

CALLEN INDEPENDENT SCHOOL DISTRICT



**DRUG FREE WORKPLACE PLAN
2017-2018**

Role of the Advisory Committee

The Advisory Committee will include the campus principal and other department supervisors as ad hoc members. Other members will include counselors, nurses, teachers, athletic personnel and specified administrators.

The responsibilities of the members of the advisory committee include:

- Suggesting appropriate resources
- Reviewing materials, as necessary
- Evaluating the program

DRUG FREE WORKPLACE COMMITTEE 2017-2018

Joy Beverly, East Elementary
Veronica Espinoza, East Elementary

Lori Maldonado, Wood River Elementary
Harmony Salinas, Wood River Elementary

Melissa Cardona, Magee Intermediate
Tracy Hendley, Magee Intermediate

George Allen, Calallen Middle School
Debbie Skoruppa, Calallen Middle School

David Low, Calallen High School
Sherry Johnson, Calallen High School

Teresa Shaw, RN, CISD Nursing Supervisor
Emily Lorenz, Assistant Superintendent of Curriculum and Instruction
And Committee Chairman

The district has implemented a drug prevention program for its employees that, at a minimum, includes--

- Standards of conduct applicable to employees that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions (consistent with local, state and federal law) up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program;
- Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees;
- A requirement that employees be given a copy of the standards of conduct and the statement of disciplinary sanctions required;
- Notification to employees that compliance with the standards of conduct required is mandatory;
- A review by the local educational agency of its programs to:
 - a) determine the programs' effectiveness and implement changes to the programs if they are needed; and
 - b) ensure that disciplinary sanctions are consistently enforced.

FEDERAL LAW

Per legislation and Texas Education Agency guidelines, Calallen Independent School District has complied with the law by designing and implementing a drug prevention program for its employees that includes:

- Standards of conduct applicable to employees that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities (*District Policy DH(LOCAL)*);
- A clear statement that disciplinary sanctions (consistent with local, state and federal law) up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program (*District Policy DH (LOCAL). and DI (E) (LOCAL)*);
- Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees (*Letter from superintendent dated 9/1/15 and Drug-Free Workplace Plan*);
- A requirement that employees be provided the standards of conduct and the statement of disciplinary sanctions required (*District Employee Handbook*);
- Notification to employees that compliance with the standards of conduct required is mandatory (*District Employee Handbook*);
- A review by the local educational agency of its programs to:
 - a) determine the program's effectiveness and implement changes to the programs if they are needed; and
 - b) ensure that disciplinary sanctions are consistently enforced (*District Policy DI (E) (LOCAL)*).

THE CALLEN APPROACH

Information will be provided to employees through the following strategies:

- A Drug-Free Workplace Advisory Committee;
- An employee orientation meeting with principal/supervisor;
- Announcement of counseling and rehabilitation services available in the city/county;
- Policies relating to Drug-Free Workplace included in employee handbook, provided to all employees at the beginning of each year.

TO: ALL CISD STAFF
FROM: DR. ARTURO ALMENDAREZ
RE: DRUG-FREE WORKPLACE ACT OF 1988
DATE: SEPTEMBER 1, 2017

Federal law requires school districts to implement strategies that will ensure a drug-free workplace for employees. While you are aware of the District's drug-free policy for personnel, the law requires that it be issued to you at this time. You are being asked to abide by the terms of the policy and to agree to notify your supervisor immediately if you have been convicted of a criminal drug statute violation occurring in the workplace. Calallen ISD has always attempted to provide a drug-free workplace for its employees and has taken seriously the requirements because they constitute good practice as well as compliance with the law.

Information will be provided to employees through the following strategies:

- A Drug Free Workplace Advisory Committee
- An employee orientation meeting with your principal/supervisor
- Announcement of counseling and rehabilitation services available in the city/county

I know that you agree that drugs do not belong in the workplace. Please join CISD in maintaining our drug-free workplace.

