

<b>Timberlane Regional School District</b>	<b>Procedure Code: GBEC-R</b>
<b>Adopted: 09-08-16</b>	<b>Page 1 of 2</b>

## **DRUG-FREE WORKPLACE**

The School District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use, or prescribed use and/or abuse<sup>1</sup> of illicit, narcotic, controlled drugs or controlled drugs analog<sup>2</sup> 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, narcotic, controlled drugs or controlled drugs analog drugs in the workplace;
  - b. 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. Reserve the right to require staff members to submit to an independent drug test at the district's expense.
5. Refer to the student's handbook – Rights and Responsibilities and policy JICH for students who violate the Drug-Free Workplace policy.
6. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, illicit, narcotic, controlled drugs or controlled drugs analog 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, unless currently prescribed, or distributing controlled substances (i.e. or illegal drugs, illicit, narcotic, controlled drugs or

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<sup>1</sup> As defined in RSA 318-B:1, VI.

<sup>2</sup> As defined in RSA 318-B:1, VI-a.

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controlled drugs analog) on school property or at any school sponsored or school-related activity.

- d. Refusing to submit to independent testing at school district expense when requested to do so by school authorities.
- 7. The Superintendent may alert the local law enforcement agency, if deemed necessary, of suspected violations of the policy.
- 8. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
  - a. 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.
  - b. Suspension
  - c. Termination of Employment