



# WEST PLATTE SCHOOL DISTRICT

*"Preserving the Past, Building the Future"*

*The West Platte School District is dedicated to preserving the past and building the future for our students. Our mission is to develop students with a healthy, intellectual, physical, and emotional balance that will enable them to become lifelong learners and productive citizens in a changing society.*

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Date: 9-14-2012  
To: Board of Education  
From: Dr. Wheeler  
RE: Student Drug Testing  
Memorandum of Understanding – Standard Administrative Procedure

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## **Rationale**

The modern American drug abuse epidemic began in the late 1960s with a sudden upsurge in the use of hallucinogenic drugs including LSD. Within a few years marijuana became the dominant drug. A host of other drugs including heroin, cocaine, methamphetamine and ecstasy are part of this unprecedented epidemic which peaked in 1979 when an estimated 25 million Americans used an illegal drug during the preceding year (DuPont, 2000). That figure fell to 14 million in 2000, based on the most recent national survey (National Drug Control Strategy, White House, 2002).

One of the most striking aspects of this epidemic is that the vast majority of initial drug use occurs during the teenage years. If a person reaches the age of 21 without using an illegal drug, the risks of illegal drug use are low and they diminish sharply in each successive year. The link between teen use of tobacco and alcohol and the use of illegal drugs is also clear (Johnston, O'Malley, & Bachman, 2001).

In response to this epidemic, a large drug abuse treatment system was developed and a variety of institutions found ways to reduce the threat of illegal drug use. The drug abuse treatment system uses drug testing as a major strategy to deter relapse to drug use. The response of many other major institutions has also involved drug testing. For example:

1. Within the criminal justice system drug testing is a central element in the effort to curb illegal drug use.
2. The US Military introduced universal random drug testing in the mid-1980s.
3. A few years later drug testing became commonplace in the civilian workplace, led by the nation's major employers.
4. Sports organizations, from college and professional athletics to the international Olympic movement, use drug testing to deter illegal drug use.

In each of these cases the primary goal of drug testing is not to “catch” illegal drug users, it is to discourage or prevent illegal drug use (DuPont, 2000).

During the past three decades a wide range of prevention efforts were created to reduce the use of illegal drugs by adolescents. Many of these efforts have produced solid results. Nevertheless, the drug epidemic retains a powerful hold on American teenagers as reflected in the 2000 “Monitoring the Future” survey that showed that 27 percent of the nation’s 8th graders had used an illegal drug. The equivalent figure for the 10th grade was 45 percent and for the 12th grade 54 percent. Looking at this same survey data for the rate of illegal drug use during the 30 days prior to the survey (“current use”), the figures were 12 percent, 23 percent and 25 percent for these three grades (Johnston, O’Malley, & Bachman, 2001).

The National Drug Control Strategy opened its section on prevention with these words, “Common sense tells us that preventing young people from experimenting with drugs in the first place is preferable to later – and more costly – treatment, rehabilitation and possible incarceration.” After noting that the social cost of illegal drug use is now \$160 billion a year in the United States the Strategy stated, “We know that, if we prevent young people from using drugs through the age of 18, the chance of their using drugs as adults is very small.” Student drug testing (SDT) is one of the specific program initiatives listed as options for the landmark “No Child Left Behind” federal education law of 2002.

Since 2002, numerous public school districts across our nation have implemented Student Drug Testing programs. In Missouri, approximately one-third of all public school districts have implemented an SDT policy.

The Missouri Safe and Drug Free Schools Survey was conducted with West Platte students in the Spring of 2011. This survey is a self-report survey given to Eighth, Ninth, Tenth, and Twelfth Grade students. Validity, reliability, and accuracy statistics are not guaranteed. The results are as follow:

Classification	Percent of West Platte Students Self-reporting Use	Percent of Missouri Students Self-reporting Use
Eight Grade	7.0	10.4
Ninth Grade	18.4	18.0
Tenth Grade	27.5	24.9
Twelfth Grade	72.7	37.0
Total	28.9	14.8

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### Goals

There are three primary goals of this policy:

1. To take a more proactive approach to discourage and reduce drug use among West Platte students.
  2. To enhance safety at West Platte Schools.
  3. To identify students using drugs so that recommendations to parents for early intervention may occur.
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## Participants

The Board voted to include the following grade levels in the Student Drug Testing policy.

