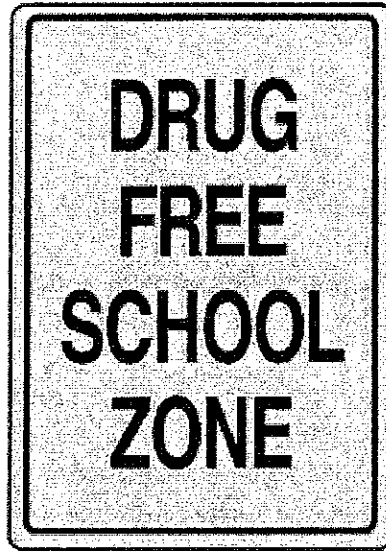


OSAGE COUNTY R-I SCHOOL DISTRICT



RANDOM DRUG TESTING POLICIES & PROCEDURES HANDBOOK

OSAGE COUNTY R-I CHAMOIS

RANDOM DRUG TESTING POLICY

Background:

Drug abuse is a serious problem in our society. Schools districts, including the Osage County R-I District, are not immune from the negative effects of drug use. Students involved in extra-curricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana, meth, and cocaine. The administration of Osage County R-I has noted both formally and informally, an increase in the use of drugs by students, including those students participating in extra-curricular activities as well as those who park on school property. As a result this random drug testing policy was developed to help deter drug use among students. It is not the intent or purpose of the districts random drug testing policy to identify students for punishment under the districts discipline code.

Objectives:

The objectives of the Osage County R-I School Districts Random Drug Testing Policy include:

- To deter drug abuse or misuse by all students by providing them with an excuse to say NO TO DRUGS.
- To identify students who are misusing drugs so that intervention plans can be implemented by the school and the students parents.
- To establish a safe school environment for students and to provide student athletes a healthy and safe environment when competing for the school.
- To establish procedures and standards of conduct that students must follow.
- To provide a vehicle for parents to become aware of drug abuse problems involving their children so they can get help for them.
- To work cooperatively with parents by assisting them in keeping their children free from drug abuse.
- To provide referrals for students that test positive and need evaluation and counseling.
- To send a clear message to the students and parents that the district is committed to eliminating student drug abuse.

General Information:

A student using drugs is a danger to him/herself as well as other students. All students in the Osage County R-I School District who choose to participate in extra-curricular activities and those who choose to park on school property are entitled to do so in a drug-free environment. This random drug program is consistent with other policies and practices of the Osage County R-I School District in dealing with drugs or alcohol use or possession at school or in the community. The one difference is students that have a positive test through this random drug testing policy will not be suspended from school or receive academic sanctions. In addition the district will NOT report positive drug tests to local law enforcement. The intent of this policy is not to try to get kids in trouble, but to provide them with a reason to say “no” to drug use and get them help if they are abusing drugs.

Students Subject to Testing:

There are four groups of students in the Osage County R-I School District who will be subject to random drug testing. These include:

- Students who participate in extracurricular activities recognized by MSHSAA.
- Students who participate in school clubs and organizations.
- Students who register to park in the school parking lot.
- Students who do not meet the above criteria, but their parents voluntarily approve their child to be included in the random pool.

** The list of extracurricular activities, clubs, and organizations include: Basketball, Volleyball, Cross Country, Academic Bowl, Track, Band, FFA, FCCLA, and Student Council. This is not an all-inclusive list and additional sports, clubs, and organizations will be added as they are created.

Parents of students who wish for their child to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extra-curricular activities, clubs/organizations, or their child does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the Student Discipline Policy.

Registration:

- At the beginning of each school year a random drug testing consent form will be made available to all students. This can be picked up in the high school. It can also be downloaded or printed from the school website.
- Athletes must have their completed consent forms turned in to the office along with their physicals before they will be allowed to practice for a fall sport. For the 2014-2015 school year the first practice for fall sports is **Monday, August 4, 2014**.
- All students that do not play a fall sport, but are required to fill out a consent form must have it turned in to the office no later than 1 week into the school year. For this upcoming school year we will start school on Wednesday August 13th so all consent forms must be turned in by Wednesday August 20th!
- Any student that thinks they might participate in a sport, activity, club, or organization must sign up at the start of the school year. If a student fails to sign up for random drug testing at the start of school they will be ineligible to participate in all sports, activities, clubs, and organizations for the entire school year. In addition students that do not sign a consent form at the start of the school year will NOT be allowed to park in the school parking lot.
- Students that turn 16 in the middle of the school year must register for a parking pass at the start of the school year by turning in their consent form.
- If a student is 18 years of age and is living with a parent/guardian, they must sign the consent form along with a parent/guardian. If the student is 18 years of age and has established their own residence, the student's signature is all that is required.

