

## **Drug and Alcohol Use by Students Procedure**

### **Voluntary Referrals**

Any school staff member who has a concern or is approached by a student(s) about a substance abuse problem will refer the student(s) to the Building Principal.

Parents/guardians or students who have a concern about a student's possible substance abuse problem are encouraged to notify the building principal of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of this policy.

A student concerned about their own substance abuse problem may seek the assistance of the building principal. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of this policy.

The building principal/designee will meet with the student and the student's parents/guardians (if appropriate) and develop an action plan to meet the student's particular needs.

Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

### **Discipline**

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug and alcohol use policies. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with the building principal/designee, and the student's prior disciplinary record.

### **Disciplinary Action – Alcohol/Drug Violations**

#### **First Offense**

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify the parents/guardians; Superintendent and School Resource Officer; and
4. Suspend the student from school for up to five days.

### Second Offense

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student to develop a follow-up plan;
3. Notify the Parents/Guardians, Superintendent and School Resource Officer; and
4. Suspend the student from school for up to seven days.

If the student fails to comply with the follow-up plan developed with the building principal/designee, this may result in further disciplinary action.

### Third Offense

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Parents/Guardians, Superintendent and School Resource Officer;
4. Recommend to parents/guardians that student be referred for clinical chemical health evaluation; and
5. Suspend the student from school for up to ten days and recommend expulsion.

### **Furnishing, Selling, or Manufacturing A Prohibited Substance**

#### First Offense

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify the Parents/Guardians, Superintendent and School Resource Officer; and
4. Suspend the student for up to ten days and recommend expulsion.

### **Procedures at School Functions:**

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures will be followed.
2. The student will be removed from the function and/or returned to school. The student should not be left unsupervised;
3. Call the parents/guardians to pick up the student;
4. Notify the building administrator (and Superintendent if appropriate); and
5. Notify the School Resource Officer.

The administrator will follow the disciplinary procedure outlined in this policy.

Cross Reference: JICH - Drug and Alcohol Use by Students

Adopted: September 11, 1995

Revised: July 7, 1997  
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