Grade Levels	Board Approval
Nine Through Twelve	
Seven Through Twelve	Recommended to the BOE

The Board voted to include the following activities in the Student Drug Testing pool. As a requirement of participation, students must agree to testing and sign up to be entered into the pool.

### High School

Activity	Board Approval
<b>MSHSAA Sanctioned Activities (extracurricular)</b> Softball Football Cross Country Volleyball Pom Cheer Wrestling Basketball Academic Bowl Track Baseball (All other MSHSAA Activities as added)	Recommended to the BOE
<b>MSHSAA Sanctioned Co-curricular Activities (alternate assignments used for performance events)</b> Band Choir Flags (All other MSHSAA Co-curricular activities as added)	Recommended to the BOE
<b>Non-MSHSAA Activities</b> Student Council Principal / Superintendent Advisory Committee NHS Musical Play Academic Clubs (Science, Spanish, Etc) FBLA FCCLA Industrial Arts Contest Dances Dance Royalty Breakfast Book Club Science Fair – Beyond West Platte Leadership Workshops (Boys / Girls State, etc) (All other non-MSHSAA Activities as added)	Recommended to the BOE
<b>Parking Facilities</b> School, Benner Park, Any Other School Property	Recommended to the BOE

## Junior High School

Activity	Board Approval
<b>MSHSAA Sanctioned Activities (extracurricular)</b> Football Volleyball Wrestling Basketball Academic Bowl Track (All other MSHSAA Activities as added)	Recommended to the BOE
<b>MSHSAA Sanctioned HS Co-curricular Activities (alternate assignments used for performance events)</b> Band Choir Flags (All other MSHSAA Co-curricular activities as added)	Recommended to the BOE
<b>Non-MSHSAA HS Activities</b> Student Council Principal / Superintendent Advisory Committee Musical Play Academic Clubs (Science, Spanish, etc.) Dances Dance Royalty Science Fair – Beyond West Platte Leadership Workshops (Boys / Girls State, etc.) (All other non-MSHSAA Activities as added)	Recommended to the BOE

### Method for Entering Into the Pool

As a requirement for participation, students must voluntarily enter into the Student Drug Testing Pool. The following procedures will apply.

1. Once entered into the pool, the student will remain in the pool throughout his/her enrollment at West Platte Schools, unless the school is notified in writing that the student wishes to withdraw from the pool.
2. If a student withdraws from the pool during the school year, the student may not participate in any of the listed activities for the remainder of the school year.
3. A closing date for pool entry will be identified near the start of each school year. This date will be communicated repeatedly through various methods. Students will be required to enter into the pool by that date for ANY activity they wish to participate in. For instance, if a student ONLY wants to participate in track in the Spring, that student MUST enter into the pool by this close date. **THIS IS A VERY IMPORTANT CONCEPT WHICH MUST BE UNDERSTOOD BY ALL CONCERNED! I.E. Parents, coaches, and sponsors MUST initiate contact with potential participants in ALL listed activities BEFORE the closing date and ensure interested students are in the pool. After the closing date, the district will strictly prohibit any student from participating for the remainder of the year.**
4. Transfer students will be given Fifteen (15) days from enrollment to opt into the pool. Transfer students may not compete in any listed activity until they have entered into the pool.

5. A consent form requiring student and parent signatures will be required to enter into the pool. Students will also be required to sign a roster (secondary safeguard) when they turn in their consent form, to ensure the school and the student acknowledges receipt of the consent form. Forms will remain on file in the High School Office.

\*\*Note, students and parents may also voluntarily opt a student who is not participating in any included activity into the pool at any time.

