



**ALCOHOL AND DRUG-FREE WORKPLACE**

Students and employees have the right to attend school and work in an environment that is free from alcohol and drugs.

No employee shall use, possess, distribute, dispense, manufacture, sell or intend to sell or transfer controlled substances, controlled substance analogs or other drug paraphernalia, be under the influence of controlled substances or controlled substance analogs or use, sell or be under the influence of alcohol in the workplace, while in or on school property, in any district-owned vehicle or at school-sponsored events.

This policy applies in school buildings, on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function. Exceptions to these prohibitions include medication used by an employee in accordance with his/her doctor's instructions and when an employee is called to work on an emergency basis outside of regularly scheduled hours (to repair damage to buildings, to respond to police calls or other emergency assignments). Any employee who feels or believes he/she may be under the influence, impaired or feels that he/she is unable to perform his/her duties may refuse such emergency or extra work. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

Legal Reference(s): Wisconsin Statutes Section 120.13, School Board Powers  
Section 121.02 (1) (i), Safe Facilities  
Section 125.09, Restriction on Alcoholic  
Beverages on School Grounds  
Chapter 961, Uniform Controlled Substances Act

Federal Statutes: Drug-Free Workplace Act of 1988

Cross Reference(s): Policy 522, Staff Conduct  
Policy 523.11, Employee Alcohol and Drug Testing  
Policy 523.3, Employee Assistance Program  
Policy 526, Personnel Records  
Policy 527, Staff Complaints and Grievances

**Policy 522.1 Continued:**

Cross Reference(s) Continued: Employee Handbook: Part I, Applicable to All Staff  
Section 2.14, Drug-, Alcohol-, and  
Tobacco-Free Workplace

Adopted: October 1975  
Revised: June 1986  
November 1990  
April 2001  
January 2012