

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS •

The Lafayette Regional School District will provide a drug-free workplace in accordance with the Drug-free workplace requirements for federal contractors, 41 U.S.C. §102, and federal grant recipients, 41 U.S.C. §103. The District will provide a drug-free school zone in accordance with New Hampshire's Drug-Free School Zones law, RSA Chapter 193-B.

For the purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. §812(c), or NH Controlled Drug Act RSA 318-B. Workplace shall mean the site for the performance of work, and will include at a minimum, any District building or grounds owned or operated by the District, any school owned vehicle, and any other school approved vehicle used to transport students to and from school or school activities. It shall also include off school property during any school sponsored or school approved activity, event, or function such as a field trip or athletic event where students are under the jurisdiction, care, or control of the District.

In compliance with these requirements, the District will:

- Notify all staff members, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited while on or in the District's workplace, including employees possessing a medical marijuana card, and that any violation is subject to disciplinary action.
- Provide a drug-free awareness program to inform staff members about:
 - a. The dangers of illicit drugs in the workplace
 - b. The District's policy of maintaining a drug-free workplace
 - c. Available drug and alcohol counseling, rehabilitation, and staff assistance and/or re-entry programs
 - d. The penalty/penalties that may be imposed on staff members for drug and alcohol violations occurring in the workplace.
- Notify staff members that, as a condition of employment at Lafayette Regional School, 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. 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 staff member who finds any type of container of alcohol on school property should immediately report it to the Principal.)
 - c. Possessing or distributing controlled substances on school property.
 - d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions on or off school grounds.
- Alert the Principal of suspected violations of the policy.
 - Initiate any of the following disciplinary actions regarding a staff member who is in violation of the policy:
 - a. Suspension
 - b. Termination of employment
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health, or law enforcement, or other appropriate agency.

The Superintendent will take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The process for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel.

- Post Drug-Free School Zone signs around the school. A map of the drug-free zone will be on file at the school and local police station. The signs will be those provided by the New Hampshire Department of Education, as required by RSA 193-B:3, I; Ed. Part 316.

Legal References:

41 USC Section §101 Et. Seq.- Drug-free workplace requirements for Federal contractors, and Federal grant recipients
 RSA 193-B, Drug Free School Zones
 N.H. Admin. Code, Ed. Part 316

Adopted: February 2011
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