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### **Test Administration**

The High School Principal will serve as the Designated School Official (DSO) and will be responsible for overseeing the Student Drug Testing process. The principal may include the Assistant Principal and Athletic Director in the process as required for administration purposes. Either may serve as the DSO in the principal's absence. The superintendent of Schools will evaluate the process and report to the Board and community.

The Professional Testing Company (PTC) will conduct the Student Drug Testing procedure. The following will occur:

1. Dates for testing will be identified throughout the year. These dates will not be publicly announced or shared internally with the Board, faculty, or staff to ensure integrity of the process.
2. In general, the district will arrange on average one test cycle per month. However, test cycles may occur more than once within a 30 day period to ensure randomness.
3. On these identified dates, the PTC will randomly select participants and alternate participants (in case of absences) from the Student Random ID list. The PTC administrator will bring this information to the High School, when they arrive to conduct the tests. At that time, the Principal will be informed of the randomly selected students.
4. The Performing Arts Center will serve as the collection site for testing. This site is secure, secluded and offers a high level of privacy. The Principal will call the students discretely to that location. The PTC will conduct the SDT procedure in accordance with the details below.
5. Testing will typically take less than 10 minutes and every effort will be made to keep lost instructional time to a minimum.
6. Testing will occur between the months of August and May. Testing will not occur during the summer months.

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### **Standards for the Professional Testing Company**

The following are expectations for the PTC operations:

1. Substance Abuse and Mental Health Services Administration (SAMSA) practices to be used.
2. Department of Transportation (DOT) urine specimen guidelines to be utilized.
3. Multiple safeguards in place to protect against false-positive tests.
4. Professional and confidential services and interactions in all aspects of operations.

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### **Student Drug Testing Procedure by the Professional Testing Company** (Employee Screening Services will be Recommended for Program Initiation)

The following procedures will be utilized by the Professional Testing Company (PTC).

1. The random selection process will primarily follow standard practices for federal random test selection. Student testing will identify a student by number rather than a name. The district will tally the number of participants in the random program(s) and provide that number(s) to Employee Screening Services (ESS). The district's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list of which student is assigned what number. The DSO will keep that list on file in a confidential manner.

For illustrative purposes, if a district has 250 participants, ESS would enter the numbers 1 through 250 into a computer-generated random selection program. We would then generate a random list of numbers and provide that list to the DSO. The DSO would use the Student Random ID list to match names with the numbers on the random selection list.

2. On the day of random testing, the DSO will notify each student on the random selection list that he/she has been selected for a random drug test. The student will go to the collection site where the DSO will provide the student with the Student's Random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing.

Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments (coats, heavy clothing, over-wear, etc. NOT shirts, pants, etc.) Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom, as applicable, by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student. The collector will explain that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

#### Point of Intervention of the DSO (Principal)

1. If the initial screening test indicates a non-negative result, or if the collection technician is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection kit. The collection technician will initiate a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a HHS-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded to the DSO. The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results, and will be treated as a positive test for drugs. At this point, consequences will be

administered.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO. The student will remain eligible for participation while the DSO is processing the information.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

2. If a student does not provide a urine specimen in 3 hours (or the time limit designated by the district's policy), we recommend one of two procedures:

- a. Follow DOT protocol by giving the student up to 5 days to have what is called a "shy bladder examination" to determine if there is a valid medical reason for not voiding in the 3 hour time frame. If the student does not have the exam (done at the family's expense, not the school's), or if there is not a valid medical reason, then the test would be deemed positive. The MRO usually makes that call. OR,
- b. Use a lab-based oral-fluid test. (This may be used as an alternate test.)

4. Students will remain eligible to participate until such time that a positive test is confirmed by the MRO to the DSO and superintendent.

ESS reports no knowledge of a false positive test among the over 60,000 tests the company conducted in 2011.

