

The School will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 (L. 202-226). In compliance with statutory requirements, the School will:

- A. Notify all employees, in writing, that the unlawful manufacture, distribution, possession, or use of illegal drugs and/or alcohol is prohibited in the School's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
- B. Notify employees that, as a condition of employment in the School, they will agree to and abide by the terms of the policy, and will notify the School of any drug statute conviction resulting from workplace conduct within five days of the conviction.
- C. Establish the following as grounds for disciplinary action:
  1. Working under the influence of alcohol or illegal drugs, no matter where consumed.
  2. 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.
  3. Illegally possessing or distributing controlled substances on school property.
  4. 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 officials present, in charge, and on duty.
  5. Alert the local law enforcement agency of suspected violations of this policy.
  6. Take one 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
    - 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. The cost of services not covered under the School's benefit structure will be the responsibility of the employee who voluntarily chooses to accept the recommendation.

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 School will conduct appropriate reviews of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Law Reference:

RSA 193-B, Drug Free School Zones

Appendix Reference:

Date Adopted: June 14, 2012

Revision Dates:

Last Review Date: