



TRUMBULL  
CAREER &  
TECHNICAL  
CENTER

**2018/2019**  
**Trumbull Career &**  
**Technical Center**  
**Drug Testing**  
**Administrative Handbook**

**Random Drug Testing of All TCTC Students**

# TCTC Drug Testing Administrative Handbook

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# TCTC Drug Testing Administrative Handbook

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## Drug Testing Policy TCTC

### **STATEMENT OF NEED AND PURPOSE:**

The TCTC 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 TCTC 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 TCTC 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, the TCTC seeks to address the drug issue in a comprehensive manner which begins by requiring students who choose to participate in extra and co-curricular activities and students who wish to secure parking privileges to lead this effort by example and mandating their participating in testing as a condition to obtain and maintain these privileges. Therefore this drug testing policy shall apply as a qualification to all student extra and co-curricular activities and for obtaining and maintaining of student parking permits necessary for students to use the school's parking facilities.

### **PURPOSE OF THIS POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the extra and co-curricular activities and holding parking permits.
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 the drug free policy
6. To encourage those students who participate in extra and co-curricular programs and hold parking permits 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.

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 or by means other than drug testing through this policy.

Students involved in extra and co-curricular 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 extra and co-curricular activities or loss of his/her parking permit, no student shall be suspended or expelled from school as a result of a certified "positive" test conducted by his/her school under this program.

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No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic records.

## RANDOM DRUG TESTING OF STUDENTS

The TCTC 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.
- 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 extra and co-curricular activities of the high school, as well as those students securing a parking permit.

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

Students involved in extra and co-curricular 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 extra and co-curricular activities or loss of his/her parking permit, no student shall be suspended or expelled from school as a result of a certified "positive" test conducted by his/her school 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.

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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.

There shall be a biennial review of the drug testing program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced.

## **TCTC** **RANDOM DRUG TESTING FOR STUDENT PARTICIPANTS**

### **Overview**

In addition to its curriculum, the School provides additional opportunities to its students including the ability to obtain parking privileges and to participate in extra and co-curricular Activities. These opportunities are privileges and are subject to regulation by the Board.

The TCTC School Board of Education random 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 TCTC Board of Education and the community's strong commitment to establish a truly drug and alcohol free school environment.

Student participants who possess parking privileges or participate in extra and co-curricular Activities are subject to random drug testing as defined by TCTC policy on Random 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 TCTC students who possess parking privileges and participate in extra and co-curricular activities are considered student participants and are subject to the School's random drug testing program.

Extra and co-curricular Activities are defined, but not limited to, include: CTSO events and leadership roles, Talent Show, Student Council, National Technical Honor Society, Robotics, English Festival, Prep Bowl and Academic Challenge.

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Parking privileges are defined to include being issued, maintaining, and using a parking permit from the School pursuant to the parking permit procedures.

Prior to obtaining parking privileges or participating in extra and co-curricular 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 TCTC.

A student participant who does not return a signed agreement is prohibited from participating in any extra and co-curricular activities or parking privileges. 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 from Drug Testing Form after being selected for a random drug screening is not eligible to participate in any extra and co-curricular activity, or to obtain a parking permit for one (1) calendar year from the date on the withdrawal form. Any student participant filing the Withdrawal From Drug Testing form after being selected for random drug screening shall thereby be ineligible to participate in any extra and co-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.

## **Random Selection**

The School shall identify the High School Director or designee as the 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 or designee 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 and co-curricular and parking permit privileges.

## **Drugs for Which Students May Be Tested**

The drugs tested for **may** include, but are not limited to: Alcohol, Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (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.

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## **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**

The School shall select a vendor to carry out this procedure. The vendor shall be an independent company. The vendor will oversee the collection of specimens as outlined in this procedure and shall be responsible for maintaining a documented record of the specimen's chain of custody. The vendor 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 the TCTC. Such obligation will continue even after the termination of the agreement.

The Vendor will provide a Medical Review Officer (MRO) services by a licensed physician.

## **Collection Process**

When a student participant is randomly selected, the High School Director or designee shall arrange for the student participant to report to the collection site. The collection site will always be TCTC. A specimen shall be collected as follows:

1. Each student participant must have a picture ID or be identified by the High School Director or designee at the collection site.
2. The student participant will be signed in on the roster and given a corresponding number on the specimen cup.
3. student participants may not bring any accessories (bags, backpacks, or purses), cups, containers, or drinks 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 or designee and the Student Participants may be present during the test collection.
6. Upon entering the drug testing area, each student participant will be given an opportunity to review the procedure by being provided a copy of the procedures.
7. Privacy must be kept for all students participating in the process.
8. The student participant will be asked to wash his/her hands with soap and water and dry them.
9. The student participant will take his/her cup to the restroom.
10. The student participant will be asked to urinate directly into his/her cup. The lab technician will stand on the other side of the stall and/or restroom and listen for normal sounds of urination.
11. The student participant will cap the urine specimen in his/her cup and the lab technician will check the temperature of the urine specimen. 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 will 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 cap number.
14. The urine specimen will be screened with an immunoassay test.

