

# NESHANNOCK TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: PRE-EMPLOYMENT DRUG TESTING  
 ADOPTED: June 16, 2005  
 REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">552. PRE-EMPLOYMENT DRUG TESTING</p> <p>In further support of its efforts to protect the health, safety and welfare of students, staff and school property, the Board of School Directors has determined that all recommended applicants for regular full-time or part-time 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. Day-to-day substitute employees are not covered by this policy.</p> <p><u>General Procedures</u></p> <ol style="list-style-type: none"> <li>1. All drug testing shall be done by a Neshannock Township School District approved and National Institute for Drug Abuse certified medical testing laboratory. All testing shall be performed and positive results will be verified using approved methodologies. An appropriate chain of custody procedure will be developed to ensure continuity in specimen collection, handling, transfer and storage.</li> <li>2. A listing of the approved testing centers will be maintained in the office of the Superintendent.</li> <li>3. The recommended applicant will be asked to submit to a drug screen when s/he is considered for employment at his/her own expense.</li> </ol> <p><u>Collection Procedure</u></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> </ol>
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3. The sample to be provided by the recommended applicant will consist of a urine sample in an amount to be determined in accordance with procedures of the testing laboratory.

Reporting Results

1. The testing process will only test for the following drugs:
  - a. Opiates (e.g. heroin, morphine, codeine, methadone).
  - b. Cocaine.
  - c. Cannabinods (e.g. marijuana, hashish).
  - d. Amphetamines.
  - e. PCP.
2. A test will be deemed “positive” if the results indicate a level above that established for that particular drug in regulations issued by the Federal Department of Transportation. The results will then be verified by the Medical Review Office (MRO) through discussion with the recommended applicant.
3. 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 of the substances listed above.
4. 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.
5. The following are Neshannock Township School District approved testing laboratories:

Jameson Health System, Inc.  
Jameson Work Health  
104 Reynolds Street  
New Castle, Pa 16101

Transportation Management Solutions, Inc.  
RD #6, Box 338, Route 422  
New Castle, PA 16101