



Official Notification of Compliance with Standards of Conduct as Required by Section 5145 of the Drug-Free Schools and Communities Act

This communication is to inform each employee of the standards of conduct as required by Section 5145 of the Drug-Free Schools and Communities Act, as added by Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-244).

The Madison Area Educational Special Services Unit is required to notify each of the employees about the standards of conduct and submit the same to the Secretary of the United States Department of Education in order to be eligible to receive funds or any other form of financial assistance under any federal program after October 1, 1990.

For the purpose of this required notification, each employee is hereby notified that:

1. Standards of conduct applicable to Madison Area Educational Special Services Unit employees clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of its activities.
2. Disciplinary sanctions which are consistent with local, state, and federal law up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct. Sanctions will include:
 - First offense: Documentation and reprimand (The seriousness of the offense could result in termination of employment on the first offense.)
 - Second offense: Suspension without pay and required completion by self-referral of a drug and alcohol rehabilitation service.
3. Each employee is hereby notified that drug and alcohol counseling and services are available locally through LifeSpring Mental Health Services, 606 E. Main St. Madison, IN 47250, (812) 265-4513.

That in consideration of your employment with the Special Services Unit, each person shall abide by the terms of the afore captioned policy and the employee shall notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.