

M.S.A.D. #12 POLICY DRUG-FREE WORKPLACE

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	The Board of Directors recognizes that alcoholism and drug dependencies 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.

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	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 Board 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.

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	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 USC § 812]; by regulation at 21
	CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies before,
	during and after school hours, at school or in any other school system
	location, defined as follows:

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	"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 transports 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 unit business.

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	Any employee who suspects that he/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.

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	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. |
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| As provided in the Drug-Free Workplace Act of 1988, any employee is required to |
| notify the school unit 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 unit receives grant |
| funds. |
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| Any employee who violates the terms of this policy may be allowed to |
| participate in a drug abuse assistance or rehabilitation program approved by |
| the Board. If such employee fails to satisfactorily participate in and complete |
| such program, the employee shall have appropriate disciplinary sanctions taken |
| against him/her, up to and including dismissal. |
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| 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. |
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| 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 |
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| Adopted: September 10, 2002 |