

**PORT EDWARDS PUBLIC SCHOOLS****Board of Education Policy**

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**DRUG-FREE WORK PLACE**

The School District of Port Edwards is committed to maintaining a drug-free work place. No employee shall possess, use, distribute, or be impaired by alcohol or other drugs while on school premises, at school-sponsored activities, or while performing any other duty within the scope of employment. Prescription medication shall be construed as an exception to this policy when used by the individual for whom it was prescribed and in the manner and amount prescribed.

The need to take prescription medications, if the medication may affect job performance or produce demonstrable side effects, should be made known to health personnel or administration. Should medications affect job performance or produce undesirable side effects, necessary action, which is appropriate, will be taken as necessary to provide for the safety and health of the individual and all others in contact with the individual while in the work place.

If prescription or over-the-counter medication needs to accompany an individual, the medication shall be stored safely so as others may not be in proximity to it. Medication may not be used by any other person than for whom it was prescribed.

All employees shall be expected to abide by provisions of this policy. Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of the current employee agreements or other procedures established by the Board.

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LEGAL REF.: Section 125.09 Wisconsin Statutes  
Chapter 961

Adopted: 11/04/91

Reviewed:

Revised: 04/12/05