

SCREENING FOR DRUG USAGE – FACULTY/STAFF C-312

Policy C-312 Notes:

1. Any new hire that is a paid employee (faculty or staff) of the school is screened for drug usage.
2. Paid employees include teachers, staff, coaches, bus drivers, substitute teachers, cafeteria workers, maintenance workers, custodians, etc., that receive payment from the school or a school organization
3. Each elementary and secondary school will have their own drug screener. This person is to be a paid employee of the school and cannot be the principal.
4. The building's drug screener should view the online Psychomedics video(s) regarding hair sampling and complete the certificate at the end of the video that testifies that they have successfully completed the requirements. Each building principal needs to keep a copy of this certificate in the principal's files indicating that the drug screener is certified. Contact the OCS for the link to the video and password.
5. Any questions, please contact Mrs. Pat Schelp at the OCS (309) 671-1550 who will serve as the diocesan coordinator for the drug screening and who oversees the data base with employees' names and date of screening.