

522.1 ALCOHOL AND DRUG-FREE WORKPLACE

The Board believes that the maintenance of an alcohol and drug-free workplace is essential to student and staff safety and to helping assure that employees carry out their job duties and assignments in a productive and professional manner. Therefore, the following conduct is strictly prohibited by employees in the workplace:

- The sale or delivery of alcohol or controlled substances
- The manufacture, possession, use or distribution of controlled substances
- The use of alcohol
- Being under the influence of alcohol or controlled substances
- The use, possession or distribution of drug paraphernalia
- The sale or distribution of prescription medication
- The misuse of prescription medication or nonprescription drug products

For purposes of this policy, “workplace” includes any school building, school premises, school-owned vehicle or other school-approved vehicle used to transport students, school-related activity, event or function in which students are under the jurisdiction of school authorities whether on or off school property, or any other place where an employee is performing school district business.

This policy does not prohibit the use of prescription medication by an employee to whom it is prescribed and in the amount prescribed.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant received directly from the federal government shall notify the District Administrator or designee of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The District Administrator shall notify the granting agency of the conviction.

Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or termination from employment, and referral to law enforcement authorities. An employee may also be referred for alcohol or drug counseling, assessment or treatment at the discretion of the employee’s supervisor. The employee shall be responsible for all costs associated with such counseling, assessment or treatment program.

This policy shall be published annually in the employee handbook and distributed to all employees of the District. Building principals and other supervisors shall receive alcohol and drug awareness training and information necessary to carry out their policy enforcement responsibilities.

Legal References: Sections 111.35; 120.13; 121.02(1)(i); 125.09; and 961 of Wisconsin State Statutes. Drug-Free Workplace Act of 1988

Approved: December 15, 2008

Revised and Adopted: November 19, 2014