

DRUG-FREE WORKPLACE

The Windham Raymond School District Board of Directors 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 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 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 unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or 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 federal regulation at 21 C.F.R., 1300.11 through 1300.15; and in Maine's Title 17-AMRSA, Section 1101). Nor shall they unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any "new" substance that is designed to have psychoactive effects with or without ingredients that are or are not controlled or scheduled by Federal or State laws, any look-alike substance, prescription drugs, or any substance that is represented to be a controlled substance. Nor shall an employee use any substance which is used to purposefully affect or change a their mental, physical, or behavior pattern, including, but not limited to, volatile materials such as glue, paint, or aerosols (when possessed for the purpose of inhalation). Nor shall an employee be in possession of any paraphernalia associated with the use of any substance indicated in this policy.

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 unit; 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 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.

While under treatment, employees with the illness of chemical dependency shall qualify for the same employee benefits and group insurance coverages which are provided for other medically certified illnesses with established employee benefit plans and programs.

Expenses incurred as a result of counseling sessions will be the responsibility of the individual employee.

Any violation of this policy shall constitute sufficient grounds for employee discipline, up to and including dismissal.

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 on the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under the 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 unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five (5) calendar days after such conviction. In turn, the Superintendent, within ten (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 for which the unit receives grant funds.

All employees will be notified that compliance with the standards of conduct required is mandatory.

Cross Reference: Drug & Alcohol Use by Students (File Code: JFCI)
 Staff Conduct (File Code: GBCB)
 Staff Conduct with Students (File Code: GBEB)

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

First Reading _____ December 21, 2011 _____

Second Reading _____ January 25, 2012 _____