

## Drug and Alcohol Use by Students

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

### Use

1. When a student is suspected of use, the person having the suspicion should notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action must comply with the district policy on interrogations and searches.
  - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
  - b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he/she will remain under observation.

### Possession

Students who possess alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of district policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of district policy will request that the student accompany him to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.

3. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in district policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
5. The principal or designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and the parent/guardian notified.

#### **First offense for use and/or possession**

1. The student will receive three days out-of-school suspension, and a parent/guardian conference will be scheduled prior to re-admittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. If counseling is not elected, the student may be suspended from school for an additional five days by the superintendent. The student and parent /guardian must attend a readmission conference during the suspension. At the end of the five days, the student will be readmitted.
4. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

#### **Second offense for use and/or possession**

1. The student will be suspended from school for five days.
2. Information concerning voluntary drug or alcohol treatment programs will be given to the student and the parent/guardian. The principal or designee will require evidence of the student's enrollment and/or participation in a voluntary program prior to the student's re-admittance to school.

3. Appropriate law enforcement officials will be notified.

### **Third offense for use and/or possession**

The student will be recommended for expulsion.

### **Distribution**

Students who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of district policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with district policy.
3. Any student who distributes, trades, exchanges or sells controlled substances will be expelled.

These procedures will supplement and complement authority conferred elsewhere by district policy and will not be deemed to limit or suspend such other authority.

Approved by the Board: December, 2005

### **CROSS REFS.:**

#### *Administration policies:*

JIH, Student Interrogations, Searches and Arrests  
JKD/JKE, Suspension/Expulsion of Students

File: JICH-R