



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.

If the GC/MS test is non-negative, the results will be forwarded directly to the Medical Review Officer (MRO). The MRO will contact the DSO to inform him/her of the non-negative result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO directly to determine if there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform him/her of the non-negative result and provide information necessary to contact the MRO (phone number, student ID number & MRO code word "Indy500"). When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the non-negative result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. The result will be forwarded to Tomo Drug Testing who will then forward the result to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call to discuss the student's non-negative result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released.

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 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.

4. If a student does not provide a urine specimen within the time limit designated by the district's policy, we recommend one of two procedures:

- 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 designated 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, the test would be deemed positive. The MRO usually makes that call.

OR

- b. Use a lab-based oral-fluid test (this is the choice of most districts).

Please feel free to call or email with questions.

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## 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.

The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

### ***Positive Test Results***

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the district administration or the laboratory. The district may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

## **II. Random Drug Testing**

### ***Notification and Consent***

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in extracurricular activities and /or of obtaining a permit to park on Miami R-I School District school property shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach or activity sponsor by the beginning date for practice, which will be turned into the central office or interscholastic contest established by MSHSAA. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities and /or obtain a permit to park on Miami R-I School District school property.

### ***Random Selection***

The district will randomly select (10)ten percent of participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

***Testing***

Samples shall be tested for THC/marijuana, benzodiazepines, cocaine/benzoylecgonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, alcohol and performance-enhancing drugs, including anabolic steroids. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

***Consequences***

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and /or permit to park on Miami R-I School District school property and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities and /or a permit to park on Miami R-I School District school property at the end of the school year, over the summer and/or into the beginning of the next school year.

**First Offense** – The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities and /or a permit to park on Miami R-I School District school property for a minimum of 30 participation days and must pass a drug test administered by the district prior to participating in covered activities again and /or of obtaining a permit to park on Miami R-I School District school property.

**Alternative First Offense** – With the consent of the student and his or her parents/guardians, the superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities and /or of obtaining a permit to park on Miami R-I School District school property for a total of ten participation days as long as the student meets the following requirements:

Within one week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

**Second Offense** – Students with two positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of 90 participation day and must pass a district-administered drug test district prior to participating in covered activities again.

**Third Offense** – Students with three positive test results will be prohibited from participating in all covered activities and /or of obtaining a permit to park on Miami R-I School District school property for the rest of their enrollment with the district.

#### ***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 participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities and /or of obtaining a permit to park on Miami R-I School District school property for one calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

#### ***Self-Reporting***

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, coach or extracurricular sponsor before receiving notification that he or she will be tested, that student shall be allowed to continue to participate in covered activities under the same restrictions imposed on a student who had an initial positive test even if the student had tested positive previously. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between ninth and twelfth grade.

### **III. Suspicion-Based Drug Testing**

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The district's attorney may be consulted as necessary.

#### ***Consequences***

Students who test positive under this section will be disciplined in accordance with the district's discipline code and may also be temporarily or permanently excluded from all district extracurricular activities and /or of obtaining a permit to park on Miami R-I School District school property in accordance with other district policies or practices.

***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

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

### **Random Drug Testing**

Participation in extracurricular activities and obtaining a permit to park on Miami R-I School District school property, is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities and /or of obtaining a permit to park on Miami R-I School District school property. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

**First Offense** – Exclusion from all covered activities and /or obtaining a permit to park on Miami R-I School District school property, for a minimum of 30 participation days and must pass a drug test administered by the district prior to participating in covered activities again.

**Alternative First Offense** – With the consent of the student and his or her parents/guardians, the superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities and /or of obtaining a permit to park on Miami R-I School District school property for a total of ten participation days as long as the student meets the following requirements:

Within one week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.



The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

**Second Offense** – Exclusion from all covered activities and /or obtaining a permit to park on Miami R-I School District school property, for a minimum of 90 participation days and must pass a drug test administered by the district prior to participating in covered activities again.

**Third Offense** – Excluded from all covered activities and /or obtaining a permit to park on Miami R-I School District school property, for the rest of the student’s enrollment in the district.

For the purposes of this policy, a “participation day” is each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A

positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

### **Suspicion-Based Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district’s discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district’s discipline code for being under the influence of alcohol or drugs.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: April 18, 2016 Effective Date July 1, 2016

Revised: June 29, 2018

Cross Refs: IGAEA, Teaching about Drugs, Alcohol and Tobacco  
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: U.S. Const., amend. IV  
*Board of Educ. of Ind. Sch. Dist. No. 92 of Pottawatomie County v. Earls*, 536 U.S.  
822 (2002)  
*Vernonia Sch. Dist. v. Acton*, 515 U.S. 646 (1995)

**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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Implemented: July 1, 2016

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