

DRUG-FREE WORK PLACE

It shall be the policy of the school district to have a drug-free work place and comply with the provisions of the Drug-Free Work Place Act of 1988.

Employees shall be notified of this policy of the school district as follows:

- a. The District shall notify employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited by the school district and that any violation of this policy may result in suspension or termination of employment.
- b. The District shall establish a drug-free awareness program, which shall inform employees about:
 - (1) the dangers of drug abuse in the work place;
 - (2) the district's policy of maintaining a drug-free work place;
 - (3) any available drug counseling, rehabilitation and employee assistance programs; and
 - (4) that failure to comply with this policy may result in suspension or termination of employment.

All current employees of the school district shall be notified of this policy and the District shall endeavor to give any future employees a copy of the policy. All employees are responsible for being aware of the policies of the school district which are available in the policy manuals distributed throughout the District.

Every employee shall notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after the conviction.

The District shall endeavor to notify the federal agency involved in any grant to the District involving the employee within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

The District shall within thirty (30) days after receiving notice of a conviction occurring in the work place of any criminal drug statute, take appropriate personal action against the employee up to and including termination of employment.

Unless the employee is terminated, the employee shall also be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

The school district shall further make a good faith effort to continue to maintain a drug-free work place throughout the implementation of this policy.

Adoption Date: February 14, 2005