

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees
Douglas County School District

STUDENTS

RANDOM DRUG AND ALCOHOL TESTING OF STUDENTS IN COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

Students who participate in athletics, co-curricular and extracurricular activities within the Douglas County School District are expected to adhere to the code of conduct of each activity. Additionally, students in grades 9-12 may be subjected to random drug and alcohol testing. All high school students who participate in school activities will be held to the standards established by the Nevada Interscholastic Athletic Association (NIAA).

- I. Pursuant to DCSD Board of Trustees Policy No. 544, randomized drug and alcohol testing of students covered under the Policy shall be accomplished in conjunction with an independent testing vendor selected by the District (the "Vendor"). Parents with a child enrolled in grades 9 – 12 in District schools which are conducting randomized student drug and alcohol testing programs may also voluntarily permit their child to participate in the program even if the child is not participating in any cocurricular or extracurricular activities.

The Designated Official shall provide the Vendor with a list of students covered by the testing program, and will randomly select students from the list for drug and alcohol testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined herein, and will provide the services of a Medical Review Officer (MRO) for interpretation and verification of results. Results are reported to the appropriate school Principal and/or Designated Official by the MRO. Specimens are collected as split specimens.

II. PROCEDURES FOR STUDENTS

A. Informed Consent for Testing –

At the beginning of each school year -, and/or at other times during the calendar year as appropriate under the circumstances, students and his/her

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees Douglas County School District

STUDENTS

parent or guardian who are planning to participate in athletics and/or cocurricular activities, as well as those students whose parent(s)/guardian(s) have voluntarily opted their child into the testing program, must complete and sign the "Douglas County School District Informed Consent Agreement" (Exhibit A). No student may participate in cocurricular or extracurricular activities until this form is properly executed and on file with the school

B. Testing Frequency –

At the beginning of each school year or activity season, and for twelve (12) months thereafter, or when a student moves into the District, affected students covered under the testing Policy who wish to participate in athletics and/or cocurricular activities shall be subject to randomized urine testing for illicit and banned substances as specified in Paragraph X below. Students will be randomly tested as often as bi-weekly, at anytime during the school year. A graduating senior whose athletic season is over and/or a student who does not plan to participate in any such activities for the remainder of the school year may be removed from the program upon receipt by the Principal or Designated Official of a signed statement to that effect from the student's parent/guardian. Otherwise, any student who refuses to submit to urine drug and alcohol testing will not be permitted to participate in athletics and/or cocurricular activities. If the student chooses to drop out of the testing program, he/she may not subsequently resume the activity or participate in any other extracurricular or cocurricular activity until one (1) year from the date the student has opted out of the testing program.

C. Sample Collection –

Samples will be collected as outlined in the Vendor Qualifications and Procedures, Section V below. Any student who is randomly selected for testing, but who is not in school on the day of testing, will be tested at the next appropriate testing time. Students who are not able to provide an adequate urine specimen at the normal testing time will not be permitted to participate in athletics and/or cocurricular activities until the proper specimen is provided. Arrangements may be made for special collections at an off-site Vendor collection point with prior approval of the school principal or the Designated Official.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

**Board of Trustees
Douglas County School District**

STUDENTS

A fee may be associated with the use of an off-site collection point which the participant would be responsible to pay.

D. Test Results –

The Vendor will forward the test results in writing to the school principal or his/her designee as soon as reasonably possible.

IV. CONFIDENTIALITY OF RESULTS

All test results are considered as confidential information and will be handled accordingly. Those persons having results reported to them pursuant to this Policy and Regulation must sign a Confidentiality Statement (Exhibit B).

