

## **PERSONNEL**

### **Drug-Free Schools, Community and Workplace**

The Board has an obligation to staff, students and community members to take reasonable steps to assure safety in the workplace and for the students whom the staff serves.

“The workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The workplace includes any school building or any school property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; off district property during any school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, which could also include where work on a federal grant is performed.

### **Prohibited Behavior**

To help maintain a drug-free school and workplace, the Board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids, in any amount or in any manner, on district property at any time in the workplace.
- C. Any staff member convicted of a felony attributable to the use, possession or sale of illegal and/or controlled substances including marijuana (cannabis) will be subject to disciplinary action, including immediate termination.
- D. Using district property or the staff member’s position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

### **Notification Requirements**

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of their job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the

staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify Their supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies their supervisor that the use of medication could compromise the safe performance of their job, the supervisor, in conjunction with the district Human Resources Department, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify their supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than five (5) days after such conviction. The district will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

**Disciplinary Action**

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as if the district deems appropriate.

Cross References:	Policy 3423	Parental Administration of Marijuana for Medical Purposes
	Policy 4215	Use of Tobacco and Nicotine Substances on School Property
	Policy 5280	Termination of Employment
Legal References:	41 USC §8103	Drug Free Workplace Requirements for Federal Grant Recipients
	20 USC §§7101-7118	Safe and Drug-Free Schools and Communities Act
	21 USC 812	Controlled Substance Act

RCW 69.50.435

Violations committee-in or on certain public places or facilities – Additional penalty – Defenses – Construction – Definitions

Management Resources: *Policy News*, February 1999  
*Policy News*, December 2011  
*Policy and Legal News*, February 2013  
*Policy News*, July 2019

Bus drivers still tested for marijuana  
Changes in WSSDA’s Policy Reference Manual  
Policy Revisions

**Date: 10/5/89; 3/21/91; 3/27/00; 4/28/03; 12/8/08; 9/8/14; 5/15/19; 12/7/23.**

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**