

Section: **PERSONNEL**

Policy Title: **Drug Free Schools, Community and Workplace**

The board has an obligation to staff, students and citizens to take reasonable steps to provide a reasonably safe and drug free workplace and to provide safety and high quality performance for the students who the staff serves.

For purposes of this policy, the "workplace" is defined to mean the site for the performance which includes work done in connection with a contract of employment with the school district. The "workplace" includes any district building or any district property; any district -owned vehicle or any other district -approved vehicles used to transport students to and from school or school activities; off district 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 of the district which could also include work on a federal grant.

Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis).
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids, in any amount, in any manner, and at any time in the workplace.
- C. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances including marijuana (cannabis) will be subject to disciplinary action, including termination.
- D. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.

Notification Requirements

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel

procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor in conjunction with the district office Human Resource Department, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring in the workplace. Such notification will be provided no later than five (5) days after such conviction. The district will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

Disciplinary Action

Each employee will be notified of the district’s policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee’s expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member’s violation of this policy at the district’s discretion or take other actions as it deems appropriate.

Cross References: Policy 4215 Use of Tobacco, Nicotine Products and Delivery Devices
Policy 5280 Separation from Employment

Legal References: RCW 69.50.435 Violations committed in or on certain public places or facilities – Additional penalty – Defenses – Construction – Definitions
20 USC §§ 7101-7117 Safe and Drug-Free Schools and Communities Act [as amended by Title IV – 21st Century Schools]
20 USC §§ 812 Controlled Substance Act
41 USC §§ 8103 Drug Free Workplace Requirements for Federal Grant Recipients

Management Resources:

Policy & Legal News, Policy Revisions, December 2015
Policy & Legal News, Policy Revisions, February 2013

Policy News, December 2011 Changes in WSSDA's *Policy Reference Manual*
Policy News, February 1999 Bus drivers still tested for marijuana

Adopted: July 25, 1990
Revised: December 11, 2006
Revised: April 9, 2012
Revised: July 22, 2013
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