



2018

## Student Drug & Alcohol Testing Policy



Community HigherEd Institute

[www.communitycarecollege.edu](http://www.communitycarecollege.edu)

[www.clarysagecollege.com](http://www.clarysagecollege.com)

[www.oklahomatechnicalcollege.com](http://www.oklahomatechnicalcollege.com)



## Terms Used in This Policy

**Alcohol** - ethyl alcohol or ethanol

**College** – Community Care College, Clary Sage College and Oklahoma Technical College hereby known as the College.

**Illegal Drugs** - amphetamines, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed herein.

**Prescribed Drugs** - the specific authorized use of physician prescribed drugs ordered by a consulting physician for the person for whom they were prescribed. Physician prescribed drugs will be used only in the manner, combination and quantity prescribed.

**College Owned or Leased Property** - includes College owned or leased property. College owned or leased vehicles, machinery, medical or dental equipment, and any other real property owned, leased or managed by the College and utilized where the student is within the scope and course of their program.

**The Board** - The board consists of a selection of instructors, and administrators of the College.

**Reasonable Belief** - a belief that a student is or has been using drugs or alcohol in violation of this Policy, including physical symptoms of being under the influence of drugs or alcohol while in class, on the College's owned or leased property, or operating the College's owned or leased vehicles, machinery, or equipment, or the direct observation of such use while in class provided by a reliable and credible source; evidence that an individual has tampered with a drug or alcohol test; or evidence that an student is involved in the use, possession, sale, solicitation or transfer of drugs while on the College's owned or leased property or operating the College's owned or leased vehicles, machinery or medical equipment.

**Drug or Alcohol Test** - a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids, or products.

**Self-Identify** – refers to a student who has come forward to admit drug and or alcohol usage before testing.

**Acknowledgment and Consent Form** – all students will be furnished a copy of this policy, upon request, and will be required to sign a Drug and Alcohol Policy Consent Form.

Criminal Sanctions for Drug & Alcohol Violations – under the Penal Code of Oklahoma, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Penalties may include community service, fines, and imprisonment. Possession of alcohol by a person under the age of twenty-one, or providing alcohol to such a person, is prohibited under the Oklahoma Penal Code and carries up to twelve

months incarceration and a fine of up to one thousand dollars. Driving under the influence of alcohol or drugs incur penalties which may include mandatory treatment and education programs, community service, and fines starting at three hundred dollars, imprisonment and loss of license. Federal criminal law also prohibits the possession manufacture, or distribution of controlled substance.

**Student** - any person who enrolls in a program at the College, its subsidiaries or successor organizations.

## Statement of Purpose

The health and safety of all Students are always a top priority. The College will not tolerate any drug or alcohol use that imperils the health and well-being of the students, faculty/staff, or the reputation of the College. Use of illegal drugs, on or off College grounds, is inconsistent with the law-abiding behavior expected of all citizens. The College students have the right to attend an alcohol and drug-free environment and to attend class with persons free from the effects of alcohol and illegal drugs. Therefore, it is the policy of the College to enroll only persons who perform their assignments free of the influence of alcohol and illegal drugs. Although the College is prepared to appropriate circumstances to assist a student and his/her family who is faced with problems of substance abuse by means of a treatment program or referral to a substance abuse professional, the intention of this policy is to set forth the standard of conduct expected of all students in the performance of their elected program. For that reason, compliance with this policy is a condition of enrollment for all present and future students of the College.

### Policy Objectives

- To create and maintain a safe, drug-free environment for all students, faculty & staff
- To encourage any student with a dependence, or addiction to alcohol or other drugs to seek help in overcoming the problem.
- To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
- To minimize the likelihood that College property will be used for illicit drug activities.
- To protect the reputation of the College and its students.

Substance abuse can be a serious threat to the College, its students, visitors and employees. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to students. The Board earnestly solicits the understanding and cooperation of all faculty and students in implementing this policy.

