

# Policy

## Board of Education Randolph

NO. 431.6 PERSONNEL

### SUBSTANCE ABUSE - EMPLOYEES

It is the Board of Education's intent to provide a wholesome work environment for employees and a wholesome classroom environment for students. Therefore, the Board of Education prohibits the use, possession and distribution of any controlled and/or dangerous substance by employees on school property at any time and at any school-sponsored activity.

In this policy, substance abuse refers to the use, possession or distribution of the following controlled and/or dangerous substances:

- a. All substances so designated and prohibited by New Jersey statutes; all chemicals which release toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes (N.J.S.A. 2A170-259);
- b. all alcoholic beverages;
- c. all prescription drugs, not prescribed for that person; and
- d. all non-prescription drugs with the potential for abuse.

Violation of this policy may subject an employee to disciplinary action including but not limited to reprimand, nonrenewal, suspension, or termination at the recommendation of the superintendent. An employee who violates this policy may be required to participate in an Employee Assistance Program and/or participate in a drug or alcohol rehabilitation program.

For the purpose of this policy "school property" shall include any school building, school premises, school owned vehicle or any other school approved vehicle used to transport students to and from school or school activities. School-sponsored activities include any event or function such as a field trip, co-curricular activity or athletic event, where students are under the jurisdiction of the school district.

The Board of Education, as a result of criminal convictions of any violation of criminal drug statutes by an employee occurring outside of the workplace, may discipline said employee. Disciplinary action may include, but is not limited to a reprimand, nonrenewal, suspension or termination at the recommendation of the superintendent. The employee may be required to participate in an Employee Assistance Program and/or a drug or alcohol rehabilitation program.

#### Federal Grant Compliance

In order to qualify for federal grants, the district must certify that it will provide and maintain a drug-free workplace. Employees hired as a result of federal grant funds must be in strict compliance with this policy as well as the particular requirements of the grant.

The superintendent shall notify all employees whose position is funded in whole or in part by federal funds that they must notify their respective supervisors of convictions of any violations of criminal drug statutes occurring in the workplace. Employees must notify their supervisor within five days of such conviction. To be in compliance with federal regulations, the district must notify the federal grant program of such a conviction within 10 days of receipt of said conviction.

DATE ADOPTED: August 14, 1990      DATE REVISED: