



**Chelsea Public Schools**  
**Office of the Superintendent**

City Hall  
500 Broadway  
Chelsea, MA 02150  
(617) 466-4477  
(617) 889-8361 (Fax)

## **EMPLOYEE SUBSTANCE ABUSE POLICY**

The Safe and Drug Free Schools and Communities Act requires that all employees of the School Department be informed of mandatory policies regarding illegal use of drugs or alcohol on premises utilized by the School Department in connection with activities of the Chelsea Public Schools. These policies are in addition to the requirements imposed upon employees who are covered by certain federal grants under the Drug-Free Workplace Act.

### **1. Standards of Conduct**

No employee of the Chelsea Public Schools shall unlawfully possess, use, distribute, or manufacture illicit drugs or alcoholic beverages on school premises or as a part of any of the activities of the Chelsea Public Schools at any time.

### **2. Disciplinary Sanctions**

Any employee (a) who violates the above standards of conduct or (b) who commits drug or alcohol related offenses involving a minor, or (c) who reports to work or while at work or during work hours is under the influence of illicit drugs or alcoholic beverages will be subject to disciplinary sanctions up to and including termination of employment. The imposition of disciplinary sanctions shall be in addition to any criminal prosecution that may be initiated as result of alleged illegal activity.

In the case of employees covered by a collective bargaining agreement, disciplinary procedures provided by the agreement, if applicable, will be followed.

Disciplinary sanctions may include participation in and completion of an appropriate rehabilitation program.

### **3. Applicability**

Under federal law, all employees of the Chelsea Public Schools are required to comply with the standards of conduct set forth above.

### **4. Specific Sanctions**

The nature of sanctions and the procedures that must be utilized in setting sanctions are matters covered by the individual collective bargaining agreements. As a matter of policy, although progressive discipline may be appropriate in cases in which an individual's job performance is adversely affected by chemical (or alcohol) dependency, the illegal use, sale, or possession of drugs or alcohol may lead to immediate dismissal.

All employees should be aware that federal and state laws provide for severe sanctions for persons convicted of trafficking in illicit drugs and that more severe penalties attach to offenses committed on or near school property. In addition, except for licensed events authorized by the School Department, it is illegal under Massachusetts law for any person to give, sell, deliver, or have in his or her possession alcoholic beverages in any public school building or any premises used for public school purposes.

### **5. Sources of Assistance**

Many programs of counseling, advice, and rehabilitation are available to employees of the Chelsea Public Schools to help them or members of their family deal with problems relating to drug or alcohol abuse, addiction or dependency. A list of some of these resources will be distributed to all employees with this policy.

A copy of this policy will be given annually to each employee of the Chelsea Public Schools together with a current listing of sources of assistance.

## **ALCOHOL, DRUG, AND OTHER INFORMATION AND REFERRAL HOT LINES**

### AIDS:

MA Toll Free Hot Line 1-800-235-2331  
(Information regarding confidential Blood Test)/

AL-ANON AND ALATEEN: 781-843-5300 (Braintree)  
Support group for individuals/families affected by alcoholism)

ALCOHOLICS ANONYMOUS: 617-426-9444  
(Support group of alcoholics)

CHELSEA SUBSTANCE ABUSE CLINIC  
617-884-6829  
(ASAP – Alcohol & Substance Abuse Program)

DRUGS AND ALCOHOL HOT LINE 1-800-327-5050

1-800 Alcohol 1-800-252-6465

NATIONAL RUNAWAY 1-800-621-4000

NARCOTICS ANONYMOUS 617-884-7709  
(Support Group for Drug Addicted Individuals)

PARENTAL STRESS 1-800-632-8188  
1-877-922-6736

PARENTS ANONYMOUS 1-800-882-1250

POISON INFORMATION CENTER 1-800-682-9211  
617-232-2121 (Boston)