

October 20, 1997

### **DRUG-FREE WORK PLACE**

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote the health, safety, and welfare to employees, students, and the community as a whole, it shall be the policy of the board of education to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226).

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all workstations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school district.

Employees are further notified that, as a condition of their employment, they are required to abide by these requirements and that violation of any requirement will result in appropriate action, probation, suspension, or termination. Additionally, it shall be the responsibility of the employee to report to the district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five days following such conviction. Appropriate personnel action shall follow such disclosure within 30 days of such notice.

Because it is the policy of the board of education to promote prevention, information about a drug-free awareness program will be made available to inform employees about (1) the dangers of drug abuse in the workplace, (2) the district policy of maintaining a drug-free workplace; (3) available drug counseling, rehabilitation and employee assistance programs, and (4) penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the board of education that each current employee shall be notified of this policy in writing and future employees shall be notified in writing upon employment. This statement shall be published in other appropriate documents for proper distribution and posted at appropriate work sites.

Compliance with standards of conduct as stated in this policy is mandatory.

References: 40 O.S. 551 ( Section 758, School Law Book, 1997)