

# Portola Valley School District

4575 Alpine Road

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## Per Board Policy 4020

### PHILOSOPHY AND GOALS FOR A DRUG FREE WORK

**It is the intent of the Board that the District adhere to the requirements set forth in the federal Drug-Free Work Place Act of 1988.**

#### **A Drug-Free Work Place:**

1. Pursuant to the requirements of the Drug-Free Work Place Act of 1988 (Public Law 100690, Title V, subtitle D), it is the policy of the Portola Valley School District to continue to provide a drug-free work place.
2. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place which includes all facilities under the control and use of the Portola Valley School District.
3. Any violation of this prohibition by an employee of the Portola Valley School District will result in (1) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; or (2) disciplinary action up to and including termination.
4. An employee shall notify the District Office of any work place related drug abuse conviction within five (5) working days.

**I have read the attached Board Policy on Drug Free Workplace and I agree to comply therewith.**

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Employee Signature

\_\_\_\_\_  
Printed Name of Employee