

Organization of Random Drug Testing for Henderson County Schools

Coaches meetings

July 19

August 2nd

Parent meetings

Freshman orientations- 7/25, 7/31, 8/1,

Open meetings at HCHS for all three schools- 8/15, 8/22

We will begin pulling students the week of September 4th.

Random Drug Testing Procedure

Involvement Inc./ Henderson County Schools

*Henderson County Schools Compliance Officer will assign each student in the program a unique identifying number.

*Involvement Inc. will be provided this list of numbers only (Involvement will not know the names of the students by the numbers).

*Each week, Involvement Inc. will generate the Random numbers of 10 participants at Henderson County High School, 3 participants at North Middle School and 3 participants of South Middle School. (Additional numbers will be generated in the event of absences.)

*These numbers will be provided at random times and days to the Henderson County Schools for testing

*The School Compliance Officer will be notified of the random numbers selected and will identify the individual students who have been selected as well as produce the requisite release forms. The School Liaison will notify the parent/guardian via parent link text, their child has been selected for a random drug screen and request that the parent/guardian contact Involvement Inc. personnel.

*The School Compliance Officer will retrieve individual students selected and escort them to the testing area.

*The School Compliance Officer will remain in the testing area during the testing process as an observer to ensure the validity of the test as well as protect the student's anonymity. The School Compliance Officer will be bound by a signed confidentiality agreement regarding identification information or presumptive test results.

*The student being tested will complete, with Involvement personnel, the necessary paperwork. The student should provide the test administrator with any prescription or OTC medication the student is currently taking.

*The student will then be allowed to enter the restroom unattended. The water will be blueed and if possible, all water should be shut off to the testing area. A temperature strip will be affixed to the specimen cup.

*The student will be required to produce a sufficient specimen for laboratory testing. The specimen shall remain in the testing area in a designated location. The student will exit the testing area and return to class once the sample is produced. The School Compliance Officer will observe the testing and packaging of the specimen to ensure the validity of the testing process.

*Involvement Inc. will contact the parent or guardian of each student tested on the day of the screen to make notification that the test has occurred and provide the parent or guardian with the results of the presumptive test, and explain the process for both positive and negative presumptive test results. If necessary, arrangements will be made for verification of prescription/over the counter medication. Involvement Inc. WILL NOT inform the student or the School staff of any presumptive test results prior to receiving confirmatory testing results of specimens requiring submission to Redwood Toxicology.

*All presumptive tests indicating a positive result will be submitted to Redwood Toxicology Laboratory for confirmatory testing. In this event, each urine specimen shall immediately be packaged for shipment using only the assigned random number. No other information as to the identity of the student shall be included with the specimen.

*If the presumptive test is positive for a substance the participant has indicated a prescription for, Involvement Inc. will contact the student's parent or guardian to obtain copies of prescriptions or prescription bottles verifying the prescription. These specimen's will be submitted to Redwood Toxicology for confirmatory testing using the aforementioned procedure.

*If the student only tests positive for prescribed substances, this should be considered a "legitimate" test. (ie. A participant has a legitimate prescription for Adderall and tests positive for Amphetamines)

*Redwood laboratory will provide the results of the laboratory GC/MS confirmatory test within the specified 5-7 day window. Involvement Inc. will communicate the confirmatory testing results with the parent or guardian upon receipt of the results. This information will then be provided to the Henderson County Schools.

*If questions arise regarding the results of the confirmatory test, Involvement Inc. will consult with Redwood toxicologists to take all reasonable steps to resolve any questions to the extent possible.

*Involvement Inc. will retain on file all copies of presumptive test results and confirmatory results for a period of 5 years.

*Redwood Toxicology will maintain all urine samples for 6 months from the date of test in the event additional testing is required.

Random Drug Screen Communication Card (Student)

1. You have been randomly selected to participate in the drug screening program for the Henderson County Schools.
2. Your parents have been/ will be notified of your selection.
3. At the end of the screening process, you will return to class and your parents will be contacted and notified of the results of your screen.
4. We need to first complete some paperwork. What is your: name, address, phone number, secondary phone number, date of birth, race, sex.
5. What are your parents or legal guardian name and contact phone number?
6. Are you currently taking any prescription or over the counter medications?
7. At this time we will begin the test.
8. You will remove all jackets or outwear. You may not take purses, handbags, backpacks or similar articles with you into the testing location.
9. You will need to provide a urine specimen ample to fill to the top of the temperature strip.
10. Once completed, you will need to place the sample on the table and exit the testing area.
11. DO NOT flush the toilet or wash your hands, you will be allowed to do this when you exit the testing area.
12. Do you have any questions?

