

EMPLOYEE ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCES USE

- A. Employees have the right to work in an environment free from the nonmedical use of alcohol and controlled substances. The use of such substances is incompatible with a safe and effective educational environment and may negatively impact student learning, employee performance, and workplace safety.

Any employee who observes or has reasonable suspicion that a District employee is under the influence of alcohol or a controlled substance while on duty or engaged in District business shall immediately report the concern to their immediate supervisor, principal, or director. The report shall include specific, factual observations supporting the concern.

The supervisor, principal, or director receiving the report shall immediately notify the District Administrator and ensure appropriate administrative response. The District Administrator will determine next steps, which may include removal from duty, initiation of an investigation, reasonable suspicion testing in accordance with District policy and applicable law, and/or notification of law enforcement when warranted.

- B. The following actions are prohibited by employees in or on school property, any District-owned or contracted vehicle or at school-sponsored activities:
1. The use, possession, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local state and federal statutes); and,
 2. Being under the influence of alcohol or controlled substances. Drug testing will be conducted as a condition of employment.
- C. Employees will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy will result in disciplinary action which may include termination of employment. Such disciplinary action shall be done in accordance with state law, established procedures and provision of the current employee agreements. Violation of this policy may also result in referral to law enforcement officials for prosecution under specific local, state, or federal laws.

- D. Tests for the presence of alcohol and/or other controlled substances may be conducted on any current employee when a reasonable suspicion occurs.
- E. The District shall assist staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol use and abuse. The District will participate in programs, including employee assistance programs, which focus on prevention of drug and alcohol use and abuse and provide intervention and for those employees affected, programs should be part of a network of community services and be provided through both school and community efforts.
- F. A copy of this policy shall be provided to all School District of New London employees via the Employee Handbook and district policies provided online.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018; August 12, 2024; August 26, 2026

REVIEW DATE(S): June 24, 2024, August 12, 2026

CROSS-REFERENCE: Policy 533 Selection of Certified Staff
Policy 533.1 Background Checks
Policy 523.1 Staff Physical Examinations

LEGAL REFERENCE: