



Executive Summary of Voluntary Urine Drug Testing of Chillicothe City School District Students

OVERVIEW

Procedures for the voluntary drug testing of students are accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Participating students will be tested via Vendor-supplied materials at three separate points throughout the academic year. Required student-athlete drug testing results may be used in place of voluntary drug testing results at the Building Principal's discretion. Designated Officials will oversee the collection of all specimens as outlined in this document. Results are reported to the Building Principal upon completion of specimen collection.

1. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Chillicothe City School District students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug-free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to the safety and well being of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all students;
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- (3) to encourage students who use drugs to participate in drug treatment programs; and
- (4) to prevent the impact of drug and alcohol use on the learning centers of the brain, allowing students to achieve their full academic potential while a student within the Chillicothe City School District.

The program is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. In addition, this program is a component of Keys to Success, which also mandates minimum academic (1.75 GPA) and disciplinary requirements (no discipline exceeding a Friday School), ultimately providing levels of incentives to students who satisfy all or most criteria.

2. DEFINITIONS

Vendor - The medical office or company selected by the Board of Education to provide the materials necessary to carry out the procedures.

Designated Official - The individual(s) hired by the school or district to oversee the drug testing program of the school or district.

Illicit Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no

therapeutic use.

Banned Substance - A substance defined by school procedure as being banned from use.

Student Participant - A qualified student who, along with parent/guardian, has completed the Informed Consent Agreement (Exhibit A).

Gas Chromatography/Mass Spectroscopy (GC/MS) - A scientific process to identify specific chemical compounds in which a molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels - The measurement levels of specific chemicals in the urine usually reported in nanograms per milliliter (ng/ml).

Drug Screen Result Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is completed by the collector and donor, then delivered to Building Principal or designee for filing purposes.

Adulterant/Adulteration/Altered– Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

3. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of the school year or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Chillicothe City School District Code of Conduct and Expectations Informed Consent Agreement** (Exhibit A). No student may participate in the program without this fully executed document on file.

b. Urine Drug Testing Frequency

At the beginning of the initial testing window or when a student moves into the District, all students wishing to participate may be subject to urine testing for illicit or banned substances as specified in Article 8 below. Students will be tested one time apiece during three separate testing windows. Any student who refuses to submit to urine drug testing will be considered a positive test under article 6b.

c. Sample Collection

Samples will be collected as outlined under Vendor Requirements (Article 5). Qualified students selected for urine drug testing who are not in school on the day of testing will be tested at the next available testing time.

4. CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Procedure must sign a Confidentiality Statement (Exhibit B).

5. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

a. Collection of Urine Specimens

The Vendor will provide materials for the collection of urine specimens as outlined in the **Procedures for Urine Drug Testing of Chillicothe City School District Students**. Drug Screen Result Forms will be provided by the Vendor that meet the criteria of this procedure. Students will be given as much privacy as is reasonably possible within lawful requirements and within the established program procedures in the obtaining of the specimen.

b. Verification of Urine Test Results by Vendor

When prompted due to contested positive result, the Vendor will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner directly to the parent/guardian/custodian and then directly to the Building Principal. No positive test result will be reported by voicemail.

6. 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 Principal or Principal's Designee, within 24 hours after learning of the result, will notify the parent/guardian/custodian first, and then the student of any positive results. A written notification from the Building Principal, by form letter (Exhibit C), will be sent to the parent/guardian/custodian by certified mail. The Building Principal shall keep all test results for a period up to one year.
- (2) If the parent/guardian/custodian and/or student-athlete wishes to contest the results, the Vendor will be contacted to verify the result. This is done at parent/guardian/custodian or student expense. Parents/guardians/custodians or students will be reimbursed for said expense if a false positive result is determined to have occurred. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.
- (3) The Vendor 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 Vendor 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. First Positive Result

A positive result or an altered sample will constitute a first positive. The first positive

result eliminates a student's ability to receive a Tier 1 incentive. If a student is found to be in violation, the student will be removed from participation in the voluntary drug testing program indefinitely, subject to the following:

- (1) If the student in violation completes a drug/alcohol program provided by the school through our Safe Schools Coordinator (approved by the school administration) and follows the program recommendations, he/she may remain in the voluntary drug testing program. It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the student about the consequences of the violation. **All costs associated with the assessment and recommendations are the responsibility of the parent/guardian/custodian and the student** (if economic hardship is proven, grant money may be available to assist with expenses). Refusal or failure to follow through with the assessment or assessment recommendations will result in the student's termination from this program.

c. Second Positive Result

A second positive result or adulteration will result in the completion of a mandated completion of a program recommended by a certified substance abuse counselor. It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the student about the consequences of the violation. Again, if the student completes the above requirements, he/she may remain in the program. However, a second positive result eliminates a student's ability to receive Tier 1 and Tier 2 incentives. The seriousness of a second violation cannot be over-emphasized. The student has already received interventions for a first violation and has shown a serious problem exists. All costs associated with the assessment and recommendations are the responsibility of the parent/guardian/custodian and the student (if economic hardship is proven, grant money may be available to assist with expenses). Refusal or failure to follow through with the assessment or assessment recommendations will result in the student's termination from this program.

d. Third Positive Result

A third positive result or adulteration will result in the student being barred from participation in this program.

e. Self-Referral.

