

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS**417 CHEMICAL USE AND ABUSE (STAFF)****I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of employees and significantly impedes the work in schools. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**II. DEFINITIONS**

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the staff's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "School setting" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

**III. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The Prior Lake-Savage Area School District recognizes chemical dependency as a treatable illness. District employees who are so diagnosed shall receive the same consideration and opportunity for treatment which is extended to employees with other types of illnesses. Employees with the illness of chemical dependency shall qualify for the same employee benefits and group insurance coverage which are provided for other medically certified illnesses with established employee benefit plans and programs.
- C. The district is concerned about the effects which harmful chemical involvement potentially has on the employee's job performance and personal health. For purposes of this policy, harmful involvement occurs when an employee's consumption of mood-

altering chemicals repeatedly interferes with the employee's job performance or personal health, as determined and documented by administration.

- D. Supervisors will implement this policy in such a manner that no employee with chemical dependency will have his/her job security or promotional opportunities affected either by the diagnosis or by the employee's own request for treatment.
- E. As stated in board policy 403, disciplinary action up to and including dismissal shall be considered for those employees who do not seek help for documented harmful involvement or those employees who do not follow an after-care program (including AA, for example) to complete their treatment.
- F. The confidential nature of the medical records of employees with chemical dependency will be preserved in the same manner as of all other medical records.
- G. The school district shall establish and maintain a program to educate and assist employees, in understanding this policy and the goals of achieving drug-free schools and workplaces.

#### EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
  - 1. The dangers and health risks of chemical abuse in the workplace/school.
  - 2. The school district's drug-free workplace/drug-free school policy.
  - 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees.

- B. It will be a violation of this policy for any employee to unlawfully manufacture, distribute, dispense, transfer, possess, use or be under the influence of any prohibited drug.

This prohibition applies for employees while on school property, in school vehicles or any other school-approved vehicle used to transport students to and from school or school activities, or off school property while accompanying students on any school-sponsored or school-approved activity, event or function.

- C. The Executive Director of Human Resources or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the Executive Director of Human Resources.

School Board Adoption: July 13, 2020

An Equal Opportunity School District