

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

The Essex County 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 on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Essex County School Board will not engage in such prohibited conduct and will notify the Essex County School Board 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 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.

**Distribution of Policy**

All employees shall be given a copy of this policy.

**Drug-Free Awareness Program**

The Essex County 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 violations of laws and policies regarding drug abuse.

Adopted: April 9, 2012

Revised: December 9, 2013

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Legal Refs.: 41 U.S.C. § 702, 703.  
Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: GCPD Professional Staff Discipline  
GDQ School Bus Drivers