

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Substance Abuse</b>	
Procedure No. 3170-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u><b>3170-Substance Abuse</b></u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of professional employees. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

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#### 4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.CONCERN Form	Assistance to employee	1/10/2016
2.		
3.		

#### 6. Additional Information

Describe any additional information relevant to the implementation of the policy.