

Random Drug Testing Process Overview



Process



Random
Selection

Students
Notified

Administer
Test

Process [*continued*]



Receive
Results

Communicate
Results

Action

1. Random Selection



- School will provide Pyschemedics a comprehensive list of student ID numbers
- Random list generated by testing company, using ID numbers
 - Names are never used outside the building
- In order to be truly random, all students are included in testing pool
 - A student could possibly be selected more than once
- List is kept in a separate file in the Dean's Office

2. Students Notified



- **Students selected will receive a slip, asking them to report to Counselor's Office**
- **Dean, Counselor and Nurse will be present for testing**
 - Dean will test
 - Nurse will observe testing
 - Counselor will sit with students waiting to be tested

3. Administer Test



- **Dean collects hair sample, following guidelines set forth by testing agency**
 - Dean and Counselor are trained and certified as collectors
- **Parent will be notified via email the day of test administration**
- **Collections sent via FedEx**

4. Receive Results



- **Dean receives test results via a secure website within 7-10 days**
- **If test is positive, the results will indicate which substance was found**

5. Communicate Results



- **Positive test results:** Dean will call the parents to set up a meeting the following day with Dean, Counselor, student, and parents
- **Re-test offered and conducted with parents present**
- **When re-test results arrive, Dean will notify the parents via email**
- **Dean will communicate any negative results to parent and student.**

6. Action



- **1st Positive Results: No disciplinary action by school, at all**
 1. **Outside drug and alcohol assessment**
 - **Student must follow treatment recommendations**
 - **Counselor will provide recommendations if requested for outside assessment**
 2. **Regular meetings with school counselor**
 3. **Individual in-school Drug and Alcohol Education**
 4. **Testing every 90 days until graduation**

- **Negative Results: Follow-up with students for feedback on process**