V. VENDOR QUALIFICATIONS AND PROCEDURES

A. Randomized Selection of Eligible Students –

Once provided with a list of students covered under the testing program, the Vendor selects the required number of students to be tested in a random and confidential manner. As often as bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

B. Collection of Urine Specimens -

The Vendor will oversee the collection of urine specimens as outlined in the Procedures for random urine Drug and Alcohol testing. Chain of Custody forms will be provided by the Vendor that meets the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as reasonably possible in production and obtaining of specimens.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees
Douglas County School District

STUDENTS

C. Testing of Urine Specimens -

All specimens shall be tested for specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the federal Department of Health and Human Services (HHS). Ideally, the testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) test (note that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The school principal may specify classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methamphetamine	MDMA (Ecstasy)	Nicotine
Opiates	Phencyclidine	Propoxyphene
certain other steroids		

D. Medical Review Officer (MRO) Services -

The Vendor will provide MRO services of 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 and alcohol test results, and has thus qualified for certification as a MRO. Additionally, the MRO must demonstrate a willingness to comply with the Procedures for Random Urine Drug and Alcohol Testing of District students regarding the evaluation of positive tests

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees Douglas County School District

STUDENTS

and reporting findings in a timely and confidential manner. Records of all test results will be kept on file by the District until the student graduates.

E. Reporting of Random Urine Test Results by Vendor -

The Vendor's MRO will certify all urine tests as negative or positive. Positive findings will be reported by telephone and in writing in a confidential manner to the parent/guardian and the school principal or his/her designee as soon as reasonably possible.

F. Statistical Reporting and Confidentiality of Test Results -

The Vendor, testing laboratory, and MRO may not release any statistics on the rate of positive drug tests to any person, organization, publication or news media without the express written consent of the Douglas County School District. However, the Vendor will provide the school principal with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

VI. PROCEDURES IN THE EVENT OF DISCOVERY OF POSSESSION, USE, OR ABUSE OF ALCOHOL, TOBACCO OR OTHER DRUG, OR A POSITIVE RANDOM TEST RESULT

A. Initially, in the event of a positive test or discovery of possession, use or abuse of alcohol, tobacco or other drug, parents/guardians shall be notified by telephone if possible, and if not, by other means, in order to confirm that the student was not using prescribed medication for a legitimate reason. Thereafter, the District will employ the following procedures:

1. A written notification from the school principal will be sent to the parent/guardian by certified mail. The District shall keep all test results until the student's scheduled graduation date.
2. The student will be notified of and required to submit to periodic follow-up urine test(s) during the current calendar year and the

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees Douglas County School District

STUDENTS

following year, if the student is still enrolled at that time.

3. If the parent/guardian or student wishes to contest the results, and so advises the school principal, the Vendor will arrange for the split portion of the specimen to be submitted to another, and different, qualified laboratory at the expense of the parent/guardian or student. Such a request must be made to the school principal in writing within five (5) school days after first notification of positive test results.
4. The MRO may use quantitative results to determine if positive results after 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 MRO determines that the quantitative levels are above the established cutoffs but do not reflect current use but natural decay, then a negative result may be reported.

VII. LIST OF STUDENTS TO BE TESTED

The Designated Official will prepare a list of students to test pursuant to the testing Policy. The list will be forwarded to the Vendor for the randomized selection of students who must submit urine specimens for testing upon being selected.

VIII. RANDOM SELECTION OF STUDENTS FOR TESTING

The Vendor will use a computer-based system designed specifically for the purpose of randomly selecting individuals for testing to ensure that students are selected in a truly random fashion.

IX. SCHEDULING OF URINE TESTING

Testing is not announced in advance. The day and date are selected by the Designated Official and confirmed with the Vendor. Random testing may be done as often as bi-weekly, but not during holiday periods and spring break.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees
Douglas County School District

STUDENTS

Informed Consent

The Designated Official is responsible for ensuring that all students and their parent/guardian properly sign the Informed Consent Agreement (Exhibit A) prior to testing.

X. INITIAL TESTING

Students who wish to participate in extra-curricular and/or co-curricular activities, and those students who are not participating in any activity but whose parent(s)/guardian(s) have voluntarily chosen to have their child included in the testing program, shall be subject to randomized urine testing. Testing will take place on dates and times coordinated with the Vendor. The Designated Official shall ensure that all students and their parent(s)/guardian(s) have reviewed and signed the Informed Consent Agreement (Exhibit A) prior to testing.

