

SCHOOL DISTRICT OF SHOREWOOD

522.1

ALCOHOL AND DRUG FREE WORKPLACE

The Board of Education believes that the maintenance of an alcohol and drug-free workplace is essential to student and employee safety, and to helping assure that employees carry out their job duties and assignments in a productive and professional manner.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any District employee at any time while on District property or while involved in any District-related activity or event. Any employee who violates this policy shall be subject to disciplinary action in accordance with District policy and guidelines.

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 supervision of school authorities whether on or off school property.

District employees and chaperones that agree to or are assigned to supervise student activities or trips shall not violate this policy during the entire duration of the activity or trip whether students are or are not immediately present.

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 Superintendent or designee of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The

Superintendent 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 encouraged to seek out alcohol or drug counseling, assessment or treatment. The employee shall be responsible for all costs associated with such counseling, assessment or treatment program.

This policy will be distributed to all employees upon hire, located on the District website, and a reference to the policy will be included in the employee handbook.

LEGAL REF.: Section 111.35 Wisconsin Statutes
120.13
121.02(1)(i)
125.09
Chapter 961
Federal Law
Drug Free Workplace Act of 1988

CROSS REF.: 511, Equal Opportunity Employment
522, Employee Conduct
523.1, Employee Physical Examinations
523.11, Employee Alcohol and Drug Testing
523.3, Employee Assistance Program
Employee Handbook

APPROVED: March 28, 1995

REVISED: July 13, 2004
November 27, 2012