

## Drug-Free Workplace Policy

The MicroSociety Academy Charter School Foundation (the “School”) will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 (41 USC Section 701 Et. Seq.).

In compliance with statutory requirements, the School will:

1. Notify all employees, in writing, that the unlawful manufacture, sale, prescription, administration, distribution, dispensation, possession, or use of illegal drugs and alcohol (including any controlled substance as defined under federal law) is prohibited in School’s workplace and that any violation is subject to disciplinary action.
2. Provide a drug-free awareness program to inform employees about:
  - a. The dangers of illegal drugs in the workplace;
  - b. The School’s policy of maintaining a drug-free workplace;
  - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Require that each employee is given a copy of this policy.
4. Notify employees that, as a condition of employment at the School, they will agree to and abide by the terms of the policy, and will notify the School of any drug statute conviction resulting from workplace conduct within five days of the conviction.
5. Notify any granting agency within 10 days after receiving notice under subparagraph 4 above from an employee or otherwise receiving actual notice of a conviction, as required by 41 U.S. Code § 8103, as it may be amended or replaced;
6. Establish the following conduct by any School employee as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs (controlled substances), no matter where consumed.
  - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration as soon as possible.)
  - c. Possessing or distributing alcohol or illegal drugs (controlled substances) on School property.
  - d. Consuming, possessing, or distributing alcohol or illegal drugs (controlled substances) at official\* School functions not on School property.

\*An official School function is defined as one which is authorized and conducted by the School with School employees present, in charge, and on duty, such as, but not limited to: **[discuss with full Board whether to add “with students present”]**

- a. Interscholastic athletic or academic contests
  - b. Field trips
  - c. School dances
7. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
- a. Suspension
  - b. Termination of employment
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
8. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the School will conduct periodic reviews of this policy, any related programs, and any disciplinary sanctions imposed.
9. Required notification to employees of any of the provisions of this policy will be accomplished by distribution of a copy of this policy to employees.

***Legal References:***

***RSA 193-B, Drug Free School Zones***

***41 USC Section 701 Et. Seq., Drug-Free Schools and Communities Act of 1988 and Amendments of 1989***

First Reading : 2/12/2020

Adopted: 3/11/2020