

Standard Operating Procedures for Random Drug Testing at Holyoke Jr. Sr. High School

Assignment of Number for Students in the Random Drug Testing Program

1. All students will be given the RDT Policy and permission sheets with sports physical packets. Students must have the forms complete to begin practice or participation in any sport or activity.
2. All forms are due to the Jr. Sr. High Athletic and Activities Director. Each form will be date stamped upon receipt.
3. Before the first day of fall practice, initial numbers will be assigned of all permission slips returned. The numbering system will be done starting with 1, organized first by date received, second by grade from 12 to 7, and finally alphabetical by last name.
4. Each time a new permission slip is submitted, the same process will be completed resuming the count with the next highest sequential number.

Selection of Students for Random Drug Testing

1. On the first day of the month, a master list will be generated by the Random Drug Testing Coordinator with all students in the pool. This list will be date/time stamped.
2. An email will be generated by the Random Drug Testing Coordinator and sent to the RDT vendor (Centennial) with the total number of students generated. When other students are added a new date/time stamped list will be generated weekly, and a new email will be generated with the updated number of students in the pool. The vendor (Centennial) will assume the size of the pool has not changed for the rest of the month unless another email is sent.
3. When the vendor (Centennial) generates students for testing using www.random.org, an email will be sent to the RDT Coordinator with numbers. The original will be printed, signed and hand-delivered at the time of testing.
4. One list will be generated by the RDT Coordinator using NAMES ONLY and will be given to the RDT Coordinator's secretary to organize by teacher for the testing date and time.

Communication with Vendor

1. All communication will be done via email with the exception of: (1) a positive result which will be communicated by phone prior to the call to the parent, and (2) hand-delivered papers.
2. All emails will be printed with the date and time showing and hand-delivered papers will be date-stamped.
3. All emails will be kept as part of the week's testing record.
4. Test results will be hand-delivered at the time of the next test and date-stamped when received.

Documentation kept by Holyoke Jr. Sr. High School

1. For each week of testing there shall be documentation of:
 - a. Master list of participants printed prior to email to vendor
 - b. Initial email from school to vendor determining the number of participants in the pool
 - c. Email received back of which numbers were generated including the copy of the print out from www.random.org.
 - d. Names will be matched and testing date will be entered on master list next to each student.
 - e. Chain of custody form signed by student
2. Test results will be mailed to parents when results are returned. Semester report from vendor of total tests, number of students tested multiple times, number of positive tests separated by drug and alcohol. A signed letter from RDT Coordinator and the superintendent to vendor verifying that records match.
3. Signature page documenting a review of records by Superintendent of Schools twice per semester.