

FILE: GAMD

DRUG FREE WORKPLACE

The Jefferson Davis Parish School System is dedicated to providing a drug-free workplace for its employees and the students in their charge. Toward that end, the unlawful manufacturing, distribution, dispensing, possession, or use of alcohol, narcotics, drugs or controlled substances by any employee shall be prohibited in any workplace, school bus and/or vehicle operated by the Jefferson Davis Parish School System. Violation of such prohibition in the workplace shall result in disciplinary action as may be specified.

Upon official charge of a violation by an employee with regard to manufacturing, distribution, dispensing, possession or use of alcohol, narcotics, drugs, or controlled substance in the workplace, including school buses and/or vehicles, the Superintendent or his/her designee shall immediately conduct a complete investigation into the matter. If violations of School Board policy are found, such conduct may result in discipline, immediate termination, and/or a directive to participate in a sanctioned rehabilitation program. Nothing in this policy shall be construed as to deny any employee the right to due process under the law.

All employees including new hirees, shall be given a copy of this policy and shall be thereby notified that any employee who is engaged in the performance of duties shall, as a condition of employment, agree to abide by the terms of this policy and shall further agree to notify the Superintendent or his/her designee of any criminal drug statute conviction for a violation occurring in the workplace, school bus and/or vehicle no later than five (5) days after the conviction.

The Superintendent or his/her designee shall notify the granting agency (for federal grants) within ten (10) days after receiving notice from an employee for such conviction and shall implement the terms of this policy within thirty (30) days of the conviction.

The Jefferson Davis Parish School System shall in good faith make every effort to continue to maintain a drug free workplace through the implementation of this policy.

EDUCATION

The Jefferson Davis Parish School System shall offer to its employees a drug free awareness program which will provide employees information and education about the following.

1. The dangers of drug abuse in the workplace.
2. School Board policy of maintaining a drug free workplace.
3. Any available drug counseling, rehabilitation, and employee assistance programs.
4. The penalties or disciplinary action that may be taken against employees for any violations of the Drug Free Workplace Policy.

DEFINITIONS

1. Controlled substance is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act ([21 USC 812](#)), and as further defined by Regulation Act [21 CFR 1308.11 through 1308.15](#).
2. Conviction is 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.
3. Workplace is any site for the performance of work for the Jefferson Davis Parish School Board.
4. Official charge refers to a charge brought by an official of the Jefferson Davis Parish School Board to include, but not limited to, Superintendent, central office staff member, principal, and assistant principal.

Revised: December, 1992

Revised: August, 1994

Ref: [21 USC 812](#) (*Schedules of controlled substances*)

[41 USC 8101](#) et seq. (*Drug-Free Workplace*)

[21 CFR 1308.11](#) et seq. (*Schedules of Controlled Substances*)

La. Rev. Stat. Ann. §§[17:405](#), [40:961](#), [40:962](#), [40:963](#), [40:964](#), [40:967](#), [40:968](#), [40:969](#), [40:970](#), [40:971](#), [40:971.1](#)

Board minutes, 8-19-94

Jefferson Davis Parish School Board