

(School District or ISD)
DRUGS/DRUG-FREE WORKPLACE/SCHOOLS
(Policies/Guidelines – SAMPLE)

STAFF

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collectively bargained agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

SYMPTOMS OF OVERDOSE WITH DRUGS

The descriptions listed below may be useful in detecting drug use through observation of student behavior and physical/mental condition.

INHALANTS

Effects

Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.

Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle

fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Nitrous Oxide	Laughing gas Whippets	Propellant for whipped cream in aerosol spray can Small 8 gram metal cylinder sold with a balloon or pipe (buzz bomb)	Vapors inhaled
Amyl Nitrite	Poppers	Clear yellowish liquid in ampules	Vapors inhaled
Butyl Nitrite	Rush Bolt Locker room Bullet Climax	Packaged in small bottles	Vapors inhaled
Chlorohydro- carbons	Aerosol sprays	Aerosol paint cans Containers of cleaning fluid	Vapors inhaled
Hydrocarbons	Solvents	Cans of aerosol propellants gasoline, glue, paint thinner	Vapors inhaled

CANNABIS

Effects

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial decrease in the heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco.

Long-term users of cannabis may develop psychological dependency and require more of the drug to get the same effect. The drug can become the center of their lives.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Marijuana	Pot Grass Weed Reefer Dope Mary Jane Sinsemilla Acapulco Gold Thai Sticks	Dried parsley mixed with stems that may include seeds	Eaten Smoked
Tetrahydrocannabinol	THC	Soft gelatin capsules	Taken orally Smoked
Hashish	Hash	Brown or black cakes or balls	Eaten Smoked
Hashish Oil	Hash Oil	Concentrated syrupy liquid varying in color from clear to black	Smoked-mixed with tobacco

STIMULANT: COCAINE

Effects

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with non-sterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within ten (10) seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizure.

The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
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Cocaine	Coke Snow Flake White Blow Nose Candy Big C Snowbirds Lady	White crystalline powder, often diluted with other ingredients	Inhaled through nasal passages Injected Smoked
Crack or Cocaine	Crack Freebase rocks Rock	Light brown or beige pellets - or crystalline rocks that resemble coagulated soap; often packaged in small vials	Smoked

OTHER STIMULANTS

Effects

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Amphetamines	Speed	Capsules	Taken orally
	Uppers	Pills	Injected
	Ups	Tablets	Inhaled through nasal passages
	Black Beauties		
	Pep Pills		
	Copilots		
	Bumblebees		
	Hearts		
	Benzedrine		
	Dexedrine		
Footballs			

	Biphetamine		
Methamphet- amines	Crank	White powder	Taken orally
	Crystal Meth	Pills	Injected
	Crystal	A rock which resembles a	Inhaled through
	Methedrine	block of paraffin	nasal passages
	Speed		
Additional Stimulants	Ritalin	Pills	Taken orally
	Cylert	Capsules	Injected
	Preludin	Tablets	
	Didres		
	Pre-State		
	Voranil		
	Tenuate		
	Tepanil		
	Pondimin		
	Sandres		
	Plegine		
Ionamin			

DEPRESSANTS

Effects

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Barbiturates	Downers	Red, yellow, blue, or red	Taken orally
	Barbs	and blue	
	Blue Devils		

	Red Devils		
	Yellow Jackets		
	Yellows		
	Nembutal		
	Seconal		
	Amytal		
	Tuinals		
Methaqualone	Quaaludes Ludes Sopors	Tablets	Taken orally
Tranquilizers	Valium Lubrium Equanil Miltown Serax Tranzene	Tablets Capsules	Taken orally

HALLUCINOGENS

Effects

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Following prolonged daily use, some of these effects may last six (6) months to a year. Mood disorders – depression, anxiety, and violent behavior - also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
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Phencyclidine	PCP	Liquid	Taken orally
	Angel Dust	Capsules	Injected
	Loveboat	White crystalline powder	Smoked - can be
	Lovely	Pills	sprayed on
	Hog		cigarettes
	Killer Weed		parsley, and marijuana
Lysergic Acid	LSD	Brightly colored tablets	Taken orally
Diethylamide	Acid	Impregnated blotter paper	Licked off paper
		Thin squares of gelatin	Gelatin and
	Dragon	Green or Red	liquid can be
	White Lightning	Clear liquid	put in the eyes
Mescaline and	Mesc	Hard brown discs	Discs; chewed,
Peyote	Buttons	Tablets	swallowed, or
	Cactus	Capsules	smoked
			Tablets and capsules taken orally

