

EXHIBIT A
TO STUDENT, EMPLOYEE AND TEACHER HANDBOOKS

**FIRST BAPTIST CHRISTIAN SCHOOL (FBCS)
EMPLOYEE TEACHER/STUDENT DRUG AND ALCOHOL POLICY**

I. SUBJECT

Drug and Alcohol Free Policy and Statement.

II. PURPOSE

- A. To provide the First Baptist Christian School (FBCS) with a safe, drug-free and alcohol-free campus and to promote high standards for all Students and Teachers/Employees.
- B. To require that all students enrolled at the FBCS and all of the FBCS Teachers and Employees are in compliance with all federal and state regulations governing the testing for drug and alcohol use so as to create a Drug-Free FBCS.

III. POLICY

- A. The illegal manufacture, distribution, dispensing, possession or use of narcotics, drugs, or controlled substances while on the FBCS campus or the property of The First Baptist Church of Lafayette, Inc. by a Teacher/Employee of the FBCS or a Student thereof, shall result in disciplinary action up to and including probable discharge. All Teachers/Employees/and Students of FBCS shall be informed of the preceding statement and, as a condition of employment and enrollment, agree to notify the FBCS of any criminal drug conviction no later than five

(5) days after any conviction is learned of by the above said Students, Teachers and/or Employees.

- C. The use or possession of alcoholic or intoxicating beverages while on the FBCS campus or adjacent First Baptist Church of Lafayette, Inc.'s properties is absolutely prohibited. Additionally, a Blood Alcohol Concentration (BAC), or equivalent Breath Alcohol Test of 0.02% at any time is in violation of this Policy. Students, Teachers and/or Employees of FBCS found in violation of these policies shall be subject to disciplinary action up to and including probable discharge. At a minimum, and without in any way restricting FBCS' implementation of other disciplinary action, any Student, Teacher, and/or Employee of FBCS found to have a BAC or Breath Alcohol Test of 0.02%-0.039% shall be required to leave the school and First Baptist Church of Lafayette, Inc. campus and shall be required to re-test before returning to the campus or premises.
- D. The illegal manufacture, distribution, dispensing, possession, or use of narcotics, drugs, or controlled substances or the excessive use of alcohol or intoxicating beverages off FBCS premises may also result in disciplinary action up to and including discharge. The foregoing use can affect on-the-job performance and thus the FBCS' ability to meet its responsibilities and calling.
- E. The legal use of controlled substances prescribed by a licensed physician or the legal use of non-prescription medications is not prohibited, but Students, Teachers, and/or Employees are required to make such use known to an appropriate FBCS representative by written notification.

- F. Any violation of this FBCS' policy may result in disciplinary action up to and including discharge of the person violating the policy.
- G. Law enforcement officials will be notified whenever illegal drugs are found on the FBCS premises.
- H. In cases of confirmed illegal drug use, sale, or possession on or off FBCS and against premises, appropriate measures will be taken to determine the scope of the problem.

IV. RESPONSIBILITY OF STUDENTS, TEACHERS, EMPLOYEES

- A. Compliance with this Drug-Free and Alcohol-Free Policy is a condition precedent to being a Student, Teacher and/or Employee of the FBCS. All Students, Teachers and Employees of FBCS shall be given a copy of this policy and shall be required to sign a statement acknowledging receipt of it and evidencing their willingness to comply with the terms of the policy.
- B. A Student, Teacher, and/or Employee convicted of any criminal drug statute shall notify the FBCS Principal of the conviction within five (5) days. Failure to notify the Principal of such conviction will result in immediate discharge.

V. RESPONSIBILITY FOR ENFORCEMENT

- A. The Principal, the Advisory Board, and/or all Teachers of FBCS are responsible for being alert to possible violations of this policy and shall act to assist in its enforcement.

VI. SEARCHES AND INSPECTIONS

- A. The FBCS may at any time conduct searches and inspections of Students, Teachers and/or Employees or other persons on campus and their lockers, lunch boxes, personal effects, clothing, work areas, and vehicles parked on

company property or job site locations for the purpose of determining if such persons are in possession, use, transportation, or concealment of any prohibited items and substances. Such searches and inspections may be conducted by FBCS trained personnel or specialists designated by FBCS to perform the function herein described.

- B. Searches and inspections may be conducted from time to time without prior announcement. Searches will be performed with concern for the personal privacy of each persons being searched and/or inspected.

