

LSTC Drug Screening Program Implementation Procedures

The following procedures are issued by the Office of the President of Linn State Technical College to govern the implementation of the Student Drug Screening Program adopted by the Board of Regents on June 17, 2011.

1. Specimen collection, handling and processing shall be conducted as provided by 49 CFR Part 40, unless those procedures are inconsistent with the policies issued by the Board of Regents or this Office.
2. Student appeals, complaints and hearing requests arising from or related to the program shall be conducted consistent with the College's existing Student Conduct Appeal and Hearing Procedures.
3. Options available to students who object to participating in the Drug Screening Program shall be explained to them by College Staff.
4. In addition to the appeal and hearing rights afforded to students, any student may petition the Office of the President for a waiver of the general requirement to participate in the Drug Screening Program. The student may advance any justification for the request. For example, unique health issues, technical concerns, participation in another similar program, exclusive participation in campus programs which do not pose unique health and safety issues, moral objections, philosophical objections, religious objections, and legal objections.
5. Students may request assistance in understanding their rights, initiating appeals and presenting their requests. If the assistance offered by College Staff during the process is not sufficient, the student may request assistance through the Office of the President.
6. Students may request to meet personally with the President of the College to supplement their written presentations. If a particular issue is raised by more than one student, in addition to the other procedures provided, a meeting may be held where all interested students and their representatives may present information and arguments through representatives of their choosing.
7. Every effort will be made to protect the privacy and dignity of students. Only those individuals with a legitimate need to know will be informed of program results. Such disclosures shall be limited to only those specifics necessary for that individual to assist in the implementation of the Drug Screening Program and its goals.

8. The effectiveness of any decision or requirement arising from the implementation of this policy shall be stayed pending the resolution of all hearings, appeals and petitions.
9. The College Drug Screening Program does not repeal nor limit other existing College policies relating to use and abuse of prohibited substances.
10. The Drug Screening Program shall not be used for law enforcement purposes. No information regarding screening outcomes shall be released to law enforcement. However, observations and information coming to the attention of College Staff members which is not directly related to the administration of the Drug Screening Program shall be communicated as appropriate. The existence of the Drug Screening Program does not represent any change in Linn State Technical College's historic and ongoing support for the prevention of illegal drug and alcohol use by students, staff and all others.

The foregoing Linn State Technical College Drug Screening Program Implementation Procedures are hereby issued by the Office of the President of Linn State Technical College pursuant to authority granted by action of the Board of Regents of Linn State Technical College on June 17, 2011, and shall be effective on the date and time written below and shall continue in effect thereafter until withdrawn or modified by this office of by action of the Board of Regents.

President Donald Claycomb

Date

Time