

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b>  <b>DRUG FREE WORKPLACE</b>	<b>NUMBER: AR 3.7(1)</b>
<i>Executive Limitation: EL 3, Treatment of Staff (3.7 – Expectations for Working and Learning Environment)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04      Revisions: 11/24/08</i>	
<b>Origin as Board Of Education Policy: Personnel 514</b> <i>Established: 11/29/94      Revisions:</i>	

DeForest Area School District is committed to maintaining a drug and alcohol-free work environment. The abuse of illicit drugs and alcohol directly interferes with the development and performance of the individual. The effects of that use/abuse diminish the working environment for all. It is a policy of the District that drugs and alcohol in the workplace will not be tolerated. Employees must abide by the spirit and letter of this policy as a condition of employment. Employees are not permitted to consume alcoholic beverages or take controlled substances during the workday. Such actions of intoxication or being under the influence of a controlled substance on school property will necessitate immediate and decisive disciplinary measures including discharge. In addition, any employee convicted of a drug offense must report such conviction to the Department of Human Resources within five calendar days. In accordance with the Drug-Free Workplace Act, the Department of Human Resources is required to report all such convictions to the appropriate grantor agency, if applicable, and to impose appropriate sanctions against the convicted employee. Such sanctions will include progressive corrective actions, up to and including discharge, and/or providing counseling and drug rehabilitation programs to the affected employee.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at DeForest Area School District. Prohibited substances include but are not limited to, marijuana and other hallucinogens, opium and other narcotics, cocaine, amphetamines and their respective derivative forms not prescribed by a licensed physician for the treatment of a current medical disorder. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner for the employee and fellow employees.

DeForest Area School District also maintains a smoke-free environment for the greater health, comfort and productivity of all students and staff. The use of tobacco products shall be prohibited at all times on premises owned by, rented by or under the control of the district, including all school buildings in the district. This prohibition applies to students, employees and the general public. The success of this policy will depend upon the individual thoughtfulness, consideration and cooperation of tobacco users and non-users. All individuals on school premises share the responsibility of adhering to and enforcing this policy.

Violations of this District policy, which includes unlawful conduct, will be subject to corrective action, up to and including termination for all classifications of employees, depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all employees, with the exception of those employees whose actions necessitate immediate and decisive disciplinary measures including discharge.

**References**

Policy 433.3 – Student Tobacco  
Clean Indoor Air Act, Section 101.123, Wis. Stats.  
DeForest Village Ordinance #10.03(7)(m)  
PI 32.03 (1)(f)  
Wis. Stats. 125.09

**Executive Limitations**

3.7 – Treatment of Staff  
4.8 – Treatment of Students