

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

1.2

Effective Date: 11/04/08

Revised Date: August 27, 2013 *Denotes change

Section: *Board Operations*

Subject: **Procedures to Deal with Illegal Drugs on Campus**

Related Policy: *Drug-Free Workplace 1.804*

I. DEFINITIONS

II. PROCEDURES

When drugs are suspected on campus by employees or students, the school administrator will request a search; however, the SRO or local law enforcement will be contacted to assist in the search. Remember, law enforcement must have reasonable evidence or cause to conduct a search while school authorities only have to have reasonable suspicion to conduct a search.

Procedures for Dismissal of *Classified or Non-Tenured Employees with Drugs on Campus

1. Contact local law enforcement—they will place the charges.
2. Director meets with the employee and gives the employee a letter stating the employee is suspended without pay pending an investigation.
3. The employee is notified in writing of the results of the investigation.
4. The Director of Schools will determine the appropriate action.

Procedures for Dismissal of Tenured Teacher with Drugs on Campus

1. Contact local law enforcement—they will place the charges
2. Director meets with teacher and gives letter stating the teacher is suspended without pay pending termination (sample attached)
3. Director presents charges to the board (lawyer will assist in preparing). A majority vote is needed to continue the dismissal process.
4. Teacher is notified and given 30 days to request in writing a hearing.
5. If due process is requested—contact will be made to the school board lawyer.

III. ATTACHMENTS

1.2 Addendum-A Suspension Letter for Drugs on Campus Sample

Signature on File

Jacob Sorrells, Director of Schools