NARCOTICS

Effects

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Heroin	Smack	Powder, white to dark brown, Tar-like substance	Injected
	Horse		Inhaled through
	Brown Sugar		nasal passages
	Junk		
	Mud		
	Big H		

	Black Tar		
Methadone	Dolophine Methadone Amidone	Solution	Taken orally Injected
Codeine	Empirine, compound with Codeine Tylenol with Codeine Cough medicines with codeine Codeine	Dark liquid varying in thickness Capsules	Taken orally Injected
Morphine	Pectoral Syrup	White crystals Hypodermic tablets Injectable solutions	Injected Taken orally Smoked
Meperidine	Pethidine Demerol Solution Mepergan	White powder Tablets	Taken orally Injected
Opium	Paregoric Dover's Powder Parepectolia	Dark brown chunks Powder	Smoked Eaten
Other Narcotics	Percocet Percodan Tussionex Fentanyl Darvon Talwin Lomotil	Tablets Capsules Liquid	Taken orally Injected

DESIGNER DRUGS

Effects

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

The narcotics analogs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Analog of Fentanyl (narcotic)	Synthetic Heroin China White	White powder resembling heroin	Inhaled through nasal passages Injected
Analog of Meperidine (narcotic)	Synthetic Heroin MPTP (New Heroin) MPPP PEAP	White powder	Inhaled through nasal passages
Analog of Amphetamines and Methamphetamines (hallucinogens)	MDMA (Ecstasy, XTC, Adam, Essence) MDM STP PMA 2.5-DMA TMA DOM DOB	White powder Tablets Capsules	Taken orally Injected Inhaled through nasal passages
Analog of Phencyclidine (PCP) (hallucinogens)	PCP PCE TCP	White powder	Taken orally Injected Smoked

CLUB DRUGS

Methylenedioxymethamphetamine (MDMA)

Slang or Street Names: Ecstasy, XTC, X, Adam, Clarity, Lover's Speed

MDMA was developed and patented in the early 1900's as a chemical precursor in the synthesis of pharmaceuticals. Chemically, MDMA is similar to the stimulant amphetamine and the hallucinogen mescaline. MDMA can produce both stimulant and psychedelic effects. Thylenedioxyamphetamine (MDMA) and methylenedioxyethylamphetamine (MDMA) are drugs chemically similar to MDMA.

MDMA is taken orally, usually in a tablet or a capsule. MDMA's effects last approximately 3 to 6 hours, though confusion, depression, sleep problems, anxiety, and paranoia have been reported to occur even weeks after the drug is taken.

MDMA can produce a significant increase in heart rate and blood pressure and a sense of alertness like that associated with amphetamine use.

The stimulant effects of MDMA, which enable users to dance for extended periods, may also lead to dehydration, hypertension, and heart or kidney failure.

MDMA can be extremely dangerous in high doses. It can cause a marked increase in body temperature (malignant hyperthermia) leading to the muscle breakdown and kidney and cardiovascular system failure reported in some fatal cases at raves. MDMA use may also lead to heart attack, strokes, and seizures in some users.

MDMA is neurotoxic. Chronic use of MDMA was found, first in laboratory animals and more recently in humans, to produce long-lasting, perhaps permanent, damage to the neurons that release serotonin, and consequent memory impairment.

Gamma-hydroxybutyrats (GHB)

Slang or Street Names: Grievous Bodily Harm, G, Liquid Ecstasy, Georgia Home Boy

GHB can be produced in clear liquid, white powder, tablet, and capsule forms, and it is often used in combination with alcohol, making it even more dangerous. GHB has been increasingly involved in poisonings, overdoses, date rapes and fatalities. The drug is used predominantly by adolescents and young adults, often when they attend nightclubs and raves. GHB is often manufactured in homes with recipes and ingredients found and purchased on the Internet.

