

**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, possess or use a controlled substance as defined in 21 U.S.C. § 812 (including anabolic steroids), or alcohol on school property, at any school activity or on any school sponsored trip. (It is a condition of employment that each employee of Alexandria City Public Schools (ACPS) will not engage in such prohibited conduct and will notify ACPS of any criminal 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

Within 30 days of receiving notice from an ACPS employee as described above, 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 or require satisfactory participation in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

Employee Assistance Program

The Superintendent shall establish an Employee Assistance Program to provide a 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 are given a copy of this policy.

Drug-Free Awareness Program

ACPS 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 violations of laws and policies regarding drug abuse.

Adopted: November 17, 1998  
Amended: July 12, 2001  
Amended: November 21, 2002  
Amended: June 9, 2011  
Amended: December 3, 2015  
Amended: December 17, 2020

Legal Refs.: 21 U.S.C. § 812.  
41 U.S.C. §§ 8103, 8104.  
Code of Virginia, 1950, as amended, §§ 4.1-309, 22.1-78.

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse  
GCPD Licensed Staff Discipline  
GDQ School Bus Drivers  
KGB Public Conduct on School Property