

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.804.1

Drug-Free Workplace

No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs or any alcohol.

Employees shall be required, as a condition of employment, to abide by the terms of this administrative procedure and notify his/her immediate supervisor of any criminal drug conviction for a violation occurring in the workplace no later than seventy-two (72) hours after the conviction.

DEFINITIONS

“Workplace” shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school approved activity, event or function.

“Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal law.

“Unauthorized drugs” shall include, but are not limited to inhalants; any designer, synthetic, derivative, analogous, or “look-alike” substances that are manufactured, designed, or intended to resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they were not intended or prescribed, including, but not limited to, the use of prescription drugs prescribed for another individual; and any lawful substances that could result in impairment of physical or mental capacity that is threatening to the health or safety of the employee or others.

“Alcohol” shall include, but is not limited to spirits, liquor, wine, beer, and every liquid containing alcohol as defined by state and federal law.

NOTIFICATION

Information regarding the drug-free workplace will be posted in the staff work room and included in the employee handbook.

Within ten (10) days after receiving notice from an employee of a conviction, any federal grant agency that grants funds to the school district of the employee’s drug conviction shall be notified.

DRUG-FREE AWARENESS PROGRAM

At the beginning of each school year, all employees shall be informed of the following:

1. Board’s policy to maintain a drug-free workplace;
2. Available employee assistance programs.

PENALTIES FOR DRUG ABUSE VIOLATIONS

Within thirty (30) days of receiving notice from employee of a conviction, the Superintendent or designee shall take appropriate action, including but not limited to:

1. Suspension pending investigation, subject to dismissal;
2. Termination; or
3. Satisfactory participation in a drug abuse assistance or rehabilitation program approved by the Board.