

**Student Drug, Alcohol and Tobacco Use
Administrative Procedures**

I. Voluntary Referrals and the Substance Abuse Prevention 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.
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, students may not use such referrals to avoid disciplinary action after being confronted with a violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco use 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 being confronted with a violation of the policy.
4. The Substance Abuse Prevention Coordinator will meet with the student and his/her 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.

II. Discipline

Infractions of the Student Drug, Alcohol and Tobacco Use Policy (JICH) will result in disciplinary action as described in this procedure. Students involved in extra-curricular or co-curricular activities are subject to additional rules and sanctions (see Board Policy JICI). The School Resource Officer or other appropriate law enforcement authority shall also be notified about all violations.

Given that each infraction involves unique situations and details, the administration reserves the discretion to impose consequences appropriate to the infraction. Relevant facts and circumstances that may be considered include, but may not be limited to, the nature of the violation, student's grade level, behavior accompanying the violation, prior disciplinary record, student's level of cooperation and/or compliance with any action plan developed with the Substance Abuse Prevention Coordinator.

Any infraction of the provisions of this policy will result in a mandated meeting with, and assessment by, the Substance Abuse Prevention Coordinator. If discipline includes a student suspension, the meeting must occur during the time of the suspension and prior to

return to regular attendance at school. The student is responsible for complying with any plan developed by the Substance Abuse Prevention Coordinator. Failure to comply with the plan may result in further disciplinary action.

Tobacco Violations

Level 2 The student and his/her parent/guardian must attend a meeting with the building administrator. The disciplinary range is as follows:

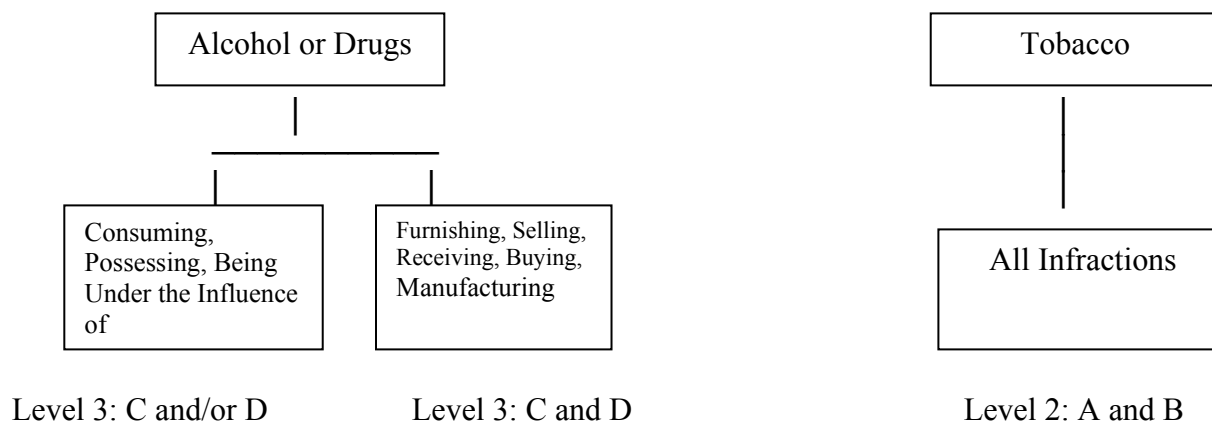
- A. Detention or suspension (no longer than 10 days) until a meeting is scheduled with the parent/guardian, student, administrator and Substance Abuse Prevention Coordinator; and
- B. Up to three-day in-house suspension.

Drug and Alcohol Violations

Level 3 The student and his/her parent/guardian must attend a meeting with the building administrator. The disciplinary range is as follows:

- C. Up to ten day out-of-school suspension; and/or
- D. Recommendation to the Superintendent for an extended out-of-school suspension or expulsion hearing.

Infraction Consequences:



III. 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 parent/guardian (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the School Resource Officer.
6. The administrator will follow the disciplinary procedure outlined in this policy.

Cross Reference: JICH – Student Drug, Alcohol and Tobacco Use
JICI – Extra-Curricular and Co-Curricular Activities Code of Conduct

Adopted: October 17, 2005 (effective November 18, 2005)