

1 **UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING,**  
2 **POSSESSION OR USE OF A CONTROLLED SUBSTANCE**  
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5 The Alexandria City School Board is committed to maintaining a Drug-Free Workplace.  
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7 Prohibited Conduct  
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9 Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance  
10 as defined in 21 U.S.C. § 812 (including anabolic steroids), or alcohol on school property, at any school  
11 activity or on any school sponsored trip. (It is a condition of employment that each employee of  
12 Alexandria City Public Schools (ACPS) will not engage in such prohibited conduct and will notify  
13 ACPS of any criminal drug conviction for a violation occurring on school property, at any school  
14 activity, or on any school-sponsored trip no later than five (5) days after such conviction. An employee  
15 who is convicted of criminal drug activity for a violation occurring on school property, at any school  
16 activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including  
17 termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.  
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19 Discipline  
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21 Within 30 days of receiving notice from an ACPS employee as described above, the Superintendent and  
22 School Board will take appropriate personnel action up to and including dismissal of any employee  
23 found to have engaged in prohibited conduct listed above or require satisfactory participation in a drug  
24 abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement,  
25 or other appropriate agency.  
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27 Employee Assistance Program  
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29 The Superintendent shall establish an Employee Assistance Program to provide a confidential  
30 counseling and referral service to assist employees with problems that affect their well-being and their  
31 ability to perform their jobs. An employee found to be in violation may be referred to the Employee  
32 Assistance Program for evaluation, diagnosis and treatment recommendations and may be required to  
33 participate in and complete a treatment program as a condition of continued employment. An employee  
34 required to participate in a treatment program must also sign a release to permit monitoring. Failure to  
35 comply with any of the treatment conditions or to sign a release will lead to disciplinary action up to and  
36 including dismissal.  
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38 Distribution of Policy  
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40 All employees are given a copy of this policy.  
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42 Drug-Free Awareness Program  
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44 ACPS shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse  
45 in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling,  
46 rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for  
47 violations of laws and policies regarding drug abuse.

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49 Adopted: November 17, 1998  
50 Amended: July 12, 2001  
51 Amended: November 21, 2002  
52 Amended: June 9, 2011  
53 Amended: December 3, 2015  
54 Amended: December 17, 2020  
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56 Legal Refs.: 21 U.S.C. § 812.  
57 41 U.S.C. §§ 8103, 8104.  
58 Code of Virginia, 1950, as amended, §§ 4.1-309, 22.1-78.  
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60 Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse  
61 GCPD Licensed Staff Discipline  
62 GDQ School Bus Drivers  
63 KGB Public Conduct on School Property