

3122.01 - DRUG-FREE WORKPLACE

The School Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event.

The term "District-related activity or event" includes, but is not limited to, all District sponsored curricular, extra-curricular, co-curricular and student or staff training events whether on or off District property, and any field trip or other District sponsored trip including national and international trips.

Employees are to report to work free of the effects of all mood-altering drugs, including alcohol. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia, or having illegal drugs or chemicals in a person's system in or on District property, or in any District owned or contracted vehicle is prohibited.

The use of or sale of alcohol on District property, at any District sponsored event or trip, or in any District-owned or contracted vehicle is prohibited.

Staff members who agree to or are assigned to supervise student activities or trips shall not violate this guideline during the entire duration of the activity or trip whether students are or are not immediately present.

Each job description shall contain the following phrase:

"The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District."

The employee handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and the staff members shall be informed that compliance with this requirement is mandatory.

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, file cabinets and other storage devices may be provided for the convenience of employees but remains the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, either with or without prior notice.

Any staff member who violates the District policy shall be subject to disciplinary action in accordance with District guidelines.

When the discipline of a staff member becomes necessary, such action shall be consistent with any procedural and substantive due process rights of the individual, as well as the requirements of any applicable Board Policy and state and federal law.

Employees that feel they may be experiencing or developing dependency on alcohol or other drugs are encouraged to take advantage of the District's Employee Assistance Program (EAP) before a violation of this policy occurs. Alcohol or drug dependency does not excuse any employee from the requirements of this policy.

Drug-Free Workplace Act of 1988

Drug-Free Schools and Communities Act Amendments of 1989

Approved/Adopted: July 13, 2009

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