

Adopted: 6/21/12

## **PRAIRIE CREEK COMMUNITY SCHOOL**

### **PROPOSED DRUG FREE WORKPLACE/ DRUG FREE SCHOOL POLICY**

#### **I. PURPOSE.**

It is the policy of the Board of Prairie Creek Community School (“Board”) to provide and maintain a safe and healthy environment for students and employees by prohibiting the use of alcohol, toxic substances and controlled substances without a physician’s prescription. It is a violation of this policy for any student, teacher, administrator, other school personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location or at any school function. Prairie Creek Community School will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

#### **II. DEFINITIONS**

A “Alcohol” means any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

C. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

D. “Use” means to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving payment.

E. "Possess" means to be in control of, including having, carrying or storing.

F. "School location" includes any school building or any school premises; any school-owned vehicle or 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; or during any period of time when an employee is supervising students on behalf of the school or otherwise engaged in school business.

### III. ENFORCEMENT

A. Students . A student who violates the terms of this policy is subject to discipline in accord with Prairie Creek's discipline policy. The discipline may include suspension or expulsion from school. In addition, the student may be referred to a drug or alcohol assistance program and/or to law enforcement officials when appropriate.

B. Employees. Prairie Creek employees must abide by the terms of this policy. An employee who violates the terms of this policy is subject to disciplinary action, including termination, or discharge. Additionally, an employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the Board or Director. Any employee who fails to satisfactorily participate in and complete such a program is subject to discipline as deemed appropriate by the Director or the Board.

C. Reports required. An employee must notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring on Prairie Creek property or in any place where Prairie Creek work is performed. This notice must be provided no later than five calendar days after the employee's conviction.

D. Certain off campus behavior prohibited. It is a violation of this policy for a PCCS Employee to unlawfully use drugs or other controlled substances, or use alcohol in a way that results in impaired judgment or action, when that employee is officially representing PCCS at meetings, conferences, or other authorized events (even if students are not

present). When attending such events, PCCS employees are also prohibited from using alcohol or controlled substances in a manner that reflects badly upon the school or that poses a risk to the employee or others. Failure to abide by this policy may result in discipline up to and including termination.

#### E. Prescription Medications

Students who have a prescription from a physician for medical treatment with a controlled substance and wish to bring the medication on school property must provide a copy of the prescription to the Director or Director's designee. An employee who has a prescription from a physician for medical treatment with a controlled substance is permitted to possess the medication (and associated medical supplies such as an inhaler or syringe) on school property after informing his or her supervisor. The employee may be required to provide a copy of the prescription to the Director.

#### F. Exceptions

It is not a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder) and has been approved by the Board.

#### G. Notice

Each employee will be provided written notice of this Drug-Free Workplace/Drug-Free School policy and must acknowledge receipt of the policy.

### **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, hereby certify that I have received a copy of PPCS's policy regarding the maintenance of an alcohol/drug free workplace and I acknowledge this policy as a condition of employment with PCCS.

\_\_\_\_\_  
Name of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature (if employee refuses to sign)  
Acknowledging that the employee received the alcohol/drug free workplace policy and refuses to sign.

\_\_\_\_\_  
Title of Witness