Book Policy Manual

Section 4000 Classified Staff

Title DRUG TESTING

Code po4163

Status Active

Adopted

**4163 -** **DRUG TESTING**

**A.** **Drug Policy**

In accordance with Federal law, the Ridgedale Local Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered as a "look-alike" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The District is concerned about any staff member who is a victim of alcohol or drug abuse, and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent's office whenever such help is needed. All contact will be treated confidentially. Any staff member who is in need of help, and makes the request in writing, shall be permitted to use accumulated sick leave and enter a program as an "out" or "in" patient. The program shall be approved by the Board.

**B.** **Random Drug Testing**

The Board of Education will establish a random drug-testing program, which shall apply to all classified employees who voluntarily agree to participate in such program.

1. Cost of the drug-testing program shall be borne by the Board.
2. The Board will contract with a State approved, certified, and licensed Drug Testing Company to conduct and monitor the District's random drug testing program.
3. Selection shall be made utilizing an established number system to identify each employee participating in the program. An employee who tests positive during the first test shall be re-tested within twenty-four (24) hours. Should the re-test result in continuation of a positive result the employee shall be directed to an employee assistance program. The employee shall have the opportunity to complete the employee assistance program prior to any Board action to remove, discipline, or terminate employment.
4. Those randomly selected to be tested shall report to the testing site within one (1) hour of notification. All reasonable efforts will be taken to protect the privacy and confidentiality of employees being tested.

**C.** **Conflict of Law**

If any provisions of this policy or any application of this policy to any employee or employees would be found contrary to law, then this provision or application will be deemed invalid except to the extent permitted by law. All other provisions hereof will continue in full force and effect. Any such provisions found to be contrary to law may be revised to conform to the change in law.