

JAY SCHOOL DEPARTMENT
NEPN/NSBA Code: GBEC

DRUG FREE WORKPLACE

The Jay School Committee recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Committee is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students. Accordingly, the Committee has adopted the following policy applicable to all school system employees.

- A. The Committee believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the school expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.
- B. Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to seek voluntary diagnosis and treatment. The substance abuse counselor will provide any employee with confidential referral services to an outside agency upon request and will assist the employee in determining the extent to which insurance coverage will help pay for such services. The substance abuse counselor shall keep all voluntary referrals confidential.
- C. All employees are strictly prohibited from (1) possessing, furnishing, or selling alcoholic beverages or scheduled drugs (as defined in Title 17-A, Section 1101) at any facility or on any school-sponsored activity; (2) being under the influence of or using any such substance at any such place or event; and (3) obtain such substances at any time or location. Any illegal substance found at any such place or event will be turned over to the appropriate law enforcement agency and could result in criminal prosecution.
- D. If an employee covered by the "Alcohol and Drug Policy, and Testing Procedures" for C.D.L. holders has a "confirmed positive drug test" as a result of implementing said policy; then the six months rehabilitation program opportunity shall be offered consistent with the policy NEPN/NSBA Code: GBEE sec 13.2.
- E. Any violation of the preceding paragraph shall constitute sufficient grounds for employee discipline,

up to and including dismissal from employment. Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph.

- E. As provided, in part, in the Drug-Free Workplace Act of 1988, all employees are required to notify the school of any criminal or civil violation drug statute conviction occurring in the workplace no later than five days after such conviction.
- F. A copy of this policy will be given or mailed to all current employees and to new employees at the time of their employment.

Adopted: SEPTEMBER 9, 1990, DECEMBER 4, 1997

Revised: JANUARY 14, 1993