

## NOTICE TO EMPLOYEES OF THE DRUG-FREE WORKPLACE

You are hereby notified that it is a violation of the policy of this District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any controlled substance as that term is defined in state or federal statutes.

Workplace is defined as the site for the performance of work done including: a school building or other school premises; any school owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during school-related events, including any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

You are further notified that as a condition of your continued employment, you will comply with the policy of the School District and will notify your supervisor of any criminal drug statute conviction for a violation occurring within the workplace no later than five (5) days after such conviction. Any employee who violates the policy may be referred to drug counseling programs, drug rehabilitation programs, or may be suspended or terminated from employment with the District. Any employee who fails to fully comply with such program may have his employment suspended or terminated as decided by the Board.

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Employee Signature

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Date

Niobrara County School District #1, Niobrara County

Approved: 02/11/91

Reviewed: 02/28/00

Reviewed: 02/23/04, 10/26/09