



NORTHWEST[®]
MISSISSIPPI COMMUNITY COLLEGE
CAREER-TECHNICAL
EDUCATION

Drug Testing/Screening Instructions

- Drug screening must be dated between **July 15th and August 1st**.
- A negative drug screen must be received by **August 1st** to keep your seat in the program. A positive drug screen will forfeit your seat.
- Read *Drug Testing/Screening Policy*.
- Complete *Consent Drug Testing, Statement of Acknowledgment and Understanding, Release of Liability Form*.
- Complete *Drug Screening Result Form* and take it to your local physician or urgent care center and request a 5-panel Drug Screen.
- Provider will email the results to the career counselor (email at bottom of form), or you can bring results in a sealed envelope from the provider to the Career Counselor on the Senatobia, Southaven, or Batesville campus.
- Commercial Truck Driving students and Utility Line Worker students will need to take a DOT Drug Screen.



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Drug Testing/Screening Policy

For the purposes of this policy, student refers to any student who has met the admission requirements of the Northwest Mississippi Community College and is intent on entering a Career Technical Education program.

Purpose

The purpose of the Drug Screening Program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the student's well-being and that of others who are associated with a Career Technical Education program at Northwest Mississippi Community College. This policy may affect Career Technical Education program admissions and/or program continuance; however, it does not affect general college admission or the right of a student to pursue other college programs at Northwest Mississippi Community College.

Procedures

The Northwest Mississippi Community College Career Technical Education program, along with Career and Technical Education, strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat specific medical problems can

1. Be detrimental to the physical and mental health of students
2. Seriously interfere with academic, social and required performance of the students;
3. Be extremely dangerous to the student's safety and fellow student's safety with regard to completing necessary shop experiences and using required tools in the Career Technical Education program;
4. Effect the student's ability to remain on Northwest Mississippi Community College campus due to a no tolerance policy of all students;
5. Impact a student's ability to successfully obtain employment after completing of the program.

The drug screening is the responsibility of the student. The drug screening shall consist of the collection of a urine sample from the student by any assistant(s) from the physician, nurse, lab tech, or authorized medical personnel. Each specimen shall be analyzed for the presence of drugs. The testing physician releases the signed lab results to the student on the form provided. This form must be submitted before you complete your registration for the program. Failure to provide documentation of the drug screening or positive results will be reflected in dismissal from the Career Technical Education program.

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 7046, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: (For student-related matters) Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3409, e-mail address trush@northwestms.edu or (for employment-related matters) Director of Human Resources, James P. McCormick Administration Building, P.O. Box 7038, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 560-5216, email estanford@northwestms.edu.



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Consent Drug Testing, Statement of Acknowledgment and Understanding, Release of Liability Form

I have read, understand and agree with Northwest Mississippi Community College, Career Technical Education program's drug screening policy and procedure. I understand that the purpose of this policy is to provide a safe working and learning environment for students, institutional staff, and property.

My signature below indicates that:

1. I consent to urine drug testing as required by the Northwest Mississippi Community College Career Technical Education program.
2. I authorize the release of all information and records, including test results of the screening or testing of my urine specimen to one or all of the following:
 - Program Instructor(s)
 - Career-Technical Education Counselor(s)
 - Director of Career-Technical Education and Program Advancement
 - Associate Vice President of Workforce Solutions and Career-Technical Education
 - Director of Career-Technical Education/Counselor
3. I understand that a positive drug test may exclude me from admission to the program.
4. I understand that all costs incurred with the drug testing will be my responsibility.
5. I understand that I am also subject to retesting at any time for cause (i.e., reasonable suspicion that I am using or am under the influence of drugs or alcohol). Drug testing after an accident is mandatory and at my expense. If required to retest during your time in the program, you will have 24 hours to test and return your results.
6. I hereby release Northwest Mississippi Community college, the Career Technical Education program, employees, and agents ("releases") from any and all claims arising from the administering of such tests, the analysis of test results, and the use and disclosure of said results, except claims based on the releases' negligence or intentional wrongdoing.

My signature indicates that I have read and understand this consent and release form, and that I have signed it voluntarily.

CTE Program _____

Print Name _____ Student ID _____

Signature _____ Date _____



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****Test must be performed between July 15th and August 1st, and be submitted to the college by August 1st.****

Drug Screening Results Form

Northwest Mississippi Community College requires students to complete a 5-Panel Urine Drug Screen for admission into the Career Technical Education program (DOT Drug Screen for Commercial Truck Driving and Utility Line Work students).

Student Name _____ Date of Screen _____

Address _____

Phone Number _____ Student ID # _____

CTE Program _____

Over-the-Counter Medication(s)

1. Drug or other Medications

2. Dosage _____

3. Physician Prescribing Date _____

4. Nature of Illness for which the drug is prescribed _____

5. Expected effect of the drug/medication (i.e., drowsiness, etc.) _____

6. How long do you expect to take this medication? _____

7. Attending Physician _____

Please attach a copy of the lab results and return to the career counselor.

Career Counselor at ctedocs@northwestms.edu or return to the career counselor on Senatobia, Southaven, or Batesville campuses in a sealed envelope from the provider.