## Prohibited Activities

**Possession of Illegal Drugs or Alcohol prohibited** - the use, sale, possession, transfer, or purchase of illegal drugs or alcohol on College owned or leased property, before, during and after classroom hours, while performing College business or when visiting College owned or leased property.

**Improper Use of Legally Prescribed Drugs** - physician prescribed drugs will be used only in the manner, combination, and quantity prescribed by the consulting physician. The College strictly forbids any physician prescribed drugs to be used, sold, possessed, transferred, purchased or dispensed by any other student or individual other than for whom it was prescribed for, on College owned or leased property.

Using physician prescribed drugs that impairs an individual's ability to operate College owned or leased equipment or using over the counter drugs without notice to the instructor.

- testing positive for drugs or alcohol as provided in this Policy
- refusing to submit to a drug or alcohol test
- refusing to execute any consent, release, or other document in connection with this Policy
- refusing to consent to a search or inspection conducted in connection with this Policy
- refusing to enroll in a rehabilitation program or self-directed rehabilitation program if directed to do so by the College
- any substitution or adulteration of a specimen

## Drug & Alcohol Testing

The College believes that drug and alcohol testing is a valid means of enforcing this Policy. Such testing will protect the health and safety of students, protect the College's owned or leased property and serve as a deterrent to the abuse of drugs and alcohol.

Students may be required to submit to testing in the following situations.

**Random Testing** – periodically, the College will conduct random unannounced screening of students for illegal drugs and/or alcohol. If a student is absent, he/she will be required to test immediately upon return.

**Reasonable Belief** – if an instructor or member of the staff has reason to believe that a student's behavior or appearance may indicate alcohol or illegal drug use, testing may be required. Testing for reasonable Belief may be based on things such as the appearance of a student, behavior, speech, odor, sudden decline of performance and or poor attendance. Belief of illegal drug or alcohol use while at College or evidence that the student has tampered with a drug or alcohol test.

**Follow-up Testing** – all students who undergo drug/alcohol counseling or rehabilitation programs, or have tested positive on a random test, could be subject to unannounced testing for the remainder of

their program.

**Post-Accident Testing** - upon the occurrence of an accident, needle stick while on externship, or potentially serious accident that may have been caused by human error and/or violations of established safety, security, or other operational procedures, for which the influence of drugs and/or alcohol cannot be completely discounted as a contributing factor, the apparent causes and/or victim may be subject to an immediate evaluation for drug and alcohol screening.

**Externship** – Students, who are enrolled in the Surgical Technology or Medical Assistant programs, may be required to submit a negative drug screen before they can be placed on Externship with a hospital or clinic. Externship drug screens will be conducted at a certified laboratory. Students who are positive will not be allowed to participate in Externship until they can provide a negative test result. Failure to comply with this policy may prevent the student from completing their program.

**Post-Rehabilitation** - no notice is required for testing a student up to the remainder of their program, after their return following a positive test or participation in a drug or alcohol dependency treatment program.

### **Self-Identify**

A student who has been selected for testing, prior to giving a urine sample, may “self-identify” that they have a drug-related problem and will test positive. We encourage all students to be honest regarding any drug or alcohol use. By cooperating with administration the student has a better chance of a successful outcome. A student who self-identifies will submit to a drug test to confirm a positive test result. The student will then be placed on probation and will be subject to the same repercussions as any student testing positive. As long as the student continues with the required recommendations no further sanctions will be imposed upon the student. Students at any time, who realize they have drug related problems are encouraged to seek assistance by contacting the Human Resources Department or President of the College.

### **Inspections**

Whenever the College suspects that a student has sold, purchased, used or possess illegal drugs, alcohol, or drug paraphernalia on the College premises, the College may search the student, the student’s desk area or other College property under the control of the student, as well as the student’s personal affects or vehicle on College property.

### **Reporting**

Any student who is convicted under any federal or state criminal drug statute must notify his/her instructor or the President of the College within five (5) days of the conviction.

