

**NOTICE TO EMPLOYEES**

You are hereby notified that it is a violation of the policy of this district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S. C. 812) and as further defined by Regulations 21 CFR 1300.11 through 1300.15.

"Workplace" means the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes 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 of the school district.

You are further notified that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your arrest for or conviction of any criminal drug or alcohol statute for a violation occurring in the workplace. You must notify your supervisor no later than five days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy will be subject to disciplinary action, including, but not limited to nonrenewal, suspension or termination at the discretion of the board.

The undersigned employee of Latta School District hereby acknowledges that I have received, read and understand the district policy and regulation on drug, alcohol and controlled substance abuse. I have had the opportunity to have any aspects of the policy explained to me during an orientation session. I understand that this policy is a term and condition of my employment and that violations of the policy or any aspect of it may result in my termination.

I received a copy of this policy on \_\_\_\_\_ and was instructed of its contents.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date