

APPENDIX A**PROTOCOL FOR DRUG TESTING FOR STUDENT PARTICIPATION IN
EXTRACURRICULAR ACTIVITIES**

You have been randomly selected to participate in the urine drug screening of students participating in extracurricular activities. Upon arrival to the nurse's office, you will be seated in the waiting room. Please follow these steps:

1. The administrator will pick the student up at the classroom. The teacher will identify the student who will be escorted to the nurse's office by the building administrator. The administrator will identify the student to the collector.
2. You will be required to identify yourself to the collector prior to the urine collection process.
3. If you have questions regarding the collection process, ask the collector before the urine collection.
4. The collector will explain the procedure to ensure the proper collection of the urine sample. Listen carefully to the instructions and follow them.
5. Prior to the initial specimen being collected or a second specimen being collected, the student will be asked to lift his/her pant legs above the sock line (not above the knee line), lift his/her shirt (not above the belly button), and empty his/her pockets. This procedure will be monitored by two females (district administrator and/or staff person) for a female student and two males (district administrator or staff person) for a male student.
6. If the student does not follow the instructions that are required by the collector, the student may be deemed a refusal to test. A refusal to test is treated as a first offense.
7. You will be escorted by the collector and a district staff person to the testing room. At no time may you leave the nursing suite without permission from the nurse and/or the collector. You will provide the urine sample in a private room (by yourself).
8. When the collector or medical review officer believes that a possible adulteration/substitution of a urine specimen has occurred, it will be treated as a first offense.
9. After providing the urine sample, the collector will have you complete and sign the Medical Review Officer Custody and Control Form in step 5.
10. You will then return to the nurse's waiting room to await your return to class.
11. If you refuse to provide a urine sample after being selected or attempt to alter your urine sample in any manner, you will be disqualified from participating in extracurricular activities as outlined in Policy 227.3 entitled Drug Testing of Students Participating in Extracurricular Activities.

12. If preliminary results of the test show a positive result, your parent/ guardian may be contacted by the medical review officer to determine if you are taking any medication pursuant to a valid prescription that may have resulted in a positive test result. This conference is intended to obtain additional information from your parent or guardian in order to make a final determination regarding any test result.
13. If you test positive, you will be notified and a parent/guardian conference will be scheduled with the building principal or designee.

The school district will provide the testing laboratory with your signed Parent's Permission to Test Form. This parent/guardian and student permission is necessary to complete the drug screening test.

Thank you for your cooperation with this procedure.