

Tapestry Public Charter School Policy Manual

Drug, Alcohol, and Substance Abuse Policy

Adopted: 7/15/2019

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections:

I.	Purpose
II.	Policy

I. Purpose

This policy governs employee abuse of drugs, alcohol, and other controlled substances.

II. Policy

- A. TPCS complies with all laws that regulate or prohibit the possession, use, or distribution of alcohol, illicit drugs, and controlled substances. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance, marijuana, or dangerous drug is prohibited at TPCS and at TPCS-sponsored activities at all times for all TPCS employees, in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and Drug-Free Workplace Act of 1988, O.C.G.A. 34-9-410, and the Georgia Drug-Free Public Work Force Act of 1990.
- B. Employees must perform their jobs safely and without the adverse influence of alcohol or controlled substances. TPCS prohibits all employees from possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of illegal drugs or unauthorized prescription drugs, and from the use, sale, distribution, or possession of drug paraphernalia. All employees are prohibited from unlawfully possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of alcohol.
 - 1. “Illegal drugs” or “illicit drugs” mean any controlled substance or imitation controlled substance whose unauthorized manufacture, distribution, dispensation, possession, consumption, use, or sale is prohibited by federal or state law.
 - 2. “Unauthorized use of prescription drugs” means the use of a drug by anyone other than the person for whom the drug was prescribed, that deviates from a physician’s direction, or in any manner that is prohibited by federal or state laws.
- C. The actions prohibited by this policy do not include the lawful and proper use of drugs prescribed by a physician or over-the-counter medications that are taken as directed. However, no employee shall

report to work or attempt to engage in normal duties if he or she is knowingly impaired by drugs that are prescribed by a physician or by over-the-counter drugs.

- D. Compliance with this policy is mandatory for all TPCS employees. TPCS has a zero-tolerance policy for violations of this policy, which means violators will be addressed through TPCS, through prosecution in the courts, or both. Employees who violate this policy will be subject to disciplinary actions, which may include termination of employment, counseling, referral to an appropriate treatment or rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, conditional continuation of employment, expulsion, discharge, and/or referral to the proper law enforcement authorities. Consideration may be given as to whether treatment or rehabilitation will be offered to employees who have self-identified and/or have provided appropriate documentation to substantiate difficulty with drugs or alcohol, so that they may meet the standards and requirements set forth by the policy.
- E. This policy applies at the following times:
 - 1. During school hours or as a part of any of its business activities
 - 2. While on any property owned or leased by TPCS
 - 3. At any time during which the employee is acting in the course and scope of his or her employment with TPCS
 - 4. At any other time that the employee's violation of this policy has a direct and adverse effect on the performance of his or her job
 - 5. Staff may consume alcoholic beverages at school-sponsored events where alcohol is served and no students are present; staff must be able to maintain a professional demeanor at all school events
- F. An employee shall notify his or her supervisor of any charge, conviction (or plea of guilty, no contest, or "nolo contendere") of any criminal drug or alcohol statute no later than the next business day after any such charge, conviction, or plea.