

**Alcohol, Tobacco and Drug Free Workplace**

Employees violating the alcohol, drug and tobacco policy may be subject to disciplinary action as indicated below.

**Alcohol and Drugs**

In accordance with state and federal law, the Board of Education is required to provide written explanation of the consequences of violating the Board's policy which prohibits the unlawful manufacture, distribution, possession or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property.

"Controlled drugs" are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to Federal food and drug laws, or which has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence - or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.

The Superintendent, with necessary Board assistance and support, will provide a drug free workplace in accordance with state and federal regulations.

The District may impose penalties on employees for drug or alcohol abuse violations occurring in the workplace.

**Disciplinary Action for Violation of Alcohol and Drug Policy**

These procedures should be followed if a District employee is found to have violated the alcohol and drug policy.

1. Employees observed selling, possessing, or transferring of controlled drugs and alcohol.
  - a. Employees will be reported to school administration immediately;
  - b. The Superintendent will become responsible for holding any suspicious materials and will issue a signed receipt for them;
  - c. The police will be notified and the material turned over to them for analysis and disposition in exchange for a written receipt. Any further action will be left to the police. No employee shall act in a law enforcement capacity.
2. Employees suspected to be under the influence of drugs or alcohol.
  - a. Employees shall be taken to the school nurse and shall be treated as a person who is ill. The Superintendent shall be notified by school administration. In case of emergency or if there is a clear and present danger to an employee's health, he/she will be transferred immediately to the hospital.

## PERSONNEL – CERTIFIED/NON-CERTIFIED

## Regulation 4118.231(b) Regulation 4218.231(b)

- b. Consistent with local, state and federal law, employees found to be in possession of, using or distributing illicit drugs or alcohol on school premises may be subject to termination of employment and prosecution.
  - c. Completion of an appropriate rehabilitation program will be required as a condition of continued employment.
3. Discovery of Controlled Drugs and Alcohol.
    - a. Any employee finding such material will deliver it immediately to school administration.
    - b. The school administration will investigate the matter and notify the Superintendent of the incident.
    - c. If the material is found to be or is suspected of being a controlled drug, the school administration will turn over the material to the police for analysis in exchange for a written receipt.
  4. The Superintendent will review, monitor and recommend any disciplinary action.

### Sanctions for Violation of Smoking Policy

1. First Offense. Upon the first violation, an employee found to be smoking in the school building or on the school grounds during regular school hours will be warned orally that he/she is violating the school smoking ban policy and that further violation will lead to a written warning and further disciplinary action.
2. Second Offense. Employees who are found to violate the policy a second time will receive a written warning. A copy of this written warning will be placed in the employee's personnel file.
3. Third Offense. Upon the third violation, an employee will receive a second written warning. A copy of this written warning will be placed in the employee's personnel file.
4. Fourth Offense. If the employee violates the smoking policy a fourth time, the employee will be referred to the Superintendent for further disciplinary action.

Legal Reference: Drug-Free Workplace Act 102 Statute 4305-4308  
Drug-Free Schools and Communities Act, P.L. 99-570, as amended by P.L. 101-226 (1991)  
21 U.S.C. 812, Controlled Substances Act, I through V, 202  
21 C.F.R. 1300.11 through 1300.15 regulation  
54 Federal Regulation 4946 (1989)  
Connecticut General Statutes §19a-342  
Connecticut General Statutes §19-443(6)

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