



# Administrative Procedure: Drug And Alcohol Use - Staff

## Table of Contents

### [Administrative Procedure: Drug And Alcohol Use - Staff](#)

#### [Intervention](#)

#### [Discipline](#)

[Violation of Board policy may occur in any of the following ways:](#)

[Principals will take the following action when dealing with a staff member under the influence of drugs and/or alcohol:](#)

[Further Disciplinary Action:](#)

## Intervention

Intervention is an important component of an overall approach to dealing with the problem of drug and alcohol abuse/dependency. The effectiveness of any program depends upon several key factors, including awareness, identification, assessment and referral procedures. Educated teachers and administrators, are needed to ensure that all staff receive the assistance which they may need. Schools need to work with appropriate community agencies to support effective intervention and counseling, while ensuring that confidentiality is maintained. Agencies that are available to help staff should be identified and made known to all staff within the schools.

The goals of early intervention is to reduce, where possible, dependency on drugs and alcohol.

The objectives of early intervention should include the following:

- To reduce harmful and illegal drug, or misuse of any drugs and alcohol consumption practices among staff.
- 
- To provide appropriate assistance relating to staff drug and alcohol abuse.
- 
- To orient all staff to early intervention strategies and resources.
- 
- To inform all staff of the existence of early intervention programs and resources.

## Discipline

It is the policy of the Board that the use of illegal and/or misuse of any drugs and/or alcohol by its staff while on Board property, or while engaging in any activities involving supervision of students, will not be tolerated.

### Violation of Board policy may occur in any of the following ways:

- Use of illegal drugs, misuse of any drugs or alcohol by any staff member.
- 
- Possession of illegal drugs or alcohol by any staff member.
- 
- Use or possession of inhalants for the purpose of intoxication.
- 
- Being intoxicated by alcohol and/or other drugs.
- 
- Trafficking of alcohol and/or other drugs.

### Principals will take the following action when dealing with a staff member under the influence of drugs and/or alcohol:

- The staff member is informed that his/her behaviour is an infraction of Board policy and is immediately to remove himself/herself or be removed from the premises.
-

- In consultation with the employee's bargaining agent, referral to an Employee Assistance Program and disciplinary procedures will follow.

### **Further Disciplinary Action:**

Where trafficking is or appears to be involved, the police will be contacted as soon as possible.