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### Drugs Panels to be Used

The Board may select the following panels of testing:

#### High School

Panel / Average Duration in System	Board Approval
<b>4 Panel</b> Marijuana                      15 - 30 Days Cocaine                            2 - 4 Days Opiates                            2 - 4 Days Methamphetamines            3 - 5 Days	Recommended to the BOE
<b>12 Panel</b> Marijuana                      15-30 Days Cocaine                            2-4 Days Opiates                            2-4 Days Methamphetamines            3-5 Days Amphetamines                   2-4 Days Phencyclidine(PCP)           7-14 Days Benzodiazepines               3-7 Days Barbiturates                    4-7 Days Methadone                       3-5 Days Oxycodone                       2-4 Days	Recommended to the BOE

Ecstasy	1-3 Days	
Propoxyphene	1-2 Days	
<b>Synthetic Panel</b>		Recommended to the BOE
JWH-018		
JWH-073		
CP-47		
JWH-200		
Cannabicyclohexanol		

### Junior High School

Panel / Average Duration in System	Board Approval
<b>4 Panel - Recommended</b> Marijuana                    15 - 30 Days Cocaine                        2 - 4 Days Opiates                         2 - 4 Days Methamphetamines        3 - 5 Days	Recommended to the BOE
<b>12 Panel</b> Marijuana                    15-30 Days Cocaine                        2-4 Days Opiates                         2-4 Days Methamphetamines        3-5 Days Amphetamines                2-4 Days Phencyclidine(PCP)        7-14 Days Benzodiazepines            3-7 Days Barbiturates                 4-7 Days Methadone                    3-5 Days Oxycodone                    2-4 Days Ecstasy                         1-3 Days Propoxyphene                1-2 Days	Not Recommended to the BOE
<b>Synthetic Panel</b> JWH-018 JWH-073 CP-47 JWH-200 Cannabicyclohexanol	Not Recommended to the BOE

### Positive Test

Upon the determination that a positive test exists, the DSO will follow district policy which will include immediate parent notification, discussion of options to assist the student, and consequences for the student. These consequences, once served, accomplish the following goals:

1. Confirm awareness with the parents/guardians so interventions may be enacted.
2. Allow time for the substance to be removed from the student's system in order to ensure the student may safely participate in the activity, thereby reducing the chance of injury to self or others.
3. Identify the timeline and manner in which the student may continue participating in the activity or event.
4. Identify the timeline and manner in which the student may regain Creditable Citizenship as required by the Missouri State High School Activities Association (MSHSAA).

## **Superintendent Recommended Consequences**

- First Offense - 30 Day Suspension from all listed activities.  
Suspension may be reduced to 15 days upon enrollment/ completion in an approved substance abuse course.
  
- Alternate First Offense - Consultation with Parents and 60 hours of community service
  
- Second Offense - 60 Day Suspension from all listed activities.
- Third Offense - 365 Day Suspension for all listed activities
- Fourth Offense - Suspension for the remainder of the student's eligibility for all listed activities.

A student who tests positive must submit to and produce a negative drug test in order to regain approval to participate in a listed activity following EVERY offense. Positive results on these tests DO NOT count as subsequent offenses. These tests will be at the expense of the parent and must be approved in advance by the district.

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### **Patron Suggested Consequences NOT Recommended by the Superintendent**

First Offense - Consultation with Parents Only

First Offense - One game suspension

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### **Additional Clarification of Suspensions**

Alternate assignments for co-curricular activities will be used to meet academic requirements i.e. in lieu of participation in a MSHSAA Sanctioned performance.

Students may attend practices, games, events, and meetings during a suspension period but may NOT physically participate in practices, games, events, or meetings during a suspension.

Suspensions will carry from season to season where applicable. I.e. students will serve penalties asap within the current season or activity or will serve the suspension in the next season or activity for which the student is involved.

Violations will accumulate during Jr. High School. Violations will NOT carry over from Jr. High School to High School. I.E. all first year Freshmen begin with no violations.

Prior incidents will not transfer to West Platte from other school districts.

No punitive action (disciplinary or otherwise) will occur as a result of a positive test. Students will NOT be eliminated from any activity in any manner other than what is specified in policy. I.E. a positive test will not result in exclusion and will not impact consideration for participation in activities, other than what is required in policy.

