DRUG SCREENING HANDBOOK

Montpelier Exempted Village Schools
2026-2027

STATEMENT OF NEED AND PURPOSE:

The Montpelier Board of Education Drug Testing Policy was developed in response to the growing drug problems reported throughout our State and community and the recognized need to take steps to inhibit the experimentation and use of illicit drugs and alcohol as well as the misuse of prescription medications by students. The Montpelier Board of Education has chosen to implement a policy promoting a safer and healthier student environment. This policy reflects the strong commitment of both the Montpelier Board of Education and the community for a truly drug and alcohol-free school environment. Because of the pervasive growth of drug use in the communities from which our students hail, Montpelier Schools seeks to address the drug issue in a comprehensive manner which begins by requiring students who choose to participate in any extra-curricular activities. Therefore, this drug testing policy shall apply as a qualification to all student extra-curricular activities.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in all extracurricular programs.
2. To discourage all students from using drugs and alcohol.
    a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of this policy.
6. To encourage those students who participate in athletic and extra-curricular programs to remain drug free and alcohol free.
7. To assist and contribute to the effort to stem the tide of opiate misuse and resulting death of young adults in our community.
8. The policy does not affect any existing policies, practices, or rights of the district regarding the suspension or expulsion of students from school for drug and/or alcohol possession or use in violation of the Code of Conduct. This policy is only

applicable to athletes, volunteers and participants in any extra-curricular activity and is academically non-punitive.

Students involved in all extra-curricular activities need to be exemplary in the eyes of the community and other students. This policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in any extra-curricular activity, no student shall be suspended or expelled from school or penalized academically for testing positive for banned substances under this policy. The results of drug tests conducted under this policy will not be documented in any student's academic records.

RANDOM DRUG TESTING OF STUDENTS

The Montpelier Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. The Board takes its responsibilities regarding this problem seriously and is determined to act in a pro-active manner regarding the use of drugs and/or alcohol by students.

To that end, the Board of Education reserves the right to implement a program of deterrence that would be instituted as a proactive approach to a truly drug free school. The purpose of a program would be:

A. to provide for the health of all students that participant in extracurricular activities;

B. to undermine the effects of peer pressure, by providing a legitimate reason for student to refuse to use illegal drugs; and

C. to encourage students who use drugs to participate in drug treatment programs.

The policy adopted by the board shall include rules, regulations and guidelines regarding the drug testing of students that are consistent with the stated purpose of the testing program described in this policy. The students to which this testing program shall apply are all students who wish to participate in the extracurricular activities of the Montpelier High School.

The policy will establish procedures for random drug testing of all students subject to being tested under this policy. Following the initial test, if applicable, the procedures shall establish a process for random drug testing of all students in the testing pool or may be tested. The random or group urine drug testing period shall be a testing cycle of twelve (12) months beginning August 1st of each year.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities or, no student shall be suspended or expelled from school as a result of a certified "positive" test conducted by Montpelier Schools under this program.

The program does not affect the current policies, practices, or rights of the district regarding student drug and/or alcohol possession or use, where reasonable suspicion by means other than drug testing through this policy.

The drug testing guidelines shall include a clear statement that disciplinary sanctions, up to and including denial of participation indefinitely, will be imposed on students who violate the school standards of conduct and a description of those sanctions; the sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

The drug testing guidelines shall require that parents/guardians and students be given a copy of the standards of conduct regarding the unlawful possession, use or distribution of illicit drugs and alcohol by students as well as a copy of the drug testing guidelines of this policy.

The notification to parents and students shall clearly advise them that compliance with the standards of conduct and drug and alcohol testing are mandatory for those students to which this policy and the guidelines apply.

DRUG TESTING FOR STUDENT PARTICIPANTS

Overview

In addition to its curriculum, the Montpelier Exempted Village School District provides additional opportunities to its students including the ability to participate in extracurricular activities. These opportunities are privileges and are subject to regulation by the Board of Education.

The Montpelier School Board of Education drug testing procedure was developed to enhance the safety and welfare of the students by deterring student use of alcohol and

illicit drugs. The procedure reflects the Montpelier Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school environment.

Student participants who participate in extracurricular activities are subject to group testing at the beginning of each season as well as random drug testing as defined by Montpelier policy on drug testing. The policy complements the school's other policies on drugs and controlled substances.

This procedure is being implemented to accomplish the following goals:

- Providing for the safety of all student participants in activities in which they participate;
- Providing for the safety of all student participants that drive to school;
- Providing for the safety of all students;
- Providing student participants, the opportunity to become leaders in the student body for a drug/alcohol free school environment;
- Deterring the use of drugs/alcohol and providing support for students who test positive for drug use; and
- Understanding the effects of peer pressure by providing legitimate reasons for students to refuse to use alcohol and/or illicit drugs.

Procedures

All Montpelier students who participate in extracurricular activities are considered student participants and are subject to the school's random drug testing program.

Extracurricular activities are defined to include: athletic events and leadership roles, talent show, Student Council, National Honor Society, Robotics, Archery, Quiz Bowl and Academic Challenges.

