

OLD POLICY TO BE REPLACED BY POLICY 5320

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| DESCRIPTOR TERM: | District 370 Policy File Code: 1.45 | | |
| School Board Governance and Operations | | | |
| Drug Free Workplace* | 1990 | 8-13-90 | |

Purpose:

The Homedale School District #370 recognizes that the use of illegal substances and/or alcohol is a very serious problem with physical, emotional, social, and legal implications. Of primary concern is the effect of substance abuse on job performance and productivity in the work environment. The school district is committed to maintain a workplace free from illegal drugs, alcohol, and substance abuse.

Policy:

It is the policy of the Homedale School District that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in the workplace. It is a condition of employment with the Homedale School District that employees comply with this policy.

Procedure:

In keeping with the District's commitment to provide a drug free workplace for its employees, the District shall investigate and take remedial action whenever there is reason to believe that the unlawful manufacture, distribution, dispersing, possession, or use of an illegal substance and/or alcohol is present.

If a violation has taken place, disciplinary action against the offending employee will follow. Appropriate action may result in termination.

Decisions associated with retention of an offending employee would include satisfactory participation 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.

Any employee who is made aware of or suspects a prohibited incident is taking place shall report the matter to his/her supervisor. This matter will not be discussed with co-workers or persons not directly responsible for investigating the situation.

Violations of Criminal Drug Statutes Convictions:

* Workplace is defined as wherever official school business is being conducted, i.e. field trips.

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As required by Federal law, employees must notify their immediate supervisor of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Employees who are convicted under any criminal drug or alcohol statute for a violation not occurring in the workplace are also subject to disciplinary action, up to and including dismissal. This policy complies with the requirements of P.L. 100-690 Title V, Subtitle D.