

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

### Generally

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

Within 30 days of receiving notice from a School Board 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.

### Distribution of Policy

All employees are given a copy of this policy.

### Drug-Free Awareness Program

The Portsmouth 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 violations of laws and policies regarding drug abuse.

Adopted: December 19, 1996

Revised: September 20, 2001

Revised: June 27, 2002

Revised: May 26, 2011

Revised: July 3, 2014

Revised: June 25, 2020

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Legal Refs.: 41 U.S.C. §§ 8103, 8104.

*The Code of Virginia*, 1950, as amended, § 22.1-78.

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