

# **COFFEYVILLE COMMUNITY COLLEGE**

## **Policy and Procedures for Drug Testing**

**August 2009/May 2010**

### **POLICY:**

Coffeyville Community College, Coffeyville, Kansas believes the use of drugs can have a negative effect on the performance of the student in the classroom, in extra-curricular activities and in the Residence Hall. A Drug Education, Screening and Counseling Program for our students is necessary to maintain a wholesome atmosphere to protect the health and safety of students and to promote drug awareness among students.

### **EDUCATION:**

Education is an integral part of our program. Along with individual counseling to those students who request it, we offer a one-credit hour course, "Problems in Psychology: Drugs and Alcohol Abuse", to address these issues.

### **PROCEDURES/GUIDELINES:**

1. An appropriate consent form will be signed by all students who receive an athletic/activity scholarship or who reside in the Residence Hall. Failure to complete and sign the consent form shall prevent the student from participating or residing in the Residence Hall.
2. Appropriate documentation (such as informed consent) and student rights and responsibilities will be maintained for every student.
3. Coffeyville Community College and all others associated with the drug-screening program will maintain and respect the confidentiality of the student.
4. If a student believes the disciplinary action is inappropriate, he/she may appeal the case. To be considered, an appeal must be submitted in writing three days after the receipt of the disciplinary disposition and must include a clear statement of the grounds on which the appeal will be based. This appeal must be given to the Executive Vice President for College Affairs and Student Services and will follow the procedure outlined in the student discipline code.
5. All students who receive an athletic/activity scholarship or who reside in the Residence Hall will be given a written explanation of all procedural aspects of the testing.

6. All students who participate in extra-curricular activities or who reside in the Residence Hall will be given a written explanation of the consequences of a positive test result.
7. A student who tests positive should have the right to obtain an independent second test from the split specimen method at his/her own expense. The student must notify the Executive Vice President for College Affairs and Student Services or the Director of Athletics within twenty-four hours of the disciplinary meeting if he/she wishes to exercise their right of a second test.
8. The Executive Vice President for College Affairs and Student Services or the Director of Athletics is responsible for the development, coordination and implementation of the drug education program.

### **SCREENING:**

Students receiving grant-in-aid, students associated with athletic/activity program or students residing in the Residence Hall may be required to participate in a drug screening program.

- A. Ten percent of the students in each program may be selected by an outside source through a random method each month to participate in the screening.
- B. The Dean of Student Services, Director of Athletics and the School Nurse will determine the appropriate dates each month for the testing to take place.
- C. The screening will be a urinalysis test (urine chemical analysis). Drugs to be tested for include, but will not be limited to, “street drugs”—amphetamines, cocaine, cannabinoids (marijuana), barbiturates, benzodiazepines, ecstasy, hallucinogens, opiates, propoxyphen, methaqualone, phencyclidine, anabolic steroids and other performance enhancing drugs, such as steroids.
- D. A student may be tested when there is a reasonable suspicion of drug use based on specific observation by a CCC employee or a complaint by an individual residing in the Residence Hall. The observation may include appearance, behavior, speech or odors such as but not limited to abnormally dilated or constricted pupils, glazed stare, redness of eyes, abrupt mood swings, performance faltering and odors.
- E. The testing may be announced or unannounced (random testing).
- F. Urine voiding shall be observed by the collection site individual a person of the same gender as the student, and one not associated with the athletic/activity program or Residence Hall.
- G. Immediately after (within four minutes) the specimen is collected, the collection site person may measure the temperature and specific gravity of the sample. If the temperature is outside the range of 32-38 degrees C (90-100 degrees F) it will be considered an invalid test and another sample will be provided. A student may volunteer to have his/her oral temperature taken to provide evidence that the sample is valid.

