

Integrated Day Charter School

Governing Board



Policy Series: 4000

Policy Number: 4118.231/4218.231
4118.232/4218.232

Personnel

Illegal Drug Abuse/Alcohol Abuse

This policy is implemented because we believe that the impairment of any Integrated Day Charter School employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as students. Moreover, illegal drug abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of the rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. If the Director has a reasonable suspicion that an employee is under the influence, the employee may be required to take a urinalysis drug test as a condition of continued employment. Likewise, the use, possession, transfer or sale of any illegal drugs on School time or its premises is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the discretion and determination of the Director or the Board of Directors.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the School may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Director. The School is aware that illegal drug use is a complex health problem that has both a physical and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug use is a legal, management and a medical problem.

An employee who suspects a drug or alcohol abuse case should discuss the situation with the Director. Because each case is usually different, the handling and referral of the case will be coordinated with the Director.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance or acceptable

control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

The School is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the School shall maintain employee medical and personal information in confidence and release this information on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the School to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the School's right to terminate any employee at any time for any reason.

Smoking

No smoking will be allowed in the School at any time or anywhere on School property. This policy is for the health and safety of all employees. Smoking is allowed outside, but away from the students and activities.