

2431.01 DRUG AND ALCOHOL TESTING FOR STUDENTS

Statement of Purpose

The Wellsville Local School District Board of Education believes that athletics, as well as extracurricular activities, can be an important aspect of a student's overall educational experience. The Board believes that the experiences gained while involved in athletics and other non-athletic activities can have a lifelong impact. However, student participation in athletics and extracurricular activities is a privilege and not a right.

The Board is certainly aware of the pressures that the youth of today face, especially in the area of drugs, alcohol, and tobacco. It also realizes that due to the nature of athletic and extracurricular activities, the use of drugs, alcohol, and tobacco can lead to added risks including injury to themselves and others.

In an effort to make this experience as positive as possible, the Board has adopted a mandatory drug testing policy for all student athletes and extracurricular participants at Wellsville High School, effective July 1, 2011. **The purpose of this program is to: (1) provide for the health and safety of all students, (2) undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol, tobacco, and illegal drugs; and (3) encourage students who use alcohol, tobacco, and illegal drugs to participate in a treatment program. The testing program is academically non-punitive. It is designed to create a safe and healthy environment for students and assist them in getting help when needed.**

The following terms, conditions, expectations, and consequences are in effect for student athletes and extracurricular participants, and will be enforced for twelve (12) months of the year. The consequences in certain situations may carry over to the next season of participation.

Students Tested

All students who wish to participate in the interscholastic athletic programs of Wellsville High School are subject to drug testing. The testing takes place at the beginning of each athletic season, fall, winter and spring. Student athletes participating in multiple seasons within an academic year may be tested at the beginning of the successive seasons and may be selected for random testing or testing based on reasonable suspicion.

All students who wish to participate in extracurricular activities at Wellsville High School, as well as those, securing a parking permit, are subject to drug testing. Testing will take place before a student may participate in any such activity once the roster of members has been filed with the Principal.

Following the initial test, up to 20% of all student athletes and extracurricular participants may be tested on a random selection basis, or may be tested on reasonable suspicion. Random urine drug testing and/or oral screening continues throughout the academic year.

Any student moving into the District, or any student athlete joining a team who was not previously tested by the District during the academic year is tested at the time they join a team. Any extracurricular participant who was not previously tested by the District during the academic year is tested at the time they join an extracurricular program. Any student purchasing a parking permit during the academic year and was not previously tested by the District is tested at the next collection date after the purchase is made.

Consent

Each athlete shall be provided a copy of this policy, the Athletic Code of Conduct, Informed Consent Agreement, the Student Consent to Perform Testing for Drugs and Alcohol, and the Parent/Guardian Consent to Perform Testing for Drugs and Alcohol. These documents shall be distributed by the Athletic Director or his/her designee. The season for cheerleaders shall be the same as the season for the sport for which they are cheering. Each athlete and his/her parent(s)/guardian(s) must read, sign, and date these documents as condition of eligibility to participate in interscholastic athletic practices or competition. An athlete may not participate in any interscholastic athletic practices or competitions until all such documents are signed and submitted. The Athletic Director or his/her designee shall maintain these documents until the athlete's athletic eligibility expires.

Each extracurricular participant and student driver shall be provided a copy of this policy, the Student Consent to Perform Testing for Drugs and Alcohol, and the Parent/Guardian Consent to Perform Testing for Drugs and Alcohol. The documents will be distributed by the Designated Official. Each student and his/her parent(s)/guardian(s) must read, sign, and date these documents as condition of participation in extracurricular programs. A student may not participate in any of these program's activities until all such documents are signed and submitted. The Designated Official shall keep these documents on file.

The Board may contract with an external agency for the purposes of collecting and analyzing test samples. All samples will be collected under the supervision of medical personnel, and in a manner that protects the privacy of students being tested. Any student who fails or refuses to produce a sample will be prohibited from participation in their designated activity until a sample is obtained and tested.

The results of the tests shall not become part of the student's permanent record. Test information shall only be released to persons designated in Board regulations and procedures. Test results will not be reported to law enforcement authorities, and test information will not be released to law enforcement or other parties, except in response to a lawfully executed subpoena. In the latter case, parents will be notified within 48-hours of receipt of the subpoena.

The drug/alcohol testing policy is non-punitive. However, the testing program does not affect current policies of the Board regarding student drug, tobacco, or alcohol possession or use, where reasonable suspicion is established by means other than testing as outlined in this policy. Any student who in any way aids or abets another student in violating this policy will be subject to discipline.

