

**COLCHESTER SCHOOL DISTRICT****POLICY: ALCOHOL AND DRUG-FREE WORKPLACE****DATE ADOPTED:** September 19, 2023**POLICY STATEMENT**

It is the policy of the Colchester School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer, or work study student is under the influence of drugs or alcohol while in the workplace, the person will be immediately removed from the performance of their duties.

**I. DEFINITIONS**

For purposes of this policy, administrative rules, and procedures developed pursuant to this policy:

- A. Alcohol** means malt beverages, vinous beverages, spirits, ready-to-drink spirits beverages, fortified wines and any other as defined by 7 V.S.A. § 2. This does not include medicinal products which may contain alcohol.
- B. Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.
- C. Employee** means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of independent contractors who provide services to the district.
- D. Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.
- E. Workplace** means the site for the performance of work for the School District, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field

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trip or athletic event, where students are under the jurisdiction of the School District.

- F. Work Study Student** means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

## **II. EMPLOYEE RESPONSIBILITIES**

As a condition of employment, each employee will notify the Superintendent in writing of their conviction of any criminal drug statute for a violation occurring in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Board. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension, or termination at the discretion of the Board.