

## **Mood Altering Substances, Drugs and Alcohol**

IntelliSchool maintains a zero-tolerance policy regarding the possession of any mood-altering substance (alcohol, legal or illegal drugs, etc.) on school premises. Students or personnel who violate this policy are subject to prosecution under the Arizona Penal Code and will be subject to disciplinary action. Any student or personnel who attends school under the influence of drugs or alcohol is subject to disciplinary action.

For students, parents will be called to immediately come to school for a conference and removal of the students from school. The student or staff member will have to submit to a drug screening. If the student or staff member refuses or the result of the test come back positive or diluted, the student will be suspended or expelled.

Any person or staff member in violation of the above will be subject to disciplinary action, removal from school property and prosecution in accordance with the provisions of the law.

### **Drug Testing and Searches**

Any student or staff member whose behavior and/or physical demeanor has raised suspicions regarding the use of alcohol and /or drugs while attending IntelliSchool may be asked to submit to a search and/or a drug screening. If the student or staff member refuses the search or test, or the test results report a diluted result, it will be treated the same as a positive testing.

## **Drug Free Workplace**

IntelliSchool employees will not violate any law or school policy regarding the distribution, dispensing, possession or use, of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance on or in the workplace.

Workplace includes:

- School grounds
- School building
- School parking lots
- Off campus school sponsored events

As a condition of employment, each employee will abide by the school policy respecting a drug free workplace. Any employee who violates this policy in any manner is subject to disciplinary action, which could include dismissal.

As stated in the employee handbook: Drug and Alcohol Use

It is the Consortium's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to

perform their jobs in a satisfactory manner.

Consortium employees may be subject to random drug screens. The request may come from the immediate supervisor, Management or from Human Resources. In the case that a random drug screen is requested, the employee will be driven to the nearest Concentra location. Results will be sent to Management or to Human Resources and maintained as part of the employee's personnel file.

While on Consortium premises and while conducting business-related activities off Consortium premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with Management or Human Resources to receive assistance or referrals to appropriate resources in the community. Employees with drug/alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation treatment program through the Consortium's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all Consortium policies, rules and prohibitions relating to conduct in the workplace and if the leave will not cause the Consortium any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs for a government contract or grant must notify the Consortium of any criminal violation for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug/alcohol use in the workplace should raise their concerns with Management or Human Resources without fear of reprisal.

The Consortium wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, the Consortium prohibits the possession, transfer, sale or use of such material on its premises. The Consortium requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the Consortium. Accordingly, any articles found within them, can be inspected by any agent or representative of the Consortium at any time, either with or without prior notice. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Consortium's premises.