**Descriptor Code: DABD**

# DRUG-FREE WORKPLACE

The Apple Creek Public School District intends to maintain a drug-free workplace.

The unlawful manufacture, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the Apple Creek Public School District or on the grounds of any such building or on any property or in any vehicle belonging to the Apple Creek Public School District or at any school related activity.

Disciplinary sanctions will be imposed on any employee violating this policy, up to and including termination, notification of the federal agencies from which funds are received, and notification of proper authorities for prosecution.

Employees are required to notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Superintendent will notify any federal agency indicated above of any conviction resulting from a violation occurring in the workplace.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment. The Superintendent shall maintain documentation of employee receipt of this information.

The Apple Creek School District will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse. Minutes of the school Board meeting at which this review takes place shall document the review.

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| Cross Reference: | Policy DADF | Employee Alcohol and Drug Abuse Policy |
| Legal Reference: | PL 100-690, Title V, Subtitle D, | Drug-Free Workplace Act |
| | 34 CFR Part 85 | Regulations |
| | PL 101-647 | Drug-Free Schools & Communities Act of 1986 |
| | 34 CFR Part 86 | Regulations |

**POLICY ADOPTED: 26 Feb 96**
**POLICY AMENDED: 14 Sep 09**