

## **ADB – DRUG-FREE WORKPLACE POLICY**

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 (41 USC Section 701 Et. Seq.). In compliance with statutory requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
  2. Provide a drug-free awareness program to inform employees about:
    - a. The dangers of illicit drugs in the workplace;
    - b. The District's policy of maintaining a drug-free workplace;
    - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
    - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
  3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
  4. Establish the following as grounds for disciplinary action:
    - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
    - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration as soon as possible.)
    - c. Possessing or distributing controlled substances on School property.
    - d. Consuming, possessing, or distributing alcohol or illegal drugs at official\* School functions not on School property.
- \*An official School function is defined as one which is authorized and conducted by the School with School officials present, in charge, and on duty, such as, but not limited to:
- a. Interscholastic athletic contests,
  - b. Field trips, and
  - c. School dances.
5. Alert the local law enforcement agency of suspected violations of the policy.
  6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:

- a. Suspension,
  - b. Termination of employment, or
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 193-B (Drug Free School Zones)

41 USC Section 701 Et. Seq., Drug-Free Schools and Communities Act of 1988 and Amendments of 1989

Handbook (None)

APPROVED: April 24, 2008

PREVIOUS POLICY: November 8, 1990 "Drug Free Workplace"

