

## DRUG-FREE WORKPLACE

No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined in Federal and Ohio law, in the workplace.

“Workplace” is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event, or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, Ohio and Federal laws and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

Employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services, and penalties.

Annually, a list of local drug and alcohol counseling, rehabilitation and re-entry programs and services which are available in the community are made available to the employees. Lists are also available in the central office.

[Adoption Date: November 16, 2000]

LEGAL REFS.:        Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;  
                              20 USC 3474, 1221e-3(a)(1)  
                              Drug-Free Campus and Schools Act; 20 USC 3224(a)

CONTRACT REFS.:    Teachers’ Negotiated Agreement  
                              Support Staff Negotiated Agreement