

**DRUG-FREE WORKPLACE**

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**POLICY STATEMENT**

It is the policy of the School Department (1) to create and maintain a healthful workplace environment for all employees, (2) to promote and encourage safety and health-conscious practices among its employees, and (3) to seek elimination of those practices, which are detrimental to the health, safety and welfare of School employees and of the public-at-large.

“Workplace” is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school activities; off-school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School Department.

No employee of the School Department shall report for work in an intoxicated condition, or while under the influence of mind-altering drugs, marijuana or alcohol.

No employee of the School Department shall use, consume, possess or transfer alcoholic beverages or marijuana on school-owned premises, or in any school-owned vehicle, or at any school related activities.

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any substance defined by law as a scheduled drug, a counterfeit drug, an imitation scheduled drug or a look-alike drug, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21, U.S.C. 812) and as further defined by Regulation at 21 CRF 1300.11 through 1300.15.

No employee of the School Department shall engage in any transaction involving illegal drug use.

No employee of the School Department shall sell or provide alcohol, marijuana or drugs to any other employee or other persons while on duty, at work, or “on call” in the course of employment by the Department.

**NOTICE TO NEW EMPLOYEES**

A copy of this policy shall be given to all new employees.

**NOTICES OF CRIMINAL DRUG STATUTE CONVICTION**

1. As a condition of employment, each employee shall notify the immediate supervisor of the conviction of any criminal drug statute. Such notification shall be provided no later than five (5) days after such conviction.
2. Per Federal requirement for employees, the School Department will notify the Federal funding agency within ten (10) days after notice is received from an employee or otherwise receiving notice of such conviction.

**ACTION TAKEN FOR POLICY VIOLATION**

School employees with a drug, marijuana or alcohol dependency problem may be dismissed from School employment under this policy when the employee’s dependency results in specific conduct or impact that is incompatible with the performance of assigned duties, or when the employee’s dependency or conduct poses a threat to the safety of other School employees or members of the general public.



No disciplinary or other adverse action will be taken with respect to any School employee who discloses a previously undisclosed drug, marijuana or alcohol problem for the purpose of seeking medical assistance, counseling, or other forms of treatment.

An employee who violates the terms of this policy may be non-renewed or have employment suspended or terminated as stated in this policy, at the discretion of the Superintendent of Schools.

Any such sanctions against employees, including non-renewal, suspension or termination, shall be in accordance with prescribed School Department administrative regulations and procedures and any negotiated agreements covering such employees.

#### **DRUG-FREE AWARENESS PROGRAM**

The Superintendent of Schools shall establish a drug-free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;
2. the grantee's policy of maintaining a drug-free workplace;
3. any available drug counseling, rehabilitation, and employee assistance programs;
4. and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

ADOPTED: January 2, 1990  
REVISED: October 11, 2018  
REVIEWED: September 25, 2019

