

**POLICY # 1.13**  
**DRUG FREE WORKPLACE**

The District will maintain a drug-free workplace utilizing the guidelines established by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendment of 1989.

**Drug-Free Workplace Statement**

The Drug-Free Workplace Act of 1988 requires that recipients of federal grants certify that they will maintain a drug-free workplace. In accordance with this act, the District hereby makes the following statement of notification to its employees:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the school's workplaces.

An employee must notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The District will notify the appropriate federal agencies within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

Within thirty (30) days of receiving notice from employee with respect to any such conviction, the District will:

- A. Take appropriate personnel action against such an employee, up to and including termination
- B. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency
- C. The District provides a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace
  - a. The availability of drug counseling, rehabilitation, and employee assistance programs
  - b. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
  - c. The District's policy of maintaining a drug-free workplace.

It is required that all employees engaged in the performance of a federal grant be given a copy of the drug-free workplace statement.

As a condition of employment, an employee must abide by the agreement.

The District will make a good faith effort to continue to maintain a drug-free work place through implementation of the above statements.