



Brent Roark, Superintendent

251 Ball Park Road
Harlan, Kentucky 40831-1753
Phone (606) 573-4330
Fax (606) 573-5767

MEMORANDUM

TO: All Employees/Volunteers of Harlan County Schools

SUBJECT: Drug/Alcohol Policy

Attached is a copy of the Harlan County Schools Drug and Alcohol Free Work Policy, which has been adopted by the Harlan County Board of Education.

Please review the statements below carefully and sign this sheet which indicates that you understand and agree to the terms described. This sheet containing your signature must be returned to confirm that you have received a copy of the policy and have been given the opportunity to participate in an explanation of the policy during district provided trainings of staff and volunteers.

- I understand that my employment/volunteer activities with the Harlan County Public Schools is based upon adherence to this policy. A copy of this agreement has been provided to me at the back of this document which I have read, understand and agree to abide by.
- I acknowledge that the results of any substance abuse screening that I receive will be transmitted to the Drug Coordinator and the Superintendent.
- I understand that, as an applicant, if I refuse to complete any part of the drug testing procedure that I cannot be considered a valid candidate for employment with the Harlan County School District and that I will be considered as having withdrawn my application for employment.

Employee Signature

Date

Employee Number