Tests will be administered on a random basis throughout the year. Up to 100% of eligible students may be tested on a monthly basis during the school year. A student may be tested more than once per school year.

Parent Request

A parent/guardian of a student who is subject to the policy may request, in writing and at their expense, that their son/daughter be tested the next scheduled random test date.

PROCEDURES FOR STUDENTS

Informed Consent for Testing

Each school year, or when a student moves into the District, students desiring to participate in nonacademic extracurricular activities or obtain a parking permit and their parent/guardian will complete and sign the Wellsville Local Consent Agreement. No eligible student may participate in activities covered by this Policy and/or receive a parking permit until this form is properly signed and on file with the school.

Drug Testing Frequency

Up to 100% of eligible students may be randomly tested during the school year. Students and parents/guardians will be informed of all possible test methods prior to the commencement of testing.

Sample Collection

Samples may be collected through saliva swab, urine screen or hair follicle testing, and will be collected as outlined in the Vendor Requirements. Any student selected randomly for drug testing who is not in school on the day of testing, will be tested at the next available testing time. Students not able to provide an adequate specimen at the testing time will be unable to participate in covered activities until the proper specimen is provided.

Arrangements may be made for special collections at a vendor collection site, with prior approval of the Designated Official. There may be a fee associated with the use of an off-site collection point.

Drugs For Which Students May Be Tested

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, or any substance which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

CONFIDENTIALITY OR RESULTS

All drug test results are considered confidential information to the extent required by law.

TESTING METHOD

Random Testing

Students will be selected in a random fashion for testing which shall be done throughout the year. A student may be tested more than once per school year. Any student who refuses to submit to the drug testing will not be allowed to practice or participate in extracurricular activities/events or park in the Wellsville High School parking lot until such time as student submits to testing and results are reviewed.

Random Selection of Students

The Designated Official will prepare a list of eligible students, and forward that list to the Vendor for the random selection of students for testing. Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing. Up to bi-weekly, the Vendor will arrange with the Designated Official, a date and time to do the collection of specimens. However, testing will not be conducted during holidays or during winter or spring break. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for those students to report to the collection area.

Scheduling of Random Testing

Random testing will be unannounced. The Third Party Administrator will select the day and time for testing and confirm with Designated Official. Every effort will be made to conduct testing during students' nonacademic time.

Reviewing Results

The MRO will review all results of drug testing.

COLLECTION PROCESS

Selected students will be notified to report to the collections site. A specimen will be collected from each student as described below and all students must follow this process:

All students must have a picture ID or be identified by the Designated Official. No exceptions will be allowed.

Drug testing area must be secured during the testing.

Only lab technicians, Designated Official and students will be present during the test collection.

Privacy must be kept for all students.

The Designated Official is responsible for verifying that all of the necessary forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms are completed and proper ID is produced.

No accessories (bags, backpacks, purses) containers or drinks will be allowed to enter the collection area with the student. All outerwear, including coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site.

Other than with those directly involved in the testing, students are not to have contact with anyone until after the sample is given. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they are able to produce the sample. If he/she leaves the area, it will be treated as a positive result and student will be unable to participate in extracurricular activities or park on school property during the school day, until the student is able to submit a test with a negative result or until the next testing cycle. Students will be given a reasonable amount of time to produce a sample.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or first time infraction. Adulterations are not called positive, but have the same consequences. A retest will be required within 24 hours.

Anyone who suspects tampering with the sample shall notify the Designated Official. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The collection procedure is subject to change because of procedural requirements by the vendor. The Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the vendor.

PROCEDURE FOR POSITIVE TEST RESULTS

The MRO will certify all drug screens as negative or positive and report by phone positive findings in confidential manner to the Designated Official. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results, and a certified Medical Review Officer will determine the results.

Any specimen testing positive for illicit or banned substances 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, if necessary, the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- C. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within 5 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 Designated Official, initially reporting positive results by phone.

Drug screens showing the presence of illicit drugs (marijuana, heroin, cocaine or alcohol.etc.) will initially be considered positive by the MRO. The MRO may use quantitative results to determine if positive results 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.

The Designated Official will contact the student's parent/ guardian/custodian with the results within 24 hours of the verification by the MRO. The parent shall be advised that the result may be contested, and a retest may be performed at student/parent expense. If the parent or student wishes to contest the results, written notification from the building principal and/or Designated Official will also be sent.

