

DRUG-FREE WORKPLACE

The Caddo Parish School supports the objective to provide and maintain a drug-free workplace as defined in the *Drug-Free Workplace Act of 1988*. Manufacturing, distributing, possessing and using illegal controlled substances in or on School Board property presents serious problems and risks for employees and students with resulting negative effects on children, co-workers, families and the public.

In order for the School Board to maintain a drug-free workplace, it shall:

1. Advise all employees through the distribution of this policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or intoxicants are prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.
2. Establish and maintain a drug-free awareness program to inform employees about:
 - A. The dangers of drug abuse in the workplace;
 - B. The policy of maintaining a drug-free workplace;
 - C. The availability of drug counseling, rehabilitation and employee assistance programs; and
 - D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Notify all employees that, as a condition of employment, the employee shall:
 - A. Abide by the terms of this policy; and
 - B. Notify the School Board of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - C. Notify the appropriate granting federal agency within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
4. Take one of the following actions, within thirty (30) days of receiving notice of an employee's conviction:
 - A. Appropriate personnel action against the employee, up to and including

termination; or

- B. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
5. In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches shall be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other personal effects of employees.

EMPLOYMENT CONDITIONS

Condition of Continuation of Employment

Compliance with the Caddo Parish School Board's current or amended *Drug-Free Workplace* and *Employee Alcohol and Drug Testing* policies shall be a condition of continuation of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment shall be grounds for discipline, up to and including termination. Violation of any part of these policies shall be grounds for termination.

Consequences of Refusal by Employee

Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by management shall be subject to disciplinary action, up to and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

Prescription Drugs

No prescription drug shall be brought on any property owned or operated by the Caddo Parish School Board by any person other than the one for whom it is prescribed; and such drugs shall be used only in the manner, combination, and quantity prescribed. The use or possession of prescription drugs contrary to this provision shall result in the drug being deemed an illegal drug.

Unauthorized Possession or Consumption of Alcoholic Beverages

Unauthorized possession or consumption of alcoholic beverages by persons on public school property shall result in the person(s) being fined not more than one thousand dollars and imprisoned not less than fifteen (15) days nor more than six (6) months without benefit of suspension of sentence.

DEFINITIONS

Controlled substance is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 821), and as further defined by federal regulations 21 CFR 1308.11 through 1308.15, and/or La. Rev. Stat. Ann. ' 40:963 et seq..

Conviction is 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 the violations of the Federal or State criminal drug statutes.

Workplace is any Caddo Parish School Board property or other site where work is performed by employees of the School Board, whether owned, leased, or used by the school system, at any school-sponsored or supervised activity, in any School Board owned, leased, vehicle, machinery or equipment used in the course of School Board employment, including any school bus or any employee workplace.

Alcoholic Beverage is any fluid or solid capable of being converted into fluid, suitable for human consumption, and having an alcoholic content of more than 6% by volume, including alcohol, but excluding antiseptics, toilet preparations, and scientific/chemical products unfit for human consumption.

Adopted: February 21, 2017

Ref: 20 USC 7101 et seq. (*Safe and Drug-Free Schools and Communities*); 21 USC '812 (*Schedules of controlled substances*); 41 USC 8101 et seq. (*Drug-Free Workplace*); 21 CFR 1308.11 et seq. (*Schedules of Controlled Substances*); La. Rev. Stat. Ann. §§14:91.7, 17:240, 17:405, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes, 6-21-89, 5-22-02, 2-21-17.