

PERSONNEL

Drug-Free Schools and Workplace

The District has an obligation to staff, students and citizens to take reasonable steps to provide a safe workplace and to provide safety and high-quality performance for the students who the staff serve.

For the purposes of the policy, the "Workplace" is defined as any District building or any District property; any district-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and locations off District property when an employee is performing duties for the District, such as during any school sponsored or district-approved activities, events or functions, like field trips and athletic events..

Prohibited Behavior

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

- A. Reporting to work or a workplace when an employee's performance appears to be adversely affected by, or an employee appears to be under the influence of any of the following: alcohol, prescription drugs, illegal and/or controlled substances including marijuana (cannabis) or anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) or anabolic steroids, in any amount, in any manner, and at any time in a workplace.
- C. Conviction of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using District property or the staff member's position with the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) or anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) or 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 adversely affect the employee's safe performance of his/her job. If the use of 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, in conjunction with the

District's Human Services department, then the determination will be made whether the staff member can remain at work and whether any work restriction 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 as defined above. 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 this policy. 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 take unpaid leave in order to have an opportunity 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 the District deems appropriate.

Cross Reference:	Policy 5280 Policy 4215	Separation from Employment Use of Tobacco, Nicotine Products and Deliver Devices
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Legal References:	21 U.S.C. 812 RCW 69.50.435 41 U.S.C. 8103 Title IV of ESSA	Controlled Substances Act Violation committed in or on certain public Places or facilities – Additional penalty - Drug Free Workplace Requirements for Federal Grant Recipients Safe and Drug-Free Schools
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