
SPECIFIC PROCEDURES FOR “ALCOHOL AND OTHER DRUGS” VIOLATIONS

School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any narcotic drug, alcohol or other controlled substance must immediately report it to the principal or designee.

Upon receiving a report that a student may be under the influence of alcohol or other drugs, the principal or designee must immediately meet with the student and conduct an initial screening to include:

- 1) Assessment of physical symptoms.
- 2) Questioning of student regarding possible use.
- 3) Additional screening to be conducted by trained staff in the presence of a second staff member.

For suspected use of alcohol:

- “Field Sobriety Screening”

For suspected other drug use:

- Rapid Eye Movement screening.
- Blood pressure/pulse rate screening.

If screening results indicate alcohol or drug use and/or possession, the principal or designee must contact appropriate law enforcement, the District alcohol and drug specialist, and parent/legal guardian. In implementing this procedure, the principal or designee will coordinate all efforts with law enforcement officials and the District alcohol and drug specialist. Upon completing the initial assessment process, the principal or designee will complete an “Initial Alcohol and Other Drug Screening Report”. The original report will be maintained at the school with copies forwarded to the District lead alcohol and drug specialist for possible further assessment, counseling and referral.

If possession and/or use is confirmed through the established screening process, discipline policies and procedures will be followed.

Possession or use of alcohol, narcotic drug, controlled substance or paraphernalia (or that which purports to be) during school hours, at school-sponsored events or on school property will be considered a violation of District policy and will result in disciplinary action as follows.

MINIMUM CONSEQUENCES:

First Offense:

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|---------------|---|
| Elementary | <ol style="list-style-type: none">1) Notifications.2) Discipline action handled on an individual basis. |
| Middle School | <ol style="list-style-type: none">1) Emergency Expulsion.2) Immediate referral to law enforcement.3) Short-Term Suspension of ten (10) days. |
| High School | <ol style="list-style-type: none">1) Emergency Expulsion.2) Immediate referral to law enforcement.3) Long-Term Suspension of fifteen (15) days. |

Second Offense:

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|---------------|--|
| Elementary | 1) Notifications. 2) Emergency Expulsion. 3) Discipline action handled on an individual basis. |
| Middle School | 1) Emergency Expulsion. 2) Immediate referral to law enforcement. 3) Long-Term Suspension of twenty (20) days. |
| High School | 1) Emergency Expulsion. 2) Immediate referral to law enforcement. 3) Long-Term Suspension of thirty (30) days. |

Third Offense:

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|---------------|---|
| Elementary | 1) Notifications. 2) Emergency Expulsion. 3) Additional disciplinary action handled on an individual basis. |
| Middle School | 1) Emergency Expulsion. 2) Immediate referral to law enforcement. 3) Expulsion. |
| High School | 1) Emergency Expulsion. 2) Immediate referral to law enforcement. 3) Expulsion. |

Level of offenses are considered cumulative within and between educational levels; e.g., first offense occurs at the middle level, the student is found in violation of policy at the high school level—this offense becomes the student’s second offense.

Students subject to “First and Second Offense” disciplinary actions for use or possession of alcohol, narcotic drugs, controlled substances and/or paraphernalia may choose to be screened/assessed and follow any recommendations made as an alternative corrective action. When screening/assessment has taken place, the length of a suspension may be reduced to five school (5) days for the first offense and ten school (10) days for the second offense; provided, that exceptions in the length of reductions may be made on an individual basis.

The principal or designee has the responsibility of tracking and determining if the recommendations have been followed. If a student or parent/legal guardian chooses not to follow the recommendations, the principal or designee will impose the original disciplinary sanctions.

If the student and/or parent/legal guardian chooses to have an assessment conducted by non-district staff, the student and/or parent/legal guardian is responsible for all expenses incurred. The student and/or parent/legal guardian will be responsible for any expenses incurred for any treatment, counseling or laboratory procedures recommended.

Sale, distribution, trade or transfer of alcohol, narcotic drugs, controlled substances, and/or paraphernalia (or that which purports to be) will be referred to the appropriate law enforcement agencies and will result in disciplinary actions up to, and including, immediate expulsion.



PROCEDURE ESTABLISHED February 11, 2002
REVISED June 24, 2008

CONFIDENTIAL

Do Not Place in Cumulative Folder

| INITIAL ALCOHOL AND OTHER DRUG SCREENING REPORT (TO BE COMPLETED UPON POSITIVE SCREENING FOR ALCOHOL/DRUG USE) | | | |
|---|--|--|---------------------------------------|
| STUDENT NAME | | <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| STUDENT ADDRESS | | PHONE | |
| PARENT/GUARDIAN | | | |
| TYPE OF USE SUSPECTED | | | |
| <input type="checkbox"/> ALCOHOL <input type="checkbox"/> MARIJUANA <input type="checkbox"/> INHALENTS <input type="checkbox"/> HALLUCINOGENS <input type="checkbox"/> STIMULANTS | | | |
| <input type="checkbox"/> PRESCRIPTION DRUGS <input type="checkbox"/> OTHER (SPECIFY) | | | |
| STATE THE NATURE OF OBSERVED SYMPTOMS | | | |
| | | | |
| | | | |
| STATE RESULT OF VERBAL QUESTIONS | | | |
| | | | |
| | | | |
| STATE RESULT OF SCREENING | | | |
| | | | |
| | | | |
| REFERRALS | <input type="checkbox"/> POLICE | <input type="checkbox"/> CHEMICAL DEPENDENCY SPECIALIST | <input type="checkbox"/> STAFF (LIST) |
| ACTION TAKEN | <input type="checkbox"/> PARENTS CONTACTED | <input type="checkbox"/> STUDENT SUSPENDED | |
| COMMENTS | | | |
| | | | |
| OTHER INFORMATION OR RISK FACTORS IDENTIFIED | | | |
| | | | |
| PRINCIPAL/DESIGNEE CONDUCTING SCREENING | | | DATE |
| WITNESS | | | DATE |