Prior to participating in extracurricular activities, a student participant and the student participant's parent/guardian/custodian shall read, sign, and return the school's informed consent agreement. The agreement shall be binding while the student attends Montpelier Schools.

A student participant who does not return a signed agreement is prohibited from participating in any extracurricular activities. Participating is defined broadly to include attending a tryout, attending a meeting, and participating in a performance; rally; or ceremony.

A student participant is subject to the random testing until the student participant files a withdrawal from drug testing form. Any student participant who files the withdrawal drug testing form after being selected for a random drug screening is not eligible to participate in any extracurricular activity for one (1) calendar year from the date on the withdrawal form. Any student participant filing the withdrawal drug testing form after being selected for random drug screening shall thereby be ineligible to participate in any extra-curricular activity for one (1) calendar year from the date of submission of the withdrawal form and/or shall immediately have his/her parking permit revoked and be ineligible to obtain another parking permit for the next calendar year.

Group Testing

At the beginning of a season and/or school year, all eligible students in a particular group (groups include athletics, extracurricular/co-curricular) may be required to take a drug test. The collection process will take place on school property or at the Board of Education approved testing facility. The head coach or advisor/instructor for each extracurricular/co-curricular activity and principal/designee are responsible for ensuring that all student athletes, students participating in extracurricular/co-curricular activities, and their parents/guardians/custodians properly sign the "Informed Consent Agreement" for drug testing. In the event of a non-negative result, the specimen will be sent to a laboratory and a certified Medical Review Officer will verify the results.

Random Selection

The school shall identify the High School Athletic Director as the Designated Official to prepare and maintain an updated list of Student Participants and will submit that list to the Drug Testing Vendor. To randomly select student participants, the Vendor shall use a computer system designed to ensure student participants are selected in random fashion. The system may include computer generated random numbers.

A student participant may be tested more than once per year. Drug testing is unannounced and is to be randomly conducted. The day and dates are selected by the High School director and confirmed by the Vendor.

Refusing to Test

The student participant who refuses to be tested after selection shall be treated as having received a certified positive result, thereby forfeiting his/her right to extra-curricular and parking permit privileges.

Drugs for Which Students May Be Tested

The drugs tested **may** include, but are not limited to: Alcohol, Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids,

Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Prophyphene (Darvon), MS/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and steroids and/or any substance included in the 21 U.S.C. 908(6). 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 in the prescription or by the manufacturer.

Confidentiality of Process

The drug test and the test's results are considered confidential to the extent required by law. Information will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid subpoena or other legal process. The results of drug tests conducted pursuant to this policy will not be documented in any student participant's academic records. Records of drug testing will be destroyed within thirty (30) days of graduation or student withdrawal from school. No student participants - testing positive for illegal drugs under this process – shall be penalized academically.

Vendor Requirements

Montpelier School's shall select Great Lakes Biomedical Group to carry out this procedure. The Vendor shall be an independent company. Great Lakes Biomedical will oversee the collection of urine specimens as outlined in this procedure and shall be responsible for maintaining a documented record of the urine specimen's chain of custody. Great Lakes Biomedical recognizes the confidentiality of student information and will take all reasonable and necessary steps to maintain the confidentiality of any student information it receives in and while performing services under this contract for Montpelier Schools. Such obligation will continue even after the termination of the agreement.

Great Lakes Biomedical will provide a Medical Review Officer (MRO) service by a licensed physician.

Collection Process (Urine Example)

When a Student Participant is randomly selected, the High School Director shall arrange for the Student Participant to report to the collection site. The collection site will always be Montpelier Schools. A urine specimen (hair or saliva can also be tested) shall be collected as follows:

1. Each student participant must have a picture ID or be identified by the High School Athletic Director at the collection site.
2. The student participant will be signed in on the roster and given a corresponding number on the specimen cup (the "cup").
3. Student participants may not bring any accessories (bags, backpacks, or purses), cups, containers, drinks or phones in the collection area. All outerwear, including coats,

vests, jackets, sweaters, scarves, or baggy clothing must be removed before entering the collection site.

