



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-50

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PERSONNEL

DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of New Trier High School District 203 that the workplace be free from drugs and alcohol. To this end, the following policy is in effect for all employees.

Regulations

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by an employee while on the District's premises or while performing work for the District is prohibited.
2. The distribution, consumption or possession of alcohol by an employee while on the District's premises or while performing work for the District is prohibited.
3. Being under the influence of alcohol or any controlled substance while on the District's premises or while performing work for the District is prohibited.
4. As a condition of his or her employment, each employee shall:
 - a. abide by the terms of this policy; and
 - b. notify the District of any criminal drug statute conviction no later than five school attendance days after such conviction.

Disciplinary and Other Employer Action

1. Violation of these prohibitions may result in disciplinary action, up to and including termination.

2. The District shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 school attendance days after receiving notice of such a conviction. The District shall notify the appropriate Federal agency from which it receives grant monies of an employee conviction within 10 school attendance days after receiving notice of such a conviction.
3. The District may also require an employee who violates any of these prohibitions to participate satisfactorily in a substance or alcohol abuse assistance or rehabilitation program.

Definitions

For the purposes of the above rules and regulations, the following definitions apply:

1. A controlled substance is one: 1) which is not legally obtainable; 2) which is being used in a manner different from that prescribed; or 3) which is legally obtainable but has not been legally obtained.
2. A “conviction” is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the Federal or State criminal drug statutes.
3. The phrase “while performing work for the District” refers to that circumstance in which the employee is acting in a supervisory capacity (off campus) over a single student or a group of students (e.g. in the role of athletic coach, activity sponsor, or teacher of a class on a field trip) or is otherwise performing his or her official duties off District premises.

Legal Reference:

41 U.S.C., Sections 701 to 707

Adopted: 5/14/89

Revised: 11/8/93

Revised: 8/24/98

Affirmed: 4/17/2006