

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: ADMINISTRATIVE EMPLOYEES

Title: DRUG AND SUBSTANCE ABUSE

Date Adopted: November 19, 1990

Date Last Revised: March 17, 2003

329. DRUG AND SUBSTANCE ABUSE

- .1 The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by drug use by administrative employees, especially as the use relates to the safety, efficiency and productivity of the administrative employees.
- .2 The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.
- .3 For the purposes of this policy, drugs shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.
- .4 “Conviction” shall be defined as finding of guilt (including a plea of nolo contendere) by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Any administrative employee convicted of possession of a controlled substance may be terminated from his/her employment with the district.
- .5 “Criminal drug statute” shall be defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- .6 “Drug-free workplace” shall be defined as the site for the performance of work.
- .7 A statement notifying administrative employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the administrative employee’s workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the administrative employee for violation of this policy.

- .71 The Board requires that each administrative employee be given a copy of the statement and notification to the employee that, as a condition of employment, the employee will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- .72 Any grantor of funds which require specific notification shall be notified within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
- .8 Within thirty (30) days of receiving notice, with respect to any convicted administrative employee
 - .81 The Board shall take appropriate personnel action against such an employee, up to and including termination. This may include requiring the employee to participate in a drug abuse assistance or rehabilitation program.
- .9 In establishing a drug-free awareness program, the Superintendent shall inform administrative employees about:
 - .91 The dangers of drug abuse in the workplace;
 - .92 The district's policy of maintaining a drug-free workplace;
 - .93 The availability of drug counseling, drug rehabilitation, and employee assistance programs available; and,
 - .94 The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- .10 The district shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.