

**WYANDOTTE PUBLIC SCHOOLS  
PROCEDURES**

**4000.03**

**Alcohol & Drug Free Workplace**

---

**INTRODUCTION – NOTICE & PURPOSE**

Wyandotte Public Schools is committed to maintaining a work and educational environment free of unauthorized drugs and alcohol, and in accordance with the requirements of the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act Amendments of 1989.

**PART I – STANDARDS OF CONDUCT**

The unlawful manufacture, distribution, dispensation, possession and/or use or being under the influence of anabolic steroids, unauthorized drugs or alcohol by District employees or volunteers on District grounds, in District buildings and/or in connection with any district activity, is prohibited.

**PART II – DEFINITIONS**

- A. District.** Refers to the Wyandotte Public School District.
- B. District Premises.** Includes:
  - 1. All buildings and facilities of the District, and the property adjacent to them, including fields and parking lots.
  - 2. District-owned, leased or rented vehicles or equipment.
  - 3. School-sponsored field trips and events.
- C. District Activity.** Any activity, program or event related to the District's program.
- D. Unauthorized Drugs.** Anabolic steroids or any substance, other than an authorized substance, which is or has the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid, their precursors derivatives or analogues, and includes, but is not limited to those substances scheduled as controlled substances under the Federal Controlled Substances Act. Such substances include, but are not limited to marijuana, cocaine, crack cocaine, heroin, peyote, mescaline and LSD.
- E. Authorized Substances.** Substances having a physiological, psychological or biochemical effect which are lawfully prescribed or which are available without a prescription, which are lawfully obtained by an employee or volunteer and which the employee or volunteer possesses and uses in the appropriate manner, in the dosages and for the purposes for which the substances were prescribed or manufactured, are considered "authorized substances" for the purpose of these procedures.
- F. Alcohol.** Includes distilled spirits, liquor, beer, wine, malt liquor or any other intoxicants used for beverage purposes.
- G. Under the Influence.** An individual affected by alcohol or drugs. Evidence of being under the influence may be estimated by a professional or lay person's opinion, a physiological test/analysis, or a biochemical test/analysis. An employee or volunteer whose blood alcohol level content (BAC) is found to be

**Effective Date: September 6, 2015**

## PROCEDURES

## Alcohol &amp; Drug Free Workplace

---

.08 percent or greater, is undeniably presumed to be under the influence of alcohol.

- H. **Laboratory Testing.** Includes, but is not limited to, a physiological test/analysis or a biochemical test/analysis, including urinalysis, breath analysis and blood analysis.
- I. **Reasonable Suspicion.** A suspicion of a possible violation of the provisions of Part I of this procedure, which is formed by a reasonable lay person, based upon a personal observation of an employee's or volunteer's appearance, speech, behavior, or circumstances. Such suspicion must be based upon specific and articulable facts, which taken together with rational inferences from such facts, lead to a conclusion that further investigation or inquiry into a possible violation is warranted. A reasonable suspicion may not be founded solely on a mere hunch or intuition. Factors which may support a reasonable suspicion include, but are not limited to: a vehicle accident, on duty injury to the employee or volunteer or another person requiring medical attention, or damage to property, when the employee's or volunteer's performance contributed to or cannot be completely discounted as a contributing factor to the accident, injury or damage; the detection of an odor commonly consistent with drug or alcohol use; or, abnormal behavior or other conduct or circumstances which suggest that an employee or volunteer may be impaired by, or in possession of, alcohol or drugs in violation of Part I of this procedure.

**PART III – DISCIPLINARY SANCTIONS**

Any District employee who violates the standards of conduct may be subject to disciplinary action, up to and including termination of employment. As a disciplinary action, the employee may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board. The severity of the action chosen will depend on the specific offense, the employee's record and any available evidence.

Conviction on any criminal drug statute is also grounds for disciplinary action, up to and including termination of employment.

**PART IV – PROCEDURES ADMINISTRATION**

- A. **Employee Notification.** All employees will be notified of this procedure at the time it is effective and once each school year, thereafter. New employees will be notified of this procedure during their orientation, if not sooner. Compliance by employees with the rules and requirements of this procedure are mandatory conditions of employment.
- B. **Employee Rehabilitation.** Employees with a problem related to drug or alcohol use if they do not volunteer, shall be requested to volunteer for rehabilitation assistance before their problem leads to a situation which could jeopardize their employment. Employees who feel the need for assistance, or who are required

## PROCEDURES

## Alcohol &amp; Drug Free Workplace

---

to participate in a rehabilitation program to deal with a drug or alcohol problem and wish for a referral to a rehabilitation program may confer with the Human Resources Office. Employees may also seek assistance through entities such as the Wayne County Health Department, Henry Ford Hospital (Maplegrove Center), St. John Hospital, Providence Hospital, Eastwood Clinic, St. Joseph Mercy, Ann Arbor, and Brighton Center for Recovery. Employees may also call the Substance Abuse and Mental Health Services Administration (SAMHSA) (1-800-662-HELP) for referrals to local treatment centers.

**C. Laboratory Testing.** All testing appropriately directed by the District pursuant to this procedure will be performed at laboratories or other facilities designated by the District and registered with the Michigan Department of Public Health, and the laboratory charges for the tests will be paid by the District. Procedures at the testing facility will be consistent with the guidelines in Appendix A of this procedure.

1. Appropriate laboratory testing of an employee may be directed when an employee's supervisor, with the concurrence of another supervisor or administrator, has a reasonable suspicion that the individual has violated Part I of this procedure. In this event, the District will inform the individual of the basis for the reasonable suspicion, and will, at the request of the employee notify a union representative.
2. Laboratory testing shall be required as a condition for returning from a leave of absence for rehabilitation purposes.