### **Authorized Use of Prescribed Medication**

Students using medications prescribed by a licensed medical practitioner, over-the-counter medications, or other controlled substances that affect their performance must immediately report this use to the instructor or President of the College. Failure to report the use of a prescribed or over-the-counter medication or controlled substance that could affect the students’ performance could subject a student to disciplinary action. If there is a question regarding a student’s ability to safely perform assigned tasks, clearance from a physician will be required. Students must keep all prescribed medication in its original container that identifies the drug, user’s name, date of prescription, and the prescribing doctor.

## Testing Methods

The College reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Urinalysis will be utilized in random testing.

## Testing Procedures

**Notice to Report for Testing** - verbal notification to a student to report for testing may be accompanied by written notification. Any testing required of a student will be conducted on the student's own time. The written notification will specify the reason for testing and the date, time, and place to report for testing.

**The Collection Site** - after a student has been properly identified for testing, the process begins at a licensed drug testing laboratory where a specimen of urine is taken.

The designated laboratory will have all of the necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and transportation of test specimens to a designated drug-testing laboratory.

The collection site will use procedures that safeguard the student's right to privacy, and guard the integrity of the specimen.

**College Collectors** – The College has several certified collectors on staff. Initial urine drug screens may be conducted by college collectors to rule out negatives or conduct follow up testing in certain situations. Students are responsible for payment of all positive drug screens at the College or outside laboratory.

**Transportation to Collection Site** - students being tested for reasonable Belief or post-accident testing will not be permitted to drive themselves and will be escorted to the collection site by a College representative if needed.

**What to Expect at the Collection Site** - at the collection site, the student will complete a form that requests specified questions about the use of over the counter medications for cold, cough, hay fever, appetite suppression and other prescription medications which could test positive. The student will be asked to provide a urine specimen.

**Procedure** - The student being tested will be asked to do the following; (1) provide a picture identification to verify their identity, or receive authorization from the HR Department of The College; (2) the individual being tested will empty their pockets, remove from their person any bulky outer clothing, including but not limited to, coats, jackets, vests, and sweaters, (3) the donor will not be allowed to bring any objects, purses, or other containers into the restroom with them; (4) the donor being tested may be required to wash their hands, or apply a hand sanitizer prior to providing the specimen; (5) donor may retain his/her wallet. The College supports laboratory collection procedures.

**Specimen Collection** - specimens shall be collected and tested by individuals deemed qualified by the Oklahoma State Board of Health and may be collected on the College's owned or leased property or at

the facility designated by notice to the student. The specimen collection shall be performed under reasonable and sanitary conditions. The collections, storage, and transportation to the place of testing shall be performed to reasonably preclude the probability of specimen contamination or adulteration. Specimens shall be collected and tested with due regard to the privacy of the student being tested.

**Documentation** - specimen collection shall be documented, including labeling the specimen to preclude the probability of erroneous identification of test results. Specimen testing shall conform to scientifically accepted analytical methods and procedures. A written record of the chain of custody of the specimen shall be maintained from the time of the collection of the specimen until the specimen is no longer required. At the time of specimen collection an opportunity will be given for the applicant or student to voluntarily provide notification of any information which the applicant or student considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs.

**Negative Results** - if the laboratory results are negative indicating the absence of drugs or alcohol, the process ends and a laboratory official will notify the HR Department of the College by email, phone, or in writing.

**Positive Results** – any student testing positive will be placed on probation and may be prohibited to participating in lab or shop activities pending administrative approval. A student may participate in lab or shop activities while on probation as long as he or she has been cleared by administration to do so. Students will not be allowed to participate in College programs such as the Ambassadors while on probation. The length of the probation will be determined by the Campus Director, Department Head and or Human Resource Director. Consideration will depend on the type of drug, probable addiction, grades and attendance. Probation may be extended to 30 days, 60 days, 90 days or permanently. The student may be asked to produce random drug screens throughout the duration of their program. An authorized representative will determine the dates and type of testing to be performed for all follow up tests. Failure to comply with the requirements of probation, continued drug use while on probation, or refusal of such drug tests could result in immediate expulsion. (See disciplinary procedures).