VII. TESTING

- A. The FBCS may utilize a urine drug screen, breath alcohol test, blood alcohol test, or other approved medical testing procedures to help in the control or detection of drug or alcohol usage. These tests may be utilized in, but are not limited to, the following circumstances.
 1. Post hiring and/or enrollment physical examination.
 2. Search and inspection of FBCS premises which reveal the existence of substances upon the FBCS' premises in violation of this policy.
 3. Reasonable suspicion by FBCS personnel or specialist agents of the FBCS of Students, Teachers and/or Employees being under the influence of illegal drugs or alcohol.
 4. Students, Teachers and Employees of FBCS found to be in possession of suspected illegal or unauthorized drugs, paraphernalia or alcohol.
 5. Random drug/alcohol screen examinations.
 6. Mandatory, non-random, drug/alcohol screen examinations.

VIII. RANDOM AND MANDATORY DRUG/ALCOHOL EXAMINATION PROCEDURES

- A. All drug/alcohol screen examination, whether random or mandatory under circumstances hereinafter set forth, shall be conducted either by trained and certified in-house personnel or by appropriately certified public or private facilities with whom FBCS in its sole discretion may contract for such service from time to time. FBCS may change the aforesaid designation from time to time, in its sole discretion, without in any way affecting the validity of this policy and/or the employee's prior agreement to be bound by the terms hereof.
- B. In the event of any examination triggered by any of the causes set forth in subparagraphs 1-6 under Section VII (A) above, the affected Student, Teacher and/or Employee of FBCS will either be transported to the designated facility for testing, or may be tested by facility representatives at the FBCS premises.

Tests administered, at a minimum, may include:

1. 5 panel Urine Drug Screen, and/or
2. Breath Alcohol Test, and/or
3. Blood Alcohol Concentration (BAC) Test.

All testing described herein shall be accomplished by means of split sampling. For purposes of this policy, split sampling shall mean that all specimens gathered by either an approved contract facility or by certified company personnel shall be divided into equal portions, each sufficient to be tested separately. Thereafter, in the event that an initial sample is

determined to be contaminated with illegal drugs, or with an alcohol concentration above policy limitations as described herein, the second sample will be tested by a separate laboratory to determine if a concurrence of results is found. The results of both tests must be positive in order for the FBCS to implement disciplinary action.

- C. Random testing shall be performed as determined by a computer random sampling of a reasonable percentage of Students, Teachers and/or Employees of FBCS on an annual basis for alcohol and drug violations. Upon being notified of random selection for testing, those persons will be tested in accordance with the procedures established in Paragraphs A and B immediately above. Refusal to submit to testing when notified shall constitute grounds for immediate disciplinary action up to and including discharge. If the FBCS ever employs CDL Driver's license holders for transportation purposes a policy consistent with the United States Department of Transportation regulations will be established.
- D. Mandatory drug/alcohol screening may be required after anyone of the following events:
1. Following a serious or potentially serious accident or incident involving a Student, Teacher and/or Employee of FBCS.
 2. When equipment or property is damaged.
 3. When an individual suffers personal injury where one or more are involved.
 4. When one or more persons engage in careless activity upon FBCS premises.

5. Where any of the immediately aforesaid circumstances are due to one or more Students, Teachers and/or Employees failing to follow approved FBCS safety policies and procedures or the failure to use prescribed personal protective equipment.

Any occurrence as described in 1-5 immediately above may result in mandatory Urine Drug Screen, Breath Alcohol, or Blood Alcohol Concentration Tests being performed. Testing shall be conducted in accordance with Paragraphs A and B immediately above and as further described or modified according to the following procedure.

- E. All persons are advised that the preferred method of testing for alcohol violations shall be a Breath Alcohol Test administered two times, 15 minutes apart only in the event that the first test shows a positive result. Disciplinary action will be available to the company only if two positive results are obtained. If, following the second positive results the party in question disputes the readings, he may request, in his sole discretion, that a Blood Alcohol Test be performed. In the event that a Blood Alcohol Test is performed, it will be at the FBCS' expense and will be performed in accordance with Paragraphs A-D above.

IX. RESPONSIBILITY OF CONTRACTORS

- A. Any and all Contractors engaged in performing work for the FBCS are to be given a copy of the FBCS' Drug and Alcohol-Free Policy and said Contractors are to be further advised that compliance with the terms of the policy is a condition of continued ability to contract with the FBCS. All Contractors are further advised that they should notify the FBCS of any

criminal drug statute conviction for violations occurring to their knowledge no later than five (5) days after such conviction.

X. AVAILABILITY OF ASSISTANCE

A. In furtherance of its policy as herein set forth, the FBCS has available for distribution, at its offices, during regular business hours, printed brochures, literature, and other information advising persons of:

1. The dangers of drug and alcohol abuse.
2. The description of local facilities engaged in the business of drug counseling, rehabilitation and other assistance programs.