

**STUDENT DRUG, ALCOHOL AND TOBACCO
ADMINISTRATIVE PROCEDURE**

Voluntary Referrals and the Substance Abuse Coordinator

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to the Substance Abuse Prevention Coordinator. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify the Substance Abuse Prevention Coordinator of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about their own substance abuse or tobacco problems may seek the assistance of the Substance Abuse Prevention Coordinator. 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 the policy.
4. The Substance Abuse Prevention Coordinator will meet with the student and their parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.
5. 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, alcohol and tobacco policy. 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 Substance Abuse Prevention Coordinator, and the student's prior disciplinary record.

Disciplinary Action – Alcohol and Drug Violations

- A. Consuming, possessing, receiving or being under the influence of a prohibited substance.**

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;
4. Notify the Superintendent; and
5. Suspend the student from school for ten days.

The student must participate in a non-clinical chemical health assessment with the Substance Prevention Abuse Coordinator.

SECOND OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and Substance Abuse Prevention Coordinator to develop a follow-up plan;
3. Recommend outside counseling
4. Notify the Superintendent;
5. Suspend the student from school for ten days with a recommendation for expulsion.

If the student fails to comply with the follow-up plan developed with the Substance Abuse Prevention Coordinator, this may result in further disciplinary action.

B. Furnishing, selling, buying or manufacturing a prohibited substance.

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent;
4. Suspend the student for ten days and recommend expulsion.

Disciplinary Action – All Tobacco Violations

FIRST OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the Superintendent;
5. Three days out of school suspension.

The student must meet with the Substance Abuse Prevention Coordinator.

SECOND OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent;
4. Five days out of school suspension.

The student must meet with the Substance Abuse Prevention Coordinator to develop a follow-up plan. Failure to comply will result in the student being recommended for expulsion.

THIRD AND SUBSEQUENT OFFENSES

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent;
4. Suspend the student for 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 shall be followed.
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. The administrator will follow the disciplinary procedure outlined in this policy.

Cross Reference: JICH – Student Drug, Alcohol and Tobacco Use
JICI – Extracurricular Code of Conduct

DATE ADOPTED: JULY 1, 2003

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