**Specimens Testing Positive for Adulterants or Substitution** – Specimens may be tested for the presence of adulterants and for substitution. Those that test positive will be treated as a positive test. If the Donor refutes the finding of adulterants in the specimen, the Donor may be retested as long as the Donor does not leave the testing site between the first and second test, and as long as the second test takes place within 2 hours of the first test and is observed.

**Receiver of Drug Testing Results** – only those employees deemed necessary such as the HR Director, instructor or President will receive drug and alcohol testing results. The student may receive their results upon request. Test results will not be sent to any other party unless otherwise stated by the student.

**Confidentiality of Test Results** - drug and alcohol testing will be conducted in a manner to insure the confidentiality of the results. Drug test results and related information, including interviews, reports, statements shall be maintained as confidential information and available only to approved College representatives.



Test results and related information are the property of the College and, upon written request of the student tested, test results and any related information will be made available for inspection and/or copying to the student. The College shall not release such records to any person other than the student tested or a Substance Abuse Professional, unless the student expressly grants permission in writing following receipt of the test results, or pursuant to a valid Court Order.

**Consequences of Refusal to Submit to Testing** - The consequences for a student who refuses to submit to required testing will be the same as a positive test result.

## Disciplinary Procedures

**Consequences of a Positive Test Result** – students who test positive for illegal drugs or alcohol will be placed on probation and undergo an evaluation by the administration of the College. A student may not participate in laboratory or shop activities while under the influence of drugs or alcohol. A student must maintain negative drug screens to continue in College and participate in lab/shop. Testing will be determined by administration. Disciplinary action will include but not be limited to the following:

- Probation
- Suspension or expulsion from the College
- Mandated evaluations and treatment
- Follow-up testing

As a part of this policy, students may be subject to disciplinary action for the following reasons:

- Students who refuse to sign the acknowledgement form
- Students who refuse to be tested according to the provision in this policy.
- Students who test positive and refuse College direction to seek treatment through an appropriate drug-counseling agency
- Students who test positive upon return to class following a suspension period for violation of the policy
- Students who are caught tampering, adulterating or substituting test specimens
- Students who manufacture, distribute, dispense, possess, or use illegal drugs or controlled substances or who consume or possess alcohol while on College owned or leased property or when carrying out College duties
- Students who refuse to cooperate in a search for controlled substances, illegal drugs, or alcohol as described in this Policy

## Suspension Pending Investigation

Any student who is the subject of an investigation regarding possible violation of this Policy may be placed on temporary suspension pending full investigation of the matter. If such an investigation results in a finding of no violation of this Policy, the suspended student will be returned to class.



## Reservation of Rights

The College reserves the right to change or revoke this policy at any time. Any change will be preceded by appropriate notice. Nothing in this policy shall be construed to require the College to use drug or alcohol testing as the sole means of enforcing its policy against classroom drug or alcohol use.

## Health Risks Associated With Drug & Alcohol Abuse

Substance abuse can cause extremely serious health and behavioral problems, including short-and long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reaction can occur from one-time and moderate use.

The health risks associated with each of five major classifications of controlled/illegal substances are summarized below. In general, however, alcohol and drugs are toxic to the body's systems. In addition, contaminant poisonings often occur with illegal drug use, and mixing drugs or using "counterfeit" substances can also be lethal. Human Immunodeficiency Virus (HIV or AIDS), other sexually transmitted infections, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance.

