

Student Drug And Alcohol Administrative Procedure

A. Voluntary Referrals

1. Any school staff member who has a concern or is approached by student(s) about a substance abuse problem shall refer the student(s) to the School Counselor or School Nurse.
2. Parents/guardians or students who have a concern about a student's possible substance abuse problem are encouraged to notify the School Counselor or School Nurse 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 problems may seek the assistance of the School Counselor or School Nurse. 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 School Counselor or School Nurse 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.

B. Disciplinary/Referrals

Any student found to be in violation of policy JICH will be subject to the following disciplinary procedures. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug and alcohol 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 the student's prior disciplinary record.

C. Enforcement

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.

1. Student Violations

The Superintendent shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure.

2. Student Referral to Law Enforcement Agency

The Superintendent or their designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as they may deem necessary. However, the Superintendent/designee may refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products or vaping devices/products.

3. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease the behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products or vaping devices/products to students shall be referred to a law enforcement agency.

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

D. Notices

The Board's policy ADC and corresponding disciplinary actions for infractions of this policy shall be included in employee and student handbooks. Parents/ guardians shall also be sent notification in writing of the Board's policy and administrative procedures. Notices of family review will be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

E. 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. 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 – Extracurricular Code of Conduct

Adopted: December 8, 2015

Amended: August 8, 2017

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