

DRUG AND ALCOHOL USE ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Board's "Drug and Alcohol Use by Students" policy (JICH).

I. PROHIBITED CONDUCT

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating substances (hereinafter referred to as 'alcohol'). Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance (hereinafter referred to as 'drugs').

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity.

II. ENFORCEMENT

In order to enforce the drug and alcohol use by students policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. 1st Violation

1. The alcohol or drug, look-alike substance, or substance purported to be alcohol or drugs shall be confiscated. Parents/legal guardians shall be notified by telephone and sent written notice regarding the violation which shall be signed by the parent/legal guardian and returned to the school within 2 school days. The building principal shall request a meeting with the parent/legal guardian to occur prior to the student's return to school.

2. A minimum of one day in-school suspension and up to five days of in-school or suspension shall be given to the student.
3. The student will not be allowed to participate in or attend any school sponsored extracurricular activity or be on the school grounds during the suspension period.
4. The student shall be referred to the Guidance Department for education on available support and resources regarding alcohol and/or drugs and their use.

2nd Violation

1. The alcohol or drug, look-alike substance, or substance purported to be alcohol or drugs shall be confiscated. Parents/legal guardians shall be notified by telephone and sent written notice regarding the violation which shall be signed by the parent/legal guardian and returned to the school within 2 school days.
2. Minimum of five-day suspension shall be given to the student.
3. The building principal shall initiate the expulsion process.
4. The student will not be allowed to participate in or attend any extracurricular activity or be on school grounds during the suspension period. Additionally, the student will not be allowed to participate in or attend any extracurricular activity during the pendency of any expulsion process or hearing.

B. Student Referral to Law Enforcement Agency

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing alcohol, drugs, look alike substances or substances purported to be alcohol or drugs.

C. Notification by Building Principal

In the event a student is given detention or is suspended pursuant to

this Administrative Procedure, the Building Principal shall notify the appropriate extra curricular activity supervisor(s) to ensure the student's compliance with the consequences of the violation.

D. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease violative behavior. In addition, all persons suspected of selling, distributing, or in any way dispensing alcohol, drugs, look alike substances or substances purported to be alcohol or drugs to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

E. Confiscated Items

All confiscated items shall be released to law enforcement officers or shall be disposed of following the conclusion of any disciplinary action.

III. NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this Board's tobacco policy and administrative procedures.

Legal References:

Board Policy References: Drug and Alcohol Use by Students Policy (JICH)

Adopted: April 6, 2005