

DRUG/ALCOHOL-FREE WORKPLACE

1. No person may use, possess, sell, manufacture or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events and activities, except drugs as prescribed by a physician.
 - a. The terms “alcohol and other substances” shall be construed throughout this policy to refer to the use of all controlled substances and other illegal drugs including but not limited to alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any synthetic version thereof (whether or not specifically illegal or labeled for human consumption), commonly referred to as “designer drugs.” Designer drugs are those substances which have been designed and synthesized to mimic the intended effects and usages of, and which are chemically substantially similar to, substances controlled by federal and/or state law as exemplified above.
 - b. “Drugs” shall include, but not be limited to, all controlled substances and other illegal drugs as defined in 1(a) above.
 - c. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.
 - d. The possession of tobacco products by a person over the age of twenty-one (21) would not be considered a violation of this policy.
2. The School District shall:
 - a. Notify all employees and employees of subcontractors in writing and specify the actions that will be taken against employees or other persons for violation of such prohibitions, which may include disciplinary measures addressed in the law.
 - b. Establish a drug/alcohol-free awareness program to inform employees about:
 - i. The dangers of drug/alcohol abuse;
 - ii. The School District’s policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance program; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations.

- c. Notify the employee in the above notice that as a condition of employment, the employee will abide by the terms of the statement, and that the employee will notify the School District of any criminal arrest, and conviction for alcohol-related and other controlled substances-related activity in the workplace no later than five (5) days after such arrest or conviction.
3. The School District shall take one of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:
 - a. Take appropriate personnel action against such an employee, up to and including termination; and/or
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health enforcement, or other appropriate agency.
4. The School District in collaboration with the School District's collective bargaining units will establish an Employee Assistance Program that will provide appropriate and confidential prevention, intervention, assessment, referral, support and follow-up services for School District staff who seek assistance with alcohol and other substance use/abuse related problems, emotional problems, mental illness and other human problems. School District staff will be informed as to the services they can receive through the Employee Assistance Program and encourage to seek such help voluntarily. When an employee's unsatisfactory performance may be the result of drugs, alcohol, or other substance abuse, the School District's supervisory personnel will encourage employees to manage and move toward a resolution of their problems on their own with the help of the Employee Assistance Program.
5. The School District shall publish a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.