



## Superintendent's Circular

NUMBER:  
HRS-PP11  
Version 01

### DRUG FREE WORKPLACE POLICY AND PROCEDURE

*This circular will remain in effect unless rescinded or superseded by a subsequent version.*

It is the policy of the Boston Public Schools to maintain a workplace free from all unlawful drugs and substances and to insist that all staff, students, contracted providers, and others who work, attend, and/or visit facilities under the jurisdiction of the School Department avoid unlawful drug and substance use and abuse at all times. In compliance with the federal Drug-Free Workplace Act of 1988 (P.L. 100-690) and its implementing regulations, all employees of the Boston Public Schools, contracted providers, students, and visitors to facilities under the jurisdiction of the School Committee are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as listed in schedules I-V of Section 202 of the Controlled Substances Act) is prohibited. Violations of this policy shall be subject to the provisions of federal and state law, to procedures relative to the discipline of employees, and to the provisions of the Code of Conduct of the Boston Public Schools.

All employees must abide by this policy as a condition of employment. Employees must notify their immediate supervisor within forty-eight (48) hours of any conviction (including a plea of *nolo contendere*) of a violation of any federal or state criminal drug law *by an action committed in the workplace*. The employee's immediate supervisor will notify the Office of Human Capital.

Within ten (10) days of receiving notice of such a conviction, it will be the responsibility of the superintendent or designee to notify the funding agency in those cases where the employee is directly engaged in the performance of work and is paid through a direct federal grant. The Development Office will prepare, annually for the Office of Human Capital, a list of employees covered by this provision of the regulations.

Within thirty (30) days of receiving notice of such conviction, an investigation will be initiated. It will be the responsibility of the superintendent to recommend disciplinary action, including but not limited to suspension or dismissal.

Boston Public Schools staff should be made aware of the services available through the City of Boston Employee Assistance Program (B.E.A.P.). Responsibility Center managers and directors are urged to refer to the B.E.A.P. any employee who demonstrates symptoms of drug or alcohol abuse at 617-635-2200 or [eap@boston.gov](mailto:eap@boston.gov). The program is located at 43 Hawkins St., Boston.

**For more information about this circular, contact:**

Owner:	Employee Services
Department:	Office of Human Capital
Mailing Address:	2300 Washington Street, Roxbury MA 02119
Fax:	617-635-7956
Phone:	617-635-9600
Email:	<a href="mailto:employeeservices@bostonpublicschools.org">employeeservices@bostonpublicschools.org</a>

Mary Skipper, Superintendent