

**Drug Free Workplace
(Alcohol and Other Drug Use by Staff Members)**

In order to protect the health, welfare and safety of students and employees, no school employee shall:

1. Possess, dispose of, or in any way transfer possession of or be under the influence of alcohol during working hours or while in school-sponsored activities.

2. Manufacture, distribute, dispense, possess or use a controlled substance in any school building or on school premises, on any school-owned vehicle used to transport students to and from school or school activities, or at an off school approved activity, event or function where students are under the jurisdiction of the School District.

- Employees shall be expected to abide by this policy. Violation of any of the prohibitions set forth above shall constitute cause for discharge or other discipline of an employee in accordance with provisions of the current employee master agreement.

- Any suspected violation of the prohibitions set forth above which may constitute a violation of local ordinances or state or federal law shall be promptly reported by the District Administrator, or designee, to the appropriate law enforcement agency.

- An employee who is engaged in the performance of a federal grant shall be required to notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace. This notification shall be made within five days of such conviction. The District Administrator shall then notify the appropriate federal agency.

- This policy shall be maintained regularly and be visible to all employees through the Internet.

Date of Adoption:
December 19, 2006