Random Drug Screen Communication Card (Parent)
Negative Presumptive Test

1. Hello, your student _____ was randomly selected today to participate in the drug screening program for the Henderson County Schools.
2. The purpose of this phone call is to notify you that your child tested negative during the presumptive test.
3. _____ (student name) was not notified of the results of this test, as is the standard testing procedure.
4. There is no further action that is required on your behalf, thank you for your participation in the program.
5. Do you have any questions?

Random Drug Screen Communication Card (Parent)

Positive Presumptive Test (prescription)

1. Hello, your student _____ was randomly selected today to participate in the drug screening program for the Henderson County Schools.
2. The purpose of this phone call is to notify you that during the prescreening interview, _____ reported that he/she was taking prescribed medication _____.
3. _____ tested positive for _____ during the presumptive test. This specimen has been sent to Redwood Toxicology for confirmatory testing, as is the standard testing procedure.
4. _____ was not notified of the results of presumptive test as is the standard testing procedure.
5. The results of the confirmatory tests are expected back within 5 to 7 days.
6. Are you able to verify the prescription that _____ reported.
7. We need your assistance in verifying this prescription, could you please provide a copy of the prescription by
 - a. Having the pharmacy fax verification to Involvement Inc. (270) 831-2609
 - b. Delivering a copy of the prescription to Involvement Inc. at 108 N. Elm Street, Henderson, KY.
 - c. Mailing a copy of the prescription to Involvement Inc. at P.O. Box 1262, Henderson, KY 42419.
 - d. Taking a photograph of the prescription and emailing the prescription to InvolvementInc@gmail.com
8. The Henderson County Schools have not been made aware of the results of this test and will not be notified until confirmatory testing is completed.
9. If Involvement Inc. is provided prescription verification for substances identified by confirmatory testing, Involvement Inc. will report this test to the Henderson County Schools as a legitimate test.
10. If no prescription can be verified, Involvement Inc. will report to the Henderson County Schools that _____ tested positive for _____.
11. Do you have any questions?
12. Thank you for your participation in the Henderson County Schools Random Drug Screening program.

Random Drug Screen Communication Card (Parent)

Positive Presumptive Test

1. Hello, your student _____ was randomly selected today to participate in the drug screening program for the Henderson County Schools.
2. The purpose of this phone call is to notify you of the results of the presumptive test.
3. During the prescreening interview _____ provided the administrator with a list of prescribed medications.
4. The presumptive test indicated that _____ was positive for _____.
5. The specimen provided by _____ has been sent to Redwood Toxicology laboratory for confirmatory testing. We expect the results within 5 to 7 business days.
6. While not common, false positives may occur during the presumptive tests, therefore, confirmatory testing is crucial.
7. Do you know of any reason why _____ may have experienced a presumptive positive test?
8. Neither _____ or the School has been notified of the results of this presumptive test.
9. You will be notified of the results of the confirmatory test as soon as they are received by Involvement Inc.
10. After Involvement Inc. receives the confirmatory results and you have been notified, the results will be forwarded to the Henderson County School as positive or neg.
11. Do you have any questions?

Random Drug Screen Communication Card (parent)

Confirmatory Test Results(negative)

1. Hello, We have received the confirmatory test results from Redwood Toxicology regarding _____ random drug screen.
2. The confirmatory test indicates that _____ was negative for all substances.
3. We will notify the school of the confirmatory test results and request you notify _____.
4. Do you have any questions?

Random Drug Screen Communication Card

Confirmatory Test (Legitimate)

1. Hello, We have received the confirmatory test results from Redwood Toxicology regarding _____ random drug screen.
2. The confirmatory test indicates that _____ was positive for _____. This can be attributed to the prescription medication that you have provided us.
3. We will notify the school that this result should be considered a legitimate test and request you notify _____.
4. Do you have any questions?

Random Drug Screen Communication Card

Confirmatory Test (Positive)

1. Hello, we have received the confirmatory test results from Redwood Toxicology regarding _____ random drug screen.
2. The confirmatory test indicates that _____ was positive for _____.
3. We will be reporting this positive screen to the School and request that you speak with _____ about this.
4. Once reported, this positive test will affect _____ participation in the extracurricular activity or driving privileges, however, will not be punitive towards their education with the school.
5. With that being said, The Henderson County Schools as well as Involvement Inc. are committed to offering assistance to parents to help cope with drug usage by their child
6. If you have any questions or would like to find out options available to you as a parent, feel free to contact us at any time.
7. Do you have any other questions or concerns regarding the results of this test?