

**UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING
POSSESSION OR USE OF A CONTROLLED SUBSTANCE**

The Alexandria City School Board is committed to maintaining a Drug-Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, or possess a controlled substance (including alcohol or anabolic steroids) on school property, at any school activity or on any school sponsored trip. It is a condition of employment that each employee of the Alexandria City School Board will not engage in such prohibited conduct and will notify the Alexandria City School Board of any drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than five (5) days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

In addition to disciplinary action for the violations above, the Superintendent and School Board will take appropriate action up to and including dismissal if an employee's use of a controlled substance (including alcohol or anabolic steroids) impairs the employee's job performance.

Employee Assistance Program

The Superintendent shall establish an Employee Assistance Program to provide confidential counseling and referral service to assist employees with problems that affect their well-being and their ability to perform their jobs. An employee found to be in violation may be referred to the Employee Assistance Program for evaluation, diagnosis and treatment recommendations and may be required to participate in and complete a treatment program as a condition of continued employment. An employee required to participate in a treatment program must also sign a release to permit monitoring. Failure to comply with any of the treatment conditions or to sign a release will lead to disciplinary action up to and including dismissal.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Alexandria City School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violation of laws and policies regarding drug abuse.

Adopted: November 17, 1998

Amended: July 12, 2001

Amended: November 21, 2002

Amended: June 9, 2011

Amended:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78

Cross Refs.: GCPD ~~Licensed Professional~~ Staff Members: ~~Contract~~ Status and Discipline
GDPD Support Staff Members: ~~Contract~~ Status and Discipline
GDQ School Bus Drivers

