Title: **Pre-Employment Drug Testing**
Code: 452
Book: Policy Manual
Section: 400 Professional Employees

Purpose

In further support of its efforts to protect the health, safety and welfare of students, staff and school property, and in support of the maintenance of a drug-free workplace, the Board of School Directors has determined that all recommended full-time and part-time applicants for employment will be subject to drug testing in accordance with the procedures set forth in this policy, and that no such recommended applicant shall be considered for employment if s/he tests positive, except under the limited circumstances set forth below.

Guidelines

General Procedures

All drug testing will be conducted by a district-approved and Pennsylvania Department of Health certified medical testing laboratory. All testing shall be performed and positive test results will be verified using approved methodologies. Appropriate chain of custody procedures have been developed to ensure continuity in specimen collection, handling, transfer and storage.

A Pre-Employment Drug Testing Informed Consent Form will be signed by the applicant when the specimen is required.

The selected finalist for a position shall be issued instructions by an administrator or supervisor. Failure to follow the instructions within the twenty-four (24) hours will be grounds for employment denial. Except as provided for above, a positive drug test will nullify the employment opportunity. Applicants may appeal the positive result and submit to retesting using the same specimen, district-approved procedures and laboratory, but must individually pay for the confirmation test if the results are the same.

Specimen test results will be treated as privileged information and will be kept confidential. Test results shall not be disclosed to any individuals inside or outside the district, except designated administrative representatives having a legitimate need to know in order to make decisions.

Test result information will be provided to the applicant tested.

The testing will be for positions considered permanent positions whether full time or part time.

The cost of the drug screen will be paid by the applicant. If the sample is determined to be "dilute" and unusable, the school district will notify the applicant and the applicant may pay for one (1) more test. If the second sample is also "dilute", further tests will be at the applicant's expense.

Collection Procedure

The recommended applicant will be required to follow all instructions and procedures established by the collection site to identify the applicant, establish proper chain of custody and preserve the integrity of the sample.

Arrangements will be made with the collection site so that its personnel will take reasonable steps to protect the privacy of the

recommended applicant, consistent with the requirement that the collection site maintain the integrity of the sample.

The sample to be provided by the recommended applicant will consist of a urine, saliva, blood, hair or other approved sample in an amount to be determined in accordance with procedures of the testing laboratory.

Reporting Results

The testing process will test for a panel of drugs which may include the following:

1. Cannabis (Marijuana, Hashish; Hashish oil, etc.).
2. Stimulants (Amphetamines, cocaine, crack, etc.).
3. Depressants (Barbiturates, Quaaludes, Valium, etc.).
4. Narcotics (Morphine, heroin, opium, Dilaudid, etc.).
5. Hallucinogens (LSD, PCP, mescaline, peyote, designer drugs, etc.).
6. Other, as deemed necessary by the Board.

A test will be deemed positive if the results indicate a level above that established for that particular drug in the Code of Federal Regulations 49 CFR Section 40. The results will then be verified by the Medical Review Officer (MRO) through discussion with the recommended applicant. An applicant who tests positive will only be hired if the Medical Review Officer indicates that the applicant had a valid medical reason for taking the drug in question.[1]

After confirmation by the MRO of positive results, the only information that the school district will be entitled to is whether the recommended applicant tested positive for one (1) of the

substances listed above and if there was a valid medical reason for the applicant taking the drug.

The results of the test will be reported to the Superintendent or his/her designee. Thereafter, the information will only be released to those individuals in a need-to-know position.

Adopted: **November 18, 2014**

Legal References:

- 1. 49 CFR 40.87
- 24 P.S. 510
- Pol. 352
- Pol. 552