

### Administrative Regulation

#### Prohibition of Drugs and/or Alcohol in the Workplace

It is the purpose of the District Governing Board by this regulation to implement the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986.

The superintendent/designee shall:

- A. Distribute the following notice to all employees:

#### NOTICE TO EMPLOYEES

The U.S. Department of Education regulations implementing the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 require that all employees in any district which receives federal funds be given notice of the district's policy concerning drug or alcohol abuse.

#### POSITION STATEMENT

The Garden Grove Unified School District recognizes the potential dangers of drug and alcohol abuse in the workplace. Such abuse increases safety risks to employees and students where the employee is responsible for supervision of students, operation or maintenance of vehicles or machinery, or other responsibilities involving the health and welfare of district students and personnel. Drug and alcohol abuse increases the loss of efficiency to the district and places an additional burden on co-workers who must accommodate the absences or inefficiency of the impaired employee. The district seeks to ensure that every employee is provided a safe and healthful working condition.

It is, therefore, a violation of Garden Grove Unified School District policy for any employee to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, or fortified wine, or other intoxicating liquor or to manufacture, distribute, dispense, possess, or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations 21 C.F.R. 1300.11 through 1300.15, before, during, or after school hours at school or in any other school district location as defined below.

The term “school district location” shall apply to any school building or 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 used for a school-sponsored or school-approved activity, event, or function where students are under the jurisdiction of the school district.

Any district employee engaged directly or indirectly in work on a federal grant must notify the district in writing of any conviction of a violation of a criminal drug statute (including a plea of nolo contendere) no later than five (5) calendar days after the conviction if that violation occurred at a school district location as defined in this notification.

Compliance with the standards of conduct of this policy is mandatory. Any employee who violates the terms of this policy will face disciplinary action, including such measures as suspension, demotion, and possible termination of employment. In its discretion, the district reserves the right to refer any violations to appropriate authorities for criminal prosecution.

The district’s self-insured health plan does provide combined benefits for treatment of psychiatric conditions, alcoholism, and chemical dependency for its employees. The district has in place an intervention program for those employees who need assistance.

- B. Implement a drug and alcohol awareness program to inform employees about:
1. The district’s policy of maintaining a drug- and alcohol-free workplace;
  2. The dangers of drug and alcohol abuse in the workplace;
  3. Drug and alcohol counseling, rehabilitation, and assistance programs available to eligible employees through health and welfare benefit plans in effect; and
  4. The penalties that may be imposed by the district on an employee for drug and/or alcohol abuse violations.
- C. Notify federal agencies with whom contracts are held or from whom financial grants are received, of any criminal drug statute conviction against an employee which occurred at a school district location within ten (10) days after the notification is received by the district.

Within thirty (30) days after receipt of such notification, the superintendent or designee shall either initiate appropriate personnel action against the employee, up to and including termination, or shall require the employee to satisfactorily participate in a drug and/or alcohol abuse assistance-rehabilitation program approved for such purposes by an appropriate governmental agency.

- D. Distribute the following notice to all students and parents:

NOTICE TO STUDENTS

It is the policy of the Garden Grove Unified School District to implement the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 which require implementation of a program to prevent the use of illicit drugs and alcohol by students.

It is, therefore, a violation of Garden Grove Unified School District policy for any student to distribute, dispense, possess, use, or be under the influence of any alcohol beverage, malt beverage, fortified wine, or other intoxicating liquor or to unlawfully manufacture, distribute, dispense, possess, or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act and further defined by regulations 21 C.R.F. 1300.11 through 1300.15, before, during, or after school hours at school or in any other school district location as defined below.

The term "school district location" shall apply to any school building or 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 used for a school-sponsored or school-approved activity, event, or function, where students are under the jurisdiction of the school district.

Compliance with the standards of conduct of this policy is mandatory. Any student who violates the terms of this policy will face disciplinary action, including the possibility of suspension and/or expulsion from school, at the discretion of the Board of Education. The district also reserves the right to refer the violations to appropriate authorities for criminal prosecution.

- E. Implement an age-appropriate, developmentally-based drug and alcohol education and prevention program for students in all grade levels which informs students about:
1. The district's policy of maintaining a drug- and alcohol-free school;
  2. The dangers of drug and alcohol abuse;
  3. Availability of drug and alcohol counseling-rehabilitation services and re-entry programs in the region;
  4. The penalties that may be imposed by the district on students for drug and/or alcohol abuse violations.

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Ref: Drug-Free Workplace Act of 1988, Public Law 100-690 (41 U.S.C. 701 et. seq.)  
Drug-Free Schools and Communities Act of 1986 (20 U.S.C. 3171 et. seq.)

Approved: October 2, 1990

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