**DRUG FREE WORKPLACE POLICY**

**Section 1.** **General**

**Section 1.1** The unlawful manufacture, possession, use, sale, distribution, or being under the influence of unauthorized controlled substances and/or alcohol on school premises or as a part of school activities is strictly prohibited.

**Section 1.2** Employees under the influence of alcohol or unauthorized controlled substances while on duty are a serious risk to themselves, to students and to other employees. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

**Section 2. Enforcement**

**Section 2.1** Employees will be tested for alcohol and/or unauthorized controlled substances if the school has reasonable suspicion that the employee has violated this policy. All testing will be conducted in accordance with Board policy and law.

**Section 2.2** In accordance with law, Hawthorn may search an employee when Hawthorn has reasonable suspicion to believe that an employee has violated this policy.

**Section 2.3** As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Head of School of their conviction. Notification must be made by the employee to the Head of School within five (5) days of the conviction. Within ten (10) days, the Head of School will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency. Under all circumstances, employees must comply with the school notification requirements set forth in the Background Check Policy.

**Section 3. Notification to Employees**

**Section 3.1** Hawthorn will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

**Section 3.2** The program coordinator will ensure that all employees receive written materials explaining Hawthorn’s drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks.

**Section 3.3** Employees shall sign statements certifying that they have received the materials.

Adopted November 18, 2019