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## **Confidentiality**

The DSO (Principal), Superintendent of Schools, and the School Board President will be the ONLY staff members who will be made aware of the positive test. Coaches and sponsors will NOT be made aware of a positive test. In the instance of a positive test, the coach and sponsor will be informed of the student's ineligibility and the target date when the student will regain eligibility.

The West Platte School District will NOT report any positive test to law enforcement. Further, any such record of a positive test will not be transferred with the student's official record and cumulative file information.

All faculty and staff are strictly and explicitly prohibited from discussing, engaging in discussion, or being in the presence of discussion in regard to any positive test.

Faculty and staff members are required to immediately report to the building principal any discussion they observe related to a positive test of a student. Consequences for such behavior may result in disciplinary action, including termination.

Faculty and staff are required to immediately report to the building principal any act of discrimination, retaliation, or other biased treatment toward any student for any reason at any time. Consequences for such behavior may result in disciplinary action, including termination.

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## **Annual Review**

As with all policies, the Superintendent may conduct periodic review and revision of this policy and procedure and make appropriate recommendations to the Board of Education for action.

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## **Timeline for Initial Policy Implementation**

<b>Date</b>	<b>Action</b>
Spring 2012	Student surveys conducted
June 2012	BOE initial discussion and review of draft policy
August 2012	BOE second review of draft policy and discussion
August 2012	Community forum held – BOE direction and input resulted from community input
September 2012	Policy Recommendation made – Policy proposed for adoption
September / October 2012	Student enrollment occurs through October 17, 2012
September 2012	Staff Inservice and Community Forum Reviewing the Policy and Procedures
October 2012	Staff Inservice and Community Forum Reviewing the Policy and Procedures
October 17, 2012	Policy becomes effective
November 2, 2012	First Test Date for Students (only publicized test date)
Spring Semester	Five additional test dates conducted
Spring 2013	Student surveys conducted

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
CONSENT FORM**

I, \_\_\_\_\_, have received, read, understand and agree to abide by the West Platte R-II School District's drug testing policy and procedures. As a condition of participating in activities in the West Platte R-II School District, I agree to provide urine specimens when directed and authorize the district to have the specimens tested for drugs and alcohol. I also authorize the release of information concerning the results of such a test to the West Platte R-II School District and to my parents/guardians.

Student Signature: \_\_\_\_\_

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

I, \_\_\_\_\_, have received, read, understand and agree to abide by the West Platte R-II School District's drug testing policy and procedures. As a condition of my student's participation in activities in the West Platte R-II School District, I authorize the district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, performance-enhancing drugs and alcohol. I also authorize the release of information concerning the results of such a test to the West Platte R-II School District.

Signature of Parent/Guardian: \_\_\_\_\_

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

Upon enrollment in this program, parents and students are **STRONGLY** encouraged to immediately present to the School Nurse any and all current prescriptions a student is taking, including information in regard to the prescribing physician and the pharmacy filling the prescription. The district encourages the same information to be shared for any and all prescriptions a student may take during their enrollment at West Platte. This information may be referenced as needed, in the instance an initial non-negative test is received to cross reference with the Medical Review Officer. The school nurse will retain this information in a confidential file.

This consent form will remain in effect for the duration of the student's enrollment within the West Platte R-II School District, unless revoked in writing by the parent/guardian.

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented:

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
CONSENT FORM CONFIRMATION**

The signatures below confirm receipt of my Consent to participate in the Student Drug Testing Program of the West Platte School District.

<b>#</b>	<b>Student Name</b>	<b>Student Signature</b>	<b>Received By</b>	<b>Date</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

This form serves as a record of participation AND as a secondary precaution to ensure the students and the district are in agreement on who has enrolled in the pool.

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Student Random Selection – Negative Test**

To the Parents of Jane Doe:

This letter serves to inform you that your child was randomly selected to take a Student Drug Test today. The West Platte School District is pleased to inform you that the initial test conducted by the technician was negative. Your child was made aware of the negative test result at the time of testing. This concludes the test process.

