

**New Bloomfield R-III School District**  
(New Bloomfield High School)

**RANDOM  
SUSPICIONLESS  
DRUG  
TESTING PROGRAM  
& PROCEDURES  
HANDBOOK**

## **Background:**

Drug abuse is a serious problem in our society. School districts, including the New Bloomfield R-III District, are not immune from the negative effects of drug use. As directed by School Board Policy JFCI-AP1 the New Bloomfield R-III School District has developed a random suspicionless drug testing program. The purpose of the program is to provide a drug free environment for students in New Bloomfield High School (NBHS) and to assist students with drug abuse problems in finding appropriate counseling, in accordance with the school's mission of "Leading Lifelong Learners."

The New Bloomfield R-III School District has determined that any students that are involved in a district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and that park on district property must enroll in the Drug Testing Program.

This program does not affect any other school policy or procedure concerning the use and/or possession of illegal drugs or alcohol while on school property. It is not the intent or purpose of the high school's drug testing program to identify students for punishment under the districts' discipline code. At NBHS, we want to hold our students to the highest expectations both academically and in extra-curricular activities, while providing every student an opportunity to learn and socialize in a drug free environment.

## **Objectives:**

The objectives of the drug testing program includes:

- To deter drug abuse or misuse by students by providing them with an excuse to say, "NO TO DRUGS."
- To identify students who are misusing drugs so that interventions can be implemented by the school and the students' parents.
- To establish a drug free environment and to provide students 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 support and work cooperatively with parents by assisting them in keeping their children free from drug use.
- 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 use.

## **General Information:**

A student using drugs is a danger to him/herself as well as other students. All students at NBHS who choose to participate in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or park on district property are required to participate in the drug testing program. The drug program is consistent with other policies and procedures of the New Bloomfield R-III School District in dealing with drugs or alcohol use or possession at school or in the community.

The intent of this program is to provide students with a reason to say “NO” to drug use and get them help if they are using drugs.

### **Registration:**

Student participating in a district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property must sign up for the drug testing program. Until a student signs up for the drug testing program they will be ineligible to participate in all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property.

Students that turn 16 in the middle of the school year must sign a random drug testing program consent form prior to registering to park on school property.

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.

### **Informational Meeting:**

Each school year before school begins parents/guardians and students participating in a district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on district property will have an opportunity to attend an informational meeting about the drug testing program.

At this meeting the testing program will be discussed. A copy of the drug testing program will be given to parents/guardians and made available upon request. The drug testing policy will be available on the school’s website. During this meeting, students and their parent(s)/guardian(s) will have the opportunity to ask questions about the district’s drug testing program.

It is required that the student and parent/guardian sign the consent form to be eligible to participate in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or to park on district property.

If a student tests positive and does not participate in any other district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities until the next school year, the student’s suspension for the organization or club activities, and MSHSAA recognized sports/extracurricular activities will begin at the first date of their extracurricular activity/sport the following year. If the student is a driver, their parking privileges will be revoked immediately for the appropriate days based on consequences.

### **Procedures:**

After all eligible students have signed a consent form they will be assigned to the random selection process for the duration of participation in the drug-testing program. For drug testing, each student will be assigned an identification number that will be maintained in the Activities Director/Administrators office. This number will be the student’s identification number for testing and will not change. Only the Activity Director and administration assigned by the superintendent to assist the Activity Director in administering the drug testing program will have access to student numbers.

High school students will be randomly selected. Such drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the Activity Director/Administrator will match the selected numbers to the master list of participants each time the company randomly tests students. Students will be called for testing and placed in the testing room holding area until they are called back to be tested.

Testing will occur during the school year only regardless whether that student's activity is in season or not or if his/her club is meeting or not. Frequency and volume of testing will occur in a manner to ensure the appropriate effects of the program, as predetermined by the drug testing company.

Students will be randomly tested, and all testing dates will be arranged between the Activity Director/Administrator and the drug testing company prior to the school year starting. The drug testing dates will remain confidential between the Activity Director/Administration and the drug testing company. The Activity Director/Administration reserves the right to change testing dates due to inclement weather, a change in the school calendar, or for any other conflicts that may arise.

Students who wish to opt out of the random drug testing program must have their parent/guardian meet with the Activity Director/Administration. The student and parent/guardian must sign opt out form stating they no longer wish to participate in the random drug testing program. If the student is 18 years of age and living on his/her own, he/she must meet with the Activity Director/Administration to opt out of the random drug testing program. If a student opts out of the random drug testing program, they will be removed from participation in all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and will not be allowed to park on district property for 365 calendar days.

### **Privacy and Confidentiality:**

On the day of random testing, the designated school office (Activities Director/Administration) will 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 Activities Director/Administration 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. If a student has been randomly selected, they will not be allowed to check out or leave school grounds until they have provided a specimen. Unless a prior arrangement has been made with the Activities Director/Administration. As always it is very important that legal parents/guardians notify the school of when and why their student will be absent or leaving early.

Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the Activities Director/Administration. 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. When the void is completed, the student be instructed to 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 collector until dismissed by the collection technician.

If a student fails to produce a urine sample, not enough urine is produced, or if the temperature is not accepted another specimen will be required. The students will have 60 minutes to produce the

appropriate specimen. After 60 minutes the student will then be required to take an Oral fluid (saliva) drug test to verify that they are not positive for a banned substance.

The test results will remain confidential and will only be released to the student's parents or guardians, or Activity Director/Administration. Regardless of a positive test or not, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party.

All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student in a locked vault. All individual student files regarding the drug testing program will be destroyed upon the projected date of graduation by the district's authorized custodian of records. All transport of individual student files regarding the drug testing program will be transported in a lock box by the district's authorized custodian of records.

A student that tests positive is not subject to any consequences until the test is sent off to an independent lab and retested, confirmed by the independent lab, and confirmed by a Medical Review Officer (MRO). As soon as an initial positive test is retested, confirmed by the independent lab, and confirmed by a MRO the student will be subject to the consequences for the number of times they have tested positive. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed. All procedures are conducted in accordance with accepted industry practices.

#### **Verification of Sample:**

Verification of sample will take between 24-96 hours depending on whether the specimen is positive or negative.

If a test is found to be positive the test will be sent off to an independent lab and retested, confirmed by the independent lab, and confirmed by a Medical Review Officer (MRO). At this time the MRO will contact the Activities Director/Administration to confirm the positive test result. At this point the parent will be contacted and requested to contact the MRO directly to determine if there is a medical explanation for the positive results. When the legal parent/guardian makes contact with the MRO and verifies their identity, they will discuss medications the students are taking. If any of the student's medications explains the positive test results, 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 conclusion of the results will be forwarded to Tomo Drug Testing who will then forward to the Activities Director/Administration.

The MRO will reach out to the Activities Director/Administration on three separate occasions, over the course of three days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's positive results. If the parent/legal guardian does not make contact with the MRO during the three-day time frame, the MRO will release the results as a "Non-Contact Positive". At this point the consequences will be given depending on the number of times the students have tested positive.

## **CONSEQUENCES**

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

### **Consequences for the First Positive Test Result:**

Suspension from participating and attending all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on district property for thirty (30) school days. If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment. During the suspension students may participate in practices but will not be allowed to attend the events, activities, or contests.

### **Alternative Consequences for the First Positive Test Results:**

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 for a total of ten (10) school days if the student meets the following requirements: Within one (1) 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 [(573)-751-4942]. 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 can begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

### **Other Information for the First Positive Test Results:**

If a student tests positive for illegal substances, they will be required to submit to the next random test. If the test is negative they will then be put back into the drug testing program and will not be required to submit to any further non-random tests unless they test positive on future random tests.

### **Consequences for the Second Positive Test Result:**

Suspension from participating and attending all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on school property for sixty (60) school days. If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment. During the suspension students will not be allowed to participate in practices or attend the events, activities or contests.

### **Other Information for the Second Positive Test Results:**

If a student tests positive for illegal substances for a second offense they will be required to be tested at the next two random tests. This will be required only for the next two non-random tests, if the test is negative both times they will then be put back into the drug testing program 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 district in order to be reinstated to district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on district property.

### **Consequences for the Third Positive Test Result:**

Suspension from participating and attending all district-sponsored organization or club activities,

MSHSAA recognized sports/extracurricular activities, or parking on district property for 365 calendar days. During the suspension, students will not be allowed to participate in practices or attend the events or contests.

In addition to the suspension for the third positive test, a student must enroll and complete a drug assessment program approved by the district in order to be reinstated to district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on district property after the 365 calendar day suspension.

### **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 and attending all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on district property for a minimum of 365 calendar days. During the suspension students will not be allowed to participate in practices or attend the events or contest.

### **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 aid 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. Important resources for counseling/assistance include: The Division of Behavioral Health (DBH) (573) 751-4942 or (800) 575-7480 and/or Missouri Department of Mental Health and Drug Abuse (573)-751-4942 and/or Compass Health and Wellness (574) 634-3000.

