

Title: Suspected Drug or Alcohol Misuse by Students		
Originated by: President	Signature:	Date: 08/02/2012
Reviewed:	Signature:	Date:
Revised:	Signature:	Date:

Policy Statement:

This policy will be followed when an MATC employee has reasonable suspicion of student substance misuse. Whether a student is on the MATC campus, or at an MATC sponsored event, including field work, when behaviors that indicate the probability of drug or alcohol misuse are observed the procedures below will be followed.

Rationale:

MATC abides by Federal Law P.L. 102-226 to provide a Drug Free Workplace. This policy pertains to employees and students. The policy prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on college property or during college activities. The 1989 amendment to the Drug Free Schools and Communities Act provides that it is unlawful for students or employees to possess, use, or distribute illicit drugs and/or alcohol on MATC's premises or as a part of any MATC activity with the exception of alcohol as part of specific institutionally approved events.

Possession, use, misuse, exchange, sale, or being under the influence of alcohol and/or controlled substances on college grounds is illegal and expressly forbidden. Violation of this policy is cause for disciplinary action including dismissal.

MATC students enrolling in many of the college's programs are at risk of injury or accident because of the activities in which they are required to engage (examples: working at excessive heights, working with hazardous materials, working with sharp or hot instruments, working with power tools/equipment, etc.). Students engaged in these or other similar activities, while they are under the influence of alcohol and/or controlled substances, put themselves, their fellow students, and their instructor(s) at significantly greater risk of accident and/or injury. As such, in addition to being subject to the Student Handbook policy, if a MATC student is taking any prescription drugs with impairment warnings on the label, he/she must provide a doctor's release allowing him/her to participate in any activity deemed by MATC administration and/or the program instructor(s) to be a high-risk activity. Students should contact their program instructor to determine whether the course they are enrolled in is considered a high-risk activity. Additionally, if a student is involved in an accident or receives an injury during class activities, the student will be transported to a designated locale to be tested for use of alcohol and/or controlled substances. Cost for such testing will be borne by the student if the results are positive. Refusal to submit to such testing will be grounds for termination from the course or expulsion from the college.

Procedure:

High Risk Courses: (Involving potentially hazardous conditions, situations, and/or hazardous materials as determined by the instructor)

Any student attending a high risk MATC course who, through his or her own admission to an instructor or another student; through an admission to another person that is overheard by an instructor or another student; or through his or her speech, odors, behaviors, and/or appearance; is considered to be physically and/or mentally impaired due to consumption and/or other use (i.e., injection, inhalation, and/or absorption) of alcohol, a controlled substance, and/or non-prescribed medicine (or any other type of psychoactive substance) will be subject to the following procedure.

1. The instructor or other staff member identifies reasonable suspicion of substance misuse.
2. The student is immediately removed from the classroom, field, or clinical assignment.
3. Instructor notifies VP of Student Services (VPSS).
4. The VPSS notifies:
 - a. MATC President or designee that Suspected Drug or Alcohol Misuse by Students protocol has been activated.
 - b. Quest Diagnostics other contract lab of the need for a specimen collection. (See contact information below)
5. VPSS, counselor, or other MATC administrator accompanies student to testing site.
 - a. Student completes admission process for lab work.
 - b. Student signs consent form.
 - c. Specimen is collected in the lab.
6. The student will be advised not to operate a motor vehicle if he or she chooses to leave the premises; rather, the student will be advised to utilize public transportation or to contact a friend or relative for transportation. If the student ignores that advice the appropriate law enforcement agencies may be notified regarding the possible impairment of the driver.
7. Results of the specimen analysis are released to the VPSS who confers with the student.
8. Depending on the results, disciplinary action, including possible dismissal, may be imposed.
9. Refusal to submit to such testing will be grounds for termination from the course or expulsion from the college.

Low/No Risk Courses:

Any student attending a low risk or no risk MATC course who, through his or her own admission to an instructor or another student; through an admission to another person that is overheard by an instructor or another student; or through his or her speech, odors, behaviors, and/or appearance; is considered to be physically and/or mentally impaired due to consumption and/or other use (i.e., injection, inhalation, and/or absorption) of alcohol, a controlled substance, and/or non-prescribed medicine (or any other type of psychoactive substance) will be disciplined to include immediate reporting to the appropriate law enforcement agencies, suspension, and/or expulsion.

The student will be advised not to operate a motor vehicle if he or she chooses to leave the premises; rather, the student will be advised to utilize public transportation or to contact a friend or relative for transportation. If the student ignores that advice the appropriate law enforcement agencies may be notified regarding the possible impairment of the driver.

As regards school-related sanctions, the student will be afforded all remedies available under the noted statutes.

Note: Departmental policies may include additional restrictions, and guidelines.

Procedures for Drug/Alcohol Testing

1. When you have an individual whom you suspect of drug or alcohol misuse and desire a drug test, call or see The President's Administrative Assistant with name, address, and social security information of the suspect. You will need to specify if you want the individual tested for drugs, alcohol, or both. If The President's Administrative Assistant is not available, locate orange folder at the Assistant's desk labeled "Drug Testing" and follow the enclosed procedures.

2. Once the individual to be tested has been entered into the laboratory system appointment schedule, they will be escorted by an Administrator to the testing site. The President's Administrative Assistant will call the escort with a confirmation number that is to be given to the testing center. The President's Administrative Assistant will submit a P.O. for the purchase of the test.

3. There are 2 testing sites:

Quest Diagnostic: Drug Testing Only

1419 Westport Landing Place, Suite 107

Manhattan KS: Phone 785-532-9100

Hours: Monday-Thursday 7:30 a.m. - 1:00 p.m. and
2:00 p.m. - 5:30 p.m.

Konza Laboratory Connection: Drug and/or Alcohol Testing

312 Tuttle Creek Blvd, Suite F

Manhattan KS: Phone 785-539-1010

Hours: Monday-Thursday 9:00 a.m. - 4:00 p.m.
Friday 9:00 a.m. - 12:00 p.m.

There is a 24 hour turnaround for the test results.