

NUMBER: 640

SUBJECT: DRUG AND ALCOHOL

APPROVAL DATE OF LAST REVISION: JANUARY 8, 2015

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640.1 – PURPOSE

Bridgerland Applied Technology College (BTECH) will make every effort to provide age-appropriate, developmentally based drug and alcohol education and prevention information to secondary and postsecondary students. However, because the Drug Free Schools and Communities Act of 1988 and the 1989 Amendments require all schools to provide such programs, BTECH will expect secondary students will have these programs provided at their home high school, and the College program will supplement the school districts' efforts.

640.2 – POLICY

It is the policy of Bridgerland Technical College to maintain a drug- and alcohol-free workplace. BTECH expects students and visitors to report to all school assignments unimpaired and in a condition ready learn duties safely and efficiently. Unsatisfactory job performance and poor attendance or conduct caused by alcohol or substance abuse that is detrimental to BTECH, its employees, its students, the community, the state, or to any person or agency with whom BTECH serves or conducts business is unacceptable.

The unlawful and/or unauthorized manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol at BTECH is expressly prohibited.

Consistent with federal and state law, drug/alcohol testing may be required of any student if there is reasonable evidence to suggest that a student is under the influence of alcohol or drugs while at school.

640.3 – PROCEDURES

640.3.1 – When a Student Suspected of Being Impaired

When a department head or supervisor has reasonable grounds to suspect that a student or visitor is impaired, the department head or supervisor must see that the student/visitor is removed from the classroom/lab to a safe, non-threatening environment. A student's refusal to leave the classroom/lab may result in disciplinary action including the possibility of dismissal.

Without making specific diagnosis, the department head or supervisor should meet with the student/visitor, as needed, as soon as possible to determine whether there is sufficient evidence to support a violation of this policy.

640.3.2 – Testing

If reasonable evidence suggests that any student/visitor is under the influence of alcohol or drugs while at work, the student/visitor may be required to submit to a drug/alcohol test at a site designated by BTECH at BTECH's expense.

The student/visitor may be suspended until the results of the drug and/or alcohol test are made available to BTECH by the testing laboratory. A student who refuses to consent and submit to a test when requested will be subject to disciplinary action, including the possibility of dismissal, pursuant to BTECH's discipline and dismissal procedures. Refusal to submit includes: failure to provide adequate breath-for-testing without a valid medical explanation after receiving notice of the requirement for breath testing, failure to provide adequate urine for controlled substance testing without a valid medical explanation after receiving notice of the requirement for urine testing, engaging in conduct that clearly obstructs the testing process, and leaving the scene of an on-the-job accident.

If the student/visitor receives notice that their test results were confirmed positive, the student/visitor will be given the opportunity to explain the positive result. In addition, the student/visitor may have the same sample retested at a laboratory

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of the student/visitor's choice at their own expense.

All testing results will remain confidential, except that test results may be used in arbitration, administrative hearings, and court cases arising as a result of the drug testing.

640.3.3 – Disciplinary Action

BTECH may impose disciplinary action on any student/visitor who violates this policy. Progressive sanctions will be imposed under the disciplinary policies of BTECH. Depending on the frequency and seriousness of the offense, additional sanctions may be imposed, including satisfactory participation in an alcohol, drug, or substance abuse assistance or rehabilitation program.

Student/visitors who have not voluntarily dealt with an alcohol or drug-related problem and whose conduct, performance, or attendance appears to violate this policy will be subject to sanctions by BTECH.

640.3.4 – Exceptions

A student/visitor undergoing medically prescribed treatment with a controlled substance, which might impair his or her ability to perform his or her schooling in a safe and efficient manner, must report this treatment to his or her department head or instructor. The department head or instructor will assess the employee's ability to perform and take appropriate action to ensure safe operation.

A student/visitor, who fails to inform his or her department head or supervisor of medical treatment that may impair his or her ability and who is involved in an accident or behavior that is detrimental to BTECH or related to that treatment, may be subject to appropriate disciplinary action including the possibility of dismissal.

640.4 – RESPONSIBILITY

640.4.1 – Department Heads and Supervisors

Department heads and instructors are responsible for ensuring that this policy is adhered to at all times within their department. Department heads and supervisors should coordinate with the appropriate administrative authority, the respective Vice President for Instruction, or the Vice President for Student Services in implementing this policy.