

Policy Title: DRUG, ALCOHOL, TOBACCO FREE SCHOOLS	Policy No.	No. of Pages
	EMP03	3
	Eff. Date	Rev. Date
	1/9/2014	

- I. **PURPOSE:** Recognizing the known detrimental health effects of drugs, alcohol, and tobacco use, the Corporation and Schools provide a drug, alcohol and tobacco, including tobacco products, free environment for students, staff, and visitors to include parents and community members.

- II. **POLICY:** The use of drug, alcohol, and tobacco products is prohibited upon and in all school facilities and vehicles. This policy is applicable to all users of school property including, but not exclusively, employees, students, volunteers, outside contractors, visitors, and the general public.

- III. **DEFINITIONS:**
 1. Drugs are defined as:
 - a. Controlled substances, which includes all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis (including products made with or infused with these substances) whose sale, purchase, transfer, use, or possession is prohibited or restricted by state and/or federal law.

 - b. Synthetic cannabinoids, which includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness.

 - c. Illegal substances.

 2. Prescription Drugs are those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

 3. Tobacco includes cigarettes, cigars, pipe tobacco, snuff, smoking tobacco, and smokeless tobacco. Tobacco products include chewing, inhaling and any other form of consuming tobacco product other than smoking.

 4. Under the Influence is defined as any detectable level of alcohol or drugs in the employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

5. Workplace means the site for the performance of work. This includes any school building or any school premises; any school-owned vehicle or any other school- approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

IV. GENERAL

1. Reporting for work under the influence of a prescription drug, alcohol or other drugs, or the use by an employee on school premises, property, or during work time of alcohol or a drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, the students, or other employees, or the sale, manufacture, dispensation, or possession of any such item is strictly prohibited and will result in immediate disciplinary action, up to and including termination of employment. Violators should be promptly reported to the principal or associate principal. Violations shall result in disciplinary action, including termination, pursuant to school policy and regulation as well as federal and state laws and statutes and applicable collective bargaining agreements.
2. Use of tobacco or tobacco products while on school premises, property, or during work time is strictly prohibited. Violators should be promptly reported to the principal or associate principal. Violations shall result in disciplinary action up to and including termination.
3. Employees must, as a condition of employment, abide by the terms of drug, alcohol and tobacco free schools.
4. Employees must report any conviction under a criminal drug statute for violations occurring on or off school premises. A report of a conviction must be made within five (5) days after the conviction. Within thirty (30) days of receiving notice, with respect to any employee who is so convicted, the school must take appropriate personnel action against such an employee, up to and including termination; or require such employee to satisfactorily complete a drug treatment or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
5. The school recognizes drug dependency as an illness and a major health problem. Employees needing help in dealing with such problems are encouraged to seek local alcohol/drug rehabilitation services at the employee's expense. Conscientious efforts on the part of an employee to seek such help will not normally jeopardize the employee's job and will not be noted in any personnel record. The school reserves the right to determine the appropriateness of an employee's efforts to receive help.

6. The school will establish a drug-free awareness program to advise and inform employees of the following:
 - a. the dangers of drug abuse;
 - b. the dangers of drug abuse in the workplace;
 - c. the drug-free schools policy;
 - d. any available drug counseling, assistance programs, etc.;
 - e. penalties for drug abuse violations during working hours and/or in the workplace; and
 - f. consequences for drug conviction(s).

7. Reporting Requirements: An employee must report the use of medically authorized drugs or other substances which can impair job performance to his/her immediate supervisor and provide proper written medical authorization from a physician to work while using such authorized drugs. An employee may also be required to provide medical documentation of side effects of prescribed medication. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair job performance. Any failure to report the use of such drugs, or failure to provide proper evidence of medical authorization, can result in disciplinary action.

If an employee suffers from any condition which requires medication, the employee may disclose this information to his/her immediate supervisor. The information will be kept in a confidential medical file and released on a strict need-to-know basis or, in case of emergency, to assist in medical care of the employee.

8. Drug and Alcohol Testing: The school may request that an employee undergo testing for the use of alcohol or illegal drugs prior to employment, following an incident in which the employee was involved, at random, or for reasonable cause. Such testing will be consistent with the provisions of collective bargaining agreements. An employee who refuses to submit to discovery testing for alcohol and/or drugs upon request, shall be subject to discharge in accordance with applicable collective bargaining agreements.
9. Right to Search Employees Property: The school reserves the right to inspect and/or search the employee's workplace as well as an employee's personal property on school premises for alcohol, controlled or illegal substances, or any other substance which may impair job performance. Refusal to submit to such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action up to and including discharge.
10. The school is aware that alcoholism and, in some instances, the use or past use of drugs may be considered a disability under state and federal disability discrimination laws. Nothing in this policy is intended to, or should be interpreted to, violate any disability discrimination or other equal employment opportunity law.