

SIMULATED WORKPLACE DRUG FREE POLICY (HHS)

Hampshire High School's mission is to prepare our students for success by providing them quality instruction in technical and academic education as determined by business, industry and government standards.

Hampshire High School is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. We believe that accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

Guidelines

Each school year, prior to a student's participation in the Simulated Workplace Program, each participating student and a parent/guardian will be invited to attend the CTE Open House. At the session, each student and parent/guardian shall receive information about the problems of drug use and receive a copy of the drug 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 and begins school after the drug awareness session, 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 Simulated Workplace. 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. **Refusal or inability to attend the session DOES NOT exclude any student from turning in the required paperwork.**

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. 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 Simulated Workplace. For drug testing, each student name will be kept on record by the administration. Only the administration and testing staff designated to assist in administering the drug testing program will have access to student names. Drug testing may occur at any time during the school day. The drug testing company will randomly select names and the administration will gather these

students along with any students who have been added by the administration. Students who are removed from or drop out of a Simulated Workplace Program will also be removed from the drug testing list unless they participate in other drug testing required activities such as sports or driving.

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 a Hampshire High Simulated Workplace Program
- * All drug testing paperwork signed and returned

Upon receiving a notice from the administration that the student has been selected for a 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 administration will be available during the testing procedure. When the test administrator completes the screening process, the student will be permitted to leave the test area.

Drug Testing Selection

1. **Random Sample.** All Simulated Workplace students will be added to the random sample list of names. Using this list, the drug testing company will randomly pull a set number of names and provide that list to the administration so that those students can be gathered for testing.
2. **Opt-In Sample.** Any student or parent of a student may choose to be added to the monthly drug testing list of names. These students who opt-in will or can be tested each month as determined by the administration on a case-by-case basis.
3. **Reasonable Suspicion Sample.** In addition to random or opt-in drug tests, Simulated Workplace students may be added to the drug testing monthly list at any time when an administrator has reasonable suspicion of illegal drug use by that particular student.

Testing Procedure

The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen shall be collected in a restroom or other facility behind a closed stall/door. The drug testing service shall provide an employee to collect the samples subject to drug testing. This individual will also monitor the collection of samples. If deemed necessary, the representative of the drug testing service may request that the school administrator provide personnel to assist with monitoring as

samples are collected. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall/restroom to listen for normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. Any eligible student selected for urine drug testing who is not in school on the day of testing will be tested at the next available testing time.

If a student is unable to produce a urine sample, the student will not be eligible to participate in any hands-on activities or assignments in his/her Simulated Workplace Program until a negative drug test is provided. This restriction will be lifted if the student makes an appointment with a doctor and provides a medical reason explaining the inability to produce a urine sample. These medical appointments and any further tests or treatments will be paid by the parent/guardian and are not the responsibility of Hampshire High or the Hampshire County Board of Education. The test results will remain confidential and will only be released to the student, his/her parents/guardians and the administrator.

Parents/guardians will only be notified if their student's sample produces a positive result. If the student has a positive test, the results will only be used to determine eligibility for participation in the Simulated Workplace Program and its activities. 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 unless the school is subpoenaed.

Consequences:

1. **First Offense:** After the parent/guardian has been notified of a positive result, a meeting shall be set up with the student, parent/guardian, administrator and instructor. In order to continue participation in the Simulated Workplace Program, the student and parent/guardian must show written proof from a counseling center that the student has been referred to a counseling center within five school days of the joint meeting. Proof must be provided that the student is receiving counseling from a qualified drug treatment program or counseling entity. The student must then voluntarily submit to a second drug test to be administered within four weeks. The parent/guardian is responsible for the cost of the drug test. If the parent/guardian and student agree to these provisions, the student may continue to participate in classwork but may be prohibited from participating in hands-on activities which can result in injury to themselves or others. These activities include, but are not limited to, operating machinery, using equipment and interacting with humans or animals. Participation in the required counseling activities as well as the submission of a negative drug test will result in the student resuming full participation in the Simulated Workplace Program.

Should the student and parent/guardian not agree, the consequences for the third offense shall be imposed.

2. Second Offense: Suspension from participation in all hands-on activities for 30 calendar days and successful completion of four hours of substance abuse education/counseling. The student must produce a negative drug test result to the administration within five (5) days of the date the activity suspension ends. The parent/guardian is responsible for the cost of the drug test. Completion of these requirements will result in the student being able to continue full participation in the Simulated Workplace Program. Additionally, the student will be added to all drug testing lists for the remainder of the school year.

3. Third Offense: Student will immediately be removed from the Simulated Workplace Program. The student will receive a new schedule that will not include any Simulated Workplace classes. Students who have been removed from a Simulated Workplace Program will not be permitted to re-apply for the same program the following school year.

Students Who Self-Refer

A student who on his/her own volition self-refers to the instructor or administrator of usage before being notified to submit to a drug test will remain in their Simulated Workplace Program. This student will be required to fulfill all requirements necessary for the first offense. However, due to the student self-referring, they will repeat the first offense requirements again if they should produce a positive drug test in the future rather than moving to the second offense requirements. The student is only permitted to receive this "leniency in consequence" once during his/her time at Hampshire High.

Refusal/Inability to Submit a Sample

A participating student who refuses to submit to a drug test shall not be eligible to participate in any Simulated Workplace Programs. Parents will be notified of the student's decision and the parent will have an opportunity to speak with their child about this decision. If the student still refuses to submit to the drug test, the consequences of the third offense will be imposed.

Failure During the Final Testing Session of the School Year

In the event a student has a positive test during the last month of school, the student will not be able to return to the program the following year until all procedural requirements have been met.

Drug Free Certification

Any student who is enrolled in a Simulated Workplace Program has the opportunity to receive a Drug Free Certification at the end of the school year. To be eligible for this certificate, students must have produced at least THREE negative drug tests during the school year. These tests must be those given at the school and a positive test eliminates the student from receiving the Drug Free Certification. If a student wishes to be eligible for this certification, they MUST inform their instructor or the administration so that they, along with their parent/guardian can sign the appropriate paperwork allowing for opt-in testing if that has not already been completed to assure that the student is tested at least three times in order to meet the Drug Free Certification requirements.

ADOPTED: June 24, 2019