

DRUG-FREE WORKPLACE

The Acton-Boxborough Regional School Committee recognizes the importance of maintaining a workplace which is drug- and alcohol-free to enhance the welfare of employees and students. Under the Drug-Free Workplace Act, the Acton-Boxborough Regional School District is required to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. The requirements of this law give the Acton-Boxborough Regional School District the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Acton-Boxborough Regional School District to prohibit the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or the possession, use, purchase, sale or other transfer of alcohol by any employee while on School premises or while performing any job-related activity, whether on or off School premises. Employees are also prohibited from reporting for work or performing any job related activities, on or off school premises, while under the influence of alcohol or any illegal controlled substances. An employee who violates this policy is subject to disciplinary action, up to and including dismissal.

For purposes of this policy the term “controlled substance” is defined as a narcotic, hallucinogen or any other drug listed on Schedules I through V of the federal Controlled Substances Act. An “illegal” controlled substance is defined as any drug that cannot be legally obtained or that, although available legally, has been obtained illegally.

This policy does not prohibit use or possession of a drug prescribed for the employee by a licensed physician and used in a therapeutic dosage in accordance with the physician’s instruction; however, employees are required to disclose to the Superintendent the use of any prescribed drug that may impair the employee’s ability to perform his/her job safely and effectively.

It is a condition of employment that each employee abides by this policy and notifies the Superintendent of Schools of any criminal drug conviction for (or plea of no contest to) a violation occurring in the workplace or while performing any job-related activity within five (5) days of such a conviction or plea. The Acton-Boxborough Regional School District has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of conviction, the Superintendent of Schools will take disciplinary action up to and including termination.

WHERE CAN EMPLOYEES GO FOR HELP

If employees need assistance with a drug or alcohol problem and have a private doctor, it is recommended that they seek assistance through their doctor. They may also receive information through the District Employee Assistance Program (EAP).

The Acton-Boxborough Regional School District has collected information from various drug assistance and/or rehabilitation programs. This information is available from the High School Counseling Department, (978) 264-4700.

For more information, please feel free to contact the Human Resources Department at (978) 264-4700.

LEGAL REFERENCE: The Drug-Free Workplace Act of 1988

CROSS REFERENCES: Teaching about Alcohol, Tobacco & Other Drugs Policy File: IHAMB
Drug and Alcohol Use by Students Policy File: JICH
Tobacco Use on School Property Policy File: ADC, GBED, JICG

Approved: 3/20/14, Revised 6/29/16