

Pittsfield School District

DRUG-FREE WORKPLACE

Drug-Free Workplace

- A. All district workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - 1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a medical marijuana card;
 - 2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
- B. For 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 the New Hampshire Controlled Drug Act, RSA 318-B
- C. For purposes of this policy, “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 event 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.
- D. As a condition of employment, each employee and all contracted personnel will:
 - 1. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations, or procedures implementing this policy; and
 - 2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on district premises or while performing work for the district no later than five days after such conviction.
- E. In order to make employees aware of dangers of drug and alcohol abuse, the district will endeavor to:
 - 1. Provide each employee with a copy of the district drug- and alcohol-free workplace policy;

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2. Post notice of the district drug- and alcohol-free workplace policy in a place where other information for employees is posted;
3. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy and any information about available drug and alcohol counseling, rehabilitation, re-entry, or other employee assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program.

The Board will take disciplinary action, with respect to an employee convicted of a drug offense in the workplace, within thirty days of receiving notice of the 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 funds of an employee / contracted personnel's conviction within ten days of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for 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 as the case may be.

Drug-Free School Zone

Pursuant to New Hampshire's Drug-Free School Zone law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, or compound any controlled drug or its analog, within a "drug-free school zone." The superintendent is directed to assure that the district is and remains in compliance with the requirements of RSA 193-B, I, and the New Hampshire Education Rules Part 316 with respect to establishment, mapping, and signage of the drug-free zone around each school in the district.

Implementation and Review

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1. The superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy
2. In order to maintain a drug-free workplace, the superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:
 - a. Determine and assure compliance with the notification requirements of Sections E1 and E2;
 - b. Determine the effectiveness of programs established under Section E2;
 - c. Ensure that disciplinary sanctions are consistently and fairly enforced; and
 - d. Identify any changes required.

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