Next will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. §8101 et seq.). In compliance with statutory requirements, the School will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensing possession, or use of illegal drugs[1], controlled substances, and/or alcohol is prohibited in the school's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.

2. Notify employees that, as a condition of employment in the school, they will agree to and abide by the terms of the policy, and will notify the school of any drug statute conviction resulting from workplace conduct within five days of the conviction.

3. Periodically distribute drug-free awareness information to inform employees about the dangers of drug abuse in the workplace; available drug counseling; rehabilitation and employee assistance programs, and the sanctions that may be imposed on employees for substance-abuse violations occurring in the workplace.

4. Make a good faith effort to continue and to maintain a drug-free workplace through the implementation of all the provisions of this policy.

5. Establish the following as grounds for disciplinary action:

A. Working under the influence of alcohol, a controlled substance, and/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 Director as soon as possible.)

C. Illegally possessing or distributing controlled substances on school property.

D. Consuming, possessing, dispensing, and/or distributing alcohol, controlled substances,

[1] Illegal drugs" refers to the controlled substances in Schedules I through V of 21 U.S.C. §802 (6) and includes, but is not limited to: marijuana, cocaine (including crack and other cocaine derivatives), morphine and heroin. The term does not include basic controlled substances used pursuant to, and in accordance with a valid prescription.

and/or illegal drugs at official[2] school functions not on school property.

6. Alert the local law enforcement agency and the NH Department of Education of suspected violations of this policy.

7. For employees under federal government grants, Next shall provide notice in writing of the employee's conviction, including position and title, to the agency listed below within 10 calendar days after receiving notice from an employee or otherwise of an employee's conviction of a violation of a criminal drug statute in the workplace.

Director, Grants and Contracts Service U.S.
Department of Education
400 Maryland Ave. S.W. Room 3124
GSA - Regional Office Building No. 3
Washington, D.C. 20202-4571

Next shall also take one of the following actions within thirty (30) days: appropriate personnel action up to and including discharge from employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program which has been approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

[2] An official school function is defined as one which is authorized and conducted by the school officials present, in charge, and on duty, such as, but not limited to 1) interscholastic athletic contests, 2) field trips, 3) school dances, 4) extracurricular clubs and activities, and 5) school trips and internships.