

PERSONNELDrug-Free Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. "Workplace" may include any school building or any school premise; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school 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 school district.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting alcohol, illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. Such medication may include drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office will determine whether the staff member may remain at work and whether any work restrictions may be necessary.

As a condition of employment, a staff member shall notify his or her supervisor of a conviction for any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten (10) days of such conviction, regardless of the source of the information.

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

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member's violation of this policy.

Cross References:	Board Policy 5255 5257	Disciplinary Action and Discharge Staff Assistance Program
Legal References:	P.L. 100-690, Title V, Subtitle D 21 U.S.C. 812 21 CFR 1300.11-1300.15 RCW 69.50.435	Drug Free Workplace Act of 1988 and as amended in 1989 Controlled Substance Act Violations committed on school bus or in or near school grounds or school bus route stop

NOTICE TO STAFF MEMBERS

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the Chehalis School District for any staff member to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15 and as further amended to include anabolic steroids.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. "Workplace" may include any place where work on a school district federal grant is performed, 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; off school 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 school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace. Such notification shall be no later than 5 days after such conviction.

A staff member who violates the terms of the school district's drug-free workplace policy may be suspended, discharged, or nonrenewed in accordance with the provisions of the board policy and state law.

A staff member may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the staff member's expense, as a condition of eligibility for reinstatement. However, reinstatement of a staff member who has violated the drug-free workplace policy is not guaranteed, nor does the school district incur any financial obligation for a staff member's treatment or rehabilitation.

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS
GRANTEES OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment (see CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that it will provide a drug-free workplace by:

- A. Publishing a statement which notifies staff members that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against staff members for violation of such prohibition:
- B. Establishing a drug-free awareness program to inform staff members about --
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and staff member assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each staff member to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the staff member in the statement required by paragraph (A) that, as a condition of employment under the grant, the staff member will --
 1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

- E. Notifying the agency within ten days after receiving notice under subparagraph (D)(2), with respect to any staff member who is so convicted --
1. Taking appropriate personnel action against such a staff member, up to and including termination; or
 2. Requiring such staff member to participate satisfactorily 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;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E) AND (F).