

**NHDOE Federal Funds Monitoring  
Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

**Subrecipient contact: Hilary Denoncourt**

**Subrecipient: Andover School District**

**Action Item: Finding #1**

**Description: Adoption of Policies GBEC and GADA**

**Date: 09/28/2021**

Please check the box that most appropriately matches the District's status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District's assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):

Hilary Denoncourt  
Name of person completing this form

10/1/2021  
Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

The District will take action and will adopt Policy GADA at an upcoming school board meeting. Estimated implementation will be before February 28, 2022.

Corrective Action Plan Update or other explanation as necessary, (status date:    /    /    )

If option (3) is selected, please explain how this was implemented in the space below:

It appears that on Page 4 of the final report the District is in compliance by having adopted Policy GBEC, however it is recommended on Page 6 that the District adopt it. Attached is the previously Adopted Policy GBEC for our file to clear up any misunderstanding.

***Please return to the Bureau of Federal Compliance within 30 days of receipt.***

*Also ADB, ADC, GBED & JICG*

## **DRUG-FREE WORKPLACE**

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 (L. 202-226). In compliance with statutory requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
  - a. The District's policy of maintaining a drug-free workplace;
  - b. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace;
  - c. Any available drug and alcohol counseling, rehabilitation, and employee assistance and (if available) or re-entry programs, and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
  - b. Having a container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration as soon as possible.)
  - c. Possessing or distributing controlled substances on School property.
  - d. Consuming, possessing, or distributing alcohol or illegal drugs at official\* School functions not on School property.

\* An "official" School function is defined as one which is authorized and conducted by the School with School officials present, in charge, and on duty, such as, but not limited to:

- a. Interscholastic athletic contests
- b. Field trips
- c. School dances

5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
  - a. Suspension
  - b. Termination of employment
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.