

Policy 443.4 Rule  
**Procedures for Dealing with Student Alcohol and Other Drug Use**

A. Procedures for Alcohol and Drug Use - Suspected in School:

Description: Staff member suspects that a student is under the influence of alcohol or drugs, but no evidence.

I. Procedural Steps

- A. Staff member reports his/her concerns to the building principal.
- B. The building principal will observe the student and attempt to assess the students functional level.
- C. If the principal suspects the student may be under the influence of alcohol or drugs, he may directly ask the student.
  1. If the student admits use, the procedures for on school grounds use witnessed will be enacted.
  2. If student denies being under the influence of alcohol or drugs, but signs of not functioning normally, the building principal will contact the students parents and will be asked to come and pick up his/her child.
    - a. If parents are unavailable the building principal will assess the situation and make a decision regarding the next course of action.
- D. The counselor will be notified of the situation and will contact the student to offer counseling services. The communication between the counselor and student will be kept confidential.

B. Procedures for Alcohol and Other Drug Use Witnessed on School Grounds and at School Sponsored Activities:

Description: Staff member, police officer or other concerned person witnesses alcohol and other drugs use or possession by student.

I. Procedural Steps

1. Staff member immediately informs student of observed violation
2. Obtains name of student
3. Asks the student to accompany him/her to the office if possible
4. Staff member will confiscate chemical or evidence substantiating its use if possible
5. Staff member will avoid physical confrontation. If student refuses any request the staff member will seek assistance from administrator or his/her designee
6. Staff member reports use as soon as possible to an administrator or his/her designee with the details relating to use

II. First Offense

- A. The administrator/designee will take the following immediate action.

1. Student will be informed of his/her rights.
  2. The parents will be notified.
  3. The student will be suspended pending reinstatement conference.
  4. The police will be advised when appropriate.
  5. The building level counselor will be notified of the suspension as soon as possible, including circumstances surrounding use and name of the staff member witnessing use.
- B. A reinstatement conference for the first offense will occur prior to allowing the student return to school.
1. The following individuals will be present at this reinstatement conference:
    - a. Parent(s)/guardian(s)
    - b. Student
    - c. An administrator
    - d. Other persons deemed appropriate (i.e. concerned staff member, counselor, special education teacher)
  2. At this meeting, the administrator will:
    - a. Outline the school policy concerning drug/alcohol use
    - b. Inform both the parent and student of the services available to help the student
    - c. Indicate to the student that he/she will be required to attend an informational session with the counselor
  3. The counselor will meet with the student for the following purpose:
    - a. Discuss students present use
    - b. Describe the physical and psychological consequences of drug and/or alcohol use
    - c. Offer the student personal counseling services
    - d. Make the student aware of resources available to help him/her to deal with his/her problem
    - e. When appropriate, a referral to an outside agency may be made

### III. Second Offense

- A. The administrator/designee will take the following immediate action.
1. Student will be informed of his/her rights.
  2. The parents will be notified.
  3. The student will be suspended pending reinstatement conference.
  4. The police will be notified when appropriate.
  5. The building level counselor will be notified of the suspension as soon as possible, including circumstances surrounding use and name of the staff member witnessing use.
- B. A reinstatement conference for the second offense will occur prior to allowing the student return to school.
1. The following individuals will be present at this reinstatement conference:
    - a. Parent(s)/guardian(s)
    - b. Student

- c. An administrator
- d. School board member
- d. Other persons deemed appropriate (i.e. concerned staff member, counselor, special education teacher)
- 2. At this meeting, the administrator will:
  - a. Outline the school policy concerning drug/alcohol use, emphasizing the review for probable expulsion should a third offense occur
  - b. Inform both the parent and student that they must agree to participate in an assessment interview prior to his/her reinstatement into classes
  - c. The student has the option of participating in this assessment interview with either the counselor or outside agency
    - 1. **If assessment is refused, a referral for expulsion will be made to the school board by the building principal**
- 3. An assessment interview will occur shortly following the student's reinstatement into school, which will include the following:
  - a. Develop a course of action which will be signed by the student, parent and assessment interviewer and will be designed to meet the individual specific needs and may include some of the following actions:
    - 1. Periodic counseling sessions with counselor
    - 2. Participation in support groups
    - 3. Referrals to an outside agency for further assessment
    - 4. Participation in outside groups such as church groups, AA, NA, ALANON, AL-TEEN, therapy groups
  - b. A copy of this document will be sent to the administrator

#### IV. Third Offense

- A. The administrator will take the following immediate action.
  - 1. Student will be informed of his/her rights.
  - 2. The parents will be notified.
  - 3. The student will be suspended pending reinstatement conference.
  - 4. The police will be notified when appropriate.
  - 5. The building level counselor will be notified of the suspension as soon as possible.
- B. A conference for the third offense will occur to discuss possible courses of action and review for probable cause for expulsion.
  - 1. The following individuals will be present at this reinstatement conference:
    - a. Parent(s)/guardian(s)
    - b. Student
    - c. An administrator
    - d. Professional staff involved with student

#### V. Multiple Offenses

- A. A student may proceed through these consequences during a single school year.

- B. If a student has been in this program in preceding years and again violates the school policy concerning drugs and/or alcohol use on school grounds, he/she will be placed on the second offense status of this policy.