

Student Drug Testing Policies & Procedures



FORT PECK
COMMUNITY COLLEGE

UPDATED 2015

Student Drug Testing Policy and Procedures

Certified Truck Driving Program, Heavy Equipment Operator Program and
Electrical Line Worker Program

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Section I – Statement of Need and Purpose

It is the purpose of Fort Peck Community College to help provide a safe and drug-free campus for students and employees. With this goal in mind we are establishing, in addition to FPCC's current Drug-free Workplace policy the following policy for students enrolled in the Certified Truck Driving, Heavy Equipment Operator and Electrical Line Worker Program's of study. The use of alcohol or other drugs by student's participating in these programs of study presents a hazard to the health, safety, and welfare to other students, staff, faculty, community members and to themselves. The FPCC Board of Directors believes testing students enrolled in these programs that present higher risk environment serves the important purpose of detecting and preventing illegal drug and alcohol use among students in these programs.

FPCC explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics and other illegal drugs, alcohol, or prescription medication without a prescription on FPCC premises or while performing an assignment while using FPCC equipment.
- Being impaired or under the influence of legal or illegal drugs or alcohol off campus, if such impairment affects the student's class performance, the safety of the student or puts others at risk.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from FPCC campus, if such activity or involvement adversely affects the student's performance, the safety of the student or others.
- The presence of any detectable amount of prohibited substances in the student's system while at class or while on the premises of the FPCC campus. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the student.

Section II – Pre-Testing Procedures for Students

Upon acceptance/admission into the Certified Truck Driving (CDL), Heavy Equipment Operator (HEO) or Electrical Line Worker (ELW) programs of study, students will sign a consent form agreeing to participate in the drug-testing program. If the student declines to sign the consent form, the student will not be permitted to continue in the program. Students must sign the consent form within the first week of enrollment in the program.

Consent forms are valid for the entire length of the program of study or until the student completes the degree.

Students who are not 18 years of age are required to obtain a parent signature for the consent form.

The program advisor will contact the FPCC Testing Technician who will set up drug tests. The VP Student Services will contact the advisor and student with all pertinent information.

Section III – Confidentiality of Results

Results will be kept confidential and disclosed only to the student and school officials designated by the VP for Student Services. Results will not be placed in the student's academic records. Students will not be penalized in any other way. No actions will be taken by the college against the student other than how it affects the student's enrollment/continuation in the CDL, HEO or ELW program of study.

Section IV – Use of Results

The results of any drug test administered under this policy will be used only to determine eligibility for enrollment/continuation in the CDL, HEO or ELW programs of study.

Section V – Vendor Requirements

At a minimum, the testing technician must be able to provide the following services:

Collection of Urine Sample

The testing technician will oversee the collection of urine specimens in a manner that will provide as much privacy as possible while maintaining the chain of custody (specimen to testing). Students will be given as much privacy as possible in the obtaining of the specimen.

Testing of Urine Specimens

The testing center must be able to test for the following substances or their metabolites in collected urine specimens. The College may specify specific classes or substances to be tested. Substances specifically tested for will include substances that are illegal to buy, sell, possess, or distribute under state or federal law, including prescription drugs and alcohol. These include: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, and Propoxyphene. The College may, at its own discretion, add any illegal substance to this list.

Section VI – Testing Procedure

Scheduled Test

Within the first two weeks of enrollment in the CDL, HEO or ELW programs of study all students will be drug tested. This initial drug test will be scheduled and students will receive notice of the date, time and place where the test will occur.

Random Test

Random drug tests will be conducted from time to time during the school year. Students will not be notified in advance of any random drug test. When selected for random testing, students will be escorted to the testing site by a college employee. If a student is in school and fails to report for testing at the appointed time, he or she will be removed from the program.

Reasonable Suspicion

An advisor shall require a student to submit a drug test when the advisor has reasonable suspicion to believe that the student has violated the prohibitions concerning alcohol and/or controlled substances. The advisor's determination that reasonable suspicion exists to require the student to undergo a drug test must be based on specific, coincidental, articulable observations concerning the appearance, behavior, and speech or body odors of the students.

Any student who refuses to be tested during a semester or who tampers with, or assists others in tampering with any sample will be removed from the program.

Section VII – Non-Punitive Nature of Policy

The results of drug testing will not be documented in any student's academic record. Information regarding the results of drug tests will not be disclosed to criminal authorities absent legal compulsion by valid and binding subpoena or other legal process.

Students with a positive result may re-enroll in their program of study upon providing a negative drug test result through the college's testing center.

Section VIII – Procedures for a Positive Result

Within one-day of receiving notice of a positive drug test, the VP for Student Services will contact the student and the student's program of study advisor. Students with a positive test result will not be allowed to operate any FPCC equipment, tools or other hazardous materials on or off the FPCC campus.

A meeting with the VP for Student Services, the program advisor and student will be scheduled within two days. Students who fail to appear for the scheduled meeting will be immediately removed from the program.

Section IX – Sanctions

A student with a positive test result will be immediately removed from any course that necessitates the use of any FPCC equipment, tools or other hazardous materials.

Due to the high risk associated with these specific programs of study the program advisor will have the option of removing any student with a positive test result from any or all courses in the CDL, HEO or ELW programs of study.

Section X – Reinstatement

Students seeking reinstatement are required to meet with the program advisor for reinstatement approval. The advisor will notify the VP for Student Services and the drug testing scheduler with any approved reinstatements.

Students approved for reinstatement must provide a negative test result from the FPCC testing center within one week of reinstatement (or until results are received from the FPCC testing center, during this period of time the student will not be allowed to attend any courses that are specific to the CDL, HEO or ELW programs of study).

Section XI – Appeal

An appeal of the sanction may be instituted by the student by giving written notice to the VP for Student Services within five days of the student's receipt of sanction(s). The student will not be allowed to operate any FPCC equipment, tools or hazardous materials pending the appeal. The FPCC PIC (Policy Implementation Committee) committee will determine whether the sanction was justified and notice of decision will be sent to the student and advisor within five days of receiving the appeal.

Fort Peck Community College

**Receipt of Student Drug Testing Policy and Procedures and
Consent for Drug Testing**

I, _____, received a copy of the *FPCC Student Drug Testing Policy and Procedures*.

I hereby consent to a urine specimen to be collected and tested for the presence of prohibited drugs in accordance with the provisions of the *FPCC Student Drug Testing Policy and Procedures*.

I authorize the release of all information and records, including test results, relating to the testing of my specimen sample(s) to those individuals specified in the *FPCC Student Drug Testing Policy and Procedures*. They include, but are not limited to the Program Advisor, VP for Student Services and the FPCC President.

I waive any privilege or right to privacy I may have in connection with the release of such information and records to those individuals. I release Fort Peck Community College, its Board of Directors and employees from legal responsibility or liability for release of such information and records to those individuals.

I understand that I may choose not to sign this form. If I do not sign this form, I understand that I will not be eligible for enrollment in the CDL, HEO or ELW programs of study at Fort Peck Community College.

Student Signature

Print Name

Date

Parent/Guardian Signature
(If student is under 18 years of age)

Date

Student Drug Test Identifier

(Advisor: please fill out and submit to Judy Linthicum to schedule a student drug test)

Student Name: _____ SS# _____

Date of Birth: _____ Contact Phone: _____

Advisor Name: _____ Date Submitted: _____

Test Scheduler to complete following:

Test Scheduled for: Date: _____ Time: _____

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(Advisor: please fill out and submit to Judy Linthicum to schedule a student drug test)

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