

**Drug-Free Workplace**

In accordance with the Drug-Free Workplace Act of 1988, it is the intent of the Ashland School District to provide employees with a working environment that is free of the problems associated with the use and abuse of illegal drugs\*. The use of illegal and/or abuse of prescription drugs is inconsistent with the behavior expected of employees and it subjects the District to unacceptable risks of workplace accidents or other failures that would limit the District's ability to carry out its responsibility of effectively educating its students. In order to comply with the intent of the law, the Ashland School District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the Ashland School District's workplace;
2. Annually, refer employees to employee assistance programs sponsored by the District's health insurance provider, periodically distribute: drug-free awareness information to inform employees about the dangers of drug abuse in the workplace; available drug counseling; rehabilitation and employee assistance programs; and the sanctions that may be imposed on employees for substance-abuse violations occurring in the workplace.
3. Initiate appropriate disciplinary action up to and including termination from their job for an employee determined to be in violation of this policy;
4. Notify all employees that as a condition of employment, the employee shall abide by this Policy and notify the Ashland School District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Make a good faith effort to continue and to maintain a drug-free workplace through the implementation of all the provisions of this policy;
6. Distribute copies of this Policy and other relevant information used in the implementation of this Policy to all employees of the Ashland School District.

For employees under federal government grants, the Ashland School District shall notify the appropriate federal agency, pursuant to the Drug-Free Workplace Act, within ten (10) days after receiving notice from an employee or otherwise receiving notice of such a conviction under a criminal drug statute and shall take one of the following actions within thirty (30) days: appropriate personnel action up to and including discharge from employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program which has been approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

\*"Illegal drugs" refers to the controlled substances in Schedules I through V of 21 USC §812 and includes, but is not limited to: marijuana, cocaine (including crack and other cocaine derivatives), morphine and heroin. The term does not include basic controlled substances used pursuant to, and in accordance with a valid prescription.

*Reference:**RSA 193-B**41 USC Section 8101 , Et seq., Drug-free Workplace Requirements*

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