

## **GCCSA Drug-Free School/Workplace Policy**

Gate City Charter School (GCCS) will provide a drug free workplace in accordance with the Drug-Free School and Communities Act of 1988 and Amendment of 1989 and the Drug- free workplace requirement for Federal contractors, 41 U.S, C 701.

In compliance with these requirements, Gate City Charter School will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the GCCSA's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug free awareness program to inform employees about:
  - a. The dangers of illicit drugs in the workplace;
  - b. GCCS's policy of maintaining a drug-free workplace;
  - c. Provide information regarding drug and alcohol counseling, rehabilitation, and employee assistance; and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment at GCCS, they will agree to and abide by the terms of the policy and will notify GCCS of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds to disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, 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 immediately.)
  - c. Possessing or distributing controlled substances on Gate City Charter School property.
  - d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.
5. Alert local law enforcement agency of suspected violations of the policy.
6. 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. These programs will not be paid by Gate City Charter School.
7. 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, GCCS will conduct a periodical review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed

**Definitions:**

“Drug-free workplace” means a site for the performance of work done in the connection with Gate City Charter School at which an employee of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance

“Employee” Means the hired person of GCCS, hired person of a grantee, or contractor directly engaged in the performance of work

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**Legal References:**

RSA 193-B, Drug Free School Zones 41 USC Section 701 Et. seq.,

Drug-free workplace requirements for Federal contractors Public Law 101-226,

Drug-Free Schools and Communities Act Amendments of 1989

**Reviewed:** January, 2022 by BOT