

ABINGTON HEIGHTS SCHOOL DISTRICT

Policy: No. 227
Section: Students
Title: Alcohol & Controlled
Substance Use & Abuse

ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY

PURPOSE

The Abington Heights School District (AHSD) is committed to providing a positive learning environment that contributes to the health, safety, and well-being of students. The objective of this policy is to respond effectively to the use and/or distribution of alcohol and drugs by students within the school environment and/or related school activities.

RESPONSIBILITY

The Superintendent of Schools is responsible for developing administrative guidelines and procedures to implement and enforce this policy. Building administrators and school personnel shall follow guidelines and procedures set forth in this policy as they deal with students found using or possessing alcohol and/or other drugs. It is also the responsibility of the Superintendent to integrate substance abuse/prevention education into appropriate district curricula.

AUTHORITY

All staff, students, and parents have the obligation to report to district administrators any violations of this policy. The use, abuse, and/or possession of alcohol, inhalants, mood-altering substances, look-alike drugs, drug substances, chemicals or paraphernalia is forbidden. Paraphernalia means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, repackaging, storing, containing, concealing, injecting, inhaling or otherwise introducing a controlled substance into the human body. This includes home-made items. Paraphernalia may be characterized solely by intended use and there is no requirement that residue of a controlled substance be present in order to characterize an item as paraphernalia. Intended use is determined by the totality of the circumstances. This policy prohibits the use or distribution of the above in school buildings, on school grounds, in school-leased or school-owned vehicles, and at all school affiliated or sponsored functions. Possession shall be interpreted as knowingly holding an illegal substance for the purpose of using, distributing, or keeping for another individual. The holding of a substance for another person will not be considered as defense to the possession of an illegal substance. A student who violates this policy will be subject to disciplinary action(s) as stipulated in the Guidelines enclosed with this policy.

During the course of the school year educational programs and outside resources will be utilized to deter drug and alcohol use in the AHSD. Educational programs may include drug and alcohol assemblies, drug and alcohol education in the curriculum, and drug and alcohol counseling on an individual or group basis. Other sources may include law enforcement

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agencies and the use of specially trained dogs to locate drugs. These programs may be used periodically throughout the year.

STATUTORY AUTHORITY

Pro Children Act of 1994

ADMINISTRATIVE GUIDELINES

INTRODUCTION

These guidelines are to be strictly adhered to K-12 by all appropriate staff members when working with students who are suspected of or have violated the Alcohol and Controlled Substance Use and Abuse Policy of the Abington Heights School District (AHSD). They provide a consistent approach for effectively responding to alcohol and drug-related situations that may occur in the schools or at school related/sponsored events. This policy and guidelines have been written with consideration for the legal rights and responsibilities of administrators, staff, students, and parents. All students must be afforded due process rights according to district policy and administrative procedures. Prescribed guidelines regarding the suspension and expulsion of special education students must be followed according to federal/state laws, district policy, and administrative procedures.

The use and abuse of alcohol and drugs is devastating to students, parents/guardians, and school staff. The administering of the policy is extremely important since it has the potential of affecting the future and present lives of young people. There may be extenuating circumstances when administering this policy that require some alteration of the disciplinary action recommended within these guidelines. The Superintendent of Schools must approve any deviations of the disciplinary action outlined in the guidelines. The Superintendent will report all deviations to the Board of Education.

This policy will be administered in accordance with guidelines specified for the appropriate scenario below:

- 1. THE POSSIBLE DRUG USE BY A STUDENT IS A CONCERN; HOWEVER, THERE IS NO EVIDENCE OF VIOLATION OF LAW OR SCHOOL REGULATIONS.**
 - 1.1. This situation may involve a student who is suspected of using drugs but does not demonstrate extreme behavior changes and shows no evidence of drug use; a student who contacts a teacher in regard to the drug use of a friend of another student; the student who volunteers information about personal drug use.
 - 1.2. A teacher may approach the student in regard to behavior, classroom performance or general health. Students should not be accused of drug use. The teacher should make a referral to the Student Assistance Team. The team will convene to discuss possible action.
 - 1.3. The investigation should be limited to discussion with the student and should not be used as a basis to punish the student.

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- 1.4. Any contact with parents concerning the student's suspected use of drugs will be made in conjunction with the nurse and administration and only after a referral through the Student Assistance Team.
- 1.5. Information will be limited to the Student Assistance Team. The team will convene to discuss possible action.
- 1.6. The police will not be notified in this situation.

2. A STUDENT DEMONSTRATES OBVIOUS SYMPTOMS OF POSSIBLE DRUG USE SUCH AS: STAGGERING, SLURRED SPEECH, DAZED APPEARANCE, INCOHERENCE, INABILITY TO RESPOND AND/OR STRONG ODOR OF ALCOHOL. THIS SITUATION SHALL BE HANDLED AS A HEALTH PROBLEM & POTENTIAL EMERGENCY.

