



WOODSTOCK ELEMENTARY SCHOOL

WOODSTOCK, VERMONT 05091

Patricia Davenport, Principal

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CODE: D8

Alcohol and Drug-Free Workplace Policy

No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined by state or federal statute or regulation.

"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 trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment, each employee will notify the superintendent in writing addressed to 4962 Woodstock Road, Woodstock, VT 05091 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 superintendent 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 superintendent 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 the school district policy respecting an alcohol and drug-free workplace.

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.

The board will take such action in accordance with district policies and regulations as well as applicable state and federal law.

Warned by WES Board: March 3, 2004

Adopted by WES Board: April 7, 2004