

PERSONNEL

EMPLOYEE TOBACCO, ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCE USE

Employees have the right to work in an environment that is free from the non-medical use of tobacco products, alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees. The following actions are prohibited by employees in or on school property, in any District owned or contracted vehicle or at school sponsored activities within or outside of the school district when performing their duties as school district employees:

1. The using, possessing, dispensing, distributing, manufacturing, transferring, selling or possessing with intent to sell tobacco products, alcohol and/or controlled substances (drug paraphernalia as defined by state statute); and
2. Being under the influence of alcohol and/or controlled substances, intoxicated or creating job impairment.

Employees will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy may result in disciplinary action up to and including termination of employment. In the case of tobacco products the employees will be subject to the following consequences:

1st offense	written warning to be placed in employee file
2nd offense	letter of reprimand to be placed in file and/or citation issued by police
3rd offense	referral to superintendent's office

Such disciplinary actions shall be done in accordance with state law, established procedures and provisions of the current employee agreements. Violation of this policy may result in disciplinary action up to and including termination and may also result in referral to law enforcement officials for prosecution under specific local, state or federal laws.

The district shall assist staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with tobacco products, alcohol use and abuse and/or controlled substances. The district will participate in programs, including Employee Assistance Referral Service, which focus on prevention of tobacco, alcohol and drug use and abuse and provide support for those employees affected, directly or indirectly. These programs should be a part of a network of community services and be provided through both school and community efforts.

Tobacco Free and Drug Free Environment

The board prohibits the use of all tobacco, alcohol and controlled substances by anyone on all school district property.

LEGAL REF: Section 125.09 Wisconsin Statutes
Chapter 161
Drug-Free Schools and Communities Act
Drug-Free Workplace Act of 1988

Policy Adopted: 07/25/88
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BOARD OF EDUCATION
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