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15. Student participants, who are unable to produce a urine specimen within five (5) minutes of starting the test, will provide the approved saliva test.
16. If a student participant leaves the area, the test will be treated as a positive result and the student participant will not possess parking privileges or participate in extra and co-curricular 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 will be requested.
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 Director or designee.
21. This collection procedure is subject to change because of the vendor's procedural requirements. TCTC 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.
- This documentation must be placed on file with the MRO within five (5) days of notification from the MRO.
- Determine if the 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 or designee

*Positive Result* - For a student participant's certified positive result, the following will occur:

- Student will lose parking privileges and not be allowed to participate in extra and co-curricular activities.
- The student participant may participate in a certified chemical assessment program. The cost of the chemical assessment program will be the responsibility of the student participant or if the student participant is under 18, the student participant's parents/guardians/custodian.



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## Positive Test Results

	<b>Screening Threshold</b>	<b>Confirmation Threshold</b>
Amphetamine	500 NG/ML	250 NG/ML
Methamphetamine	500 NG/ML	250 NG/ML
MDMA	500 NG/ML	250 NG/ML
MDA	500 NG/ML	250 NG/ML
MDEA	500 NG/ML	250 NG/ML
Barbiturates	300 NG/ML	300 NG/ML
Benzodiazepines	300 NG/ML	300 NG/ML
Cocaine Metabolite	150 NG/ML	100 NG/ML
Opiates	2000 NG/ML	2000 NG/ML
6MAM	10 NG/ML	10 NG/ML
Phencyclidine	25 NG/ML	25 NG/ML
Marijuana Metabolite	50 NG/ML	15 NG/ML
Methadone	300 NG/ML	300 NG/ML
Methaqualone	300 NG/ML	300 NG/ML
Synthetic Cannabinoids (K2)	1 NG/ML	1 NG/ML
ETG Alcohol	500 NG/ML	250 NG/ML
Steroids-Epitestosterone	4 Times Normal Level Signifies a Positive Test	
All other steroids	10 Times Normal Level Signifies a Positive Test	

## Procedure in the Event of a Positive Result

In the event of a certified positive result, the High School Director or designee shall contact the student participant's parents/guardians/custodian. The student participant's parents/guardians/custodian may request that the vendor have the split portion of the specimen tested at a different testing laboratory approved by the High School Director or designee. The request must be made in writing within three (3) days of the initial notification by the MRO. The student participant's parents/guardians/custodian is responsible for all costs associated with the second test. If the second test is also reported as positive or if a second test is not requested by the parents/guardians/custodian, a positive test will be declared. TCTC will pay for the cost if that second test produces a negative result.

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## **DRUG TESTING POLICY**

### **INFORMED CONSENT AGREEMENT – Random Drug Testing of Student Participants**

#### **AS A STUDENT:**

- I understand and agree that participating in extra and co-curricular activities and possessing parking privileges at TCTC (the “School”) are privileges that may be withdrawn for violating the School’s Random Drug Testing for Student Participants Policy.
- I have read the TCTC Board of Education approved Policy and Procedures and understand the consequences that I will face if I am selected for a random 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 extra and co-curricular activity and will have my parking privileges revoked.

Participating in an extra and co-curricular activity includes, but not limited to: CTSO events and leadership roles, Talent Show, Student Council, National Technical Honor Society, Robotics, English Festival, Prep Bowl and Academic Challenge.

- I understand that the random drug testing panels can be changed during the year at the discretion of the High School Director or designee.
- I understand that this agreement is binding while a student is attending TCTC.

#### **AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the TCTC Board of Education approved Policy and Procedures and I understand the responsibilities my child has as a student participant in extra and co-curricular activities, or parking privileges.
- I understand that the random drug testing panels can be changed during the year at the discretion of the High School Director or designee.
- 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 extra and co-curricular activities and will have his/her parking privileges revoked.
- I understand this agreement is binding while my child attends TCTC.

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*A copy of the Board approved Policy and Procedures for Random Drug Testing of Students is posted on the High School Web Page.*

## **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 substance in the urine, hair or saliva including purposely over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banded substances.

**ALCOHOL** – Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” **INCLUDES ANY LIQUID OR SUBSTANCE, SUCH AS “NEAR BEER” WHICH CONTAINS ALCOHOL IN ANY PROPORTION OR PERCENTAGE.** The term “alcoholic beverage” does not include a substance used for medicinal purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription

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drugs provided the substance is 1) authorized by a medical prescription from a licensed physical and kept in the original container, which shall state the student's name and directions for use or 2) an over-the-counter medicine.

**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.

**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.

**CONFIRMATION TEST, CONFIRMED TEST, OR CONFIRMED DRUG TEST** – A second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

**DESIGNATED OFFICIAL** – The individual designated by the District to oversee the drug testing program on behalf of the District.

**EXTRACURRICULAR ACTIVITY** – Any activity approved by the District that does not involve a grade.

**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

**ILLEGAL/ILLICIT DRUGS** – Any substance included in the U.S.C.802 (6) 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. We may also test for Nicotine and Steroids.

**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 a mood altering effect. Prescription drugs are also included, unless authorized by a medical prescription from a licensed physician and kept in the original container, which states the student's name and directions for proper use.

**PARKING PERMIT** – A permit given to students seeking permission to drive and park their personal vehicle on school property during the school day.

**POSITIVE RESULT** – The presence of alcohol, illegal drugs, or their metabolites.

**RANDOM SELECTION** – A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

**SPECIMEN** – any urine, saliva, or hair sample provided by a student for testing pursuant to this policy.

**STUDENT DRIVER** – Any student who drives or parks his/her personal vehicle on school property during the school day. All students who drive or park on school property must register their vehicle with the high school office, and have appropriate identification posted in their vehicle.