

## **D275 - DRUG-FREE WORKPLACE**

The School is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance or alcohol. This policy covers employees, volunteers, applicants for employment and any individual who conducts School-related business ("Covered Individual"). This policy applies to such covered individuals during work hours, whether on Corporation property, at a Corporation-sponsored events, or otherwise. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, and any drug paraphernalia, by any Covered Individual at any time while on Corporation property or while involved in any Corporation-related activity or event (with the exception of appropriately prescribed controlled substances that do not inhibit the Covered Individuals ability to safely fulfill their job functions). A Covered Individual who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. A Covered Individual who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

The Superintendent is authorized to establish guidelines that ensure compliance with this policy and that each Covered Individual is given a copy of the standards regarding unlawful manufacture, possession, use, distribution, or dispensing of controlled substances and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

The School Board recognizes alcoholism and drug abuse as treatable illnesses. The School also realizes that early intervention and support improves the success of rehabilitation. An employee having an illness or other problem relating to the use/abuse of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to employees having any other illness.

One of the goals of this policy is to encourage individuals to voluntarily seek help with alcohol or drug problems. No employee will have his/her job security or promotion opportunities jeopardized solely on the basis of his/her request for counseling or referral assistance. If, however, an individual violates the policy, the consequences are serious, including withdraw of an employment offer, and disciplinary action up to and including termination. Nothing in this policy prohibits an employee from being disciplined or terminated for other violations or performance problems. The responsibility to correct unsatisfactory job performance or behavior resulting from a substance abuse problem rests with the employee. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action.

Employees who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis, and may contact the Human Resources Office for a list of available resources.

41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988  
20 U.S.C. 3224a, The Safe and Drug-Free Schools and Communities Act  
34 C.F.R. Part 86  
I.C. 20-34-2-1 et seq.

Adopted 1/26/09

Revised 4/1/19