

# **EMPLOYEE POLICY AND PROCEDURES**

## **WORKING CONDITIONS**

### **ALCOHOL & DRUG FREE WORKPLACE**

The Ouachita Parish School System is dedicated to providing a drug-free workplace for its employees and the students in their charge. Toward that end, the unlawful manufacturing, distribution, dispensing, possession, confirmed use of alcohol, narcotics, drugs or controlled substances by any employee shall be prohibited in any workplace, school bus and/or vehicle operated by the Parish School System. Violation of such prohibition in the workplace shall result in disciplinary action as may be specified.

Upon official charge of a violation by an employee with regard to manufacturing, distribution, dispensing, possession or use of alcohol, drugs, or controlled substance in the workplace, including school buses and/or vehicles, the Superintendent or his designee shall immediately conduct a complete investigation into the matter. If violations of School Board Policy are found, such conduct may result in discipline, immediate termination, and/or a directive to participate in a sanctioned rehabilitation program. Nothing in this policy shall be construed as to deny any employee the right to due process under the law.

All employees including new hires, shall be made aware of this policy either by paper copy or by internet review, and shall be thereby notified that any employee who is engaged in the performance of duties shall, as a condition of employment, agree to abide by the terms of this policy and shall further agree to notify the Superintendent or his designee of any criminal drug statute conviction for a violation occurring in the workplace, school bus and/or vehicle no later than five (5) days after the conviction.

The Superintendent or his designee shall notify the granting agency (for federal grants) within ten (10) days after receiving notice from an employee for such conviction and shall implement the terms of this policy within thirty (30) days of the conviction.

The Parish School System shall in good faith make every effort to continue to maintain a drug free workplace through the implementation of this policy.

## **EDUCATION**

The Parish School System shall offer to its employees a drug-free awareness program which will provide employees information and education about the following:

1. The dangers of drug abuse in the workplace.
2. School Board policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation, and employee assistance program.
4. The penalties or disciplinary action that may be taken against employees for any violations of the Drug-Free Workplace Policy.

## **DEFINITIONS**

***Controlled Substance:*** A substance listed in Schedules I through V of Section 202 of the Controlled Substance Act 21 U.S. C 821, and as further defined by Regulation Act 21 CFR 1300.11 through 1300.15.

***Conviction:*** A finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

***Workplace:*** Any site for the performance of work for the Ouachita Parish School System.

***Official Charge:*** Refers to a charge brought by an official of the Parish School Board to include, but not limited to, Superintendent, Central Office Staff Member, Principal, Assistant Principal, or any Law Enforcement Official.

## **EMPLOYEE TOBACCO USE**

Smoking, chewing, or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building, Central Office, Media Center, or other School Board facility shall be strictly prohibited.

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited on the grounds of any public or private elementary or secondary school property, except in areas specifically designated as outside smoking areas. Such areas shall be clearly marked as smoking areas. Violators may be subject to appropriate disciplinary action by the School Board.

Smoking, the use of drugs, the use of tobacco, or the use of alcohol shall be prohibited on any school bus, parked, empty, or transporting children attending any public elementary or secondary school.

# **OUACHITA PARISH SCHOOL BOARD**

## **SUBSTANCE ABUSE POLICY AND PROCEDURES**

### **PURPOSE**

To be in full compliance with the Drug-Free Schools and Communities Act Amendments of 1989. Public law 101-226, the Ouachita Parish School Board adopts and implements a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as a part of any school activity. This program conveys to students and employees the message that the possession and use of illicit drugs and the possession and use of alcohol are wrong and harmful.

The guidelines and procedures outlined in this substance abuse Policy apply to all students and all employees of the Ouachita Parish School System and will remain in effect until such time as it is necessary for the Ouachita Parish School Board to amend the policy to reflect new mandates as set forth by state or federal law.

Harmful involvement with mind-altering chemical/alcohol is an illness. Use and abuse by students and/or employees affects the quality of the system's education. The Ouachita Parish School System is responsible for providing a drug/alcohol free environment for students and a drug free workplace for employees. However, because the use and abuse of alcohol/drugs by student and employees may exist, the Board accepts the responsibility to work to identify those in need of help and to provide guidelines for obtaining that help.

The Ouachita parish School System is committed to educating students and employees about the harmful effects of alcohol/drugs. It is also committed to setting standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of its activities. These standards are applicable to all students and all employees. The standards of conduct will be given to students, parents, and employees, notifying them that student and employee compliance is mandatory.