A student who refers himself/herself prior to receiving a positive result will comply with the requirements set in section 6b of this Procedure. Self-referrals may be used in connection with a first offense only; a subsequent positive result or ruling of adulteration following a referral will lead to actions stated in 6c and 6d. A student may only self-refer one time while enrolled as a student in the Chillicothe City School District. Self-referral is not available to a student who has already been found in violation of the rules regarding procurement, use, or possession of drugs/alcohol by school officials, law enforcement, or a court of competent jurisdiction. Utilizing a self-referral eliminates the student's ability to receive a Tier 1 incentive.

7. NON-PUNITIVE NATURE OF PROCEDURE

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this Procedure will not be documented

in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Chillicothe City School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Chillicothe City School District Board of Education to the extent permitted by such subpoena or legal process, or by applicable law.

8. ILLICIT OR BANNED SUBSTANCES

For the purpose of this Procedure, the following drug classes, substances, or their metabolites that can be tested for are considered illicit or banned for Chillicothe City School District Students:

Cocaine	Methamphetamine
Marijuana (THC)	Benzodiazepine
Opiates	Barbiturates
Amphetamines	Phencyclidine (PCP)

END OF PROCEDURE

Procedures for Urine Drug Testing of Chillicothe City School District Students

1. LIST OF ELIGIBLE STUDENTS

Upon return of fully executed Informed Consent Agreement Forms (Exhibit A), the Designated Official will prepare a list of Student Participants.

2. SELECTION OF STUDENTS FOR TESTING

The Designated Official will ensure that all active Student Participants are tested on three separate occasions. Required student-athlete drug testing results may be used in place of voluntary drug testing results at the Building Principal's discretion.

3. SCHEDULING OF URINE DRUG TESTING

Urine drug testing is unannounced. The dates are selected by the Designated Official. All Student Participants will be tested three times, with one test apiece occurring during each of the three testing windows.

4. TESTING YEAR

The testing year begins with the first date of the first testing window during the school year commences and terminates at the conclusion of the academic year.

5. FORM COMPLETION

The Designated Official is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Procedures for Urine Drug Testing of Chillicothe City School District Students**. A student number will be used for identification, with the student's name only appearing on the copies that go to the student donor, Designated Official, and Building Principal/Principal's Designee.

6. COLLECTION PROCESS

Students (herein after referred to as "donors") will be summoned to the collection site by a Designated Official, the Building Principal, or the Principal's Designee (herein after referred to as "collector"). 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 donor is asked to rinse his/her hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- c. The donor opens the test's packaging and examines the collection device to confirm that no fluid or moisture is present.
- d. The collector removes the register.
- e. The donor is told to urinate directly into the provided container and that he/she should provide a sufficient amount of urine (at least to the label) in one attempt.
- f. The donor enters a closed stall to provide the specimen and then hands the container to the collector.
- g. The collector checks the volume and looks for evidence of tampering (including

- checking of the urinal or toilet water).
- h. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered *refusal to test*.
 - i. If no tampering is suspected and a sufficient volume of specimen has been provided, the donor and collector will watch result of test together. Result will become apparent within 1-2 minutes.
 - j. The control line will always be dark. If there is no control line, the test is invalid.
 - k. If the control line is present, donor and collector will examine the space next to each listed drug. If there is a line, no matter how faint, the donor has tested negative for that substance. If there is no line, the donor has tested positive for that substance.
 - l. In the event of a negative test result, the donor will dispose of specimen in urinal and complete Drug Screen Result Form. The collector will file Drug Screen Result Form in designated location.
 - m. In the event of a positive test result for one or more substances, the collector will apply the lid and seal the container with donor's identification number and the date of the test. Then donor and collector will complete the Drug Screen Result Form.
 - n. The donor may wash his or her hands and is then sent back to class.
 - o. For a positive test, the Drug Screen Result Form will be taken to Building Principal or Principal's Designee. The Building Principal or Principal's Designee will complete and distribute via certified mail the Parent/Guardian/Custodian Notification of Positive Result Form within 24 hours.
 - p. In the event of a positive test, the specimen will be transported to a designated storage location and kept in said location for a period of five days.
 - q. The Building Principal or Principal's Designee will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.
 - r. **Any student who refuses to give a sample or cannot produce a sample will immediately be considered as a failed test.**

The collector is responsible for properly completing the Drug Screen Result Form and seeing that positive test specimens are properly delivered to designated specimen storage location.

