

ALCOHOL AND DRUG-FREE WORKPLACE

Originated with Administrative Advisory Committee
Proposed to Executive Committee: 6/6/02
Approved at Full Board First Reading: 6/27/02
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10/24/02

Policy

It is the policy of Thetford Academy to maintain a workplace free of alcohol and drugs. No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace.

Definitions

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

Workplace means the site for the performance of work for Thetford Academy, 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 trip or athletic event, where students are under the jurisdiction of the Academy except as outlined in the Overnight Trip Policy.

Employee Responsibilities

As a condition of employment, each employee will notify the Head of School in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Head no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Head will notify any federal or state officers or agencies legally entitled to such notification.

As a condition of employment, each employee must abide by the terms of Thetford Academy's policy respecting an alcohol and drug free workplace.

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.

Administrative Responsibilities

The Board will take action in accordance with the Academy's policies and procedures as well as applicable state and federal law.

The Head of School will establish an alcohol and drug-free awareness program at the Academy

to include information on the dangers of drug abuse in the workplace, the policy on an alcohol and drug-free workplace and any alcohol or drug counseling available to employees as well as any available rehabilitation and employee assistance programs.

A copy of this policy will be given by the Head or his or her designee to each Academy employee.

The Head of School or his or her designee will conduct a biennial review of the District's student and employee drug prevention programs as required by the Safe and Drug-Free Schools and Communities Act of 1994. The review will determine the effectiveness of the prevention programs and the consistency of the enforcement of disciplinary sanctions. Following each review, required changes will be implemented.

Legal Reference(s): 21 U.S.C. §§1521 et seq. (Drug-Free Communities Act)
20 U.S.C. §§171 et seq. (Safe and Drug-Free Schools and Communities Act of 1994)
20 U.S.C. §3474 (Drug-Free Workplace Act)
21 C.F.R. §§1308.11 through 1308.15
21 V.S.A. §517 (Employer's Authority)

based on Vermont School Boards Association Model Policy Manual 2001--Policy D.8