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**NOTES FOR DRUG USAGE SCREENING – FACULTY/STAFF**

1. Any new hire that is a paid employee (faculty or staff) of the school is screened for drug usage. If there has been a break in employment from previous work within the schools of the Diocese, the employee will be considered a new hire for the purposes of this policy.
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 Psychemedics 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 principal needs to keep a copy of this certificate in the administrator’s files indicating that the drug screener is certified. Contact the Office of Catholic Schools for the link to the video and password.
5. Any questions should be referred to Jerry Sanderson at the Office of Catholic Schools, who serves as the diocesan coordinator for the drug screening.

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