**D. Review.** The District and the Union will review these procedures at least biannually to determine its effectiveness and implement any changes, if they are needed, and to ensure that the disciplinary sanctions listed are consistently enforced.

**PART V – CONFIDENTIALITY**

- A. Documentation.** The Human Resources Office will maintain, in a separate and confidential file, all documents regarding laboratory testing of employees. This documentation will include, for each test, the consent form and test results.
- B. Disclosure.** The confidential nature of all actions taken pursuant to this procedure is to be respected. Toward this end, efforts will be made to assure that only those individuals with a "need-to-know" are to be advised that laboratory testing has been ordered based on reasonable suspicion as well as the results of any laboratory tests ordered pursuant to this procedure. Those with a need-to-know normally include the employee's supervisor, District executive management, appropriate laboratory and medical staff, and the employee's union officials. The results of any drug or alcohol related test of a particular employee will be furnished to the employee and/or his or her union upon the employee's request. Test results will be recorded in the employee's personnel record pursuant to the procedures in Appendix A.

**WYANDOTTE PUBLIC SCHOOLS**  
**PROCEDURES**

**4000.03**

**Alcohol & Drug Free Workplace**

---

**PART VI – SCOPE**

- A. Limited Applicability.** Nothing in this procedure restricts the District in its handling of substance abuse and use with regard to non-employees, including job applicants, students, contractors, volunteers and others.

**PROCEDURES****Alcohol & Drug Free Workplace**

---

**APPENDIX A****Laboratory Testing Procedures**

1. Employees ordered to be tested for unauthorized drug use will be sent to an approved collection facility, a medical laboratory or other facility designated by the District. The medical laboratory or facility performing the test must be registered with the Michigan Department of Public Health. The order and collection of necessary initial samples should normally be done, if possible, within 8 hours of the conduct, behavior, or incident supporting the order. Employees being tested for unauthorized drugs must first sign the Drug Screen Consent Form.
2. Employees ordered to be tested for alcohol use will be required to submit to the testing as soon as it can be arranged by the District. Those being tested must first sign the "Blood Alcohol Concentration – Consent Form." The order and testing should normally be done within 8 hours of the conduct, behavior or incident supporting the order.
3. Employees sent for tests due to a belief that they are under-the-influence of drugs or alcohol shall be driven to and from the collection site.
4. Before obtaining any specimens for urinalysis or blood testing, the collection facility will confirm the employee's identity.
5. Before obtaining any specimens for urinalysis or blood testing, the lab will inquire as to the individual's use of any medication or drugs which may be relevant to its analysis of blood or urine.
6. A urine specimen should be collected in a manner that the laboratory can verify with reasonable confidence that the urine specimen belongs to the individual being tested and has not been adulterated.
7. Any urinalysis conducted, shall be as follows: The initial urinalysis will be an EMIT screen. If the result is positive, then the specimen will be screened by use of a gas chromatography-mass spectrometry screen.
8. Positive lab reports will be sent to a Medical Review Officer (MRO) who shall be a licensed physician. The MRO will review the lab report and may confer with the employee and/or order a retest. The MRO will then give a report to the District indicating whether the test was positive or negative. The lab will also report to the District any results which are negative. All lab reports will be sent to the Human Resources Director.
9. Upon receiving the report, the Human Resources Director will inform the employee of the results. If the results are negative and the test was ordered pursuant to Part IV, Paragraph (C) (1) of the procedure, no record of the referral or the results will be made in the employee's personnel record unless requested by the employee at that time.

**PROCEDURES****Alcohol & Drug Free Workplace**

---

- 10.** Blood or urine specimens testing positive shall be retained by the laboratory, in a manner in which source can be identified, for a period of at least one hundred eighty (180) calendar days.
- 11.** Drugs or their metabolites which may be screened for include, but are not limited to: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids (Marijuana), Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine (PCP), and Propoxyphene. The following are the “cut-off” points for “positive” readings from confirmatory tests when testing for the following drugs or their metabolites: amphetamines – 500 ng./ml.; cocaine – 150 ng./ml.; marijuana – 10 ng./ml.; opiates – 300 ng./ml.; phencyclidine (PCP) – 25 ng./ml.; barbiturates, benzodiazepines, methadone, methaqualone and propoxyphene – 200 ng./ml.
- 12.** The Consent Forms referred to in this Appendix are part of the procedure referred to as Appendix B.

**PROCEDURES**

**Alcohol & Drug Free Workplace**

---

**APPENDIX B**

**Wyandotte Public School District**

**Drug Screen-Consent Form**

I, (Print Name) \_\_\_\_\_ consent and agree to give a specimen of my urine to a medical facility, laboratory, or medical person designated by the District, and otherwise cooperate with the facility, lab or person administering the collection and/or test. I understand and agree that this specimen will be tested for the presence of drugs or medication in my body. I further consent and agree to the release of the laboratory results of any tests performed on the specimen to a designated representative of the District.

By my signature below, I acknowledge that I have read and understand all of the foregoing statements, and that the information provided is complete and true.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Title \_\_\_\_\_

**Wyandotte Public School District**

**Blood Alcohol Concentration-Consent Form**

I, (Print Name) \_\_\_\_\_ consent and agree to give a specimen of any saliva, blood or urine to a medical facility, laboratory, or medical person designated by the District. The type of specimen(s) required will be determined by the testing agent.

I understand and agree that this specimen will be tested for the presence of alcohol in my body.

I further consent and agree to the release of the laboratory results of any tests performed on the specimen to a designated representative of the District.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Title \_\_\_\_\_