

## **STUDENT ALCOHOL, DRUG AND TOBACCO ADMINISTRATIVE PROCEDURE**

### **A. Voluntary Referrals to Social Worker/Guidance Counselor**

1. A student concerned about his or her own alcohol, drug or tobacco issue, or those of another student, may seek the assistance of a school social worker or guidance counselor. 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 Policy JICH.
2. Any staff member who has a concern or is approached by a student(s) about an alcohol, drug or tobacco issue shall refer the student(s) to a school social worker or guidance counselor.
3. Parents/guardians who have a concern about a student's possible alcohol, drug or tobacco issue are encouraged to notify a school social worker or guidance counselor of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of Policy JICH.
4. The school social worker or guidance counselor will meet with the student and his/her parents/guardians (if appropriate), 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 substance abuse issues will be maintained in accordance with state and federal laws.

### **B. Reports to Law Enforcement**

The administration will make decisions about reporting policy violations to law enforcement authorities on a case-by-case basis and in consultation with the Superintendent.

### **C. Consequences for Policy Violations**

As a general rule, administrators are expected to utilize the progressive intervention and disciplinary procedures below. However, administrators have the discretion to deviate from the specified consequences, and to impose greater or lesser consequences, if they believe it is warranted by the facts in a particular case. Extenuating factors that the administration may consider include, but are not limited to, the facts and circumstances of the particular policy violation; the student's grade level; the student's prior disciplinary record; the student's behavior accompanying the violation; the student's cooperation with the investigation; and the student's willingness to comply with any action plan developed with a school social worker or guidance counselor. Administrators also have the authority to utilize additional means to assist a student in addition to imposing discipline consequences.

#### **1. Alcohol and Drug Violations**

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- a. **Consuming, possessing, receiving or being under the influence of a prohibited substance.**

**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 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.

**Second Violation in a School Year**

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

**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, buying or manufacturing a prohibited substance.**

**First Violation**

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

2. **Tobacco Violations** *DWM Note: These are suggestions for consideration.*

**First Violation**

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

**Second Violation**

The student will be suspended from school for three days. The student must meet with a school social worker and comply with any action plan developed by the social worker. If the student fails to comply with the action plan, further discipline may be imposed.

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**Third Violation**

The student will be suspended from school for five days. The student must meet with a school social worker and comply with any action plan developed by the social worker. If the student fails to comply with the action plan, further discipline may be imposed.

Cross Reference: JICH – Student Drug, Alcohol and Tobacco Use  
JJJ – Co-Curricular and Extra-Curricular Eligibility and Code of Conduct