

**SOUTH BURLINGTON SCHOOL DISTRICT  
ALCOHOL AND DRUG FREE WORKPLACE  
ADMINISTRATIVE PROCEDURES**

**DRUG-FREE AWARENESS PROGRAM**

Accepting the premise that the best prevention of substance abuse is based on education and understanding, the South Burlington School District encourages its community members to become informed. Recognizing that substance abuse is a complex problem not easily resolvable by personal efforts alone, the School District seeks to publicize a variety of professional treatment and information services available in the area.

A variety of resources of professional support and assistance exist in this area. These counseling resources include but are not limited to the Employee Assistance Program, Howard Mental Health Center, Champlain Drug and Alcohol, Maple Leaf Farm, Brattleboro Retreat, Spectrum Family Services and Narcotics and Alcoholics Anonymous. There are also school-sponsored programs available through either the school's guidance or medical providers.

**SELF-REFERRAL OF ALCOHOL OR DRUG ABUSE**

When an employee recognizes that he/she has a problem with abuse and chooses to do something about this problem, the School District will cooperate and assist as fully as possible with the employee to the extent of the District's health insurance coverage. Assistance will be provided without reprisal providing the following conditions are met:

- 1) There is no immediate or apparent threat to self or others.
- 2) The employee is self-referred and is not involved in a violation of school policies or violation of the law.
- 3) A commitment is made not to violate school policy and to cooperate with the rehabilitation plan.

**PROCEDURE FOR REPORTING AND HANDLING AN ALCOHOL OR DRUG RELATED INCIDENT**

- 1) Any employee who has a suspicion of a violation will communicate their concerns to the building principal and/or superintendent as soon as possible but within 24 hours of the incident.

- 2) The principal, superintendent, or his/her designee will communicate their concerns to the employee within one school day of the initial report of the incident.
- 3) The employee will be provided the opportunity to respond to the concerns raised.
- 4) Subsequently, the principal, superintendent, or his/her designee will further investigate the matter and evaluate the evidence to determine appropriate action. Said investigation will happen within four school days of the report of the incident.
- 5) The principal, superintendent, or his/her designee may notify the South Burlington Police Department in any instance of suspected or actual alcohol or drug use, possession or distribution.

### **CONSEQUENCES AND DISCIPLINARY ACTION**

Employees violating this policy are subject to discipline and consequences deemed appropriate by their supervisors and the School Board, ranging from participation in a rehabilitation program to suspension, non-renewal or dismissal. The individual may be required to provide evidence of the successful completion of a treatment program before readmission or re-employment. Such disciplinary action will occur in accordance with the South Burlington School District's Manual of Support Staff Rights, Benefits; the Agreement between Para-educators and Custodians and the South Burlington School Board; the Agreement between the South Burlington Educators' Association and the South Burlington School Board; the Agreement between the South Burlington Administrators' Association and the South Burlington School Board; and State Statutes and Federal laws.

### **EMPLOYER RESPONSIBILITIES**

The Superintendent or his designee will provide information and educational materials to safety sensitive employees and supervisors of safety sensitive employees on the consequences of drug and alcohol abuse and treatment resources in accord with the requirements of the Testing Act. At a minimum, supervisors of safety sensitive employees will annually be required to attend at least one hour of training on the signs and symptoms of drug use and an additional hour on the signs and symptoms of alcohol abuse.