# ALCOHOL AND DRUG ABUSE POLICY

# EMPLOYEE

The school has a clear responsibility to maintain an atmosphere which will promote a quality-learning environment. The misuses of alcohol and other drugs by one employee and all students. It is necessary that our employees be made chemical use. Further it is the responsibility of the school to intervene when the school’s learning environment or the employee’s ability to perform assigned duties is threatened.

 Therefore, the School Board of this district supports the strict enforcement of the following alcohol and drug policy:

1. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any illegal drug is prohibited in nay building belonging to or used by this district, or on the grounds of any such building or on nay property or in any vehicle belonging to the district or at any school-related activity.
2. The district will form an Advisory Board of school staff, students, and parents (appointed by the superintendent) to create and oversee long range programs to bring about student and employee awareness and understanding of the dangers inherent in the use of alcohol, tobacco, and controlled drugs and provide information about drugs and alcohol counseling and rehabilitation programs available to students and staff.
3. The district will provide an employee assistance plan as a service to employees of the school in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time without fear of reprisals and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and not a punitive action.

# Prohibited Activities

 It shall be against school policy for any school employee:

1. To possess, procure, purchase, or receive, or attempt to possess, procure, purchase, or receive any illicit drugs or alcohol while in the school building, on school grounds, or as part of any school activity.
2. To be under the influence of alcohol or illicit drugs (legal intoxication not required) while in the school building, on school grounds, or part of any school activities.
3. To sell, deliver, give, or attempt to sell, deliver, or give to any person any illicit drugs or alcohol while in the school building, on school grounds, or as part of any school activities.

# Sanctions

1. When behavior that may indicate misuse of alcohol and drugs is observed a “Record of Behavioral Data” will be completed by the supervisor. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior. The report will be turned over to the superintendent.
2. When accumulated information indicates that the employee is in possession of, has procured, purchased, or received any illegal drugs and/or alcohol on school property, in school building, or while be notified. The superintendent will conduct an investigation, which will include an interview of the employee at which time the employee will be asked to comment on his/her use of drugs or alcohol. The employee will be referred to the counselor. The Employee Assistance Plan may be utilized.
3. When an employee is found to be using or under the influence of alcohol or illegal drugs in the school building, on the school grounds, or in any school activities, the superintendent will be notified. The superintendent will refer the employee for a chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicated a need for treatment) or he/she will have be a requirement for continued employment. The Employee Assistance Plan my be utilized. An anecdotal report will be written by the superintendent.
4. When an employee is found to be distributing, dispensing or manufacturing alcohol or illegal drugs in the school building, on school grounds, in the school vehicles, or at any school activities the superintendent will be notified. Termination of employment will result and referral for prosecution will be made. The authorities will be notified. All illegal drugs and/or alcohol will confiscate. An anecdotal report will be written by the superintendent.

 Any of these disciplinary sanctions may include a requirement of completion of an appropriate rehabilitation program.

 This policy will be distributed to each employee annually and compliance with these standards of conduct is mandatory.

EMPLOYEE ASSISTANCE PLAN

We recognize that chemical addiction is a treatable disease. Employees shall be allowed to use sick leave, to the extent accumulated, for chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug Abuse of the North Dakota Department of Health. However, no employee shall be granted sick leave for impatient treatment of alcoholism/chemical dependency more than twice.

 The counselor will provide information on counseling services and chemical addiction treatment facilities.

 The school will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

End of Elgin/New Leipzig School Board Policy DEAA Adopted: 03/18/2019