

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

ALCOHOL AND DRUG-FREE WORKPLACE

The School District of Wauzeka-Stauben is committed to maintaining a 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, or possession of alcohol or any controlled substances in any school building or on school premises; in any school-owned vehicle 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 being under the influence of alcohol or controlled substances while at/in any of the above mentioned settings.

Note: District employees are allowed to use legally prescribed drugs when taken as prescribed by his/her physician.

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 current employee agreement 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

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-Stauben 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: Chapter 961, Section 125.09, Wisconsin Statutes; Drug-Free Workplace Act of 1988; 34 CFR Part 85, Subpart F (Regulations Implementing Drug-Free Workplace Act)

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: 3/17/2014

Date Reviewed: