

# BOARD POLICY

GAMA

## PERSONNEL ALCOHOL AND DRUG ABUSE

~~OCTOBER 15, 2001~~

Our most important resource is our children. These children spend a significant portion of their lives in a school setting. Their education is of paramount concern. The Board of Education and the School District is, therefore, committed to creating an optimal learning environment for the students. Employees who abuse alcohol and/or drugs prevent the School District from achieving this environment. In addition, the School District has a vital interest in maintaining a safe and healthy working environment for all its employees, and efficiency and productivity in all of its operations.

Because of the growing concerns regarding the use of alcohol and drugs, and their potential impact with respect to the educational process, student safety and employee safety, health, efficiency and productivity, this Board policy regarding use of alcohol and drugs has been adopted and is based on several important principles:

- The use, possession, sale or other activities involving illegal drugs and abuse of other controlled substances or alcohol is inconsistent with law abiding behavior expected of all citizens.
- School District employees are role models for students and, as such, employees should demonstrate exemplary behavior.
- All employees must be alert and in full possession of all faculties whenever they are on School District property.
- While individual employees may make choices regarding the use of alcohol and drugs, they must accept responsibility for these choices and they are subject to disciplinary action, including discharge, for violation of this policy.
- Employees should seek treatment, counseling and/or rehabilitation for abuse of alcohol or drugs or use of unlawful drugs before their performance deteriorates to a point where discipline may be required.

The Board of Education encourages employees who are experiencing problems with alcohol and/or drug abuse to voluntarily seek assistance for such problems through available treatment, counseling and/or rehabilitation programs. The Board and the employee unions have established an Employee Assistance Program, and alcohol and substance abuse counseling are offered through that program. The confidentiality of all records for any employees who seek assistance through such programs will be maintained.

The Board of Education has established the following specific policies regarding the use, possession, concealment, manufacture, distribution, dispensation and sale of alcohol and drugs:

- As a condition of employment, all employees must be free from unlawful drugs, and the effects of drugs and alcohol, during scheduled working hours and when they report for work. Employees may not bring alcohol or unlawful drugs into school buildings or onto work sites at any time or use or consume alcohol or unlawful drugs while on school property during their work hours.
- ~~The~~ **To the extent permitted by state and federal law, the** manufacture, distribution, dispensation, possession, concealment, use or sale of unlawful drugs, or other controlled substances, is strictly prohibited and grounds for disciplinary action, up to and including discharge, and the employee may be referred to prosecution. The unlawful possession, use, sale, manufacture, distribution or dispensation of alcohol while on the School District's premises is strictly prohibited and grounds for disciplinary action, up to and including discharge and the employee may also be referred for prosecution. Conviction on any criminal drug statute is also grounds for disciplinary action, up to and including discharge.

As a condition of employment, all employees shall report any convictions under a criminal drug statute for a violation occurring in the work place within five (5) days after such conviction.

- ~~The School District shall maintain a Drug-Free Awareness Program to assist its employees to understand and avoid the perils of drug and alcohol abuse. The School District will continue to use this program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The Drug-Free Awareness Program will inform employees about:~~
  - ~~— The dangers of drug and alcohol abuse in the workplace;~~
  - ~~— The School District's work rule regarding the use of drugs and alcohol;~~
  - ~~— The availability of drug and alcohol treatment, counseling and rehabilitation program;~~
  - ~~— The penalties that may be imposed upon employees, in addition to the penalties provided herein, for drug and/or alcohol violations.~~
- If an employee, who is not otherwise subject to disciplinary action, voluntarily admits that he/she has a drug and/or alcohol abuse problem, the Administration will meet with the employee to discuss the various treatments, counseling and rehabilitation options that are available. These options may include, in the discretion of the Superintendent of Schools, allowing the employee to continue working while he/she is receiving out-patient treatment, counseling or rehabilitation in a recognized out-patient drug and/or alcohol abuse program; or placing an employee on a leave of absence while he/she is receiving treatment, counseling or rehabilitation in an in-patient, out-patient drug and/or alcohol abuse program.
- ~~A current list of available drug counseling, rehabilitation and employee assistance programs will be developed in consultation with the School District's labor organizations and such lists shall be maintained for employee referrals.~~

This policy and notice shall not be construed as being a drug testing policy.

LEGAL REF.: 41 USC 701, et. seq. (Legal References Updated 3/12/07)