### **Definitions:**

**“Students”:** Means all students participating in the drug testing program. These are students who participate in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and/or park on district property.

**“Duration of Program”:** Means students participating in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or to park on district property will be required to sign up for the random drug testing program for one academic school year (suspensions may run over into the next school year depending on the date of the random positive test).

**“Extra-Curricular Activities”:** Means district-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, National Honor Society, Skills USA, FCCLA, PEP Club, Chess Club, Competitive Cheer, 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, the student’s grade or enrollment in the course will not be conditioned upon consenting to random drug testing program. 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 the random drug testing program. 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 consent form in which students and parents/guardians consent to being a participant in the random drug testing program.

**“Volunteer Drop Form”:** Means the consent form which students and parent/guardians voluntarily withdraw from the drug testing program.

**“Opt In Consent Form”:** Means the consent form which parents/guardians have voluntarily authorized the school district to place their student into the random drug testing program regardless of their student participating in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on district property.

**“Test Administrator”:** Means the employer of the drug testing company, which the school district has hired to perform the drug screening.

**“SAMHSA”:** Substance Abuse Mental Health Safety Administration

**“Medical Review Officer”:** Means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

**“Oral fluid (saliva) Drug Test”:** Means the alternative drug test that will be used when a student cannot produce a urine sample to be tested during the random drug testing program.

**“Participation Day”:** Means each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

### **Frequently Asked Questions:**

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

A. Yes, if a student tests positive and does not participate any other district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities until the next school year, the student’s suspension for the organization or club activities, MSHSAA recognized sports/extracurricular activities will begin at the first date of their extracurricular activity/sport the following year. If the student is a driver their parking privileges will be revoked immediately for the appropriate days based on consequences.

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

A. No, Student participating in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and/or parking on school property must sign up. 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 extracurricular activities/sports. Until a student signs up for the random drug testing program they will be ineligible to participate in all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property.

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

A. Yes, if a student is new to the district, he/she must sign up for the drug testing program, if they plan to participate in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property. Until a student signs up for the random drug testing program they will be ineligible to participate in all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property.

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

A. They will no longer be allowed to participate in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, park on school property, or participate in practices or events for 365 calendar days.

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 drug testing program and as the program states they will be ineligible for 365 calendar days in all MSHSAA sponsored activities, school clubs and organizations and park on school property.

## Appendix A

Drug tests will screen for the following controlled substances:

- 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 (methylenedioxyamphetamine): Ecstasy
- L. Propoxyphene (Darvon)

**New Bloomfield R-III School District  
Random Suspicionless Drug Testing Program  
Consent Form**

I, \_\_\_\_\_, [Student's Name] have received, read, and understand and agree to abide by the New Bloomfield R-III School District's random drug testing program and procedures. As a condition of my participating in an organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property, I hereby authorize the release of information and results of the tested specimens to the Activity Director/Administration and to my parents/guardians. I understand that a positive test will result in the appropriate consequences in accordance with the random drug testing program.

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

I, \_\_\_\_\_, [Name of Parent/Guardian] have received, read, Understand, and agree to abide by the New Bloomfield R-III School District's drug testing policy and procedures. As a condition of my student participating in an organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property, I hereby authorize the release of my students' information and results of the tested specimens to the Activity Director/Administration. I understand that a positive test will result in the appropriate consequences in accordance with the random drug testing program.

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

**New Bloomfield R-III School District  
Random Suspicionless Drug Testing Program  
Opt Out Form**

I, \_\_\_\_\_ volunteer to have my name with drawn from the student drug testing pool at New Bloomfield High School.

I understand that by withdrawing my name from the random drug testing program I will be ineligible for participating and attending all organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property for 365 calendar days.

\_\_\_\_\_  
Student Name: Print

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Name: Print

\_\_\_\_\_  
Parent's Signature

**New Bloomfield R-III School District  
Random Suspicionless Drug Testing Program  
Parent Opt In Form**

I, \_\_\_\_\_, [Name of Parent/Guardian] have received, read, understand, and agree to the New Bloomfield R-III School District's drug testing policy and procedures. I have opted \_\_\_\_\_, [Name of Student] into the random drug testing program. I hereby authorize the release of my students' information and results of the tested specimens to the Activity Director/Administration. I understand that a positive test will result in the appropriate consequences in accordance with the random drug testing program.

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

