

DRUG-FREE WORKPLACE

The Raymond School Board recognizes that alcoholism and drug dependency are treatable conditions. Left untreated, they may result in serious personal and family problems. At the same time, the School Board 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.

The School Board 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 district 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.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the Federal Controlled Substance Act 21 U.S.C. sec. 812; by regulation at 21 C.F.R., 1300.11 through 1300.15; and in Title 17-A M.R.S.A., section 1101). This applies before, during and after school hours, at school or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at 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 district; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school district business.

Any employee who suspects that he or she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided with confidential referral services to an outside agency upon request, and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

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, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school district of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the district receives grant funds.

Any employee who violates the terms of this policy may be allowed to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the School Board. If such employee fails to

satisfactorily participate in such program, the employee shall have appropriate personnel sanctions taken against him/her, up to and including termination.

Implementation

The superintendent shall be responsible for the development and promulgation of appropriate regulations to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment, and is to be posted in appropriate locations throughout the school system.

Review

The superintendent is to oversee a biennial review of the policy and regulations to determine the program's effectiveness, to implement changes to programs, policy and regulations, as needed, and to ensure that disciplinary sanctions are consistently enforced.

Legal Reference: 21 U.S.C. § 812 (Controlled Substances Act)
21 C.F.R. §§ 1300.11-1300.15
Fed. P.L. 101-226
17-A MRSA § 1101

Cross Reference: JICH - Drug and Alcohol Use by Students

Adopted: December 1, 2005

Amended: March 1, 2006