August Meeting:

- Each school year on the Sunday before the fall sports practices start there will be a mandatory meeting for all athletes and their parent(s). Students and at least one of their parents are required to attend.

- For the 2014-2015 school year this meeting will be held on Sunday, August 3, 2014. The fall sports practices start the following day on August 4, 2014.
- All students and/or their parents are allowed to attend this meeting to find out more about the drug testing policy.
- At this meeting the random drug testing policy will be discussed and each student and parent/guardian will receive a copy of the Osage County R-I random drug testing program. During this meeting, students and parent(s)/guardian(s) will have the opportunity to ask questions about the districts random drug testing program.
- Students must sign a consent form to be randomly drug tested even if they are not sure if the student will participate in an extra-curricular activity or park in the school parking lot.
- If a student is new to the district, he/she has one week from the enrollment date to sign up for the drug testing program.
- At the conclusion of the meeting, the student will take home the random drug testing policy and the consent form. The consent form must be signed by both the student and a parent/guardian. If possible we would like all consent forms to be turned in immediately after the meeting.
- It requires that the student and parent/guardian must sign the consent form to be eligible to participate in extra-curricular activities, clubs/organizations at Chamois High School. Students and parents/guardians must also sign the consent form to be eligible to park on school property. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Procedures:

The random selection process will primarily follow standard practices for federal random test selection. Student testing will most often identify a student by number rather than a name. Normally, the district will tally the number of participants in the random program(s) and provide that number(s) to Employee Screening Services (ESS). The district's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list of which student is assigned what number. The DSO would keep that list on file in a confidential manner. Students will be randomly tested at the volume deemed necessary by the Osage Co. R-I School District.

For illustrative purposes, if a district has 250 participants, ESS would enter the numbers 1 through 250 into a computer-generated random selection program. We would then generate a random list of numbers and provide that list to the DSO. The DSO would use the Student Random ID list to match names with the numbers on the random selection list.

On the day of random testing, the DSO would notify each student on the random selection list that he/she has been selected for a random drug test. The student will go to the collection site where the DSO will provide the student with the Student's Random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing.

Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom, as applicable, by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. 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. The collector will explain 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 also be reminded not to flush the toilet or to use the faucet 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 sufficient amount, appropriate temperature, no foreign color and no foreign 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 the initial screening test indicates a non-negative result, or if the collection technician 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 Custody and Control Form, that, when completed, will be sent (along with the specimen) to a HHS-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. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded to the DSO. The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO 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 DSO will obtain the parent/legal guardian's name, ID # and contact phone # 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/legal guardian will not meet with the DSO, 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 medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) 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 ESS, who will then forward them to the DSO.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

If a student does not provide a urine specimen in 3 hours (or the time limit designated by the district's policy), one of two procedures will be followed:

- a. Follow DOT protocol by giving the student up to 5 days to have what is called 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, not the school's), or if there is not a valid medical reason, then the test would be deemed positive. The MRO usually makes that call. OR,
- b. Use a lab-based oral-fluid test.

Drugs that the Osage County R-I School District may be testing for include, but not limited to:

Cocaine, marijuana, opiates, methamphetamine, amphetamine, phencyclidine, benzodiazepine, oxycodone, methadone, propoxyphene, ecstasy, barbiturates, bath salts, anabolic steroids, any synthetic drug

**The school district will pay for all random drug screenings.

Verification of Sample:

Verification of sample will vary with drug testing company that is hired to do random testing with school district.

Consequences for Refusing to be Drug Tested:

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extra-curricular activities and/or the privilege of parking on school property for 365 calendar days.

Consequences for the First Positive Test Result:

Consequences to a student for the first positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from participating and attending all games/contests in the sport(s) they compete in for a minimum of thirty (30) days. The student would be allowed to attend practice, but not games/contests.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of thirty (30) calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Consequences to a student for the first positive test who participates in school clubs or organizations shall be:

1. Suspension from participating and attending all organization or club activities that they are members of for a minimum of thirty (30) calendar days. The exception to this rule would be if that organization or club the student participates in is holding a practice for a competition then the student would be allowed to attend practice(s).
2. Other than the activity or club they are participating in the student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of thirty (30) calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Consequences to a student for the first positive test who register for a parking permit shall be:

1. The student will not be allowed to park their vehicles on school property for a minimum of thirty (30) calendar days.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of thirty (30) calendar days. This includes dances, home & away games or contests, and other activities or events association with the school.

