 **No. 315**

**SECTION: EMPLOYEES**

**TITLE: ILLEGAL DRUG AND ALCOHOL USE**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

315. ILLEGAL DRUG AND ALCOHOL USE

This policy constitutes a recognition by the Medical Academy Charter School of the need to regulate and to advise employees of the consequences of the abusive use of drugs or alcohol and related matters.

The Medical Academy Charter School, both as an educational institution with the responsibility to provide positive and constructive standards and examples of appropriate behavior for students and the community, and also as an employer of various classifications of employees with the responsibility to establish and enforce appropriate standards of behavior and to provide assistance to employees under defined circumstances, hereby declares that it shall be the policy of the school:

1. To prohibit the use, consumption or possession of any illegal drugs or beverage alcohol on the job by any employee;
2. To prohibit the furnishing or distribution of any illegal drugs or alcohol to any student by any employee at any time, whether on or away from school premises;
3. To provide for appropriate disciplinary measures up to and including discharge from employment for violations of this policy, subject to due process rights established under the School Laws of the Commonwealth of Pennsylvania; and

Any employee engaging in conduct prohibited by this policy shall be subject to such disciplinary action as is appropriate under the circumstances, up to and including suspension and/or discharge.

An administrator who has reasonable grounds for suspicion that an employee has been drinking or using illegal drugs on the job or is under the influence of illegal drugs or alcohol on the job may require the employee to submit to a blood alcohol or other illegal drug test, which shall be performed at an appropriately qualified laboratory or other medical facility at school expense. Refusal to submit to a properly required test shall be conclusive evidence of being under the influence of illegal drugs or alcohol. Reasonable grounds for suspicion shall include any of the following:

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a. The occurrence of any accident on the job;

b. The marked odor of alcohol;

c. Other physical symptoms consistent with illegal drugs or alcohol use including slurred

speech, unsteadiness, drowsiness, confusion or altercations;

d. Possession of illegal drugs or alcohol during work hours.

An arrest and conviction of driving under the influence of alcohol shall be treated in the same manner as use or possession of alcohol on the job.