

**RULES AND REGULATIONS
IMPLEMENTING BOARD POLICY NO. 4.1120
"DRUG-AND ALCOHOL-FREE WORKPLACE (EMPLOYEES)"**

1. GENERAL

The District shall certify to the Illinois State Board of Education and upon application to any federal granting agency that the District provides and maintains a drug-and alcohol-free workplace.

2. DEFINITIONS

- A. The term "illicit drugs" means the use of any controlled substance or other illegal, addictive or harmful drug, including narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana or anabolic steroids. This does not apply to the lawful use of prescription drugs.
- B. The term "school premises and district activities" refers to all school buildings, property, or any school-owned or approved vehicles used to transport students to and from school and school events, and to all district-sponsored events or functions, whether on or off school premises, including field trips and athletic events.
- C. The term "drug abuse education and prevention" means prevention, early intervention, rehabilitation, referral, and education related to the abuse of alcohol and the use and abuse of controlled, illegal, addictive, or harmful substances, including anabolic steroids.

3. DRUG-AND ALCOHOL-FREE WORKPLACE REQUIREMENTS

- A. The District shall annually notify each employee that the unlawful manufacture, dispensing, possession, use or distribution of illicit drugs or alcohol is prohibited in and on all school District premises and District activities, and shall specify the standards of conduct required and the disciplinary sanctions which will be taken against employees for violation of such prohibition. The notice to employees shall be in substantially the form attached to as Exhibit A to these regulations. The notice shall be provided to all District employees annually at the start of each school year. New District employees shall also receive the notice at the time they commence employment.
- B. The District shall establish a drug and alcohol abuse education and prevention program to inform employees about:
 - 1. The District's policy of maintaining a drug-and-alcohol- free workplace.
 - 2. Any available drug and alcohol counseling, rehabilitation, re-entry and employee assistance programs.
 - 3. The penalties that the District may impose upon employees for drug and alcohol abuse violations occurring in the workplace.
 - 4. The dangers of drug and alcohol abuse in the workplace.
- C. All District employees shall annually be given a copy of the statement required by paragraph A above, with notification that, as a condition of employment, it is mandatory that the employee will:
 - 1. Abide by the terms of the statement.