

**COMMERCE SCHOOL DISTRICT
POLICY WITH REGARD TO EMPLOYEES FOR A
DRUG- AND ALCOHOL-FREE WORKPLACE**

In order to maintain a healthy educational and working environment in the School District's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Board of Education adopts the following policies and regulations:

1. Use, possession, dispensing, distribution, manufacture, or being under the influence of a controlled substance, alcoholic beverage, or non-intoxicating beverage (as defined by Oklahoma law) in any of the School District's facilities, on School District property (including vehicles) or at a School District sponsored function or event by a School District employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a School District administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a School District workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal.

3. The conviction shall be reported in writing by the School District's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.

4. This policy statement shall be included in the School District's employee manual, and shall be distributed to all employees at the commencement of each school year.

5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the School District's policy for a drug- and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation and re-entry programs regarding drug and alcohol use.

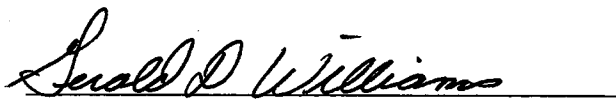
Adopted this 13th day of September, 1993.



President, Board of Education



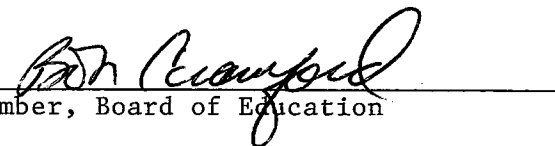
Vice-President, Board of Education



Clerk, Board of Education



Member, Board of Education



Member, Board of Education