

## **Series 4000 – Personnel – Certified & Non-Certified**

### **1. Certified Personnel**

### **2. Non-Certified Personnel**

#### **A. Permanent Personnel**

#### **(8) Rights, Responsibilities and Duties**

##### **(b) Professional Responsibilities**

##### **(iv) Conduct and Dress**

##### **(a) Alcohol, Drugs, and Tobacco**

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, certified employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

#### **Alcohol and Drugs**

The Board of Education recognizes the importance of maintaining a drug-free environment for its staff and students. In compliance with federal and state requirements, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use on school grounds or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are further defined in schedules I through V of section 202 of the controlled substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Each employee shall notify his or her supervisor of his or her conviction for an offense occurring in the workplace as defined above, no later than 5 days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free and alcohol-free workplace.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

### **Tobacco**

There shall be no smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

For the purposes of this policy, “tobacco product” is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco products, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic cigarettes and vapor products.

### **Promulgation of Rules**

A copy of this policy and the consequences of violating the policy shall be distributed to all employees of the Board of Education. Failure to comply with the policy may result in disciplinary action as detailed by the administration.

Legal references:     Drug-Free Workplace Act. 102 Stat. 4305-4308  
                           Drug-Free Schools and Community 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 Fed. Reg. 4946 (1989)  
                           Connecticut General Statutes  
                           19a-342 Smoking prohibited in certain places.

Policy adopted:     June 17, 2003  
Policy revised:     December 2, 2014, January 6, 2020

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut