

SUPERINTENDENT'S REGULATION 5-3.1 DRUG-FREE WORKPLACE

Generally

The Poquoson City School Board requires compliance with both the word and intent of the Drug-Free Workplace Act, acts of the Virginia General Assembly relating to drug and alcohol use, and federal, state and Virginia Department of Education regulations implementing such legislation.

Definitions, as used in this regulation:

"Controlled substance" means a controlled substance in Schedules I through V of the Federal Controlled Substance Act and Schedules I through VI of the Virginia Drug Control Act.

"Conviction" means a finding of guilt by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal drug statute" means any federal or state criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"School Workplace" means any site for the performance of school related work by the employee. That includes any school building and all school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and any other place which is the location of 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 division.

Alcohol and Drugs on School Board Property or Any School Workplace

The illegal use, possession of, or usage of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana or other controlled substances by any School Board employee on School Board property or any school workplace is prohibited. The violation of this regulation shall result in suspension or termination of employment.

Alcohol and Drugs off School Board Property

The use of alcohol, narcotics, hallucinogens depressants, stimulants, and marijuana or other controlled substances off School Board property which affects an employee's ability to perform his or her duties, or which generates publicity or circumstances which adversely affects the school division or its employees, shall result in discipline, including possible suspension or termination.

Drug-Free Employee Assistance

The School Board recognizes that alcohol and drug dependencies are illnesses and major community health problems. Early recognition and treatment of alcohol and drug abuse are essential to successful rehabilitation. The School Board may assist any employee, upon request of the employee, with alcohol and drug abuse problems as well as other personal problems by making referrals to appropriate treatment programs.

An employee voluntarily seeking assistance for a substance abuse problem through the executive director of business and finance will not be disciplined as a result of his disclosure of prior drug or alcohol use provided that he successfully adheres to requirements of and completes the treatment program and does not thereafter violate this regulation regarding use of alcohol, illegal drugs, and unlawful prescription drugs.

Drug-Free Awareness Program

The School Board is aware of its obligation to employees with respect to the use and abuse of drugs. The School Board believes that within the school division a climate which promotes abstinence from

illegal drugs must be established. To achieve this goal, the division superintendent or his designee shall establish:

1. a continuing program of required in-service instruction on the nature of drugs and their proper use and on the deleterious effects of drug use on the mental, physical, social, economic and legal status of the individual employee, and
2. opportunities for the community to understand the school division's approach to a drug-free workplace.

Notification of Convictions

An employee convicted for violating any state or federal drug law must notify the division superintendent within five (5) days of his conviction. Failure to comply with this directive will be grounds for termination of employment.

Each employee is required to sign a form acknowledging that the employee is aware of this regulation and its requirements. Forms shall be signed by current and future employees. Department heads and principals have the responsibility for obtaining employees' signatures on the acknowledgment forms which shall be maintained in the School Board Office with the human resources specialist.

Poquoson City Public Schools
Alcohol- and Drug-Free Work Place

Acknowledgment Form for Employee

As a condition of my employment with the Poquoson City Public Schools, I certify the following:

1. I am aware of the school division's Regulation 5-3.1 pertaining to an alcohol- and drug-free work place. I understand that I may be dismissed for any violation of this regulation, even if it is a first offense.

2. I am aware I shall notify the division superintendent if I am convicted by a federal, state, or local court of an illegal drug-related offense. I will inform the division superintendent within five days of the date of such conviction. I understand that I may be dismissed for any such conviction.

Employee's Signature

Date