- H. If the specific gravity of sediment is lower than 1.010, the sample will also be considered an invalid test and another sample will be provided. If after multiple samples, the specific gravity of sediment fails to reach acceptable limits, the test will be considered positive. A student does have the right at his/her own expense to have a licensed physician validate the low specific gravity by providing evidence that another medical condition exist.
- I. A split specimen method of collection shall be used. A minimum of 45mL of urine is required. If the volume is less than 45mL, a student may be given a reasonable amount of liquid to drink. For example an 8 ounce glass of water every 30 minutes not to exceed a maximum of 24 ounces.
- J. The collection site person, in the presence of the student, after determining specimen temperature and specific gravity will pour at least 15mL into bottle B. Bottle A containing a minimum of 30mL will be used for the initial test.
- K. The student will witness the sealing of their specimen bottles personally. The student will sign a master list next to the numbers that correspond with the numbers on their specimen bottles.
- L. The School Nurse will be responsible for arranging transportation to and the testing of the specimen in Bottle A at a professional screening laboratory. Bottle B will be secured in a locked freezer storage unit. Coffeyville Community College school nurse and physician will be the only individuals with access to the above storage unit.
- M. If the test of the first specimen bottle is verified positive by the professional screening laboratory, the student may request that Bottle B be transported to a different certified laboratory. The student must request within twenty-four hours of the disciplinary meeting that he/she would like for Bottle B to be tested. The student shall be responsible for the cost of testing Bottle B.
- N. If the result of the test on the second specimen bottle (Bottle B) fails to reconfirm the results for Bottle A, no positive test result shall be recorded.
- O. A positive test is defined as one in which a prohibited drug is found in the urine specimen. Failure to provide a urine specimen at the designated time or any attempt to alter the integrity of the urine specimen and/or collection process will be treated as a positive test result.
- P. The analyzed results will be sent to the Coffeyville Community College physician and the Executive Vice President for College Affairs and Student Services or the Director of Athletics.

**ACTION:**

Positive results will result in action taken by Coffeyville Community College. The student may appeal any decision through the student grievance procedure.

**First Positive:**

The Coffeyville Community College physician will consult with the Executive Vice President for College Affairs and Student Services or the Director of Athletics.

The Executive Vice President for College Affairs and Student Services and/or the Director of Athletics will counsel the student. During this session the Head Coach/Activity Sponsor and the Director of Student Life may also be present when informing the student of the following actions:

- i. The student may be subject to monthly testing throughout his/her tenure at Coffeyville Community College.
- ii. The student will be required to call his/her parent or guardian and inform them of the incident and the consequences.
- iii. The student will be required to take monthly drug tests. After two months of negative results, the student may be returned to the program pool for random selection.
- iv. The student will be notified in writing and asked to sign documentation acknowledging the consequences of future positive test results.
- v. The student may incur program restrictions imposed by the coach/activity sponsor.
- vi. All documentation will remain confidential in the Executive Vice President for College Affairs and Students Services/Director of Athletics office. Authority to review drug-testing results is restricted and authorized persons viewing the information will be required to sign for the information.

**Second Positive:**

A second positive result received within the same academic year for urinates will result in the following consequences:

- i. Immediate removal of institutional grant-in-aid.
- ii. Removal from program participation.
- iii. Removal of any institutional on campus jobs.
- iv. Removal of the privilege of residing in any institutional housing.
- v. Parents of the student will be notified of the positive findings.

**Coffeyville Community College**

**CONSENT AND WAIVER**

By my signature at the bottom of this document, I acknowledge I have received a copy of the Coffeyville Community College Policy and Procedures for Drug Testing, and I have read and reviewed that Policy and understand that I will participate in a drug testing program as outlined in the Policy and Procedure document and that I hereby voluntarily consent to participating in the program and voluntarily waive any objections that I may have with respect to participating in such a drug screening program.

I understand that the results of a positive test may result in loss of grant-in-aid or other support or privileges and agree to be financially responsible to Coffeyville Community College for any obligations, which result from such action.

I understand and agree that positive test results may be provided to my parents or legal guardian.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Sport or Activity Participating In