A request for a retest of the original sample must be made to the Designated Official in writing within 5 days from the parent's first notification of the positive test result. All results are at parents' expense. If a student and his/her parents contest the results of the first test, the penalty will be held in abeyance, provided the District receives confirmation from the testing company that the parents and/or student committed to the financial payment for the second test. If the second test result is negative, then the District will treat the student as if the first positive result did not occur, and no penalty will be imposed. The District will be responsible for the payment of a second test that results in a negative result.

A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing. A student who is randomly selected for testing and misses the appointment for collection without good cause will be treated as if producing a positive result.

An altered test or refusal to test will be treated the same as a positive result.

CONSEQUENCES OF POSITIVE TEST RESULTS

FIRST VIOLATION

1. Denial of the privilege to participate in twenty percent (20%) of games, but must still attend and participate in practices. The athlete must also be present with the team at the games or meets (but not in uniform). These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. Any denial occurring at the end of the season is carried over to the next sport in which the student participates until this consequence for the first offense is fulfilled.

2. The athlete must participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency. The athlete must set an appointment within four (4) days of notification of the violation. The athlete must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the Athletic Director from the counselor, and the athlete must waive his/her rights of confidentiality so that a written report can be given to the Athletic Director. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The Athletic Director will monitor the progress of the assessment program and report any failure to comply. Parents are encouraged to attend counseling sessions with their child. The student will automatically be included in the next random testing sequence.

SECOND VIOLATION

1. Denial of participation in athletics at Wellsville High School for the current athletic season and the next athletic season.
2. The athlete must participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency. The athlete must set an appointment within four (4) days of notification of the violation. The athlete must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the Athletic Director from the counselor, and the athlete must waive his/her rights to confidentiality so that a written report can be given to the Athletic Director. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The Athletic Director will monitor the progress of the assessment program and report any failure to comply. The student will automatically be included in the next random testing sequence.

THIRD VIOLATION

1. Denial of participation in athletics for the remainder of student's attendance at Wellsville High School.
2. The athlete must participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency. The athlete must set an appointment within four days (4) of the notification of the violation. The athlete must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the Athletic Director from the counselor, and the athlete must waive his/her rights of confidentiality so that a written report can be given to the Athletic Director. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The Athletic Director will monitor the progress of the assessment program and report any failure to comply.

Athletes who in any way aid or abet another athlete in violating this policy will be disciplined as if they were the primary offender.

An adulterated test sample will be treated the same as a positive test result.

Consequences for a second and third violation are not based on whether the banned substance detected is the same as that identified in the previous test(s).

No athlete will be penalized academically for violating this policy.

Failure to complete the assessment following any of the violations shall result in denial of participation in the covered activities until the completion of the assessment.

Violations are cumulative throughout the student athlete's secondary school career at Wellsville High School.

SENIORS who are not involved in any extracurricular activity following their athletic season:

A senior may choose to withdraw his/her drug testing consent form at the completion of his/her athletic season. Both the senior and his/her parents/guardians must sign a statement to terminate the drug test contract. By signing, the senior and his/her parents are acknowledging and agreeing to the terms that by withdrawing the student's drug consent form, the student is giving up all rights to participate in all extracurricular activities, including sports, for the remainder of his/her senior year.

DEFINITIONS

ADULTERATION – Any attempt to alter the outcome of a 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 purposely over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

ALCOHOL – Intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Ohio Revised Code 4301.01. The term “alcoholic beverages” also means any liquid or substance, such as “near beer” intended for use as a beverage, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with District policy and rules related to the use of prescriptions so long as the substance is authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for use.

ASSESSMENT AND FOLLOW-UP PROGRAM - A program operated by a certified chemical dependency counselor or any agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.

ATHLETE – Any student participating in high school athletic programs and/or contests under the control and jurisdiction of the Ohio High School Athletic Association (OHSSA). Athletes include cheerleaders for the teams.

ATHLETIC SEASON - In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of the awards program for that sport for the District. There are three athletic seasons: Fall, Winter and Spring.

CHAIN OF CUSTODY – The methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to the final disposition for all such materials and providing for accountability at each stage of handling, testing, and storing specimens and reporting test results. A preprinted form will be provided by the testing laboratory that records all contact with the test specimen, from initial collection through the final certification of the test result.

