

## **Personnel -- Certified/Non-Certified**

### **Drug Free Workplace and Drug Free Schools and Communities**

In accordance with federal law and pursuant to the goal of the Waterford Board of Education to maintain a drug free workplace, the following policy is established:

1. The Waterford Board of Education will publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, other illegal drugs or alcohol is prohibited in the workplace and at school sponsored activities. All employees will be given a copy of this statement, and will be informed that compliance with the standards of conduct stated in this policy is mandatory and that a violation of its provisions will subject an employee to disciplinary action up to and including termination and referral for prosecution.
2. Employees who violate this policy will be subject to disciplinary action which may include but is not limited to a letter of reprimand, suspension or termination from employment, and/or enrollment in and successful completion of an appropriate substance abuse rehabilitation program. Members of the administrative staff shall report any suspected violation of the standards of conduct directly to the Superintendent of Schools who will immediately investigate the allegation and meet with the alleged violator.
3. The Waterford Board of Education will establish a drug free awareness program to inform employees about the:
  - a) Dangers of drug abuse in the workplace;
  - b) Waterford Board of Education's policy of maintaining a drug free workplace;
  - c) Availability of drug counseling and rehabilitation programs and;
  - d) Penalties that may be imposed upon employees for a drug abuse violation occurring in the workplace.
4. It will be a condition of employment for all employees employed under a federal grant to abide by the terms of the statement referred to in paragraph 1 above and to notify the Waterford Board of Education of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after such conviction.
5. The Waterford Board of Education will notify the federal granting agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of any criminal drug statute conviction from an employee or otherwise receiving notice of such conviction.

**Personnel -- Certified/Non-Certified**

**Drug Free Workplace and Drug Free Schools and Communities** (continued)

6. Within thirty (30) days of receiving notice under paragraph 4, the Waterford Board of Education will take action, either by taking disciplinary action against such employee up to and including termination, or by requiring said employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for said purposes by a federal, state, or local health, law enforcement or appropriate agency.
7. This policy and procedures will be reviewed biennially by the Board of Education to determine the effectiveness of the program and to implement changes if needed.

Legal References: Federal Regulation 34 C.F.R. Part 85 Drug Free Schools and Communities Act.

Policy adopted: April 15, 2004

**WATERFORD PUBLIC SCHOOLS**  
Waterford, Connecticut