GHB is usually abused either for its intoxicating/sedative/euphoriant properties or for its growth hormone-releasing effects, which can build muscles.

Some individuals are synthesizing GHB in home laboratories. Ingredients in GHB, gamma-butyrolactone (GBL) and 1, 4-butanediol, can also be converted by the body into GHB. These ingredients are found in a number of dietary supplements available in health food stores and gymnasiums to induce sleep, build muscles, and enhance sexual performance.

GHB is central nervous system depressant that can relax or sedate the body. At higher doses it can slow breathing and heart rate to dangerous levels.

GHB's intoxicating effects begin 10 to 20 minutes after the drug is taken. The effects typically last up to 4 hours, depending on the dosage. At lower doses, GHB can relieve anxiety and produce relaxation; however, as the dose increases, the sedative effects may result in sleep and eventual coma or death.

Overdose of GHB can occur rather quickly and the signs are similar to those of other sedatives; drowsiness, nausea, vomiting, headache, loss of consciousness, loss of reflexes, impaired breathing and ultimately death.

GHB is cleared from the body relatively quickly, so it is sometimes difficult to detect in emergency rooms and other treatment facilities.

Ketamine

Slang or Street Names: Special K, K, Vitamin K, Cat Vitamin

Ketamine is an injectable anesthetic that has been approved for both human and animal use in medical settings since 1970. About 90 percent of the Ketamine legally sold today is intended for veterinary use.

Ketamine gained popularity for abuse in the 1980's when it was realized that large doses cause reactions similar to those associated with use of phencyclidine (PCP), such as dream-like states and hallucinations.

Ketamine is produced in liquid form or as a white powder that is often snorted or smoked with marijuana or tobacco products. In some cities, Ketamine is reportedly being injected intramuscularly.

At higher doses, Ketamine can cause delirium, amnesia, impaired motor function, high blood pressure, depression, and potentially fatal respiratory problems.

Low-dose intoxication from Ketamine results in impaired attention, learning ability, and memory.

Rohypnol

Slang or Street Names: Roofies, Rophies, Roche, Forget-me Pill

Rohypnol® (flunitrazepam) belongs to the class of drugs known as benzodiazepines (such as Valium®, Halcion®, Xanax®, and Versed®). It is not approved for prescription use in the United States, although it is approved in Europe and is used in more than sixty (60) countries as a treatment for insomnia, as a sedative, and as a pre-surgery anesthetic.

Rohypnol is tasteless and odorless, and it dissolves easily in carbonated beverages. The sedative and toxic effects of Rohypnol are aggravated by concurrent use of alcohol. Even without alcohol, a dose of Rohypnol as small as 1 mg can impair a victim for eight (8) to twelve (12) hours.

Rohypnol is usually taken orally, although there are reports that it can be ground up and snorted.

The drug can cause profound "anterograde amnesia"; that is, individuals may not remember events they experienced while under the effects of the drug. This may be why one of the street names for Rohypnol is "the forget-me pill" reportedly used in sexual assaults.

Other adverse effects associated with Rohypnol include decreased blood pressure, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.

Methamphetamine

Slang or Street Names: Speed, Ice, Chalk, Meth, Crystal, Crank, Fire, Glass

Methamphetamine is a toxic, addictive stimulant that affects many areas of the central nervous system. The drug is often made in clandestine laboratories from relatively inexpensive over-the-counter ingredients. It is being used by diverse groups, including young adults who attend raves, in many regions of the country.

Available in many forms, methamphetamine can be smoked, snorted, injected, or orally ingested.

Methamphetamine is a white, odorless, bitter-tasting crystalline powder that easily dissolves in beverages.

Methamphetamine is not sold in the same way as many other illicit drugs; it is typically sold through networks, not on the street.

Methamphetamine use is associated with serious health consequences, including memory loss, aggression, violence, psychotic behavior, and potential cardiac and neurological damage. Methamphetamine abusers typically display signs of agitation, excited speech, decreased appetite, and increased physical activity levels.

