

The numbers will be chosen from the Testing Service and matched to the student.

Parents will be contacted when your child is chosen to be tested.

If a test is found to be (Non-Negative) the specimen will be reviewed by a Medical Review Officer from the Testing Service.

If the non-negative test is found to be valid the student will be ineligible for 30 days ALL activities as well as parking on school property.

The student may practice with the team and or organization but not compete.

The student, (at the cost of the parent) will be required to obtain counseling before eligibility is returned. Another urine test will also be required before re-instatement.