Please be advised, selection of students is random. This means your child is eligible to be selected randomly during the next testing cycle, and each subsequent cycle.

Thank you for consenting to your child being included in the Student Drug Testing pool at West Platte. I hope you and your child take pride, as we do, in helping West Platte students remain drug free! Keep up the great work! We are proud of you!

Sincerely,

West Platte Board of Education and Administration

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**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Student Random Selection – Non-negative Initial Test**

To the Parents of Jane Doe:

This letter serves as a follow up to our phone conversation today and confirms that your child was randomly selected to take a Student Drug Test and that the initial test conducted by the technician resulted in a non-negative.

Per procedure, your child's urinalysis sample has been forwarded along with a Custody and Control Form, to a HHS-certified laboratory for a second screening test. At this point, your child's test is NOT being treated as a positive test and he/she will continue as normal in all activities.

For your consideration, I have included the following procedures which are being conducted. Please call me if I may be of further assistance.

Sincerely,

High School Principal

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**Processing Procedures**

If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded to me. In this instance, I will contact you and request a meeting. At the meeting, I will share the results of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, I will forward your name, and contact phone number to Employee Screening Services (ESS), which is the company conducting the test. ESS who will then forward the information to a Medical Review Officer (MRO). If you do not grant permission, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results. At this point, consequences will be administered.

When the MRO receives the above information, he will contact you, verify identification and then discuss medications your child is taking. If any of the medications being taken by your child could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription for your child. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO. Your child will remain eligible for participation while the DSO is processing the information.

West Platte and ESS requires a split-specimen collection for a confirmation test. Hence, you may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at your expense and payment may be required prior to the test being conducted.

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Negative Laboratory Test**

To the Parents of Jane Doe:

This letter serves as a follow up to our recent conversations. As you are aware, your child produced a non-negative initial drug test on xx/xx/201x, and that test was forwarded to the laboratory for further testing.

The West Platte School District is pleased to inform you that the laboratory test conducted by the technician was negative. Your child was made aware of the negative test result from the lab today. This concludes the test process.

Please be advised, selection of students is random. This means your child is eligible to be selected randomly during the next testing cycle, and each subsequent cycle.

Thank you for consenting to your child being included in the Student Drug Testing pool at West Platte. I hope you and your child take pride, as we do, in helping West Platte students remain drug free! Keep up the great work!

Sincerely,

West Platte Board of Education and Administration

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Non-negative Laboratory Test**

To the Parents of Jane Doe:

This letter serves as a follow up to our recent conversations. As you are aware, your child produced a non-negative initial drug test on xx/xx/201x, and that test was forwarded to the laboratory for further testing.

The GC/MS test has also produced a non-negative result. Your child has not been made aware of this test result. I am writing to request a meeting with me (and the school superintendent) to discuss the results of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, I will forward your name, and contact phone number to Employee Screening Services (ESS), which is the company conducting the test. ESS who will then forward the information to a Medical Review Officer (MRO).

**Option One**

Because you voluntarily submitted a record of prescriptions your child is taking to the school nurse, we are aware this could be the reason for the non-negative test. We encourage you to submit information to the MRO so that he/she can determine if this is the reason for the non-negative test.

**Option Two**

The school District has no record of your child being on a prescription which could be the reason for the non-negative test. We encourage you to submit any information you may have to the MRO so that he/she can determine if there is a reason for the non-negative test.

If you agree to submit information to the MRO, he/she will contact you, verify identification and then discuss medications your child is taking. If any of the medications being taken by your child could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription for your child. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO. Your child will remain eligible for participation while the DSO is processing the information.

West Platte and ESS requires a split-specimen collection for a confirmation test. Hence, you may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at your expense and payment may be required prior to the test being conducted.

If you do not grant permission to forward this information to the MRO, or if you will not meet with me, the lab results will be accepted as the final results. At this point, we will need to inform your child and discuss consequences. I have included a copy of West Platte School District Policy JFCI for your review.

Please contact me at your first convenience to let me know when you will be able to meet to further discuss our course of action.

