

Dell Rapids School District #49-3

Policies and Regulations **Code: GBEC – Personnel**



GBEC USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES

The Dell Rapids School District requires a drug-free work place of its employees as defined by the Drug-Free Work Place Act of 1988. In compliance with this federal regulation, the District will adhere to the following policy.

This policy is in effect on property owned leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

1. EMPLOYEE STANDARDS OF CONDUCT:

- Illegal activity by an employee: As standards of conduct for employees the Dell Rapids School District prohibits the unlawful use, possession, or distribution of illicit drugs or alcohol on school premises or as part of any of its activities.
- Use of alcohol by an employee: Employees are prohibited from being under the influence of alcohol during the following: (1) while on school premises (2) while at a school sanctioned activity on or off campus where Dell Rapids School District students are official participants, and (3) during any time employees are away from campus as a supervisor of students. When taking students away from campus, each employee supervisor has 24 hour supervisor responsibility until the students are returned to campus. Being under the influence of alcohol is defined as any consumption of alcohol.

2. DISCIPLINARY SANCTIONS:

- Illegal activity by an employee: Employees who unlawfully use, possess, or distribute illicit drugs or alcohol on school premises or as part of any of its activities are subject to referral for prosecution and/or disciplinary action which may include dismissal. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Any employee must notify the District of a criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. The Superintendent of Schools will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after the Superintendent receives such notification as required by Federal Law.
- Use of alcohol by an employee: Employees violating the standards of conduct for use of alcohol by an employee are subject to disciplinary action which may include dismissal. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

1. PROVISION OF DRUG AND ALCOHOL INFORMATION:

- In addition to the above standards of conduct and disciplinary sanctions, the drug prevention program for all employees will include the following information. All employees will be provided information through their supervisor about the dangers of drug abuse in the workplace, about this policy, and about drug and alcohol counseling and rehabilitation programs available to employees. Such information is available to supervisors and employees through the superintendent's office or the guidance counselor's office.

- 2. PROVISION OF WRITTEN POLICY:** Employees will be provided a copy of the standards of conduct and the statement of disciplinary sanctions as part of the Dell Rapids School Districts drug prevention program.
- 3. COMPLIANCE MANDATORY:** Compliance with the Standards of Conduct in this policy is mandatory.
- 4. BIENNIAL REVIEW:** A biennial review by the District of this drug prevention program to (1) determine its effectiveness and to implement changes to the program if they are needed and (2) ensure that the Disciplinary Sanctions in this policy are consistently enforced. This will occur as part of the Board of Education review and approval of staff handbooks.

Legal Reference: Public Law 100-690
ADOPTED: NOVEMBER 26, 1991
PROPOSED: JULY 24, 1996
REVIEWED: February 9, 1998