Drug-Free Workplace

St. Mary's Charter School ("School") expressly prohibits:

1. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on School property or while performing an assignment.
2. Being impaired or under the influence of legal or illegal drugs or alcohol away from the School, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or put at risk the School's reputation.
3. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the School, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the School's reputation.
4. The presence of any detectable amount of prohibited substances in the employee's system while at work, while on School property, or while on School-related business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Drug and Alcohol Testing

The School may conduct drug and/or alcohol testing under any of the following circumstances:

School Drivers

Employees who drive School owned or leased vehicle(s) on School-related business may be subject to drug and/or alcohol testing as determined necessary by the School's administration.

Random Testing

Employees may be selected at random for drug and/or alcohol testing at any interval determined by the School.

For-Cause Testing

The School may direct an employee to submit to a drug and/or alcohol test at any time the School believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

1. Evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity;

2. Unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol;
3. Negative performance patterns; or
4. Excessive and unexplained absenteeism or tardiness.

Post-Accident Testing
Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Policy Violations
An employee is subject to disciplinary sanctions under this policy if:

1. The employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy;
2. The employee is tested for drugs or alcohol in accordance with this policy and the results indicate a violation of this policy; and/or
3. The employee refuses to submit to testing under this policy.

Disciplinary sanctions for violations of this policy may include, but are not limited to:

1. Referral to drug and/or alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Referral to appropriate law enforcement officials for prosecution;
4. Removal from safety-sensitive functions;
5. Employment actions, up to and including termination of employment; and/or
6. Any other form of disciplinary sanction deemed appropriate by the School.

Drug-Free Awareness Program
The Superintendent shall establish, as needed, a drug-free awareness program complying with legal requirements. The program shall provide relevant information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The School's drug-free workplace policy.
3. Counseling, rehabilitation, and other assistance programs available to employees in the community, if any.

4. Consequences on employment for violating the School's drug use and abuse prohibitions.

Employee Responsibility

The employee shall be responsible for all fees or charges related to drug/alcohol counseling or rehabilitation, if any.

Tobacco Use

Smoking and the use of tobacco by employees is prohibited on all School-owned property, in School-owned vehicles, and while supervising students during School-related events. An employee who violates this provision is subject to disciplinary action, up to and including termination from employment.