

**WORKPLACE SIMULATION DRUG-FREE POLICY  
Monroe County Vocational Center**

**1.0 Purpose**

Members of the Monroe County Board of Education understand the growing demand businesses have for work-ready employees. The focus on preparing students capable of solving problems, who possess necessary skills in Science, Technology, Engineering, and Mathematics, (STEM), must be expanded to include characteristics of cooperation, attendance, a drug-free life style, and a commitment for self-improvement. Students participating in the Simulated Workplace Program at Monroe County Vocational Center will be provided with rigorous training while developing values and skills necessary to be work-ready and productive employees after program completion.

Drug testing is a requirement of participants in the Simulated Workplace Program. Students must agree to be drug tested before entering the program and agree to random sampling thereafter. Discovery and prevention of possible drug-related problems and the establishment of procedures that will ensure students are drug-free and prepared for work are necessary and required by the West Virginia Department of Education.

**2.0 Procedures**

2.1 Any student participating in a Workplace Simulation Program shall comply with any and all procedures in this policy.

2.2 Students must complete and submit the "Student Drug Testing Consent Form" to be eligible to participate in the Simulated Workplace Program. Incomplete forms will be returned to the student and placement in the program will be halted.

2.3 Students interested in the Simulated Workplace Program will receive a copy of this policy.

2.4 Prior to commencement of drug testing, students in the Simulated Workplace Program and their parents will meet with instructors who will discuss the testing procedures and answer questions from students and/or parents. "Drug testing" shall include testing for all substances designated as being in violation of West Virginia law with regard to possession, use, sale or distribution thereof, and shall also include alcohol.

2.5 At least 40 percent of participating students shall be drug tested within two weeks of the start of the program. Then, from a list of all students participating in the Simulated Workplace Program, 10 percent will be randomly tested on a quarterly basis.

2.6 When teachers or the administration have reasonable suspicion of drug use by a particular student, a drug test may be required.

2.7 Any drug use test shall be administered by a drug testing service chosen by the Monroe County Board of Education.

2.8 All aspects of the drug testing program will follow industry standards.

2.9 Students not able to provide an adequate specimen at testing time will be unable to participate in the program until a proper specimen is provided. If at any time during the testing procedure the screening agency's monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor will stop the procedure and inform the principal or principal designee who will then determine if a new sample should be obtained.

2.10 Any participating student who uses an over-the-counter substance which may contain alcohol, cause drowsiness, or impair his/her ability to perform normal functions shall inform the instructor on any/every instructional day on which the substance is used.

2.11 In the event of a positive drug test result, the drug testing service shall notify the director or the designee immediately. The director or the designee shall notify the student and the parents or guardians, the superintendent, and the home-school principal.

2.12 In the event of a positive drug test result:

2.12.a The drug testing service shall notify the director or the designee of any positive test.

2.12.b The director or the designee shall notify the student and the parents or guardian, the superintendent, and the home-school principal.

2.12.c The student shall be referred to the home-school counselor and shall submit to another drug test after a two week period. Throughout the two week period between drug tests, the student will be restricted from using dangerous machinery and will participate in a project/program reinforcing the concepts of a drug-free workplace.

2.12.d If the student test results are positive a second time, the drug testing service shall notify the director or the designee and report numbers to be compared to the first test to determine if those numbers reflect a decrease in concentration levels of the substance in question. The director shall notify the student and the parents or guardian, the superintendent, and the home-school principal of the test results.

2.12.e In the event that the test proves the student is continuing to actively use controlled or illegal substances, then the student shall be required to enroll in and attend, at the expense of the parent/guardian, an alcohol/drug education treatment program from a licensed substance abuse treatment facility. The student will continue to be restricted from using dangerous machinery and certain classroom equipment, and he or she will be dismissed from the program at the end of the semester. However, if at the end of the semester the student is drug-free and with regular testing continues to be drug-free, he or she may continue in the program with the recommendation of the substance abuse counselor and the teacher.

### **3.0 Administration**

3.1 The administrator at MCVC will notify parents through a letter that their child was randomly selected and tested within one day of the test.

3.2 The director will be notified with results of all drug testing and shall then notify the student, the parents or guardians, the home-school principal, and the superintendent of schools of those students who test positive.

3.3 Tests will only be used to determine eligibility to participate in the Workplace Simulation Program and/or for submitting referrals to the school counselor. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party.

3.4 Students having a positive drug screen shall be referred to the school's principal and counselor.

3.5 The home school counselor will provide information on treatment programs and other available resources in the community, and students will be encouraged to seek counseling and treatment at their own expense.

3.6 Test results shall be kept confidential and will be kept separate from the student's regular school files.

3.7 Test results will not be communicated to any outside agency. The only exception is through issuance of a subpoena.

### **4.0 Severability**

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

**Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§ 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-5-1, 18-5-13, 18-5-15, 18A-1-1, 18A-5-1, 18A-5-1a and 60A-1-101 et seq.**

**Approved by Board: January 5, 2016**

(SCHOOL LETTER HEAD)



**RANDOM DRUG TESTING CONSENT FORM**

As an enrolled student/parent of Simulated Workplace – Career and Technical Education, I understand that the use of drugs, alcohol and other controlled substances in the workplace creates a safety concern for all students and employees. In the interest of creating a safe learning environment, I hereby give my consent for (SCHOOL NAME) to conduct random drug tests it considers necessary as outlined in the (COUNTY NAME) Random Drug Testing Policy and I understand that these tests are required for enrollment in all Simulated Workplace settings.

I fully understand that as a Simulated Workplace student/parent, I/my child will be subject to the (COUNTY NAME) Random Drug Testing Policy. A copy of this policy has been made available for review, and I hereby acknowledge that I thoroughly understand its terms and provisions.

My signature hereon serves as student/parental consent:

- a) For me/my child to undergo random drug testing and to submit a urine sample for that purpose;
- b) For me/my child to be randomly drug tested in accordance with the terms of the (COUNTY NAME) policy;
- c) For (SCHOOL NAME) to submit my child's urine sample for testing for drugs/alcohol prohibited by its policy; and
- d) For the (SCHOOL NAME) to obtain the results of my child's drug/alcohol test from a certified laboratory for use in accordance with the (COUNTY NAME) Random Drug Testing Policy.

I release (NAME OF DRUG TESTING COMPANY), (SCHOOL NAME), and (COUNTY NAME) from any liabilities, claims and causes of action, known or unknown, contingent or fixed, that may result from these tests.

\_\_\_\_\_  
Employee (Minor) Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (Minor) Signature

\_\_\_\_\_  
Parent / Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

*Non-Discrimination: The (Name of Recipient) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

**Name and/or Title:**

**Address:**

**Telephone No:**