7. 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 Principal or Principal's Designee, within 24 hours after learning of the result, will notify the parent/guardian/custodian first, and then the student of any positive results. A written notification from the Building Principal, by form letter (Exhibit C), will be sent to the parent/guardian/custodian by certified mail. The Building Principal may keep all test results for a period up to one year.
 - (2) If the parent/guardian/custodian and/or student-athlete wishes to contest the results, the Vendor will be contacted to verify the result. This is done at parent/guardian/custodian or student expense. Parents/guardians/

custodians or students will be reimbursed for said expense if a false positive result is determined to have occurred. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.

- (3) The Vendor 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 Vendor 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.

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- (2) If the student in violation completes a drug/alcohol program provided by the school through our Safe Schools Coordinator (approved by the school administration) and follows the program recommendations, he/she may remain in the voluntary drug testing program. It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the student about the consequences of the violation. All costs associated with the assessment and recommendations are the responsibility of the parent/guardian/custodian and the student (if economic hardship is proven, grant money may be available to assist with expenses). Refusal or failure to follow through with the assessment or assessment recommendations will result in the student's termination from this program.

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requirements set in section 6b of this Procedure. Self-referrals may be used in connection with a first offense only; a subsequent positive result or ruling of adulteration following a referral will lead to actions stated in 6c and 6d. A student may only self-refer one time while enrolled as a student in the Chillicothe City School District. Self-referral is not available to a student who has already been found in violation of the rules regarding procurement, use, or possession of drugs/alcohol by school officials, law enforcement, or a court of competent jurisdiction. Utilizing a self-referral eliminates the student's ability to receive a Tier 1 incentive.

Exhibit A

**CHILlicothe CITY SCHOOL DISTRICT CODE OF CONDUCT AND EXPECTATIONS
INFORMED CONSENT AGREEMENT**

Student Name _____ Grade _____
(Please Print)

AS A STUDENT:

- I understand and agree that participation in the voluntary drug testing program 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 that when I choose to participate in the voluntary drug testing program I will be subjected to urine drug testing, and if I refuse, it will be treated as a positive test. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding unless terminated by principal or designated official, or via a written request *signed by both student and parent/guardian/custodian.*

Student Signature Date _____

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in Chillicothe City School District's voluntary drug testing program.
- I understand that if my son/daughter/ward wishes to terminate his/her participation in this program, I can remove him/her from this program with a signed letter to the principal or designated official. If no letter is submitted, then the student will remain in the program for the remainder of the school year, unless removed by principal or designated official.
- I understand that my son/daughter/ward, when participating in this program, will be subjected to urine drug testing, and if he/she refuses, he/she will not be allowed to participate in said program.
- I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding unless terminated by principal or designated official, or via a written request *signed by both student and parent/guardian/custodian.*

Parent/Guardian/Custodian Signature Date _____

Parent/Guardian/Custodian Name (print) Home Phone Work Phone

Exhibit A (Back Side)

Consent to Perform Urinalysis for Drug 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 **Procedure and Procedure for Urine Drug Testing of Chillicothe City School District Students** as approved by the Chillicothe City School District Board of Education.

We understand that the collection process will be overseen by an individual appointed by the building principal.

We hereby give our consent to the vendor selected by the Chillicothe City School District Board to provide resources to perform urinalysis testing for the detection of illicit drugs or banned substances.

We understand drug testing results will be forwarded to the Building Principal and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for the current school year, unless terminated by principal or designated official, or via a written request **signed by both student and parent/guardian/custodian.**

We hereby release the Chillicothe City School District Board of Education, Vendor, and its agents and employees from any legal responsibility or liability, including but not limited to from any and all claims, demands, actions, causes of action, liabilities, controversies, or damages of any kind whatsoever, including expenses and attorneys' fees, whether arising at law or in equity, whether known or unknown, whether direct or contingent, whether liquidated or unliquidated, arising out of, resulting from, or relating to, and which were alleged or could have been alleged with respect to for the release of such information and records.

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

Exhibit B

CHILlicothe CITY SCHOOL DISTRICT

Confidentiality Statement for Urine Drug Testing Program

I, _____, acknowledge that I will be privileged to hear and see sensitive information related to results of urine drug testing performed on students of Chillicothe City School District. I pledge to keep any information given to me in strict confidence and will only release this information to others as dictated by Board Procedure or with properly obtained permission of the student and parent/guardian/custodian.

Signature

Date