

Ashe County High School  
Student operator of motor vehicle on  
campus  
Drug and Alcohol Testing Procedures

Effective August 5, 2013

High school officials believe that operating/parking a motor vehicle on campus it is a privilege and not a right.

The purpose of the Drug Screening of Students who operator/park a motor vehicle on campus is to identify students who are using drugs in order that assistance can be provided to them through counseling, education, and treatment. Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs. Finally, the Board of Education believes that the adoption of this random alcohol and drug testing policy will deter the use of alcohol and drugs among high school students.

These procedures apply to all high school students who elect on a voluntary basis to operate or park a motor vehicle on campus.

Random alcohol and drug testing required. To be eligible to operate/park a motor vehicle on campus the student and his/her parents or guardian must agree, in writing on a form adopted by the Ashe County High School administration, to submit to random alcohol and drug testing. Up to five percent of the eligible high school students shall be selected at random for testing on a periodic basis as established by the Ashe County High School administration and approved by the Ashe County School Board. Students may be tested for the presence of alcohol, marijuana, cocaine, anabolic steroids, amphetamines, and any other drugs the Ashe County High School administration deems appropriate.

POSITIVE TEST RESULTS WILL NOT RESULT IN SUSPENSION FROM SCHOOL.

#### GENERAL PROCEDURES

Cost of random testing shall be paid by the Ashe County Board of Education.

An explanation of the program shall be made available to all students who operate/park a motor vehicle on campus and their parents or guardians. Testing shall typically be done by means of examination of oral fluids. Collection of samples shall be done in an inoffensive way that insures the integrity and identity of the sample. The School will maintain drug test results in a secure and confidential manner so the disclosure of the information to unauthorized persons does not occur.

This program shall not alter other Ashe County High School policies, practices or rights in dealing with drug or alcohol use or possession where there is reasonable suspicion of use or possession obtained by means other than the random sampling provided for in this program.

A “positive” test under this program shall not cause suspension or expulsion from academic and other school activities. This testing program and the results thereof will apply to this testing program and to random student athlete program if a student participates in Ashe County High School Athletic Program.

## SPECIFIC PROCEDURES

### Consent Forms

Each student who operates/parks a motor vehicle on campus shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the student driver and by the custodial parent or guardian before such student driver shall be eligible to operate/park a motor vehicle on campus.

### Random Testing

All students who operate/park a motor vehicle on campus will be subject to random testing for controlled substances. Random testing will be done on a percentage basis in a fair and equal manner.

Selection of students who operate/park a motor vehicle on campus will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with the student's identification number.

Each time a random selection is made, every student driver will have an equal chance of being selected. Random tests will be unannounced and spread reasonably throughout the school year. Student drivers, when notified that they have been selected for a random testing, will proceed immediately to the collection site.

### Specimen Collection Procedures

When a student driver is randomly selected for testing, only the personnel coordinator and school administrator in charge of the student drivers, or his/her designee, will be told that the student driver is to be tested.

When a student driver is selected, specific guidelines will be followed in oral fluid drug screen collections for the purpose of drug testing. In accordance with the Department of Health and Human Services (DHHS) guidelines, a clear and well-documented procedure for collection, shipment and accession of oral specimens from the School to the laboratory has been established. Procedures will account for the integrity of each oral specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

The School may choose to do oral fluid specimen collections in-house or utilize the services of an outside source, which may be a doctor's office, clinic, hospital, or other facility that meets security requirements as specified by DHHS guidelines. The collection site will be a secure location.

All specimens must remain in the direct control of the collection site personnel. No one other than the collection site person may handle specimens prior to their being placed securely in the mailing container.

When reporting to a collection site for specimen collection each student driver will be required to provide a photo I.D.

In all cases the student driver and the collection site person shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamperproof seals and the student driver will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.

### Testing Methodology

Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug oral analysis.

Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen-confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in the oral fluid.

Refusal to test will be handled the same as a verified positive result.

### Reporting of Results

The laboratory is required to report the test results directly to the School's Medical Review Officer (MRO) within two (2) working days or as soon as possible after the specimen has been received by the Laboratory. The report shall indicate the drug/metabolites tested for, whether the results are positive or negative, and the specimen number assigned by the School and the drug testing laboratory identification number.

### Review of Results/MRO

The medical review officer (MRO) is a licensed physician and possesses knowledge of drug abuse disorders. The MRO may be contracted to provide the services required. The MRO will review and interpret positive results obtained from the laboratory. The MRO through a verification process will assess and determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the student driver, review the student's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

The MRO will give the individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify the School as prescribed below.

If during the course of an interview with a student who has tested positive, the MRO learns of a medical condition, which could, in the MRO's reasonable medical judgment, pose a risk of safety, the MRO may report that information to the School.