Calallen ISD offers the following available resources for assistance:

INFO*LINE (United Way, 882-4636 or 1-800-421-4636) can provide you with comprehensive information about available programs in this community or in near-by communities. Hours of operation are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Other toll-free hotlines to assist you are:

ALCOHOL (hotline/users/abusers)	1-800-ALCOHOL
DRUG ABUSE	1-800-662-HELP
PARENTS ANONYMOUS/ABUSE PREVENTION	1-800-421-0353
SUICIDE PREVENTION/CRISIS INTERVENTION	1-800-273-8255

LOCAL RESOURCES

PALMER DRUG ABUSE PROGRAM	887-8900
CORPUS CENTRAL OFFICE-ALCOHOLICS ANONYMOUS	992-8911

Catholic Social Services, Inc.

884-0651

1322 Comanche, Corpus Christi, Texas 78401

Provides supportive, guidance, options, and important techniques needed to overcome the dysfunction of self-defeating behavior and the stress, depression, anxiety or feelings of guilt.

Charlie's Place Recovery Center

826-5350

5501 IH 37

Corpus Christi, TX 78408

A non-profit residential treatment center that serves males and females 18 and older who have a diagnosis of substance abuse or dependence.

The Council on Alcohol & Drug Abuse-Coastal Bend

854-9199

1201 - 3rd Street, Corpus Christi 78404

Prevention, education, public information, intervention, counseling and referral services for individuals and families experiencing problems with alcohol and drugs.

South Texas Substance Abuse Recovery Service

882-9979

131 N. Chaparral, Corpus Christi, 78401

Education, prevention, and treatment of drug abuse and rehabilitation of drug addicts, Methadone Clinic and H.I.V. Testing

Family Counseling Service

852-9665

3833 S. Staples, Suite 34, Corpus Christi 78411-2371

Psychotherapy, based on a sliding scale, provided to families, individuals and couples with primary focus of strengthening the family unit

Kleberg County Family Guidance Services

592-6446

729 W. Nettie, Kingsville 78363-3668

Quality, affordable mental health services for the citizens of Kleberg and surrounding counties

The Women's Shelter

Hotline 881-8888

P.O. Box 3368, Corpus Christi 78404-0368

A safe place for abused women and their children. Counseling (day and night) for residents and nonresidents in nine counties in and around Corpus Christi. Collect phone calls accepted.

INFO*LINE

882-4636

A referral service to resources on financial aid, senior citizen's services community resources, counseling, alcohol & drug problems, emergency services, community activities, volunteer opportunities and day care programs.

Calallen Independent School District assures compliance with the following applicable federal regulations.

*34CFR, Parts 74, 80, 76, 77, 79, 81, 82, 85, 86, 98, 99, OMB Circular

A-87 and OMB Circular A-128. *Public Law 99-570 as amended by P.L. 100-690, 101-226 and 101-647.

DRUG FREE WORKPLACE ACT OF 1988

Calallen Independent School District is committed to providing an alcohol-and-other drug-free workplace, which will help insure a safe and productive work environment. The following policy is in compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V Subtitle D and Texas Senate Bill I, Article 8308 7.10).

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed in accordance with Board policy.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. [See DNC(L) and DO series]

DRUG-FREE SCHOOLS REQUIREMENTS

The district prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District’s activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989. [20 U.S.C. 3224a and 34 CFR 86.201].)

DRUG FREE ACTION PLAN

Activities/Strategies	Responsible	Timeline
A memo will be sent to all principals and supervisors explaining the Drug-Free Workplace Act and the District's Drug-Free Plan. A meeting will be conducted to present the annual Drug-Free Workplace Plan.	Director of Personnel	September, 2017
A letter to all personnel stating employee standards of conduct and statement of disciplinary sanctions will be included in the Drug Free Workplace Plan.	Superintendent	September, 2017
A document indicating counseling and rehabilitation services available in the city/county/area will be included in the Drug Free Workplace Plan.	Director of Personnel	September, 2017
The District will conduct at least an annual review of the program to determine the program's effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.	Dir. of Personnel Advisory Committee	Annually
Mandatory drug and alcohol testing for school bus drivers (anyone with CDL).	Transportation	On-going

