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Randy Griffith, Superintendent  
Michelle E. Seckman, Treasurer

August 1, 2024

Dear Maplewood Parent/Guardian,

At Maplewood Career Center, we are busy preparing for the 2024-2025 school year. I am writing to introduce an exciting program that will be available again this school year.

Maplewood Career Center offers an opportunity named "Your Choice." The "Your Choice" program is a voluntary drug testing program for Maplewood Career Center students. Students, with parental consent or urging, will have the opportunity to enter the program, at no cost, when enrolled at Maplewood Career Center. Students who successfully pass random drug screening exams throughout their time at Maplewood will be given a certificate which announces their participation in the random drug testing program.

Many skilled trade positions require random drug testing and employers are searching for candidates who choose a healthy lifestyle. A safe workplace is top priority in most organizations. This program will provide a proven drug-free track record for successful students while affording them an advantage when entering the workforce. Additionally, the program will give students a valid reason to ignore peer pressure and the pitfalls of drug use. Our hope is that students and parents will embrace this program and use it as a springboard to student success in school and thereafter.

We are excited for the coming school year. We are also hoping that many students, with the support of their parents, consider participating in the "Your Choice" program. Seniors who enrolled in "Your Choice" last year are still active in the program and do not need to re-enroll. However, if a senior would like to sign up for the 2024-2025 school year are welcome to do so. Information about the program will be available during Junior Orientation. Program instructors will have a copy of the policy and consent form for interested students/parents. Additionally, the guidance office will have copies of the information for students.

Sincerely,

Randy Griffith  
Superintendent



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**NEW POLICY - \*.\***

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

### **“YOUR CHOICE” VOLUNTARY STUDENT DRUG TESTING**

#### **Overview**

The Maplewood Career Center Board of Education's voluntary drug testing policy was developed to allow students to participate in random drug testing during their time at Maplewood Career Center. The policy was developed to provide students with a reason to reject peer pressure and an opportunity to be awarded a certificate, upon graduation, stating that they successfully participated in a random drug testing program while at Maplewood. The Maplewood Career Center Board of Education instituted this policy to improve safety, promote a healthy student population, and to add a credential for students who successfully participate in the program. This policy reflects the Maplewood Career Center Board of Education's commitment to establish a drug and alcohol free school program while providing students with a positive option that will increase their employment potential.

#### **Eligibility**

All junior students entering Maplewood Career Center will be encouraged to participate in the random drug testing program. Junior and senior students will be able to volunteer for the program during the first two weeks of the school year. Students will also be given an opportunity to enter the program during the first two weeks of the second semester.

#### **Joining the Program**

A student participant and the student participant's parent/guardian/custodian shall read, sign, and return the Informed Consent Agreement/Random Drug Testing for Student Participants form (see Form 5530.01 F1 and Form 5530.01 F2). The agreement shall be valid for the remainder of the student's time at Maplewood Career Center.

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Students who do not return a signed Consent Agreement/Random Drug Testing for Student Participants form (see Form 5530.01 F1 and Form 5530.01 F2) after the first two (2) weeks of the school year will be given another opportunity to join during the first two (2) weeks of the second semester. Student participants will only receive a certificate for the length of their participation in the program. Students may not drop out of the program during the school year. Students who participate in the program their junior year will automatically be considered a participant in the program for their senior year unless they submit a withdrawal request, in writing, which is signed by their parent/guardian/custodian prior to the start of their senior year.

## **Random Selection**

The school shall identify a school official (Nurse) to prepare and maintain an updated list of student participants and will submit that list to the vendor. To randomly select student participants, the vendor shall use a computer system designed to ensure student participants are selected in a random fashion. The system may include computer generated random numbers.

A student participant may be tested one or multiple times per year. Drug testing is unannounced and is to be randomly conducted. The day and dates are selected by the designated official (Nurse) and confirmed by the vendor.

## **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), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substance included in 21 U.S.C. 802(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 by the prescription or 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 participant—that tests positive for illegal drugs under this policy—shall be penalized academically.

The vendor will provide an annual report to the administration showing the number of tests performed, the rate of positive and negative tests, and what substances were found in the positive results. The annual report shall not include any names of students.

## Vendor Requirements

The school shall select a vendor to carry out this policy. The vendor shall be an independent company. The vendor will oversee the collection of urine specimens as outlined in this policy and shall be responsible for maintaining a documented record of the urine specimen's chain of custody.

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

## Collection Process

When a student participant is randomly selected, the designated official (Nurse) shall arrange for the student participant to report to the collection site. A urine specimen shall be collected as follows.

- A. Each student participant must have a picture ID or be identified by the designated official (Nurse) at the collection site.
- B. The student participant will be signed in on the roster and given a corresponding number on the specimen cup.

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- C. 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, hats, scarves, or baggy clothing must be removed before entering the collection site.
- D. The drug testing area must be secured during testing.
- E. Only lab technicians, the designated official (Nurse), and the student participant may be present during the test collection.
- F. Privacy must be kept for all student participants taking part in the process.
- G. The student participant will be asked to wash his/her hands with soap and water and dry them.
- H. The student participant will take his/her cup to the rest room.
- I. The student participant will be asked to urinate directly into his/her cup. The technician will stand outside the stall and/or rest room and listen for normal sounds of urination.
- J. 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 s/he will be required to give a new urine specimen immediately.
- K. The student participant may then rewash his/her hands.
- L. The student participant will sign the urine specimen back in with the corresponding cap number.
- M. The urine specimen will be screened with an immunoassay test.

