**Alcohol, Drug, and Controlled Substance Abuse**

EMPLOYEE POLICY

The Woodstock Board of Education recognizes a growing use of controlled drugs and alcohol in the job setting and of problems related to the use of these substances. Therefore, the policy statement which follows is to inform all employees of legal responsibilities regarding alcohol, drug, and controlled substance abuse, and to prescribe rules for the management of said issue.

It is the Board's intent and obligation to be in compliance with requirements of Drug Free Workplace and Drug Free Schools and Communities Acts by taking positive action through education, medical, and/or counseling referral and law enforcement referral in handling of incidents in the school involving alcohol and substance abuse which affect employee performance, behavior, and/or health. A drug free awareness program shall be established and/or maintained to warn employees about the dangers of alcohol and/or drug abuse, inform them of the Woodstock Public School Standards of Conduct, and warn them of the actions it will take against violators, and make them aware of any alcohol and drug counseling and treatment centers available in the community.

For the purposes of this policy, illicit drug use means the use of illegal drugs, or the use and abuse of controlled, illegal, addictive or harmful substances including anabolic steroids.

Standards of conduct for substance abuse define behaviors that constitute an infraction of policy. Under the Woodstock Public School Standard of Conduct, all employees are prohibited from the unlawful possession, use, manufacture, dispensing, or distributing of illicit drugs and/or alcohol. Employees who violate these standards of conduct shall be accountable for their actions with disciplinary sanctions (consistent with local, state, and federal law) up to and including suspension or termination of employment, referred for prosecution, and/or referral for rehabilitation.

All employees should report immediately to the administrator in charge, suspected use, dispensing, distribution, manufacture, or possession of any illicit drugs and/or alcohol on the school premises or as part of any school sponsored activities.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. **Employees reporting to work under the influence of illegal drugs or alcohol may be terminated immediately.** Employees engaged in illicit drug use or under the influence of alcohol, while not performing their duties, but which results in excessive absenteeism or tardiness, or is cause for poor and/or non - performance will be referred for rehabilitation. Any such employee suffering from an alcohol or drug problem who rejects treatment, leaves the treatment program prior to being properly discharged or fails rehabilitation, may be immediately terminated.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statue for violations occurring on or off school premises. A report of conviction must be made to the board of Education within five (5) days after the conviction.

The Board of Education will take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

Legal reference: Drug Free Schools and Communities Act Amendments of 1980 (Section 5145 of P.L. 101-226

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