

# SHELLEY JOINT SCHOOL DISTRICT NO. 60

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Dr. Bryan D. Jolley  
Superintendent of Schools

**DATE:** August 29, 2018

**TO:** All Employees

*This letter is to inform you of the district policy regarding a drug-free workplace. The following is an outline of our policy:*

- 1 - The unlawful manufacture, distribution, dispensing, possession - in person or in vehicles located on school property - or use of a controlled substance is prohibited in the school district, and a violative action against the employee can be assessed.*
- 2 - Immediately upon notice that an employee has been convicted of any criminal drug statute violation occurring in the workplace, which is in violation of district policy, he or she shall be suspended, without pay, pending a review by the district. Such review may require further action:*
  - a. The employee may request a leave of absence for the duration of the existing school year, and may re-enter employment only upon completion of an approved rehabilitation program. A committee comprised of a board-appointed administrator, a colleague, and the superintendent or his designee must approve this program. The committee must also assure that the program is approved for such purposes by Federal, State, local health, law enforcement, or other appropriate agencies, prior to attendance by the employee.*
  - b. The employee shall be terminated, as defined in board policy.*

*It is the responsibility of each employee to monitor this program, and if any employee has knowledge relating to drug use by any other employee, must provide that information immediately to his/her supervisor.*

*In addition, when there is suspicion of drug possession, the district may immediately notify the appropriate law enforcement agency for legal search and seizure and/or use of canine animals for drug detection.*

*This policy was adopted to enable the district to receive Impact Aid and grants. But more importantly, **it is our wish to educate our students, by example, in a drug-free environment.** Further information is available in your building.*

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I have read and understand the above policy on a drug-free workplace.

Date