

## **Regulations for alleged violations of Drug Free Schools Policy**

The following are regulations for reviewing alleged violations of Board policy.

Employees, both certified and non-certified, are expected to adhere to the policies and regulations established by the board and the Executive Director of LEARN. Any disciplinary sanctions imposed will ensure that similarly situated violations are treated in a similar manner.

A notice to employees about the alcohol and drug free schools policy will be distributed to employees once per year in October. New employees will receive such notice upon employment.

1. The immediate supervisor of the employee who may have violated an existing policy/regulation will schedule a conference with the employee to review the situation and determine the facts of the matter.
2. The immediate supervisor shall notify the Executive Director or his/her designee who may interview other staff or other individuals who may be able to confirm the facts of the alleged violation.
3. Having determined that a violation has occurred, the immediate supervisor and Executive Director will meet with the employee in question to discuss his/her findings and to invoke an appropriate sanction based on the seriousness of the violation. Sanctions may range from a verbal warning to suspension to termination.
4. In considering sanctions, the Executive Director will consider all relevant factors including records of prior violations (if any).
5. Investigations of alleged violations of board policy or administrative procedures will be carried out in keeping with the current LEARN policies and/or existing law.