

Proposed Mason County Career Center - Work Place Simulation Drug Free Policy 2018-2019 School Year

Substance abuse is an epidemic both in West Virginia and across America. Drugs are a leading cause of accidental deaths in our state, and we have the nation's highest rate of drug deaths. Drug abuse in our state is a pervasive problem with tragic consequences. It shatters families and erodes our communities. The governor has made drug free workforce a priority. There is a clear correlation between academic/professional success and drug abuse.

The educational and drug testing program described in these materials is part of an overall workforce simulation program conducted at Mason County Career Center. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems and to maintain a safe work environment. A student using drugs is a danger for him/herself as well as other students. For the secondary student, the key component of this program is to open the lines of communication between students and parents about the serious matter of drug usage and abuse. Most employers conduct workplace drug tests as well as random drug screenings on their employees. This policy affects secondary and postsecondary students in the same manner.

As a condition of participating in the Career Technical Education Work Place Simulation program (CTEWPS) all secondary students and post-secondary students must agree to be randomly drug tested throughout the year. Students and parents also have the right to request drug tests each time random drug testing is conducted with signed student and parent consent.

This program does not affect other policies and practices of the county school system that deal with drug, alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

Students must complete and submit the Student Drug Testing Consent Form to be eligible to participate in the Simulated Workplace within the deadlines set by the career center principal or designee. Admission to the CTEWPS will depend on these forms being returned and the student passing initial drug test. For students who do not return forms, or return incomplete forms, placement in the CTE program will be halted. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Procedures and Guidelines

Each school year, prior to a student's participation in CTEWPS, each participating student and a parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian shall receive information about the problems of drug use and receive a copy of the CTEWPS testing policy and its procedures. During each session, students and parent(s)/guardian(s) will have the opportunity to ask questions regarding the program. If a

student is new to the county or program, he/she has one week from the enrollment date to complete the drug testing forms.

At the conclusion of the session, the student will take home the drug testing policy and have the consent form signed by both the student and a parent/guardian. This procedure and consent form contains the procedures for mandatory and random drug testing. It provides that the student and parent/guardian must sign the consent form to be eligible to participate in CTEWPS. Students and parents/guardians must also sign the consent form. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Each student who has signed a consent form will be assigned to the random pool for the duration of participation in the drug-testing program using student school ID numbers. This consent form must be turned in prior to the deadline set for the school year, or the student will not be eligible to participate in the CTEWPS. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the principal will match the selected numbers to the master list of participants.

Drug testing for MCCC Simulated Workplace will be performed at Mason County Career center and accepted only by Mason Jackson Youth Report Center. Only tests administered under above conditions will be used for consequences by MCCC.

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Initial drug testing will be completed after the student:

- Has been admitted to the CTEWPS program
- Parent/guardian have attended the drug awareness session
- Consents signed

Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative appointed by the CTE director or the CTE principal will be available during the testing procedure. The student will present the identification number to the test administrator, who will record that number on the tests recording form. The test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be given a collection cup and instructed to open the cup. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed blue dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush

any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on a prearranged flat surface. When the test administrator re-enters the restroom, he/she will take the collection cup and determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to again wash his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will then test the urine.

When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen is positive for drugs included in the screening. If the screening test indicates a positive screen, the verification process will be implemented. If a student is unable to produce a urine sample, the student will undergo a time limit of 3 hours in order to produce a sample. At that time if the student is still unable to produce a sample other methods may be considered.

Initial test results will remain confidential and will only be released to the student, his/her parents or guardians, the CTE principal, and Mason County board office designee.

Regardless of a positive test or not, parents will be notified through a letter that their child was randomly drug tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party at student's home school. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in MCCC Simulated Workplace programs. The results will not be used to discipline, suspend or expel a student from the home school and will not be communicated to any other party unless the school is subpoenaed.

Consequences

Positive drug tests at Mason County Career Center will result in the following consequences:

- First offense of positive drug test
 - Letter sent home to parent/ guardian informing them that their child has tested positive for drugs
 - Student will meet with MCCC principal and given information on drug treatment
 - Student will be required to register for drug treatment with Mason Jackson Youth Report Center within one week
 - Student will be drug tested each additional time at MCCC until a negative test is produced
- Refusing to test/ Not fulfilling requirements

- A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, it will be considered the same as a positive test and first offense consequences will be leveled
- If a student refuses to adhere to or accept consequences for first offense within 2 weeks of conference with principal, student will progress to second level consequences
- Second offense of positive drug test
 - Student, parent/guardian, and CTE instructor will meet with MCCC principal and board office designee.
 - Student will continue the drug treatment plan
 - Student will be removed from general duties and given alternative assignments at the discretion of the teacher and principal.
 - Student will remain on alternative assignments until a drug test given at MCCC results in a negative
- Third offense of positive drug test
 - Student, parent/guardian, and CTE instructor will meet with MCCC principal and board office designee
 - Student will be removed from his or her CTE program and sent back to designated home school for placement in non-CTE classes for the remainder of the year.

Drug Counseling and Assistance

If students have a positive drug screen the school's principal and/or counselors will provide information on treatment programs and other resources available in the community and encourage them to seek treatment.

Drugs that Career Technical Education Work Place Simulation will be testing for:

Marijuana (THC), Cocaine, Amphetamines (Meth), Opiates and Alcohol can be tested on a reasonable suspicion basis. The school district will pay for all random drug screenings.

Governor's Workforce Credential

Graduating seniors are eligible for the Governor's Workforce Credential if they pass a minimum of two documented drug screenings (among other requirements). Students may request to be drug tested to meet this requirement.