

# Drug and Alcohol Free Work Place Policy

Policy No. 410

All PSESD Early Learning programs must comply with the Federal Drug Free Work Place Act of 1988 by establishing a policy that includes:

1. A statement notifying employees of the provisions of the 1988 Act.
2. Standards of conduct prohibiting the unlawful possession, manufacture, distribution, dispensing, or use of alcohol, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance as defined by state and federal laws on Early Learning premises, on Early Learning busses and/or vans, or as any part of its activities.
3. Actions to be taken against any employee or volunteer who violates the stated prohibitions. Disciplinary actions will be imposed when standards of conduct are violated.
4. Establishment of a drug free workplace awareness program and, where appropriate, counseling available, such as an Employee Assistance Program.

Approved by Policy Council: July 22, 2014

Approved by Board of Directors: September 10, 2014

ECEAP Performance Standards: D-18

Head Start Act: n/a

Head Start Performance Standards: 1306.35

Federal Law: [41 U.S. Code Chapter 81 – DRUG-FREE WORKPLACE](#)