



Many schools ask for an explanation of our random drug testing procedures. These protocols are often included in the district's Random Student Drug Testing Policy. The following is a brief explanation of our processes:

STUDENT TESTING PROCEDURES

1. 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 Tomo Drug Testing (Tomo). The district's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list to indicate which student is assigned what number. The DSO would keep that list on file in a confidential manner.

For illustrative purposes, if a district has 250 participants, Tomo 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.

2. 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 would 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 when the void is completed, either place the cup on a pre-designated flat surface or hand the collection container to the collection technician. 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. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collection technician until dismissed. All procedures will be conducted in accordance with accepted industry practices.

3. All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; 2) if the collection technician is conducting an internal self-audit of a testing device; or 3) the district requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being 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.

STUDENT DRUG TESTING

Definitions

Covered Activities – Activities regulated by the Missouri State High School Activities Association (MSHSAA), and /or of obtaining a permit to park on Miami R-I School District school property, excluding all activities in which students receive an academic grade for participation.

Drug Testing – Testing for alcohol and illegal or performance-enhancing drugs.

Participation Days – Each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

I. General Procedures for All Student Drug Testing

Sample Collection

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room. The student will provide the sample behind a closed stall door. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor suspects the sample is being tampered with, the monitor may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained.

Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students selected for testing will provide to the district, in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications. The parent/guardian is responsible for submitting a separate list to the district, also in a sealed envelope, of medications the student has taken within the last 30 days, which will be used by the testing facility for confirmation purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: July 1, 2016

Revised October 23, 2017

(Adopted April 18, 2016)

Miami R-I School District.

Amoret, MO 64722

STUDENT DRUG TESTING
(Consent Form)

I, _____, [student's name] have received, read, understand and agree to abide by the Miami R-I drug testing policy and procedures. As a condition of participating in activities and /or of obtaining a permit to park on Miami R-I School District school property, I agree to provide urine specimens when directed and authorize the district to have the specimens tested for drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Miami 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 Miami R-I School District drug testing policy and procedures. As a condition of my student's participation in activities and /or of obtaining a permit to park on Miami R-I School District school property, I authorize the district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, performance-enhancing drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Miami R-I School District

Signature of Parent/Guardian

Date

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

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