Acute health problems may include heart attack, stroke, and sudden death, which in the case of drugs such as cocaine, can be triggered by first-time use. Long lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, blood vessel leaks in the brain, destruction of brain cells and permanent memory loss, infertility, impotence, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage and birth defects causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

### **Alcohol**

As many as 360,000 of the nation's 12 million undergraduates will ultimately die from alcohol related causes while in College. This is more than the number who will get MAs and PhDs combined. Nearly half of all college students binge drink (binge drinking is defined as five or more drinks at a time for men, four or more drinks for women). On campuses where binge drinking is rampant (where more than 70 percent of the student body binge drinks), the vast majority of college students have experienced one or more problems as impaired sleep and study time. Alcohol on college campuses is a factor in 40 percent of all academic problems and 28 percent of all dropouts.

**Sources: Wechsler, *Health and Behavioral Consequences of Binge Drinking in College*. *Journal of American Medical Association*, office for Substance Abuse Prevention.**

Long-term abuse of alcohol results in ulcers, gastritis, pancreatitis, liver disease, hepatitis, and cirrhosis and is associated with cancers of the digestive tract. Chronic heavy consumption can lead to stroke, heart disease, hypertension, anemia, susceptibility to tuberculosis, gastrointestinal bleeding,

impotence and fertility loss. Episodic binge drinking can cause toxic reactions leading to death when large amounts are consumed or when alcohol is combined with other drugs. The most common negative health consequences from occasional drinking are trauma-related (accidents and violence), and involve both the drinker and non-drinking victims.

### **Other Depressants**

These drugs include narcotics (for example, opium, heroin, morphine, codeine, and synthetic opiates) and sedative-hypnotics and anti-anxiety medications (for example, Nembutal, Seconal, Quaalude, Miltown, Equanil). All are central nervous depressants that slow down physical and psychological and circulatory systems. Sedatives and anti-anxiety drugs can cause temporary psychosis, hallucinations, paranoid delusions, interference with short-term memory, impaired judgment and motor performance.

### **Stimulants**

These drugs include amphetamines, methamphetamine, and cocaine (crack). Stimulant drugs are exceedingly dangerous to both physical and mental health. Physical complications include heart attack, stroke, permanent brain damage, fatal heart rhythm abnormalities, convulsions, and physical exhaustion. Psychological complications include psychosis, paranoia, anxiety, violent behavior, and depression that may lead to suicide. Injection of these drugs may lead to serious infections, including AIDS and Hepatitis-B.

### **Hallucinogens**

These drugs include mescaline, psilocybin, LSD, MDMA (ecstasy), and various mushrooms. They involve health risks such as panic reactions, flashbacks, toxic reactions (overdose), hallucinations, and death. Psychological states induced can include paranoia and psychosis. Misidentification of mushrooms can lead to a serious or fatal illness.

### **Phencyclidine (PCP)**

PCP (referred to as angel dust) is a single drug that forms a distinct category. In some respects PCP acts like a hallucinogen, a stimulant, and in other respects it is similar to a depressant. Users often become violent and oblivious to pain, leading to serious injuries to themselves and others.

### **Marijuana**

This drug simultaneously creates physical symptoms akin to both depressants (relaxation, sleepiness) and stimulants (increased respiratory and heart rates). Chronic marijuana smoking results in respiratory difficulties, bronchitis, and both emphysema and lung cancer. Episodic use can cause panic reactions, flashbacks, and depression. Psychosis may occur in susceptible individuals, and severe toxic reactions may result from ingestion of large quantities. Some of the most serious consequences of marijuana use result when decreased judgment, impaired perceptions and motor functions, and inability to carry out multi-step tasks lead to motor vehicle crashes and other trauma.

