

DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURE

The following regulations are intended to implement the CRCS Board's policy JICH Drug and Alcohol Use by Students. It is vitally important for the students, parents, staff, and community members to understand that the CRCS Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction, which may warrant punishment up to and including expulsion.

A. Responsibilities of School Staff

1. Any staff member who has reason to suspect that a student is violating the CRCS Board's policy on Drug and Alcohol Use by Students has the responsibility to:

- a. Take whatever immediate action may be necessary to secure the health and safety of the involved student(s);
- b. Confiscate and secure the substance, if in the possession of the student(s) at the time of the incident. Any searches of students and/or their property shall be conducted in accordance with CRCS Board policy and procedures; and
- c. Accompany the student to the office and report the incident to the building principal/designee for further action.

2. If a staff member is approached by a student who is seeking help for a problem related to drug and alcohol use, the staff member shall refer the student to the Student Assistance Team, administrator, counselor, or social worker. Staff members are required to maintain confidentiality of information in accordance with applicable laws.

3. If a staff member receives information regarding a student party where drugs and/or alcohol may be used, he/she shall inform the building principal/designee as soon as possible. The building principal/designee shall take appropriate action, including but not necessarily limited to notifying parents and the police of this information.

B. Voluntary Referrals/Self-referrals

A student seeking assistance with a drug and/or alcohol issue may consult with a counselor, social worker, administrator, or member of the Student Assistance Team. The administrator, social worker, and Student Assistance Team (when appropriate) shall meet with the student and determine the appropriate course of action on a case-by-case basis. Students who are not in violation of CRCS Board Policy JICH will not be disciplined for seeking assistance with a drug and/or alcohol issue. Students who have violated CRCS Policy JICH may not use the self-referral process to avoid disciplinary action.

C. Concerned Person Referral

A staff member, fellow student, or parent who is concerned about a student's drug and/or alcohol use may consult with a counselor, social worker, administrator or member of the Student Assistance Team. The administrator, social worker and Student Assistance Team (when appropriate) shall meet with the student and determine the appropriate course of action on a case-by-case basis.

D. Disciplinary Action

The building principal shall notify the Executive Director of all violations of the CRCS Board's Drug and Alcohol Use by Students Policy JICH.

1. First Offense

- a. Building principal/designee verifies offense.
- b. Building principal/designee meets with student and parents.
- e. Building principal/designee notifies police.
- d. Student and parents meet with administrator. Grades 6-8 building principal/designee refers the matter to the Executive Director for expulsion from school. Principals in Grade K-5 shall discuss the next steps with the Executive Director.

4. Readmission Considerations:

When a student is expelled from school for an infraction of this policy, the CRCS Board or the administration may advise the student and his/her parents that the following will be favorably considered when the student applies for readmission: satisfactory evidence that the student has participated successfully in an appropriate substance abuse treatment program.

E. Procedure for School-Sponsored Activities

- 1. Students attending school-sponsored activities on or off school property shall be asked to take a Breathalyzer test upon request when school staff reasonably suspects that a student may be violating the CRCS Board's policy on Drug and Alcohol Use by Students.
- 2. Remove student from activity and/or return to school.
- 3. Call parent/guardian to assume responsibility for student.
- 4. Notify building principal/designee of violation.
- 5. Follow appropriate steps for disciplinary action in Section D.

F. Procedure for Medical Emergencies

When a student is intoxicated or incapacitated due to drug and/or alcohol use, school procedures for medical emergencies shall be followed.

Adopted: 9/12/2012

Revised: 8/6/2014