XI. TESTING YEAR

Testing may occur at any point throughout the school year and at other times outside of the normal school year during which the student may be participating in cocurricular and/or extracurricular activities, and always includes those students whose parent()/guardian(s) have chosen to opt their child into the program.

XII. FORM COMPLETION

The Vendor shall ensure that appropriate custody and control forms are used that meet the requirements of the Policy **and** of the testing laboratory. A student number will be assigned and used for identification with the student's name appearing only on the copies that go to the student donor, the MRO and the Designated Official.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

**Board of Trustees
Douglas County School District**

STUDENTS

XIII. COLLECTION PROCESS

Selected students are escorted to the collection site. A specimen of urine is collected utilizing the following process:

- A. No purses, bags or other containers may be taken into the collection area with the student. All coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- B. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- C. The student is asked to rinse and dry his/her hands. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- D. The testing custody and control form is completed by the student and the collector.
- E. The student is told to urinate directly into the provided container and to provide a sufficient amount of urine (at least 30ml) in one attempt.
- F. The student enters a closed restroom stall to produce the required specimen. Once the specimen is produced, the container is handed to the collector by the student.
- G. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for any evidence of tampering.
- H. If tampering is suspected, a second specimen will be requested. A second tampered specimen will be considered as refusal to test and the Designated Official is notified.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees Douglas County School District

STUDENTS

- I. With the student watching, the collector will pour the specimen into two (2) bottles and recap the specimen bottles tightly.
- J. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- K. The sealed bottles are placed inside the transport bag.
- L. The top lab copies of the testing custody and control form are folded with the top portion visible on the outside and placed in the requisition pouch. The transport bag and pouch are sealed as indicated. The student is given the donor copy of the form.
- M. The student may then wash his/her hands and is sent back to class or other activity.
- N. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- O. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration/alteration.

XIV. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The MRO reviews all results of urine testing. Any urine specimen testing positive for illicit drugs, alcohol or other banned substances, or that has been adulterated or altered will be handled in the following manner:

- A. The MRO determines if any discrepancies have occurred in the chain of custody.
- B. If the test is positive, the student's parent/guardian will be contacted to determine if the student is on any prescribed medication from a physician that might account for the positive test.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

**Board of Trustees
Douglas County School District**

STUDENTS

- C. If the student is currently, or has recently been on such medication, the parent/guardian will be asked to obtain a letter from the prescribing physician within five (5) school days to document what medications the student is currently taking. The student will be permitted to participate in the activity pending receipt of the physician's letter by the Principal. Failure to timely provide the required physician's letter will result in the test being considered as a positive test.

- D. The MRO will determine if use of prescribed medications resulted in the positive drug screen. For example, a positive test result for codeine may be ruled negative by the MRO upon receipt of a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction. Or, also by way of example, if the student has a positive test result for codeine and has no documented physician's prescription 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. Otherwise, positive test results for illicit drugs or banned substances are automatically considered as positive by the MRO.

- E. 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 determines that the quantitative levels are above the established cutoffs and do not reflect current use but natural decay, then a negative result may be reported.

- F. Finally, the MRO will certify the test result as positive or negative. Positives will be reported to the building Principal by phone and in writing.

Administrative Regulation – Drug/Alcohol Testing Procedures

No. 544

Board of Trustees
Douglas County School District

STUDENTS

XV. PICKUP PROCESS

The Vendor shall ensure that specimens are delivered to and picked up by the testing laboratory and that Chain of-Custody procedures are followed and the appropriate form is properly completed.

[See Policy related to this Administrative Regulation](#)

[See also: Board Policy 216](#)

[Administrative Regulation 216](#)

[Exhibit A](#)

[Exhibit B](#)

Reference:

Date Adopted: May 2009

Date Revised: Fall 2018