

ADOPTED: January 8, 1987
REVIEWED: October 6, 1988, June 17, 1993
REVIEWED: June 15, 1995, June 15, 1998, Nov. 21, 2002
REVISED: December 15, 2005

**CHEMICAL ABUSE AND CHEMICAL DEPENDENCY
(EMPLOYEES AND VISITORS)**

1. Employees

Employees are prohibited from attending their place of work while under the influence of alcohol or drugs and are prohibited from drinking alcohol, using drugs, or possessing alcohol or drugs while in school, on the school grounds, at school functions, or on the school bus.

A. Self-reported alcohol and/or drug problems

1. If a faculty member, or other District employee voluntarily seeks help, the primary role of the administrator who receives the request is to direct the person to the appropriate resource help. Steps in this helping process shall include the following:

a. The individual employee shall be referred directly to a mutually agreed upon substance abuse counselor. The individual (and where possible other members of the family) shall meet with the substance abuse counselor (list of approved substance abuse counselors and treatment centers to be developed) to determine the nature and severity of the substance abuse and related problems. This assessment meeting should result in an initial treatment plan agreed to by all parties who are to be involved. The assessment and initial treatment planning process may include other school personnel who will be a part of the individual's treatment program;

b. Treatment may involve one or more of the following services:

- 1) Support groups (A.A., Alanon, ACOA, NA, CA);
- 2) Individual and/or family counseling;
- 3) Outpatient treatment; and/or
- 4) Residential treatment;

c. Where necessary, the District shall develop a relationship with outside agencies that can provide such services and will facilitate the contact and arrangement of services between the individual and the service agency.

2. MSAD #54 shall work cooperatively with employees who readily admit they have a substance abuse problem and willingly commit themselves to treatment. After the individual enters treatment and so long as s/he continues to make progress with the treatment plan, every effort will be made to support the individual.

B. Suspected or confirmed substance use and/or abuse

1. In a situation whereby substance use and/or abuse by an individual is reported to the school, but there has been no breach of school policy, school officials may refer the individual to an outside agency. The school will not be directly involved in follow-up at this stage.

2. If the situation involves a violation of school policy or affects the performance of the individual at his or her job in the District, school officials shall attempt to find out as many facts as possible to verify the nature and severity of the problem and/or violation. Verification of substance use and/or abuse shall lead to the following steps:

a. An employee who appears on the job with the physical signs of intoxication shall be transported to a safe environment immediately by his or her appropriate supervisor or designee. Such an incident will result in disciplinary action i.e., oral reprimand, written reprimand, suspension without pay;

b. If, upon returning to the job, the individual with a substance use or abuse problem willingly discusses the nature and extent of the problem and agrees to seek appropriate treatment, then the appropriate school officials shall proceed according to the policy outlined under self-reported alcohol and/or drug problems; and

c. If, upon returning to work, the employee denies any problem or any responsibility for substance use and/or abuse, then the appropriate officials for MSAD #54 shall initiate proceedings according to the following policy:

1) The employee shall receive written notice to appear before the Superintendent with the reasons for the meeting outlined in the letter. The employee has a right to be represented by the Association or the Union and by legal counsel; and

2) If it is determined that the employee's substance use and/or abuse places children's safety and/or educational welfare in jeopardy, the employee will be suspended pending a hearing with the Board. After hearing the case, the Board may dismiss or reinstate the employee.

2. Faculty/Staff and Visitor Administrative Procedure on Tobacco Use

The school board of MSAD#54 prohibits tobacco in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons. Violation of this policy will be considered a serious offense.

Appropriate disciplinary action will be taken in respect to employees who violate the policy. Action will include the following steps:

FILE: GBEC

First Incident

A verbal warning will be given by the appropriate supervisor.

Second Incident

The incident shall be reported to the building principal who will issue a formal written reprimand and a copy will be placed in the employee's personnel file.

Other Persons in Violation

All other persons violating this policy, such as visitors, shall be immediately directed to cease violations. In addition, any person suspected of selling, distributing or in any way dispensing alcohol, tobacco, and other drug products to students shall be referred to a law enforcement agency.

Notices

This tobacco policy will be printed in employee and student handbooks and posted in appropriate employee work areas. Parents/guardians shall also be sent notification in writing of this tobacco policy in an appropriate mailing at the beginning of the school year.