4. The drug testing area must be secured during testing.
5. Only the Vendor's lab technicians, the High School Director and the student participants may be present during the test collection.
6. Privacy must be kept for all students participating in the process.
7. The student participant will be asked to wash his/her hands with soap and water and dry them or hand sanitizer will be used.
8. The student participant will take his/her cup to the restroom. The student participant will be asked to urinate directly into his/her cup.
9. The lab technician will stand on the other side of the stall and/or restroom and listen for normal sounds of urination.
10. The student participant will cap the urine specimen in his/her cup and the lab technician will check the temperature of the urine specimen.
11. The student participant is not to flush the toilet until directed by the lab technician. In the event a student participant flushes the toilet, he/she may be required to give a new urine specimen immediately.
12. The student participant may then rewash his/her hands.
13. The student participant will sign the urine specimen back in with the corresponding cup number.
14. The urine specimen will be screened with an immunoassay test.
15. Student participants, who are unable to produce a urine specimen within a reasonable time of starting the test, may provide the approved saliva test or hair test.
16. If a student participant leaves the area, the test will be treated as a positive result and the student participant will not participate in extracurricular activities until the student participant is able to submit a test with a negative result at the next random testing session.
17. If adulteration is suspected, a second urine specimen may be requested or the test will be deemed invalid and treated the same as a positive test.
18. Any and all adulterations of the urine specimen sample will be considered as a positive result. The consequences for adulterations are the same as positive test results.
19. All negative screens will be reported and discarded.
20. Any non-negative screen will be poured into respective split containers and sent to the certified laboratory with the appropriate chain of custody filled out using the student's cup/roster number for identification. The chain of custody will be signed by the High School Athletic Director.
21. This collection procedure is subject to change because of the Vendor's procedural requirements. Montpelier reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the Vendor. Changes in the procedures

will be updated online on the district website to reflect any changes received by the Vendor.

Reporting Results

The Medical Review Officer (MRO) will review all reports of positive drug tests. The MRO will review any positive test results as follows:

- Determine if any discrepancies have occurred in the chain of custody.
- If necessary, contact the parent/guardian/custodian to determine if the student participant is on any prescribed medication and if that medication resulted in the positive drug screen. Should a student participant be on medication, the student participant will be required to obtain a letter from a physician to document the student participant's medications or a picture of the pill bottle.
- This documentation must be placed on file with the MRO within five (5) days of notification from the MRO.
- Determine if the urine specimen has been adulterated. If adulterated, the test will be considered "positive".

Based on the above, the MRO will certify the drug test results as positive or negative and report the certified results to the High School Director.

Positive Result - For a Student Participant's certified positive result, the following will occur:

- Student will not be allowed to participate in Extracurricular Activities.
- Student will lose any leadership responsibilities in any or all extra-curricular groups.

PROCEDURE IN THE EVENT OF A POSITIVE RESULT

1. The Medical Review Officer will review all "non-negatives" or suspected adulterations.
2. Depending upon the substances found in the urine specimen, the parent/guardian/ custodian will be contacted to determine if the student is taking any prescribed medication from a physician.
3. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication.
4. Failure to provide such requested information will be considered a positive result.

5. The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen.
6. The Medical Review Officer 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 illicit or banned substances from the body.
7. If the Medical Review Officer believes 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.
8. Finally, the Medical Review Officer, based upon the information given, will certify the drug test results as positive or negative. Positive results will be reported to the principal/designee by telephone.
9. The principal/designee, within one (1) school day of receiving the test results from the drug testing company, will attempt to notify the parent/guardian/custodian (first and preferably by telephone) of the positive results. Once the parent/guardian/custodian is notified, the student will then be informed of the positive results. The principal/designee will then provide a written notification to the parent/guardian/custodian via U.S. mail.
10. If the parent/guardian/custodian or student wishes to contest the results, the drug testing company will arrange for a retest of the specimen to be submitted to either the same laboratory or a different laboratory (if requested by the parent/guardian/custodian) approved by the principal/designee. The parent/guardian/custodian or student must pay for this expense. Such a request must be made to the principal/designee in writing within five (5) school days from the first notification of the positive test results.

Note: Consequences for violations of the Drug Testing Policy are immediate, unless specified otherwise in this policy, and cannot be delayed due to the contesting of drug testing results.

DRUG SCREENING POLICY

INFORMED CONSENT AGREEMENT Drug Testing of Student Participants

AS A STUDENT:

- I understand and agree that participating in Extracurricular Activities at Montpelier Schools are privileges that may be withdrawn for violating the School's Drug Testing for Student Participants Policy.
- I have read the Montpelier Board of Education approved Policy and Procedures (attached) and understand the consequences that I will face if I am selected for a drug test and have a certified positive result.

I understand that I will be subject to random drug testing, and if I refuse, **I WILL NOT BE ALLOWED** to participate in any extracurricular activity. Participating in an Extracurricular Activity includes: career & technical events and leadership roles, Talent Show, Student Council, National Technical Honor Society, Robotics, English Festival, Quiz Bowl and Academic Challenge.

- I understand that the drug testing panels can be changed during the year at the discretion of the High School Athletic Director.
- I understand that this Agreement is binding while a student is attending Montpelier Schools

Student Signature: _____ Date: _____.

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Montpelier Board of Education approved Policy and Procedures (attached) and I understand the responsibilities my child has as a Student Participant in Extracurricular Activities.
- I understand that the random drug testing panels can be changed during the year at the discretion of the High School Athletic Director.
- I understand that my child may be subjected to random drug testing, and if he/she refuses, he/she will not be allowed to practice or participate in any Extracurricular Activities.
- I understand this Agreement is binding while my child attends Montpelier Schools

Guardian Signature: _____ Date: _____

A copy of the Board approved Policy and Procedures for Random Drug Testing of Students is posted on the Final Forms page.