

## **SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

### **ALCOHOL AND DRUG-FREE WORKPLACE**

The School District of Wauzeka-Steuben is committed to maintaining an alcohol and drug-free, safe working environment for all employees. In order to protect the health, welfare, and safety of students and employees, the District shall:

- Prohibit the manufacturing, distribution, dispensing, use, or possession of alcohol, controlled substances, look-alike controlled substances (substances that are represented as an illegal drug regardless of the true nature of the substance), synthetic drugs (substances that are not expressly classified as a controlled substance but that purportedly produce similar subjective effects to illegal drugs), or drug paraphernalia in any school building or on school premises; in any vehicle owned, leased, or contracted by the school used to transport students to and from school or school activities; or off school property during any school-sponsored or school-approved activity, event, or function.
- District employees are prohibited from using or being under the influence of alcohol, controlled substances, or hazardous inhalants while at/in any of the above mentioned settings.

*Note:* Employees may possess and work while they are taking over-the-counter medication(s) and their own prescription medication(s) provided that (1) the employee follows the relevant instructions for and does not misuse the medication(s), and (2) the use of the medication(s) does not prevent the safe and acceptable performance of the employee's job duties.

All employees shall be expected to abide by this policy. Failure to abide by this policy shall result in the disciplinary action(s) in accordance with the Employee Handbook or other procedures established by the Board including, but not limited to:

- Written warning with notice to the Board of Education and letter placed in employee's personnel file
- Five (5) day suspension without pay and referral to assistance agency
- Termination of employment

Employees are notified by this policy that where an employee's off-duty conduct relating to alcohol or controlled substances has a legally-sufficient connection to the individual's employment, the off-duty conduct can serve as the basis for employment-related discipline or other employment-related consequences.

Any employee engaged in the performance of a federal grant shall be required to notify the District Administrator of any criminal drug statute conviction occurring in the work place within five (5) days of such conviction. Failure to do so may result in termination of employment. Upon receiving notice of an employee's criminal drug statute conviction, the District Administrator shall notify the agency from which federal funds were received. This notification shall be made within 10 days.

A copy of this policy shall be distributed to all School District of Wauzeka-Steuben employees, published annually, and posted in each building of the District. In addition, the district shall annually inform employees about; (a) the dangers of alcohol and other drug abuse in the work place, (b) the district's drug free work place policy, and (c) penalties that may be imposed upon employees for alcohol or other drug abuse violations occurring in the work place.

**Legal References:** Wisconsin Statutes § § 111.35; 121.02(1)(i); 346.63; 939.22(15)  
**Federal Statutes:** 41 U.S.C Chapter 81 - federal drug-free workplace requirements for federal contractors and grantees; 2 C.F.R. Chapter 1, Part 182, Subpart B - federal regulations implementing the federal Drug-Free Workplace Act; 21 C.F.R. Part 1308 - federal schedules of controlled substances

**Cross References:** Policies 443.4 Student Alcohol and Other Drug Use, 830 Use of Facilities and Grounds, 831 Tobacco on School Premises; Drug, Alcohol, and Tobacco Free Workplace – Employee Handbook

**Adoption Date:** 11/19/1990

**Date Revised:** 2/17/2025