Methamphetamine is neurotoxic. Methamphetamine abusers may have significant reductions in dopamine transporters.

Methamphetamine use can contribute to higher rates of transmission of infectious diseases, especially hepatitis and HIV/AIDS.

Lysergic Acid Diethylamide (LSD)

Slang or Street Names: Acid, Boomers, Yellow Sunshines

LSD is a hallucinogen. It induces abnormalities in sensory perceptions. The effects of LSD are unpredictable depending on the amount taken, on the surroundings in which the drug is used, and on the user's personality, mood, and expectations.

LSD is typically taken by mouth. It is sold in tablet, capsule and liquid forms as well as in pieces of blotter paper that have absorbed the drug.

Typically an LSD user feels the effects of the drug thirty (30) to ninety (90) minutes after taking it. The physical effects include dilated pupils, higher body temperature, increased heart rate and blood pressure, sweating, loss of appetite, sleeplessness, dry mouth, and tremors.

LSD users report numbness, weakness, or trembling, and nausea is common.

There are two long term disorders associated with LSD, persistent psychosis and hallucinogen persisting perception disorder (which used to be called "flashbacks").

CERTIFICATION REGARDING DRUG-FREE SCHOOLS

This is to certify that the _____ School District has designed and implemented the necessary policies and guidelines to comply with the requirements of Public Law 101 – (Drug-Free Schools and Communities Act as amended in 1989). The District’s program shall:

- A. emphasize the prevention of drug use;
- B. provide standards of conduct that are applicable to all staff and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity.
- C. Include a clear statement that disciplinary sanctions, up to and including termination and referral for prosecution, will be imposed on staff members who violate the school standards of conduct and a description of those sanctions.
- D. ensure that all staff members have been provided information about drug and alcohol counseling, rehabilitation, and re-entry programs available to them and how to make contact with an appropriate program;
- E. ensure that all staff members have been given a copy of the standards of conduct regarding the unlawful possession, use or distribution of illicit drugs and alcohol by students and have been notified of the requirement that compliance with the standards of conduct is mandatory.

A biennial review of the school district’s program will be conducted to determine its effectiveness, to implement changes as needed, and to ensure that disciplinary sanctions are consistently enforced.

- () The District has established an employee assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care.

The District shall continue a good faith effort to maintain drug-free schools through compliance with the Drug-Free Schools and Communities Act.

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

The _____ School District shall be able to certify that it shall provide for a drug-free workplace. In compliance with Federal regulations and with terms of negotiated agreements, if any, the District shall:

- A. publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the District. The statement shall specify the actions that will be taken against employees for violation of such prohibition;
- B. establish a drug-free awareness program which informs employees about:
 - 1. the dangers of drug abuse in the school setting;
 - 2. the District's policy of manufacturing a drug-free workplace;
 - 3. any available drug counseling, rehabilitation, and employee assistance programs;
 - 4. the penalties that may be imposed upon employees for drug abuse violations occurring in the District.
- C. provide each employee who is to be engaged in the performance of the grant a copy of the statement required by paragraph (A) and obtain agreement that, as a condition of employment under the grant, she/he will:
 - 1. abide by the terms of the statement, and
 - 2. notify the District of any criminal drug statute conviction occurring in the District no later than five (5) days after such conviction.
- D. notify the agency within ten (10) days after receiving either notice of such a conviction from an employee or otherwise receiving actual notice of such conviction;
- E. take one of the following actions, within thirty (30) days of receiving notice, with respect to any employee who is so convicted:
 - 1. take appropriate personnel action against the convicted employee, up to and including termination, or
 - 2. require the convicted employee to participate satisfactorily 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 District shall continue a good faith effort to maintain a drug-free workplace through implementation of the Federal regulations for the Drug-Free Workplace Act.

**MEMORANDUM TO STAFF MEMBERS ON FEDERAL REGULATIONS
CONCERNING DRUG PREVENTION**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance, as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent's office whenever such help is needed.

**MEMORANDUM TO PARENTS ON (SCHOOL DISTRICT'S) BOARD POLICY ON
DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance, as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.