

1 **Charlo Public School District**

2  
3 **PERSONNEL**

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4  
5 Drug-Free Workplace

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7 All District workplaces are drug and alcohol free. All employees are prohibited from:

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9 • Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the  
10 influence of a controlled substance while on District premises or while performing work  
11 for the District, including employees possessing a “medical marijuana” card.  
12 • Distributing, consuming, using, possessing, or being under the influence of alcohol while on  
13 District premises or while performing work for the District.  
14

15 For purposes of this policy, a controlled substance is one that is:

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17 • Not legally obtainable;  
18 • Being used in a manner other than as prescribed;  
19 • Legally obtainable but has not been legally obtained;  
20 • Marijuana or marijuana paraphernalia that is possessed or consumed on the grounds of any  
21 property owned or leased by a school district, a public or private preschool, school, or  
22 postsecondary school or in a school bus;  
23 • Marijuana purchased, consumed, transported, possessed, or used of by a person under 21  
24 years of age;  
25 • Marijuana smoked in a location where smoking tobacco is prohibited;  
26 • Marijuana consumed in a manner that endangers others; or  
27 • Referenced in federal or state controlled-substance acts.  
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29 As a condition of employment, each employee will:

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31 • Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and  
32 • Notify his or her supervisor of his or her conviction under any criminal drug statute, for a  
33 violation occurring on District premises or while performing work for the District, no  
34 later than five (5) days after such conviction.  
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36 In order to make employees aware of dangers of drug and alcohol abuse, the District will  
37 endeavor to:

- 38  
39 • Provide each employee with a copy of the District drug- and alcohol-free workplace policy;  
40 • Post notice of the District drug- and alcohol-free workplace policy in a place where other  
41 information for employees is posted;  
42 • Enlist the aid of community and state agencies with drug and alcohol informational and  
43 rehabilitation programs, to provide information to District employees; and  
44 • Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any  
45 employee-assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal Reference:                      41 USC 702, 703, 706                      Drug Free Workplace Requirements  
For Federal Grant Recipients  
Initiative 190 – “Montana Marijuana Regulation and Taxation Act.”  
January 1, 2021

Policy History:

Adopted on:

Revised on:    11/20/2007, 1/15/2008, 1/19/21