

# Kingsport City Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="margin: 0;">Drug-Free Workplace</h2>	Descriptor Code: <b>1.804</b>	Issued Date: <b>10/03/17</b>
		Rescinds: <b>1.804</b>	Issued: <b>05/02/13</b>

1 Kingsport City Schools shall comply with the Drug-Free Workplace Act of 1988 and the related provi-  
 2 sions in the Code of Federal Regulations (34 CFR Part 85).

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 4 The Board of Education shall promote and maintain a drug-free workplace. All employees are expected  
 5 and required to report for work and remain at work in condition to perform assigned duties free from the  
 6 effects of alcohol and drugs. The manufacture, distribution, dispensing, possession, use and/or the state  
 7 of being under the influence of alcohol or controlled substances on Board property, including a school  
 8 building or bus, on any school campus, grounds, recreation area, athletic fields or any other property  
 9 owned, used or operated by the Board of Education; is absolutely prohibited; moreover, these conditions  
 10 apply to employees while on duty, whether on or off board property.

- 11 The goals for creating a drug-free workplace are:
- 12 • To establish, promote and maintain a safe, healthy working and learning environment for employees
  - 13 and students.
  - 14 • To encourage employees to seek professional assistance.
  - 15 • To promote Kingsport City Schools and its employees as responsible citizens of public trust and
  - 16 employment.
  - 17 • To eliminate substance abuse problems in the workplace.
  - 18 • To aid in the reduction of absenteeism, tardiness and apathetic job performance. To provide a clear
  - 19 standard of job performance for System employees.
  - 20 • To provide a consistent model of substance-free behavior for students.
  - 21 • To create a safe work and school environment, make adequate provisions for the safety and health
  - 22 of its employees in the workplace and preserve the safety and health of our students and those who
  - 23 interface with our school community.
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 26 Violations of this policy shall result in disciplinary action, up to and including termination and may have  
 27 legal consequences.

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 29 The Superintendent of Schools shall designate an individual to respond to inquiries regarding this policy  
 30 and establish procedures for employee conduct, physical examination/screening based upon reasonable  
 31 suspicion, return-to-duty testing, voluntary referral to rehabilitation, disciplinary action, confidentiality  
 32 and drug and alcohol abuse testing procedures.

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 34 All Board property is subject to inspection at any time without notice. There is no expectation of privacy  
 35 in such property. Property includes, but is not limited to, city vehicles, desks, containers, files and lock-  
 36 ers.

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 38 All information regarding referral, evaluation, substance screen results and treatment shall be maintained  
 39 and considered confidential.

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Those employees identified in the Federal Omnibus Transportation Employee Testing Act of 1991 shall be tested for alcohol and certain controlled substances. This Alcohol and Drug Testing Program shall be administered by the City of Kingsport.

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Legal Reference  
Subtitle D Drug Free Workplace Act of 1988  
34 CFR § 86.201  
TCA 39-17-432  
Federal Omnibus Transportation Employee Testing Act of 1991

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Cross Reference  
Transportation Management 3.400  
Ethics 5.511  
Drug-Free Schools 6.307