Other Information:

- If student athletes test positive for illegal substances they are allowed to attend practice during their suspension.
- If a student that is a member of a club(s) or organization(s) and they test positive for illegal substances they are not allowed to attend any meetings or events that the club(s) host during their suspension. Again the exception to this rule would be that if the organization or club the student is a member of is holding a practice for a competition then the student would be able to attend practice(s). If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment.
- For students who register for a parking permit, they may not park their vehicles on school property at anytime during the suspension.

Information for those students that test positive:

- The student shall submit to a follow-up test at the expiration of the suspension period and must test negative before returning to participate in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the District's testing administrator at the expense of the student's parent/guardian.
- After a student tests positive for illegal substances and they submit to the follow-up test at the end of their suspension and the test is negative they will then be required to be tested at the next random test. This will be a 1 time non-random test and if the test is negative they will then be put back into the random pool and will not be required to submit to any further non-random tests unless they test positive on future random tests.

Consequences for a Second Positive Test Result:

Consequences to a student for the second positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from participating and attending all games/contests in the sport(s) they compete in for a minimum of sixty (60) days. The student would be allowed to attend practice, but not games/contests.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of sixty (60) calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Consequences to a student for the second positive test who participates in school clubs or organizations shall be:

1. Suspension from participating and attending all organization or club activities that they are members of for a minimum of sixty (60) calendar days. The exception to this rule would be if that organization or club the student participates in is holding a practice for a competition then the student would be allowed to attend practice(s).

2. Other than the activity or club they participate in the student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of sixty (60) calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Consequences to a student for the first positive test who register for a parking permit shall be:

1. The student will not be allowed to park their vehicles on school property for a minimum of sixty (60) calendar days.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of sixty (60) calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Other Information:

- If student athletes test positive for illegal substances they are allowed to attend practice during their suspension.
- If a student that is a member of a club(s) or organization(s) and they test positive for illegal substances they are not allowed to attend any meetings or events that the club(s) host during their suspension. Again the exception to this rule would be that if the organization or club the student is a member of is holding a practice for a competition then the student would be able to attend practice(s). If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment.
- For students who register for a parking permit, they may not park their vehicles on school property at anytime during the suspension.

Information for those students that test positive:

- The student shall submit to a follow-up test at the expiration of the suspension period and must test negative before returning to participation in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the District's testing administrator at the expense of the student's parent/guardian.
- After a student tests positive for illegal substances and they submit to the follow-up test at the end of their suspension and the test is negative they will then be required to be tested at the next two random test dates. This will be required only for the next two non-random test dates and if the test is negative both times they will then be put back into the random pool and will not be required to submit to any further non-random tests unless they test positive on future random tests.
- **In addition to the suspension for the second positive test, a student must enroll and complete a drug assessment program approved by the administration in order to be reinstated to participate in a specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or park on school property**

Consequences for a Third Positive Test Result:

Consequences to a student for the third positive test who is involved in extracurricular activities recognized by MSHSAA shall be:

1. Suspension from all extracurricular activities recognized by MSHSAA for a minimum of 365 calendar days.

2. The student will be removed from the team and they will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of 365 calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

Consequences to a student for the third positive test who participates in school clubs or organizations shall be:

1. Suspension from all school clubs or organizations for a minimum of 365 calendar days.
2. The student will not be removed from all school clubs and organizations and they will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of 365 calendar days. This includes dances, home & away games or contests, practices, and other activities or events associated with the school.

Consequences to a student for the third positive test who register for a parking permit shall be:

1. Suspension of parking privileges for a minimum of 365 calendar days.
2. The student will not be allowed to attend any extra-curricular events, activities, or sports in any capacity for a minimum of 365 calendar days. This includes dances, home & away games or contests, and other activities or events associated with the school.

- **All positive drug tests will accumulate from year to year beginning with a student's seventh grade year and concluding with the student's graduation.**

Drug Counseling and Assistance:

All students testing positive under this policy are strongly encouraged to participate in drug counseling and assistance programs. It is the position of the district that any student desiring to return to participation in athletic or co-curricular activities or regain the privilege to park on school grounds will take the necessary steps to demonstrate their commitment to remaining drug free. If requested by the parents/guardians, school counselors will provide assistance in obtaining help for the student. The district will not be responsible for the costs of any counseling or subsequent treatment. Except for follow-up drug testing required for returning from suspension, the district shall pay for any drug testing under this program at its request. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the district.

Definitions:

“Extra-Curricular Activities”: means any school sponsored extra-curricular activity and/ or a performance in which a student represents the District, in the opinion of the District’s Administration. Extra-Curricular activities that will be tested are all MSHSAA(Missouri State High School Activities Association) regulated activities and events such as athletics, band, choir, cheerleading, academic competition, FFA(Future Farmers of America), FBLA(Future Business Leaders of America), Drama, Color Guard, National Honor Society, A+, Skills USA (VICA), DECA, WYSE and all other school clubs whose membership is voluntary. This list is subject to change on a yearly basis. The list of extra-curricular activities to be tested will be published at the yearly drug testing program informational session before school starts. When an activity or performance is part of a course offered by the school, such as band, choir, or color guard, the student’s grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to drug testing. The students enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignments.

“Performances”-means the scheduled games, matches, contests, or performances (including district, sectional and state contests) for the activities listed above.

“Parking on school property”-means any **student** who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

“Consent form”- means the Parent/Guardian Drug Testing Consent Form which is adopted by the district’s administration.

“SAMHSA”- Substance Abuse Mental Health Safety Administration

Frequently Asked Questions:

Q. If my son/daughter tests positive out of season does the activity suspension carry over the summer?

A. NO, if a student test positive after a fall sport and does not participate in another sport till the next fall the suspension from activities does not carry over. Driving privileges would however be suspended for the appropriate time consistent with the policy for the current school year.

Q. If my son/daughter misses the sign up deadline is there an appeal?

A. No, Anyone who thinks that they may be interested in trying out for any extra-curricular or co-curricular activity must sign up to participate in the random testing. This would include someone who would turn 16 during the school year if they wanted to drive and park on campus even though they may not participate in activities.

Q. My student is new to the district and enrolls after schools starts and misses the deadline can they still participate in activities?

A. Yes. New students that wish to participate in activities or park on campus have one week after enrolling to sign up for the program.

Q. What if my son/daughter withdraws from testing after the activity is over that he/she participates in?

A. They will no longer be allowed to park on campus or change their mind to participate in upcoming activities for the remainder of that school year.

Q. What if my son/daughter is absent on the day they are drawn to test?

A. A list of alternates will always be drawn along with the selected random group and if a student is absent then the first alternate would be called.

Q. What if a selected student refuses to test when they are drawn? What are the consequences?

A. Anyone refusing to test will have their parents notified immediately allowing them to talk to their student allowing them to change their mind. If the student still refuses it will be treated as a “Positive” and they will automatically be taken out of the random pool and as the policy states they will be ineligible for 365 days in all MSHSAA sponsored activities, school clubs and organizations. In addition they would not be allowed to park on school grounds.

Appendix A

Drug tests will screen for the following controlled substances using either a 12, 7, or 4 panel test. ESS will randomly select on testing dates which student will be subject to each specific panel. Those drugs labeled with a “*” are in a 4-panel and a 7-panel. Those with a “**” are the additional drugs in a 7-panel.

- A. Opiates*: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid)
- B. Amphetamines*: Adderal, Dexedrine, Benezedrine
- C. Benzodiazepines***: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others
- D. Barbiturates***: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital
- E. Methadone: Dolophine
- F. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine
- G. Cocaine*:
- H. Methamphetamine:
- I. Marijuana*:
- J. Phencyclidine (PCP)***: Venlafaxine (Effexor)
- K. MDMA (methylenedioxymethamphetamine): Ecstasy
- L. Propoxyphene (Darvon):

Osage County R-I Student Random Drug Testing Volunteer Drop Form

I, _____, volunteer to have my name withdrawn from the student drug testing pool. I understand that by withdrawing my name from the student drug testing pool I will be ineligible for participation in any specified extracurricular activity recognized by MSHSAA, participation in a school club or organization activity, or register for a parking permit for a period of 365 calendar days.

Student's Name

Student's Signature

Parent's Name

Parent's Signature

Date

**Osage County R-I School District
Student Random Drug Testing
Consent Form**

I, _____, [Student's Name] have received, read, and understand and agree to abide by the Osage County R-I School District's drug testing policy and procedures. As a condition of participating in MSHSAA sponsored activities, school clubs & organizations, and to park in the school parking lot at Chamois High School I agree to provide urine specimens when directed and authorize the district to have the specimens tested for illegal drugs. I also authorize the release of information concerning the results of such a test to the Osage County R-I School District and to my parents/guardians.

Student Signature

Date

I, _____, [Name of Parent/Guardian] have received, read, understand, and agree to abide by the Osage County R-I School District's drug testing policy and procedures. As a condition of my student participating in MSHSAA sponsored activities, school clubs & organizations, and to park in the school parking lot at Chamois High School I authorize the school district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, synthetic drugs, and prescription drugs without a valid prescription. I also authorize the release of information concerning the results of such a test to the Osage County R-I School District.

Parent/Guardian Signature

Date

**** This consent form will remain in effect for the duration of the student's enrollment within the Osage County R-I School District, unless revoked in writing by the parent/guardian.**