

## **Procedures for the Ohio Grade and High School Drug and Alcohol Testing Program**

### **1. LIST OF ELIGIBLE STUDENT PARTICIPANTS**

The Designated Official will prepare a list of eligible students participating in activities. This list will be forwarded to the Vendor for the random selection of student participants who will submit urine specimens for testing.

### **2. RANDOM SELECTION OF STUDENT PARTICIPANTS FOR TESTING**

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

### **3. SCHEDULING OF URINE DRUG TESTING**

Urine drug testing is unannounced. The day and date are selected by the Building Principal and confirmed with the Vendor. Random testing may be done bi-weekly, but not during holidays and spring break.

### **4. INITIAL TESTING**

At the beginning of each year, all eligible students may be subject to urine drug testing. This testing will be accomplished on a date and time coordinated with the testing Vendor. The Principal is responsible for seeing that all student participants and their parent/guardian/custodian properly sign the **Informed Consent Agreement (Policy Exhibit A)** prior to testing. Any student moving into the District shall be entered into the pool at the time they join the activity.

### **5. TESTING YEAR**

The testing year begins the July 1st and continues for 365 days thereafter.

### **6. FORM COMPLETION**

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Ohio Grade and High School Drug and Alcohol Testing Program and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and School Official.

### **7. COLLECTION PROCESS**

Selected student participants are escorted from class to the collection site. A specimen of urine is collected following this process:

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- b. The collector may add a blueing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-

- alcoholic wipe may be used instead.
- d. The drug testing custody and control form is completed by the Student and collector.
  - e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 30ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
  - f. The student enters a closed stall to collect the specimen, then hands the container to the collector.
  - g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.  
If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered *refusal to test* and the Designated Official notified.
  - h. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
  - i. The sealed bottles are placed inside the transport bag.
  - j. The student is given the donor copy of the form.
  - k. The Student may wash their hands and is then sent back to class.
  - l. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
  - m. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

## 8. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positives results by phone. The MRO will also notify the Prevention Coordinator that a drug test returned positive giving only the dates of the collection and reporting.
  - (1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.
  - (2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
  - (3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- f. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance

from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative results may be reported.

## **9. PICK-UP PROCESS**

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

## **10. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

a. Whenever a student participant's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur:

- (1) The Building Administrator is notified, and within 24 hours, will notify the parent/guardian/custodian of any positive results. A written notification from the Building Principal, by letter, will be sent to the parent/guardian/custodian by certified mail. The School may keep all test results for a period up to one year.
- (2) The student will be notified and be subjected to the appropriate response below.
- (3) If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results. If the contested test is reported as negative by the second laboratory, the first result will be nullified and the cost will be incurred by the district.
- (4) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. Positive Result

Upon receipt of positive result, the student and parents will be given information on counseling services (certified substance abuse counselor) available to assist the student in good lifestyle choices and the student will be removed from the reward trip.

**END OF PROCEDURE**

## **Consent to Perform Urinalysis for Drug and Alcohol Testing**

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the Ohio Grade and High School Drug and Alcohol Testing Program as approved by the Ohio Grade and High School Boards.

We understand that the collection process will be overseen by a qualified vendor.

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

We hereby give our consent to the medical vendor selected by the Ohio Grade and High School Boards, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Ohio Grade and High School 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 these results will be forwarded to the Building Administration and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student participant might participate during the current school year including the reward trip.

We hereby release the Ohio Grade and High School Boards of Education, testing vendor, and it's employees from any legal responsibility or liability for the release of such information and records.

**READ CODE OF CONDUCT AND EXPECTATIONS ON REVERSE SIDE AND SIGN!**

# Ohio Community Schools

Ohio Consolidated School District #17

Ohio Community High School District #505

**“Where People Care”**

**Superintendent**

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**Principal**

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**Ohio Schools Code Of Conduct And Expectations Informed Consent Agreement:**

As a student:

- I understand and agree that participation in extracurricular activities and award trips are a privilege that may be withdrawn for violations of the CODE OF CONDUCT AND EXPECTATIONS, hereinafter Code of Conduct.
- I have read the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the Code of Conduct.
- I understand and realize that there is risk of injury in participating in athletic activities.
- I understand that when I participate in any extracurricular programs or award trips, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice or participate in those athletic activities or award trips. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while during the school year at Ohio Grade and High School.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a parent or legal guardian:

- I have read the Code of Conduct and understand the responsibilities of my student as a participant in athletic activities in the Ohio Grade and High School.
- I understand and realize that there is an assumed risk of injury involved for my student as a participant in athletic activities.
- I understand that my student, when participating in any extracurricular program, will be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice or participate in those activities or reward trips. I have read the consent on the reverse of this form and agree to its terms.
- I understand that if my student has finished their activity and does not intend to participate in any other activities and/or park for the remainder of the school year, I can remove them from this program with a signed letter to the school office. I also understand removing my child prior to the end of the school year will remove them from the reward trip.
- I understand this is binding while my student is enrolled during the school year at Ohio Grade and High School.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“Home of the Bulldogs”**