

**STUDENT USE OF ALCOHOL, DRUGS, TOBACCO, AND  
OTHER PROHIBITED SUBSTANCES  
ADMINISTRATIVE PROCEDURE**

**A. Voluntary Referrals to Social Worker/Guidance Counselor ("Voluntary Help")**

1. A student concerned about their own use of Prohibited Substances, or those of another student, may seek the assistance of a school social worker, substance abuse counselor, or guidance counselor. Voluntary Help will not result in any disciplinary action. However, a student may not use Voluntary Help to avoid consequences after a known violation of Policy JICH.
2. Any staff member who has a concern or is approached by a student(s) about issues with Prohibited Substances shall refer the student(s) to a school social worker, substance abuse counselor, or guidance counselor.
3. Parents/guardians who have a concern about a student's possible issues with Prohibited Substances are encouraged to notify a school social worker, substance abuse counselor, or guidance counselor of their concern. However, such referrals cannot be used to avoid consequences after a known violation of Policy JICH.
4. The school social worker, substance abuse counselor, or guidance counselor will meet with the student and their parents/guardians (if appropriate). School staff will perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs, if necessary.
5. Confidentiality of student information concerning issues with Prohibited Substances will be maintained in accordance with state and federal laws.

**B. Reports to Law Enforcement**

In general, the Board believes that policy violations are best handled by the school in conjunction with the student and their family, but reports to law enforcement will be made in the following circumstances:

1. Because of the risks to student health and safety of the schools and district, the administration will report to law enforcement any violation of Policy JICH that involves furnishing, selling, or manufacturing a Prohibited Substance.
2. The administration has the authority to make a report to law enforcement for other violations of Policy JICH in either of the following circumstances:
  - a. The student has violated the policy more than once and the principal (after consultation with the applicable school social worker, substance abuse counselor, or guidance counselor) believes that such reporting is in the best interest of that student and the school district; or
  - b. There is a substantial threat to the safety, health, or welfare of the schools, students or staff.

C. Consequences for Policy Violations

1. Prohibited Substances Other than Paraphernalia and Tobacco Products

- a. Consuming, possessing, buying, receiving, or being under the influence of a Prohibited Substance other than paraphernalia and tobacco products.

First Violation in a School Year

The student will be suspended from school for four days. The suspension will be reduced to two days if the student agrees to meet with a school social worker or substance abuse counselor and comply with any action plan developed by the social worker. If the student fails to comply with the action plan, the rest of the suspension must be served.

The student's parent(s)/guardian(s) are required to attend a meeting with appropriate school staff.

Second Violation in a School Year

The student will be suspended from school for eight days. The student must meet with a social worker or substance abuse counselor and comply with any action plan developed by the social worker or substance abuse counselor. If the student fails to comply with the action plan, further consequences may be imposed.

The student's parent(s)/guardian(s) are required to attend a meeting with appropriate school staff.

Third Violation in a School Year

The student will be suspended from school for ten days and referred to the Superintendent for consideration of possible expulsion.

- b. Furnishing, selling, or manufacturing a Prohibited Substance other than paraphernalia and tobacco products.

First Violation

The student will be suspended from school for ten days and referred to the Superintendent for consideration of possible expulsion.

2. Paraphernalia, Tobacco and Electronic Vaporizer Device Violations

First Violation

The student will be required to meet with a social worker or substance abuse counselor and participate in an appropriate educational program.

The student's parent(s)/guardian(s) are required to attend a meeting with appropriate school staff.

Second Violation

The student will be suspended from school for one day and the student must meet with a school social worker or substance abuse counselor.

Third Violation in School Year

The student will be suspended from school for five days. The student must meet with a school social worker or substance abuse counselor. If the student fails to comply with the action plan, further consequences may be imposed.

**Cross Reference:**

JICH - Student Use of Alcohol, Drugs, Tobacco, and Other Prohibited Substances

JJJ - High School Co-Curricular and Extracurricular Activities Eligibility and Code of Conduct

**Adopted:**

November 18, 2014