

## TUPELO PUBLIC SCHOOL DISTRICT

### BOARD POLICY GBEM:

#### **DRUG AND ALCOHOL FREE (prohibition of drugs and alcohol)**

1. It is the policy of the Board to provide a safe work and learning environment free from impairment of employees from alcohol and/or controlled substances, and to take reasonable measures to ensure that employee use of alcohol or controlled substance does not jeopardize the success of the District.
2. The District will comply with all federal and state laws and regulations governing workplace anti-drug programs.
3. The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including termination:
  - a. The buying, selling, transportation, possession, provision or use of intoxicants, including alcohol, or any controlled substances as defined by law while on District property, during work hours (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours and while driving between work sites during the work day in either a District-supplied vehicle or a vehicle supplied by the employee;
  - b. Reporting for work under the influence of alcohol, intoxicants or any controlled substance. An individual is considered to be "under the influence of alcohol, intoxicants and/or a controlled substance" when, in the District's determination based upon testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol or intoxicant is at a level that it may impair the individual's ability to safely and/or efficiently perform assigned work OR prevent the employee from presenting a positive role model to students.
  - c. For safety-sensitive positions, using alcohol and/or a controlled substance for a period beginning eight hours before going on duty and concluding when going off duty.
4. An employee who is suspected to be in violation of this policy will be subject to alcohol and controlled substance testing as outlined herein. Any violation of this policy and procedure, including but not limited to refusal to be tested, leaving the scene of an accident without appropriate authorization prior to submission to alcohol and controlled substance, and failing to provide an adequate sample may subject the employee to disciplinary action up to and including termination.
5. The District reserves the right to conduct searches of District property, including District vehicles or equipment, at any time. The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on District property of employees and/or their personal property which is on the District's premises. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.
6. Each employee must sign a statement acknowledging that the employee has received a copy of this policy, is aware of the actions that will be taken by the District in the event a violation occurs, and agreeing to be bound by its terms as a condition of employment. Employees shall agree to notify the superintendent in writing within five days of any conviction for violation of any state or federal drug law.
7. The administration will develop appropriate administrative procedures, consent forms and such notifications as are needed for an orderly implementation of this policy. It will be the responsibility of all affected employees and prospective employees to review this policy and sign an agreement to be bound by its terms as a condition of employment.

**DRUG AND ALCOHOL FREE WORKPLACE: EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received and read a copy of the Tupelo Public School District policy GBEM, Drug and Alcohol Free Workplace. I am aware of actions that may be taken against me for the unlawful distribution, manufacture, dispensing, possession and/or use of a controlled substance at my workplace.

I understand and agree to abide by policy GBEM Drug and Alcohol Free as a condition of my employment, or continued employment, with the District.

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Print Name

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Signature

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Date