

Policy Title: CAREER-TECHNICAL SUBSTANCE ABUSE TESTING POLICY

Students are strictly prohibited from manufacturing, using, possessing, selling, conveying, or distributing any illegal drug or controlled substance in any amount or in any manner in the College environment or at a College-sponsored/related activity. Additionally, students are prohibited from using any legal drug, in a non-prescribed, irresponsible or illegal manner. Use of any substance to the extent that it impairs mental acuity or physical dexterity is strictly prohibited in the classroom or any program related activity even if the student has a prescription for the substance.

To ensure a drug-free workplace and learning environment in specific Career and Technical programs that are skills-based and/or require the use of heavy equipment, students are required to submit to initial, random, and reasonable suspicion substance testing. Throughout enrollment in those CTE program, students must report any additional medications that will alter their cognitive, emotional, or psychomotor functioning to their instructor. Substance testing includes laboratory examination of hair, urine, blood, and/or saliva specimens by an authorized substance testing company designated and approved by East Central Community College (ECCC). A positive substance test result for an illegal substance or an unsubstantiated prescription drug, refusal to undergo substance testing, failure to provide a required specimen, or deliberately interfering with the substance testing procedure results in immediate withdrawal for the program. The student is responsible for the cost of initial substance testing.

Information concerning a student's substance test is confidential. Positive test results will be released only to authorized individuals on a need to know basis. For students who hold a current license or certification, the licensing or certifying agency will be notified of any positive test result. Substance test results for students will be securely maintained under the supervision of the Director of Career and Technical Education.

Procedure:

Students enrolled in Automotive Technology, Automation and Control Technology, Collision Repair Technology, Culinary Arts Technology, Early Childhood Education, Electrical Technology, Heating and Air Conditioning Technology, Precision Manufacturing and Machining Technology, Diesel Equipment Technology, Carpentry Technology, Cosmetology, and Welding and Cutting Technology at East Central Community College will be required to successfully pass a substance test within one (1) week of the last day of the add/drop period of each semester. The student is responsible for the testing fee associated with enrollment into one of these designated programs.

Initial Testing:

Upon notification, prospective students will go to the designated substance testing site and provide the required specimen (which maybe urine, blood, hair, or saliva) sample. Students are required to show a picture ID at the testing site for identification. A third-party contractor will determine whether the results are positive or negative.

A student who is present on the day of the random drug screen cannot be excused from the screening process. If a student leaves the campus/ facilities without completing a drug screen or refuses to participate in any required drug screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours of the start time of the testing period, it will be considered a Refusal to Test unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.

If a student is absent the day of testing, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 a.m. and 2:00 p.m. In the event a student refuses to test within the time listed, this will be considered a failed test and will result in immediate dismissal from the program.

**A student desiring to dispute a positive substance test, must do so with the substance testing company.

Retest:

Once the positive test is confirmed by the testing company (other than for a legally obtained prescription drug), the student who submitted the original sample will be required to take a second test within 5 to 7 working days. The student is responsible for any fees associated with the second analysis. The student involved in the retest process may not attend any program related activities until a confirmation of results is received by the college.

[Note: A legal prescription is one that is written and filled from the current date within a six-month time period. Use of the medication after the six-month time frame is considered inappropriate and results in a positive drug screen result.]

Once the second test results are confirmed, the testing company will notify the college of the results. If the positive result is confirmed, the student will be immediately dismissed from his/her program of study.

If the student questions the validity of the results, the student may submit a written appeal to the Director of Career and Technical Education, or appropriate administrator within 24 hours of being notified of a positive drug screen. In the appeal, the student must agree to hair follicle analysis. The student will have one working day to schedule the hair follicle sample collected at a facility determined by the College. The student will not be allowed to return to class pending the results of the hair follicle analysis. If the hair follicle analysis is negative, the College will be responsible for the cost. If the hair follicle analysis is positive, the student will be responsible for the cost.

Reasonable Suspicion Testing:**Definition of Reasonable Suspicion:**

Reasonable suspicion is defined under this Policy as the belief by East Central Community College that a student is using or has used drugs or alcohol in violation of East Central Community College's policy.

Reasonable suspicion may be based upon, among other things:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Abnormal conduct or erratic behavior while in class, absenteeism, tardiness, or deterioration in performance;
3. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
4. Evidence that an individual has tampered with a drug and alcohol test;
5. Information that a student has caused or contributed to an accident while in class;
6. Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs while on the college's property or while operating the college's vehicles, its machinery or its equipment.

Procedure for Reasonable Suspicion Testing:

1. The student will be advised by the Director of Career and Technical Education when to report for testing.
2. The Director of Career and Technical Education will contact the substance testing site to arrange for specimen collection.
3. The student will provide a designated specimen (which may be urine, blood, hair, or saliva) at the substance testing site. The student must present a picture ID at the testing site for identification.
4. ECCC assumes no liability for transportation of the student.
5. Testing will be at the student's expense.

Accident/Injury Testing:

1. In the event of an accident or illness on campus, the student and/or faculty member involved will be advised by the Director of Career and Technical Education when to report for testing.
2. The Director of Career and Technical Education will contact the substance testing site to arrange for specimen collection.
3. The student will provide a designated specimen (which may be urine, blood, hair, or saliva) at the substance testing site. The student must present a picture ID at the testing site for identification.
4. ECCC assumes no liability for transportation of the student.
5. Testing will be at the student's expense.

Students with positive test results will be immediately dismissed from the program

Program Re-Admission:

A student who has been dismissed from a Career and Technical Education program due to a positive substance test is eligible for consideration to re-enter the program provided the student meets the following criteria:

- Student may reapply for consideration at the beginning of the next program cycle following his/her program dismissal.
- Student must appeal thru the ECCC Admissions Committee.
- Student must provide a negative substance test at the time of appeal. Test results must be within fourteen (14) days of the appeal. Testing will be at the student's expense.
- Student must provide a written statement of appeal for re-admission and documentation or evidence that the substance abuse/addiction has been addressed.
- Student must submit to another substance test as outlined in the policy for enrollment in any of the identified Career and Technical programs.

The Director of Career and Technical Education reserves the right to establish stipulations regarding additional substance testing for students who are readmitted after program dismissal.

(Added 12/08/20; Revised 2/9/21)