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- N. Student participants who are unable to produce a urine specimen will be kept in a secured area until they are able to produce the urine specimen. Student participants will be given a reasonable time to produce the urine specimen sample.
- O. If a student participant leaves the area, the test will be treated as a positive result and the procedures for a positive result will be followed.
- P. If adulteration is suspected, a second urine specimen will be requested.
- Q. Any and all adulterations of the urine specimen sample will be considered as a positive result and the procedures for a positive result will be followed.
- R. 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 designated school personnel.
- S. This collection procedure is subject to change because of the vendor's procedural requirements. The Maplewood Career Center School District reserves the right to change the collection procedure to coincide with the testing guidelines set forth 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 result as follows:

- A. Determine if any discrepancies have occurred in the chain of custody.

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- B. 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 obtained within five (5) days.
- C. 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 designated official (Nurse).

## Positive Drug Test Procedures

- A. Refusal to take a test/adulteration of a test/student leaving the testing area - A student participant who refuses to be tested, submits a test which is determined to be adulterated, or leaves the testing area during the process will be treated as having received a certified positive result. Lack of cooperation may result in removal from the program. The District reserves the right to remove the student from the program; however, consideration will be given to students who would like to remain a participant. The designated official (Nurse) will inform the Superintendent of the occurrence. The Superintendent will make a determination regarding the student's continued participation. If continued participation is chosen, the Superintendent will provide stipulations that must be met for continued participation and determine if the issuance of a certificate at the end of the senior year will remain an option.



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- B. Certified positive result - In the event of a certified positive result, the designated official (Nurse) shall contact the student participant's parent/guardian/custodian. The student participant's parent/guardian/custodian may request that the vendor have the split portion of the urine specimen tested at a different testing laboratory approved by the designated official (Nurse). The request must be made in writing within three (3) days of the initial notification. The student participant's parent/guardian/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 parent/guardian/custodian, a positive test will be declared.

1. First Positive Certified Result:

The student's parent/guardians/custodian will be notified of the result. The parent/guardian/custodian will be provided information regarding counseling and treatment options which are available from outside agencies. The student participant's parent/guardian/custodian will be responsible for all cost associated with assistance from outside agencies. If agreed upon by the student and/or parent/guardian/custodian, the Maplewood guidance counselors will be notified by the school official (Nurse) to schedule a counseling session in house. The student will remain in the program as long as at least one semester remains before they receive their credentials. **\*Student participant will be tested a minimum of two (2) times during the following eighteen (18) week period regardless of the random draw.**

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2. Second Positive Certified Result:

The student's parent/guardian/custodian will be notified of the result. To remain in the program, the student will participate in a chemical assessment program from an outside agency. The student will also be required to participate in counseling as recommended by the assessment agency to remain a participant. The cost of the chemical assessment program and/or counseling will be the responsibility of the student participant or if the student participant is under eighteen (18), the student participant's parent/guardian/custodian. If agreed upon by the student and/or parent/guardian/custodian, the Maplewood guidance counselors will be notified by the school official (Nurse) to schedule a counseling session in house. The student will remain in the program as long as the student complies with the stipulations outlined above and has at least one semester remaining before they receive their credentials. **\*Student participant will be tested a minimum of two (2) times during the following eighteen (18) week period regardless of the random draw.**

3. Third Positive Certified Result:

The student participant may remain in the program; however, a certificate for participation in the program, for any length of time, will not be provided.

### Appeal Process

The designated official (Nurse) shall advise the student participant and the student participant's parent/guardian/custodian of the right to a procedural due process hearing. The student participant and/or parent/guardian/custodian must request the hearing in writing. The hearing's scope will be limited to a review of compliance with this policy's procedure. The Superintendent will render a decision and provide a written record of the decision within three (3) days of the hearing. The Superintendent's decision shall be final.

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## Disciplinary Consequences

Student participants who obtain a positive certified result will not be issued disciplinary consequences based upon the test. However, student participants will remain subject to all of the regulations set forth in the Maplewood Career Center Student Handbook regardless of their participation in this program.

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INFORMED CONSENT AGREEMENT  
RANDOM DRUG TESTING FOR STUDENT PARTICIPANTS

We hereby consent to allow the student participant named on this form to undergo drug testing for the presence of illicit drugs or banned substances in accordance with the Policy for Random Drug Testing of student participants.

We understand that a qualified vendor will oversee the collection process.

We understand that any non-negative 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 vendor selected by the School, its laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical Vendor to perform testing for the detection of illicit drugs or banned substances.

We further give permission to the vendor, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the vendor.

We understand these results will be forwarded to the designated official and the school Superintendent.

We understand that we will be informed of a certified positive result.

We understand that consent, pursuant to this Informed Consent Agreement, will be effective for the current school year. Additionally, the Informed Consent Agreement will be in effect for students who enrolled during their junior year and throughout their senior year unless the student, who is over the age of eighteen (18) years, or the parent/guardian/custodian of the student submit a completed REMOVE FROM DRUG TESTING FORM to the Superintendent prior to the start of their senior year.

**AS A STUDENT:**

- I understand that the "Your Choice" program provides an opportunity for me to prove my commitment to being drug free and successful completion of the program will garner a certificate informing employers that I successfully participated in random drug testing at Maplewood Career Center for a specified period of time.
- I have read the Policy 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 this agreement is binding while I am a student within the Maplewood Career Center School District.

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

- I have read the Maplewood Career Center "Your Choice" random drug testing program/policy and I understand the responsibilities my child has as a student participant in the program.
- I understand that my child may be subjected to random drug testing, and if s/he refuses, s/he will receive a positive result for the test.
- I understand that this Agreement is binding while my child is a student within the Maplewood Career Center School District.

\_\_\_\_\_  
Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian/Custodian's Name: \_\_\_\_\_

Parent/Guardian/Custodian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_