

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: GBEC</b>
<b>DATE OF ADOPTION: FEBRUARY 13, 2006</b>	<b>PAGE 1 OF 1</b>

## **DRUG-FREE WORKPLACE**

The Dover School District will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations. The Dover School District certifies that it will:

1. Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and that disciplinary action will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about (a) the dangers of drug abuse in the workplace, (b) the district's policy of maintaining a drug-free workplace, (c) any available drug counseling, rehabilitation, and employee assistance programs, and (d) possible penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within thirty days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee up to and including termination or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all provisions of this policy.
8. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, 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 or distributing controlled substances on school property.
- d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.

**Statutory/Regulatory/Policy Cross References**

**RSA 193-B**