If the MRO, after making and documenting all reasonable efforts (but no longer than 48 hours) is unable to contact the tested person, the MRO will contact the personnel coordinator of the School System to arrange for the student to contact the MRO. Within five (5) days after a documented contact by said official of the school system instructing the student to contact the MRO and the student has not done so, the MRO will verify the test positive and report it to the School.

The MRO/laboratory will report test results to the personnel coordinator of Ashe County Schools. Positive results will then be forwarded to the Ashe County High School's Principal or his/her designee.

The Principal will then attempt to contact the parent/guardian of the student driver to set up a meeting. The student driver will be privately informed. He/she will be given the opportunity to be retested. The cost of this test shall be at the student/parent/guardian's expense. This retest must take place within 48 hours after the student driver has been informed. If a positive test results in suspension from driving/parking a motor vehicle on campus, the appropriate administration will be informed.

Notice of test results will be provided to each driver tested.

### **Confidentiality**

The School will maintain drug test results in a secure and confidential manner, so that disclosure of the information to unauthorized persons does not occur. Student information shall only be released as required by law or as expressly authorized.

The results may be released to the:

Ashe County Schools' Coordinator for Classified Personnel  
Student Driver  
Student Driver's Custodial Parent(s) or Guardian(s)  
Principal or his designee  
Superintendent or his/her designee

The School may disclose information to the student/parent/guardian or to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual.

### **Reasonable Suspicion Testing**

If any student driver while on school property acts in an abnormal manner sufficient to cause reasonable suspicion that he/she may be using drugs, then he/she will be required to submit a controlled substance test upon the approval and direction of an officer of the School System.

## **RESULTS OF POSITIVE DRUG TESTING**

When a student tests positive for a drug or drugs including alcohol the following procedures will apply:

### **First Positive**

The student driver and his/her parent(s)/guardian(s) will be notified. From date of notification the student shall not operate/park a motor vehicle on campus for a minimum of 15 school days. Parent(s)/Guardian(s) shall be encouraged to arrange and attend counseling sessions with his/her student. After the 15 day period, the student driver will be retested (at student/parent expense). If the student provides a certified negative test he/she shall be reinstated to operate/park a motor vehicle on campus provided he/she and his/her parent(s)/guardian(s) sign a form releasing the school from any liability for injury or illness. A copy of test report shall be provided to the principal prior to reinstatement.

### **Second Positive**

If a student driver tests positive anytime during his/her high school career for a second time, the student and his/her parent(s)/guardian(s) shall be notified immediately. The student driver shall be suspended from operating/parking a motor vehicle on campus for a minimum period of 30 school days.

Retesting (at student/parent expense) will take place before eligibility is restored. If the student tests negative he/she shall be reinstated to drive/park on campus provided he/she and his/her parent(s)/guardian(s) sign a form releasing the school from any liability for injury or illness. A copy of test report shall be provided to the principal prior to reinstatement. The student shall be subject to additional random drug testing.

### Third Positive

If a student driver tests positive anytime during his/her high school career for a third time, the student driver and his/her parent(s)/guardian(s) and the principal shall be notified that the student is suspended from the privilege of operating/parking a motor vehicle on campus for one calendar year from date of third positive.

After the third positive test, it shall be assumed that the student driver has a serious drug problem and reinstatement to drive/park on campus at Ashe County High School during subsequent years will require the student driver to present certification showing that he/she is drug free.

*Please note: If a student who operates/parks a motor vehicle on campus is also an athlete at Ashe County High School he/she is additionally subject to the consequences for positive test results as outlined in the drug screening program for student athletes.*

### COUNSELING AND TREATMENT

A licensed professional who is certified to treat substance abuse must provide all counseling and treatment. (Cost to be paid by the student/parent(s)/guardian(s).)

### RESOURCES

If the Ashe County Board of Education has a counselor specializing in substance abuse employed in the school, the student driver may utilize the service.

ASHE COUNTY HIGH SCHOOL  
STUDENT DRIVER DRUG TESTING  
CONSENT FORM

A student driver and his/her parent/guardian must sign this consent form before the student driver is allowed to purchase a parking pass.

I, \_\_\_\_\_, have read and do hereby declare that I will be  
*Name of Student*

a participant in the Board of Education approved policy on Drug Screening of student drivers. I authorize the school to administer drug testing and to release the results of the test to my parent(s)/guardian, school administration, personnel director, and the superintendent or his/her designee.

I, \_\_\_\_\_, as the parent/guardian have read and  
*Name of Parent/Guardian*

consent to and authorize the Ashe County School System to conduct a drug test on my son/daughter; and to the release of information concerning the results of such test to me, school administration, personnel director, and the superintendent or his/her designee.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Social Security #*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Home Phone/Work Phone*

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*Address*

**\*\* This form will accompany the form that the student driver fills out with car information (which will be handed out when the student driver comes to purchase the pass).**

**\*\* Students must have a valid driver's license in hand to purchase a parking pass.**