## **Federal, State and Local Sanctions Regarding Controlled Substances**

Under federal law, the manufacture, sale, or distribution of all Schedule I and II illicit drugs or

“counterfeit” substances (for example, cocaine, methamphetamines, heroin, PCP, LSD, fentanyl, and all mixtures containing such substances, as well as “counterfeit” substances purported to be Schedule I or II illicit drugs) is a felony with penalties for first offenses ranging from five years to life (20 years to life if death or serious injury is involved) and fines of up to \$4 million for offenses by individuals (\$10 million for other than individuals). Federal law also prohibits trafficking in marijuana, hashish, and mixtures containing such substances. For first offenses, maximum penalties range from five years to life (20 years to life if death or serious injuries are involved) and fines up to \$8 million for individuals (\$20 million for other than individuals). For illegal trafficking in medically useful drugs (for example, prescription and over-the-counter drugs) maximum prison sentences for first offenses can range up to five years, and ten years for second offenses. Anabolic steroids are controlled substances, distribution or possession with intent to distribute carries a sentence of up to six years and a \$250,000 fine.

Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to \$100,000 for first offenses, and imprisonment up to two years and fines up to \$250,000 for second offenses. Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to twenty years and fines up to \$250,000 for first offenses, depending upon the amount possessed.

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs (except long-term drug treatment programs), including contracts, professional and commercial licenses, and student grants and loans. Health care providers are barred from controlled substances. Property, including vehicles, vessels, aircraft, money, securities, or other things of value used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the government. Finally non-citizens convicted of violating any state, federal, or foreign law or regulations are subject to deportation and exclusion from entry to the United States.

## 2018 Drug & Alcohol Treatment Centers in Oklahoma

### **Oklahoma Safety Center Substance Abuse Services**

7950 East 41<sup>st</sup> Street

Tulsa, OK

918-621-1600

[www.duitulsa.com](http://www.duitulsa.com)

### **Oklahoma Alcohol & Drug Rehab Service Centers**

24/7 availability

800-304-2219

[www.addicted.org](http://www.addicted.org)

### **Palmer Adolescent Treatment Services**

5319 S Lewis Ave #219

Tulsa

(918) 832-7763

[www.palmer-tulsa.org](http://www.palmer-tulsa.org)

**Palmer Tulsa Women and Children's Center**

2442 East Mohawk Boulevard

Tulsa, OK

918-430-0975

<http://www.palmer-tulsa.org>

**New Perspectives**

4200 South Atlanta Place

Tulsa, OK

800-477-6291

[www.naranon.org/naranon/taxonomy/term/62](http://www.naranon.org/naranon/taxonomy/term/62)

**Positive Behavioral Strategies**

1719 South Boston Avenue

Tulsa, OK

918-585-9888

[www.pbscounseling.com/](http://www.pbscounseling.com/)

**The Center for Therapeutic Interventions**

4845 South Sheridan Road Suite 510

Tulsa, OK

918-384-0002

[www.ctioklahoma.org/](http://www.ctioklahoma.org/)

**A & A Alcohol Treatment & Drug**

Tulsa

(918) 200-0125

**Accurate Adsac Services**

2749 E 41st St

Tulsa

(918) 960-3434

[www accurateduischool.com/](http://www accurateduischool.com/)

**Action Steps Counseling**

5525 E 51st St # 210

Tulsa

(918) 764-9098

[www.actionstepstulsa.com/](http://www.actionstepstulsa.com/)

**John 3:16 Mission (Men & Women)**

506 North Cheyenne  
Tusla, OK  
918-587-1187  
<http://john316mission.org/contact.php>

**12 & 12 Inc.**  
6333 E Skelly Dr  
Tulsa  
(918) 664-4224  
[www.12and12.org/](http://www.12and12.org/)

**Self-Help Resources:**

[Alcoholics Anonymous](#)  
[AI-Anon/Alateen](#)  
[Marijuana Anonymous](#)  
[Narcotics Anonymous](#)  
[Rational Recovery Systems](#)  
[Secular Organization for Sobriety](#)  
[Rethinking Drinking-Alcohol & Your Health](#)  
[theknurd.com](http://theknurd.com)

*This is the Student Drug Testing Policy of Community HigherEd Institute which includes  
Community Care College, Clary Sage College and Oklahoma Technical College, revised  
January 2018, effective immediately and is available to all students*

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