



**Lawrence Public Schools
Lawrence, Massachusetts**

Drug-Free Workplace Policy

PART 1

Section 1 - Declaration of wrong and harmfulness

The Lawrence Public Schools has determined and hereby declares that the possession, use or distribution of illicit drugs, and the unlawful possession, use or distribution of alcohol by employees is wrong and harmful to the employee and the operation of the school system.

Section 2 - Prohibition of possession, use, distribution and/or sale of illicit drugs or alcohol

All employees are prohibited from manufacturing, possessing, using, distributing or selling illicit drugs/alcohol on school premises or as part of school activities or sanctioned activities.

Section 3 - Requirement to report possession, use or distribution of illicit drugs or alcohol

Any employee with information on the manufacture, possession use or distribution of illicit drugs/alcohol on school premises or part of any school activity or school sanctioned is required to report such information to the principal, superintendent or other appropriate school authority.

Section 4 - Sanctions

As of the date of adoption, all employees of the Lawrence Public Schools must adhere to this policy as a condition of employment. It will be understood that any employee found to be in violation of this policy will be subject to appropriate personnel action up to and including termination and/or referral for prosecution, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or may be required to participate in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state or local health, law enforcement or other appropriate agency. The cost of said counseling shall be borne by the employee.



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PART 2

Section 5 - Drug and alcohol abuse education

The Lawrence Public Schools shall provide drug and alcohol abuse information to all school employees which address the legal, social, health education and other consequences of drug and alcohol use.

Section 6 - Direct contact for drug and alcohol counseling

Any employee who has not been charged by school or law enforcement authorities with drug possession, use or distribution may voluntarily contact an approved private or governmental drug abuse program directly for confidential drug or alcohol counseling. The cost of said counseling shall be borne by the employee. The Lawrence Public Schools may require evidence of successful participation in/or completion of such counseling.

Section 7 – Employee responsibility

Each employee is required is required by the Drug-Free Workplace Act of 1988 to inform the School Department within five (5) days after he or she is convicted for a violation of any federal or state criminal statute where such violation occurred on premises.

Section 8 – Notice to employees

Employees shall be notified in writing of this policy. Employees shall also be notified in writing that they must comply with the standards of conduct and of the sanctions to violation of this policy.

Section 9 – Delivery of copy to employees

Within (15) days after the adoption of this policy, each employee shall be given a copy of this entire policy and shall be required to sign a statement stating that he/she has received a copy of this policy. The said signed stated shall be maintained in each employee's personnel file.

Section 10 – Review of policy

This policy shall be reviewed at least every two (2) years by the Lawrence Public Schools to determine the effectiveness of this policy; to implement needed changes, and to ensure that the mandatory sanctions pursuant to Section 4 are consistently enforced.

