

In fulfilling its commitment to the safety of its students, employees and the public, the board endeavors to promote conditions aligned with creating and maintaining a safe educational environment for its students, employees and the general public. The board believes that the health and safety of its students and employees are of paramount importance and are the primary responsibilities of all district employees.

The unauthorized manufacture, use, possession or sale of alcoholic beverages or illegal drugs, or the use, possession or sale of legally prescribed drugs for illegal purposes on school district grounds, in district buildings, and/or in connection with any district activity or when conducting business on behalf of the district is strictly prohibited. This section does not apply to the use or possession of alcohol by authorized educational staff members for use in scientific experiments for educational purposes. Reporting for work or working while under the influence of illegal drugs or alcohol is prohibited. Lawfully prescribed prescription drugs used in accordance with their instructions are not subject to this policy. However, reporting for work or working under an impairment caused by the abuse of lawfully prescribed drugs is prohibited.

A violation of this policy may result in disciplinary action, up to and including termination. The district, at its sole option, may require an employee, as a condition of continued employment, to satisfactorily complete a drug/alcohol assistance or rehabilitation program.

#### Notification of Convictions

All employees of the district must notify their supervisor of any criminal drug or alcohol related conviction, or a plea of guilty or nolo contendere to any drug or alcohol related offense no later than five (5) days after such conviction. Failure to make such a report may result in disciplinary action, up to and including termination. It shall be the superintendent's responsibility to notify the local, state, and/or federal authorities as appropriate.

#### District Drug/Alcohol-Free Awareness Programs

The superintendent shall develop a drug/alcohol-free awareness program for district employees and the board shall allocate funds to support the drug/alcohol-free awareness program on an annual basis. District employees who request assistance for drug/alcohol counseling and/or rehabilitation shall direct their request to the superintendent. All requests

will be handled in confidence and all disclosures limited to essential personnel, except as otherwise required by law.

The superintendent may also include in the district's employee in-service program drug/alcohol-free awareness material. This material may include:

- a. the dangers of drug and alcohol abuse in the workplace;
- b. the district's policy of maintaining a drug/alcohol-free workplace;
- c. the district's policy of drug/alcohol-testing;
- d. available drug and alcohol counseling, rehabilitation and employee assistance programs; and
- e. the actions the board may take for drug and alcohol policy violations.

In developing the in-service program, the superintendent may utilize the services and assistance of the district's insurance carrier, local or county health departments, local or regional medical health centers, or other substance abuse agencies in the immediate area.

#### Publication

This policy shall be published annually in the district's faculty and staff handbooks and is available also on the district's website.

#### Legal Ref:

Drug-Free Workplace Act, 41 U.S.C. 701, *et seq.*

Drug-Free Schools and Communities Act, 20 U.S.C 3171, *et seq.*