

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p><i><b>ALCOHOL &amp; DRUG ABUSE - EMPLOYEES</b></i></p>	<p>Approved: 11/25/08</p>	<p>Policy No. 4-114.2  Page</p>

**DEFINITIONS**

- Alcohol or alcoholic beverages – means any beverage that may be legally sold and that has an alcoholic content in excess of 5% by volume;
- Drug – means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgement of the individual consuming it;
- Prescribed Drug – means any substance, prescribed for the individual consuming it, by a licensed medical practitioner;
- Illegal Drug – means any drug or controlled substance, the sale or consumption of which is illegal;
- He or his – also means “she or hers” in appropriate context;
- Employee – any person employed by the Danbury Board of Education

**PROCEDURES**

**ALCOHOLIC BEVERAGES**

- No alcoholic beverages will be brought into or consumed on Board of Education premises.
- Drinking or being under the influence of alcoholic beverages on school premises, or at school sponsored functions where an employee has direct responsibility for students, is cause for disciplinary action including, but not limited to termination.
- Any employee whose abuse of alcohol whether on or off school premises, results in excessive absenteeism or tardiness or is cause for poor and/or non-performance will be referred for rehabilitation. If the employee refuses or fails rehabilitation, he/she shall be subject to disciplinary action up to and including termination.

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<p><b><u>PRESCRIPTION DRUGS</u></b></p> <ul style="list-style-type: none"> <li>• No prescription drugs shall be brought on Board of Education premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner, combination and quantity prescribed.</li> <li>• Any employee whose abuse of prescription drugs results in excessive absenteeism or tardiness or is the cause for poor and/or non-performance will be referred for rehabilitation. If the employee refuses or fails rehabilitation, he/she shall be subject to disciplinary action up to and including termination.</li> </ul> <p><b><u>ILLEGAL DRUGS</u></b></p> <ul style="list-style-type: none"> <li>• The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on school premises, or while conducting school business off-school premises, is absolutely prohibited. Compliance with these standards of conduct is mandatory. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences, which may include referral for prosecution.</li> <li>• The use of illegal drugs whether on or off school premises will not be excused.</li> </ul> <p><b><u>REPORTING</u></b></p> <p>Employees of the Board of Education shall report any suspected violation of the regulations directly to the Superintendent of Schools, or his designee, who will immediately investigate the allegation and meet with the alleged violator. Any disciplinary actions imposed will ensure that similarly situated violations are treated in a similar manner.</p>		

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**OBLIGATIONS OF EMPLOYEES**

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off school premises while conducting school business. A report of conviction must be made within five (5) days after the conviction. The Board of Education will then notify the appropriate federal or state agencies as may be required.

**EMPLOYEE ASSISTANCE**

- Any employee, who feels that he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Assistance may be sought by writing, in confidence to, or asking for a personal appointment with the Director of Human Resources, or by contacting a Board of Education designated provider of assistance.
- Each request for assistance will be treated as confidential by the person(s) receiving it and only those persons “needing to know” will be made aware of such request.
- The Director of Human Resources, or such other person specifically designated, will be responsible for developing contacts with local hospitals and community organizations offering alcohol or drug treatment programs, (e.g., Care Units, Alcoholics Anonymous, Narcotics Anonymous, Community Health Centers, etc.) and for referring employees seeking assistance to a Designated Provider of the Danbury Board of Education should such service be established.
- Rehabilitation itself is the responsibility of the employee. Any employee seeking medical attention for alcoholism or drug addiction will be entitled to benefits as specified by the Board of Education group medical insurance plan, if the employee participates in the plan.

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<p><b><u>REFERRAL FOR TREATMENT – FAILURE OF REHABILITATION</u></b></p> <p>When, as part of disciplinary action, an employee is referred for treatment as a condition of continuation of employment, the employee must provide certification that he/she is continuously enrolled in a treatment program and actively participating in the program. Upon successful completion of treatment, the employee must provide medical certification of his/her fitness to return to work.</p> <p>Any such employee suffering from an alcohol or drug problem who rejects treatment, or who leaves a treatment program prior to being properly discharged, may be immediately terminated. The recurrence of an alcohol or drug problem will be cause for disciplinary action up to and including termination.</p> <p><b><u>PROGRAM REVIEW</u></b></p> <p>The Board of Education will review its program biennially to determine its effectiveness, to implement changes to the program if they are needed, and to ensure that the sanctions set forth in the policy are consistently enforced.</p> <p><b><u>EFFECTIVE DATE – NOTICE TO EMPLOYEES – STATE LAWS</u></b></p> <ul style="list-style-type: none"> <li>• The policy set forth here is effective immediately upon notice to employees. Each present employee will be furnished a copy of this policy and will sign a receipt for same. Later hired employees will each be furnished a copy upon hiring.</li> <li>• The policy will be implemented in a manner that will comply with all applicable federal and state laws.</li> </ul>		

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<p align="center"><b><u>CERTIFICATION AND DECLARATION</u></b></p> <p>I have been provided a written copy of the Danbury Board of Education’s Alcohol and Drug Abuse Policy. I am aware that the policy and the law forbids the use of or dealing in illegal drugs, on or off duty, and that violation of this policy is cause for disciplinary action including, but not limited to, termination.</p> <p>I am also aware that the policy forbids the use of alcohol on school premises or at school sponsored functions, where an employee has direct responsibility for students, and that violation of this is cause for disciplinary action including, but not limited to, termination.</p>   <p>_____</p> <p>Signature</p>   <p>_____</p> <p>Printed Name</p>   <p>_____</p> <p>Name</p>		