DESIGNATED OFFICIAL - The individual designated by the Board to oversee the District drug testing program.

EXTRACURRICULAR ACTIVITY – any activity that has been adopted by the Board of Education as a program for which (1) the Board issues a supplemental contract to an advisor, supervisor, or coach, and (2) a grade is not provided for participation. Parking permit holders are included.

FOCUSED SELECTION - A mechanism for selecting students for drug/alcohol testing in which each student in a particular group shall be selected for testing when selections are made. Examples may include males, females, freshmen, sophomores, juniors and/or seniors.

ILLEGAL DRUGS OR DRUGS - Any substance, as included in schedules 1 through 5 of 21USC 802(6) which an individual may not sell, exchange, give, possess, use, distribute, or purchase under State or Federal law. This definition also includes all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer. This definition includes nicotine.

MEDICAL REVIEW OFFICER (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

MOOD-ALTERING CHEMICALS – Includes without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as “white out”, glue, gasoline, etc. used for its mood altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for proper use.

POSITIVE RESULT – The presence of alcohol, nicotine, or illegal drugs

RANDOM SELECTION – A mechanism for selecting students for drug/alcohol testing in which each student has an equal chance for being selected for testing each time selections are made.

REASONABLE SUSPICION DRUG TESTING – Drug testing based on a belief that a student is using or has been using drugs and is drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon one or more of the following criteria:

1. Observable phenomena, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug, but not limited to appearance, speech, body odors, behavior, or other physical or observable traits of a student. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increase in size, strength, weight, or other athletic abilities.
2. Evidence that a student tampered with a drug test
3. Evidence that student used, possessed, sold, solicited, or transferred drugs while at school or while participating in any interscholastic athletic program/extracurricular activity.
4. Inconclusive, adulterated, or suspect test results or drug tests that report test acceptability criteria that have not been met

SCHOOL YEAR – The period of time that begins with the first official day of school, as determined by the Board of Education, and runs until the last official day of school.

SELF-REFERRAL - The decision by a student to seek assistance or counseling for suspected substance abuse. A self-referral is not a means of avoiding consequences of a violation of the policy. Policy violations already reported or pending violations with law enforcement cannot be “self-referred”.

SPECIMEN – Any urine or saliva sample provide by a student for testing pursuant to this policy

SPLIT SPECIMEN - An original test specimen that is split into two separate samples.

STUDENT – Any student enrolled in Wellsville High School

TEAM SELECTION – A mechanism for selecting athletes for drug/alcohol testing in which each athlete of a particular team shall be selected for testing when selections are made.

THIRD PARTY ADMINISTRATOR - The medical office or company that the Board of Education selects to carry out this policy of testing.

TOBACCO – All types of tobacco

WELLSVILLE LOCAL SCHOOL DISTRICT INFORMED CONSENT AGREEMENT

Student Name _____ Grade _____ Date of Birth _____
(Please Print)

AS A STUDENT

- I understand and agree that participation in extracurricular activities and/or parking on school grounds is a privilege that may be withdrawn for violations of Board Policy 2431.01- Drug Testing Policy- herein Policy.
- I have read the Policy and related Administrative Guidelines and thoroughly understand the consequences that I will face if I do not adhere to the Policy and Guidelines
- I understand that when I participate in any extracurricular activity and/or receive a parking permit, I will be subject to random drug testing and if I refuse, I will not be allowed to practice or participate in the activities or park on school property during the school day. **I have read the consent on the reverse of this form and agree to its terms.**
- I understand this Informed Consent Agreement is binding for one calendar year while a student within the Wellsville Local School District.

Student Signature Date _____

AS A PARENT/GUARDIAN/CUSTODIAN

- I have read Board Policy 2431.01 –Drug Testing Policy – and understand the responsibilities of my son/daughter as a participant in athletic, extracurricular activities and/or parking privileges in the Wellsville Local School District.
- I understand that my son/daughter/ ward, when participating in athletics, extracurricular activities or receiving a parking permit may be subject to random drug testing, and if they refuse, will not be allowed to practice or participate

in the activities, or park on school property during the school day. **I have read the consent on the reverse of this form and agree to its terms.**

- I also understand I may only remove my son/daughter/ward from the random program with signed written notice to the Designated Official. The decision will impact my child's continued participation in extracurricular activities and ability to park on school property during the school day until a new Informed Consent Agreement is signed.
- I understand the Informed Consent Agreement is binding for one calendar year.

Date _____

Parent/Guardian/Custodian Signature

Parent/Guardian/Custodian Name (Please print) _____ Home Phone _____ Work/Cell Phone _____

CONSENT TO SUBMIT TO DRUG TESTING

- We hereby consent to allow the student named on the front of this form to undergo testing below for the presence of illicit drugs or banned substances in accordance with Board Policy and Administrative Guidelines 2431.01 – Drug and Alcohol Testing for Students - *Saliva Swab, Urinalysis, Hair follicle*
- We understand that the collection process will be overseen by a qualified third party administrator.
- We understand that any 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 third party administrator selected by the Wellsville Local School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform substance abuse testing for the detection of illicit drugs or banned substances.
- We further give permission to the third party administrator selected by the Wellsville Local School Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the third party administrator. We understand these results will be forwarded to the Building Principal and/or Designated Official 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 might participate during the current school year.
- We understand the Third Party Administrator will be given our contact information and will contact us by phone in the event of a positive result.
- We hereby release the Wellsville Local School Board Of Education, The Third Party Administrator and all of their Board members, officers, employees, agents, and successors, in both their individual and official capacities, from any legal responsibility or liability for the release of such information and results.

VENDOR AND MRO REQUIREMENTS FOR DRUG TESTING

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

Initial Testing

At the beginning of the year for parking permits, and commencing with the beginning of the year and/or prior to the beginning of the season/program for students participating in extracurricular activities, all eligible students may be subject to saliva, urine or hair follicle drug testing. This testing will be accomplished on a date and time coordinated with the testing Vendor. The Designated Official is responsible for verifying that all eligible students and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing.

Any eligible student moving into the District may be tested at the time they join an extracurricular activity or request a parking permit.

An eligible student is only required to take one initial test per year to participate in the extracurricular activity and/or receive a parking permit.

Random Selection of Eligible Students and Scheduling of Testing

The Designated Official will prepare a list of eligible students and forward the list to the Vendor for the random selection of students for testing.

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. The Vendor shall use a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

The Vendor will arrange with the Designated Official a day and time to do the collection of specimens. However, testing will not be conducted during holidays, or winter or spring break. The schedule will not follow any

recognizable pattern. The selected student names will be given to the Designated Official who will arrange for these eligible students to report to the collection area. Every effort will be made to schedule testing during student's nonacademic time.

Collection of Specimens

The Vendor will oversee the collection of specimens as outlined in the Administrative Guidelines. Chain-of-Custody forms provided by the Vendor must be completed. The forms shall meet the criteria of the Administrative Guidelines and that of 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 MRO and Designated Official. Eligible students will be given reasonable privacy in obtaining the specimen.

Testing of Specimen

A description of the method used for testing specimens for illicit drugs or banned substances will be provided by the Vendor on an annual basis, allowing sufficient time to make the information available to parents and students prior to testing.

The following substances or their metabolites are considered illicit or banned for Wellsville Local School District students. Therefore, the testing laboratory must be able to test for the following in collected specimens. The Designated Official may expand the list of substances to be tested.

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic steroids, Methaqualone, Barbiturates, Benzodiazepines, Opiates, Cocaine, Propoxyphene, (Darvon) MD/MA (Ecstasy), Phencyclidine,, or any substance included in 21 U.S.C. 802(6)

Pick-Up Process

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

Medical Review Officer (MRO) Services

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Administrative Guidelines as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for one year after graduation or otherwise leaving Wellsville Local Schools.

The MRO will review all results of drug testing and certify all drug screens as negative or positive. Positive findings will be reported by phone in a confidential manner to the Designated Official and then the Parent.

Any specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

- (a) The MRO shall determine if any discrepancies occurred in the Chain-of-Custody
- (b) Depending on the substances found, the parent/guardian/custodian will be contacted if necessary 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 provide a copy of the prescription or a letter from the prescribing physician, 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.
 - (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.

- (e) Drug screen findings of illicit drugs (marijuana, heroin, cocaine, etc.) would automatically be considered positive by the MRO. 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 result may be reported.

Statistical Reporting and Confidentiality of Drug Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Wellsville Local School District Board of Education. However, the Vendor will provide the Superintendent with an annual report showing the number of test performed, rate of positive and negative tests, and what substances were found in the positive test specimens. Such report is a public record and subject to Ohio Revised Code 149.43