

## **Drug-Free Workplace Policy**

The Harvard Public Schools has recognized in the past the importance of maintaining a workplace which is drug and alcohol free to enhance the welfare of employees and students. The Drug-Free Workplace Act of 1988, requires the Harvard Public Schools to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. The requirements of this law give the Harvard Public Schools the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Harvard Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abides by this policy and notifies the Superintendent of schools of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such a conviction. The Harvard Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. The Superintendent of Schools will take disciplinary action up to and including dismissal.

**ADOPTED:** June 11, 2007

**LEGAL REFS.:** P.L. 100-690. Title V. Subtitle D  
Drug-Free Workplace Act of 1988

**CROSS REFS.:** JFCH/JFCI, Alcohol Use by Students/Student Drug Abuse  
All Staff and Student Handbooks