

PERSONNEL PROCEDURES

I. Disciplinary Action

A. Possession/Use

When the school is notified of a reported violation of school policy set out above, involving possession or consumption of alcohol or scheduled drugs, school officials will notify the employee or volunteer and shall attempt to verify the nature and extent of the violation. Upon verification of the alleged violation, the appropriate administrator shall take the following steps:

1. Ensure that the employee or volunteer who is drug/alcohol affected is transported, if possible, to a safe environment by his/her appropriate supervisor or designee.
2. Take appropriate disciplinary action, up to and including dismissal, in accordance with any applicable collective bargaining agreement in effect at the time of the occurrence if the employee's actions place or placed children's' safety or educational welfare in jeopardy or endanger other individuals.
3. If the employee or volunteer agrees to discuss the nature and extent of his/her substance abuse problems and agrees to seek appropriate treatment, then the School Committee shall refer the employee or volunteer to an appropriate professional to assist the employee or volunteer in finding the appropriate treatment.

B. Furnishing/Selling/Buying

When the School is notified of a reported violation of school policy set out above, involving furnishing, selling or buying alcohol or scheduled drugs, school officials will notify the employee or volunteer and shall attempt to verify the nature and extent of the violation. Upon verification of the alleged violation, the administrator shall take the following steps:

1. Ensure that the employee or volunteer who is drug/alcohol affected is transported, if possible, to a safe environment by his/her appropriate supervisor or designee.
2. Immediately suspend any person violating this rule in accordance with the applicable collective bargaining agreement in effect at the time of the occurrence.
3. If the employee violated this rule, then the employee's name shall be furnished to proper law enforcement officials and the employee will be permanently removed from his/her position in a manner consistent with the collective bargaining agreement in effect at the time of the occurrence.

II. Counseling and Treatment Procedures

A. Self-referral

1. The Wells-Ogunquit C.S.D. strongly encourages any school employee or recognized volunteer to voluntarily seek help for any possible alcohol or drug dependency problem. The primary role of the administrator receiving a request for help is to direct the person to an appropriate resource.
2. Where necessary, the Wells-Ogunquit C.S.D. will work with outside agencies that can provide such referrals and will facilitate the contact and arrangement of services between the individual and the service agency.

3. The administrator shall keep all voluntary referrals confidential.
4. This is a voluntary assistance program. The decision to request diagnosis and accept treatment for alcoholism/drug dependency or other emotional problems is the personal responsibility of the employee.

III. Criminal Violations

- A. Any employee or recognized volunteer who is convicted of a criminal drug statute for conduct occurring in the workplace shall notify the Superintendent of Schools no later than twenty-four (24) hours after such conviction.
- B. A failure to provide such notice within twenty-four (24) hours shall result in disciplinary action, up to and including dismissal, in accordance with the applicable collective bargaining agreement in effect at the time of the employee's failure to provide appropriate notice.

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