

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

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

1. A student concerned about his or her 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 his/her 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 his/her family, but reports to law enforcement will be made in the following circumstances:

1. Because of the risks to student health and the safety of the schools, the administration will report to law enforcement any violation of Policy JICH that involves furnishing, selling, or manufacturing a Prohibited Substance (aside from tobacco products or electronic nicotine delivery systems).
2. The administration has the authority to make a report to law enforcement for other violations of Policy JICH in cases when a student has violated the policy more than once; with the recommendation of the student’s school social worker, substance abuse counselor or guidance counselor; and/or where there is a substantial threat to the safety, health and welfare of the schools, students or staff.

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**C. Consequences for Policy Violations**

**1. Prohibited Substances Other Than Paraphernalia, Tobacco Products and Electronic Nicotine Delivery Systems**

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

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 school 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.

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- b. Furnishing, selling or manufacturing a Prohibited Substance other than paraphernalia, tobacco products and electronic nicotine delivery systems.**

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 Nicotine Delivery System Violations**

First Violation in a School Year

The student will be required to meet with a school 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 in a School Year

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 a 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 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.

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

ADOPTED: \_\_\_\_\_