

Cornerstone Chartered Public School

HR-01 Drug-Free Workplace Policy

1. Purpose:

To establish and maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988 and 34 CFR § 84.200, ensuring a safe, healthy, and productive environment for all Cornerstone employees and protecting the integrity of federally funded programs.

2. Scope:

This policy applies to all employees, contractors, and volunteers of Cornerstone Chartered Public School, including part-time and temporary staff, while performing work or representing the school in any official capacity.

3. Definitions:

- **Controlled substance:** For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
- **Workplace:** For purposes of this policy, "workplace" shall mean the site for the performance of work and will include at a minimum any school building or grounds owned or operated by the school, any school-owned vehicle, and any other school approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the School.

4. Policy Statement:

Cornerstone's workplace is drug and alcohol free. All employees, volunteers, and contractors are prohibited from:

- a. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance while on or in the workplace.
- b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace. All employees must comply with this policy as a condition of employment under any federal grant.

Cornerstone Chartered Public School

HR-01 Drug-Free Workplace Policy

5. Employee Responsibilities: As a condition of employment, each employee, volunteer, and contracted personnel will be required to:

1. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
2. Notify the Executive Director or designee **within five (5) calendar days** of any conviction for a criminal drug statute violation occurring on school premises or while performing work for the School.

6. Employer Responsibilities:

1. Provide each employee, volunteer, and contractor with a copy of the school drug and alcohol-free workplace policy;
2. Post a notice of the school drug- and alcohol-free workplace policy where other information for employees is posted;
3. Establish and maintain a drug-free awareness program informing employees about:
 - a. The dangers of drug abuse in the workplace
 - b. The school's drug-free workplace policy
 - c. The availability of drug counseling, rehabilitation, and employee assistance programs
 - d. The penalties for violating this policy
4. Notify the appropriate federal agency (e.g., NH DOE for CSP grants) **within ten (10) calendar days** of receiving notice of an employee conviction.
5. Take one of the following actions within thirty (30) calendar days of receiving notice of a conviction:
 - a. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program or;
 - b. Take appropriate personnel action, up to and including termination

7. Penalties for Violations: Employees who violate this policy are subject to disciplinary action, which may include referral to rehabilitation, suspension, or termination of employment.

8. Acknowledgment: All employees will receive a copy of this policy and be required to acknowledge its receipt and understanding. Compliance with this policy is a condition of employment.

Cornerstone Chartered Public School

HR-01 Drug-Free Workplace Policy

10. Legal References:

- 41 U.S.C. §701 et seq. - Drug-free workplace requirements for Federal grant recipients
- 34 CFR §84.200 (U.S. Department of Education regulations)
- 21 U.S.C. §801 et seq. - Congressional findings and declarations: controlled substances

Adopted by the Board of Trustees on May 20, 2025.