

## SUBSTANCE-FREE WORKPLACE

The Board of Directors expects the school district and its employees to remain substance free. In the workplace, no employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor; or to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by federal or state law. This prohibition includes prescription drugs when the employee's use is not authorized.

"Under the influence of" includes conduct by the employee and/or any physical appearance of the employee that leads a school official to believe the employee has used a prohibited substance, which also may include having the odor of alcohol on the employee's breath.

"Workplace" includes school district facilities, school district premises or school district vehicles whether owned, rented, leased or otherwise acquired for school district use. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five (5) days of the conviction.

If an employee is found to have violated this policy, the superintendent will make the determination whether to require the employee to undergo a board-approved substance abuse treatment program or to discipline the employee up to and including termination. If the employee is required to enter a treatment program and fails to successfully participate in such a program, the employee shall be subject to discipline, up to and including termination.

The superintendent or the superintendent's designee shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent or the superintendent's designee shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. The superintendent shall develop administrative regulations to implement this policy.

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Legal Reference: 41 U.S.C. §§701-707 (1988).  
42 U.S.C. §§12101 et.seq. (Supp. 1990).  
34 C.F.R. Pt. 85 (1993).  
Iowa Code §§123.46, 124, 279.8 (2015).

Cross Reference: 403.7 General Personnel Chemical Dependency  
502.9 Smoking - Drinking – Drugs

Approved: October 22, 1990  
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