- 2.1. The teacher will immediately summon an administrator and the school nurse. The student shall not be left alone. Arrangements may be made for the student to be taken to a medical facility or released to parent/guardian. The teacher will complete a Discipline Misconduct Referral.
- 2.2. If alcohol or drug use is indicated, the administration will be responsible for the investigation. The nurse will conduct a physical review and log the information in the Health Office daily log. The administrative investigation may include a search, according to policy, of the student's locker and removal of apparent drug substances.
- 2.3. Parents will be notified of the incident as a health concern or medical emergency as well as a potential discipline concern. This will include a description of the situation and symptoms.
- 2.4. Information regarding the incident will be distributed to the initial parties involved in the investigation and may only be extended to the Student Assistance Team and law enforcement.
- 2.5. If the student is discovered to be in possession of drugs or alcohol, disciplinary consequences will be determined in accord with appropriate subsequent sections of this policy. All substances discovered at the emergency scene or subsequently uncovered will be turned over by the school Principal or authorized designee to medical personnel for identification and aid in the treatment of the student. In the absence of a medical emergency, substances will be turned over to law enforcement.

If alcohol/drugs have been consumed off school grounds, the consumption will be considered as having occurred on school grounds if the student comes to school after such use and demonstrates the behavior stipulated under this section.

- 2.6. The administration will conduct an informal hearing with the student and parents. If the substance involved is identified as governed by these guidelines, and it is the student's 1st offense, the disciplinary action would be a 10 day out of school suspension and a recommendation for expulsion of 10 school days. The recommendation for expulsion will also require a mandatory drug and alcohol evaluation. As an alternative to the 10-day expulsion, the student may enter into an agreement with the building principal to perform 30 hours of community service to be approved by the principal. Failure to complete the

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required hours in the time specified in the agreement would result in the imposition of the 10-day expulsion.

For a second or subsequent offense, the disciplinary action will be for a 10 day out of school suspension and a recommendation for an expulsion of 20 days. The recommendation for expulsion will also require a mandatory drug and alcohol evaluation.

3. A STUDENT IS CAUGHT FOR THE FIRST TIME WITH A SMALL AMOUNT OF ALCOHOL OR DRUGS (AMOUNT TYPICAL FOR PERSONAL USE), OR DRUG PARAPHERNALIA.

- 3.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report.
- 3.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to district policy. Police will be involved if the student is uncooperative.
- 3.3. The parent will be contacted, the situation described, and an immediate conference arranged.
- 3.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the Team and complete the appropriate referral. Law enforcement will be notified.
- 3.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
- 3.6. Following an informal hearing the student will be suspended for a period of ten school days. The student will be referred to the Board of Education with a recommendation for an expulsion of 45 days. The recommendation for expulsion will also require a mandatory drug and alcohol evaluation.

4. A STUDENT IS CAUGHT A SECOND TIME IN POSSESSION OF A SMALL AMOUNT OF ALCOHOL OR DRUG SUBSTANCE OR PARAPHERNALIA.

- 4.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report.
- 4.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. Police will be involved if the student is uncooperative.
- 4.3. The parents will be contacted, the situation described, and an immediate conference arranged.
- 4.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the Team and complete the appropriate referral.

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- 4.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
- 4.6. Following an informal hearing, the student will be suspended for a period of ten school days. A formal board hearing will be required to consider the student's future in the Abington Heights School District. An administrative recommendation will be made providing for expulsion from school for no less than 90 days.

- 5. A STUDENT IS CAUGHT A THIRD TIME IN POSSESSION OF A SMALL AMOUNT OF ALCOHOL OR DRUG SUBSTANCE OR PARAPHERNALIA.**
- 5.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report.
- 5.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to the policy. Police will be involved if the student is uncooperative.
- 5.3. The parent will be contacted, the situation described, and an immediate conference arranged.
- 5.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the Team and complete the appropriate form.
- 5.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
- 5.6. Following an informal hearing, the student will be suspended for a period of ten school days. A formal Board hearing will be required with an administrative recommendation to consider permanent expulsion. If the student is of compulsory school age he/she will be recommended for placement in an alternative education setting until they are 17 years of age and then will be recommended for permanent expulsion.
- 5.7. Police will be called and the substance will be turned over to them. The police will take charge of the investigation.

- 6. A STUDENT IS CAUGHT IN POSSESSION OF ALCOHOL OR DRUGS INDICATING THE INTENTION TO SELL OR DISTRIBUTE.**
- 6.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Form.
- 6.2. The principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. Police will be involved if the student is uncooperative.
- 6.3. The parent will be contacted, the situation described and an immediate conference arranged.

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- 6.4 Information will be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action.
 - 6.5 All substances will be sealed, documented and turned over to the police with the request for analysis. The substances may be used as a basis and evidence for legal proceedings.
 - 6.6 Following an informal hearing, the student will be suspended for a period of ten school days. A formal Board hearing will be required with an administrative recommendation to consider an expulsion ranging from 180 school days to permanent. In the event of permanent expulsion, if the student is of compulsory school age they will be recommended for placement in an alternative education setting until they are 17 years of age and then will be recommended for permanent expulsion.
 - 6.7 Police will be called and the substance will be turned over to them. The police will take charge of the investigation.
- 7. A STUDENT VOLUNTARILY SEEKS HELP TO COMBAT A DRUG OR ALCOHOL PROBLEM.**
- 7.1 The Administration will inform the Student Assistance Team of the student's request for help. The Administration will complete the appropriate referral.
 - 7.2 The Administration will take a detailed statement from the student regarding the incidents and extent of the drug and alcohol abuse problem. That statement will remain confidential and be forwarded to the team to be utilized in the assessment.
 - 7.3 The parent will be contacted, the situation described, and a conference arranged. This is necessary because family involvement is extremely important in order for the student to successfully combat his/her abuse problem.
 - 7.4 Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance team. The team will convene to discuss possible action.

Adopted: September 17, 2008

Revised: _____