

## **DRUG-FREE WORKPLACE POLICY**

This policy is intended to implement the requirements of the federal Drug-Free Workplace Act (Public Law 100-690, Title V, Subtitle D and as it may be amended from time to time) and the federal Office of Management and Budget's regulations (54 Federal Register 4946 and as they may be amended from time to time) enacted thereunder.

The Board of Education believes that maintaining a drug-free workplace is important in maximizing the safe, efficient and effective use of school district personnel and resources and in establishing an appropriate learning environment for the students of the district.

- I. As a condition of employment, all school district employees shall comply with the provisions of this policy.
- II. No employee shall unlawfully manufacture, sell, distribute, dispense, possess or use in the workplace any marijuana, barbiturate, amphetamine, narcotic drug, hallucinogenic drug or any other controlled substance as defined by the criminal drug statutes of the state of Kansas or the United States of America.
- III. "Workplace" is defined to mean the site for the performance of work done for the school district and includes: any school building, school grounds or other School district-owned or leased premises; any school district-owned or leased vehicle; any school district-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- IV. Any employee who is convicted under a criminal drug statute of the state of Kansas or the United States of America for a violation occurring at the workplace must notify the superintendent of the conviction in writing no later than five calendar days after such conviction.
- V. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status or other disciplinary action. Alternatively or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee will be required to pay the cost of part or all of his/her participation in such program.
- VI. Sanctions and discipline against employees pursuant to this policy, including suspension, nonrenewal and termination, shall be in accordance with the applicable provisions of school district policies and regulations, The Professional Agreement and/or due process

**DRUG-FREE WORKPLACE POLICY (Continued)**

statutes of the state of Kansas.

- VII. The superintendent shall periodically review and revise, if necessary, the school district's drug-free awareness program to ensure that all employees are informed about the dangers of drug abuse in the workplace; the provisions of this policy; any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**
- VIII. All school district employees shall be given a copy of this policy and shall acknowledge receipt thereof in writing. A copy of this policy shall be published at least once each school year in Overview.**