Sincerely

High School Principal

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Medical Review Officer – Negative Confirmation**

To the Parents of Jane Doe:

This letter serves as a follow up to our recent conversations. As you are aware, your child produced a non-negative initial drug test on xx/xx/201x, and that test was forwarded to the laboratory for further testing. The GC/MS test has also produced a non-negative result and you selected to engage in discussion with the Medical Review Officer.

The West Platte School District is pleased to inform you that the Medical Review Officer (MRO) confirmed that the non-negative test results were a result of a prescription which was prescribed to your child. Your child was made aware of the negative test result from the MRO today. This concludes the test process.

Option 1

We appreciate the fact that you choose to provide the prescription information to the school nurse to maintain on file. This at least gave some piece of mind to you and your child throughout this process.

Option 2

As mentioned on the Consent Form, the district strongly encourages you to provide information to the school in nurse in regard to any and all prescriptions your child may be taking which could result in a non-negative test. By doing so, we can better predict the final outcome of the test process.

Thank you for your cooperation and patience as we moved through this process. Please be advised, selection of students is random. This means your child is eligible to be selected randomly during the next testing cycle, and each subsequent cycle.

Thank you for consenting to your child being included in the Student Drug Testing pool at West Platte. I hope you and your child take pride, as we do, in helping West Platte students remain drug free! Keep up the great work!

Sincerely,

West Platte Board of Education and Administration

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Medical Review Officer – Positive Confirmation**

To the Parents of Jane Doe:

This letter serves as a follow up to our recent conversations. As you are aware, your child produced a non-negative initial drug test on xx/xx/201x, and that test was forwarded to the laboratory for further testing. The GC/MS test also produced a non-negative result and you selected to engage in discussion with the Medical Review Officer.

The Medical Review Officer was unable to confirm a legitimate prescription for your child which could have resulted in the non-negative test. Therefore, this test is being treated as a positive test.

I am writing to request a meeting with you and your child (and the school superintendent). The purpose of this meeting is to share the findings with your child, to discuss interventions and options available to your child, and to discuss the consequences of this test result.

Our records indicate this is the first positive test for your child. West Platte policy offers a primary consequence for this first offense as well as two options for reducing the first offense. Please be prepared to discuss what options.

Thank you for your cooperation and patience as we moved through this process. Please be advised, West Platte Schools will not disclose this information to faculty, staff or law enforcement. The district has procedures in place to provide positive support for your child to move forward from this incident.

Please call me at your first convenience to schedule this meeting.

Sincerely,

High School Principal

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Denied Medical Review Officer – Positive Confirmation**

To the Parents of Jane Doe:

This letter serves as a follow up to our recent conversations. As you are aware, your child produced a non-negative initial drug test on xx/xx/201x, and that test was forwarded to the laboratory for further testing. The GC/MS test also produced a non-negative result and you selected NOT to engage in discussion with the Medical Review Officer. Therefore, this test is being treated as a positive test.

I am writing to request a meeting with you and your child (and the school superintendent). The purpose of this meeting is to share the findings with your child, to discuss interventions and options available to your child, and to discuss the consequences of this test result.

Our records indicate this is the second positive test for your child. We are concerned about the health and well-being of your child and would like to share the options available to you to help your child.

Please call me at your first convenience to schedule this meeting.

Sincerely,

High School Principal

**WEST PLATTE SCHOOL DISTRICT STUDENT DRUG TESTING  
EXAMPLE MEMO TO PARENTS**

**Self-Report Prior To Test**

To the Parents of Jane Doe:

Today, your child was selected for a random Student Drug Test. Prior to testing, your child admitted to smoking marijuana over the weekend.

Our records indicate this is the third positive test for your child. We are very concerned about the health and well-being of your child and it is of extreme importance that we discuss options available to help your child. We feel specific action on your part must be taken to assist your child, as records indicate a trend of drug use.

Please call me at your first convenience to schedule this meeting. If you fail to contact us, we may choose to contact the Division of Family Services to intervene into this situation in order to provide your child the help she needs.

Sincerely,

High School Principal