

STUDENT ALCOHOL AND DRUGS - PROCEDURES

Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary. However, the school system is committed to responding appropriately to the individual's situation.

The response may also include imposition of appropriate consequences/corrective action for conduct that is against school rules and/or against the law. Standard consequences for various offenses are described in Part III A-C below. However, the school administration may, increase or decrease disciplinary actions because of the circumstances.

Disciplinary steps taken in accordance with this policy shall also comply with the due process – protections afforded by the school's general discipline policy, including protections for students with disabilities required by law as reflected in that policy. Failure to comply with consequences outlined in this document, within the time frame specified by this document or recommendations made by the Student Support Team may result in suspension for the remainder of the school year.

Violations are cumulative through each of the school programs at Harwood Union with the Middle School constituting one program, and the high school constituting a second program.

****Exception: Students Selling or Furnishing Alcohol, Drugs, or Paraphernalia**
(See **Section C** of these procedures)

A. Students Under the Influence of Alcohol, Tobacco, and/or Drugs (ATOD) - At school, or any school sponsored, activities.

1. First Offense

- a. School administration will be notified immediately.
- b. The student will be treated as an ill student. During the school day on school grounds an assessment by the School Nurse, or nurse designee is required.
- c. Parents will be initially notified by phone. Notification to parent/guardian by mail will follow.
- d. An administrator or their designee will send the student home.
- e. The student will be informed of ATOD policy and procedures at the time of the violation.
- f. In crisis situations, the matter will be handled as a medical emergency and the school officials will follow school emergency procedures.
- g. Police may be notified
- h. The student may be suspended for three (3) days in or out of school suspension.
- i. The student will be referred to the student support team.
- j. The student is suspended from co-curricular activities for 21 calendar days. During the suspension, the student may attend and participate in all practices, rehearsals, or regularly scheduled meetings for the co-curricular activity. The student may not compete, perform, or participate in events or trips related to the co-curricular activity. (see Section D.)
- k. The student will attend an administrative meeting with a parent to discuss the re-entry procedure.

- l. Eight hours of community service must be completed within one month of the violation. When appropriate a student may be asked to participate in a Restorative Justice process.
- m. The student is required to contact the Student Assistance Counselor and begin a minimum of four sessions within 10 school days of the infraction. If the student/family chooses to access an outside Substance Abuse Provider, an appointment must be scheduled within ten (10) days of the infraction and written documentation from the provider. A written release must also be provided to the Student Assistance Counselor.
- n. A student failing to meet this requirement will be assigned an appointment at the SAP's convenience.

If the student misses any meeting with the SAP,

- The student or parent should contact the SAP to reschedule.
- If a student fails to reschedule or misses any subsequent appointments, the SAP will refer them for disciplinary action.
- Any additional actions that do not comply with meeting this requirement (missed appointments, failure to schedule, etc.) will result in an immediate in-school suspension until the following requirement is met.
- The student will then be required to have an outside assessment and outside educational intervention scheduled within 7 days.

The minimum of four educational sessions must be completed within 30 days after the initial infraction. Failure to complete these sessions within the 30 days will result in the SAP assigning after-school sessions.

2. Second Offense

Follow the steps above with the additions and exceptions listed below.

- a. The student may be suspended for up to five (5) days
- b. The student and/or parent/guardian must communicate with the appropriate school administrative staff prior to the student returning to school.
- c. The student is suspended from participating in all co-curricular activities for one calendar year.
- d. Upon returning to school, the student shall comply with the following requirements in accordance with the school's Substance Abuse Policy Violation Response procedures:
 - The student will undergo an alcohol/drug assessment with an outside agency within ten days of the incident and further will comply with a treatment program if warranted by the assessment.
 - A written release must be provided to the Student Assistance Counselor.
 - Sixteen hours of community service to be completed within one month of the violation.

3. Third Offense

Follow the steps above with the additions and exceptions listed below.

- a. The student may be suspended for ten (10) days and may be recommended to the school board for expulsion.
- b. The student is permanently suspended from participating in any co-curricular activities while enrolled in Harwood Union Middle/High School.

B. Students in Possession of Drugs, Drug Paraphernalia, and/or Alcohol or Tobacco

- a. When students are found in possession of drugs, drug paraphernalia, and /or alcohol, the substance(s) /item(s) will be removed from the student.
- b. Procedures for handling such incidents will be identical to those used when a student is found under the influence of drugs and/or alcohol and tobacco.
- c. Substances/items taken from a student shall be retained as evidence.
- d. Controlled substances, if any, shall be turned over to the proper law enforcement authorities.

C. Students Selling or Furnishing Alcohol, Drugs, or Paraphernalia

1. First offense

- a. The school administration will be notified immediately.
- b. The student will be sent home after the parents have been notified. Notification of parent/guardian by mail will follow. Due process as required for short term suspensions will be provided.
- c. Law enforcement will be notified.
- d. The student will be referred to the Student Support Team and the Student Assistance Counselor.
- e. The student will be suspended for three (3) to ten (10) days.
- f. The student and parent/guardian will be required to meet with the appropriate administrative staff prior to the student returning to school.
- g. The student will undergo an alcohol/drug assessment with an outside agency within ten days of the incident and further will comply with a treatment program if warranted by assessment. A written release must be provided to the Student Assistance Counselor.
- h. The student must comply with any and all requirements that may be imposed by the legal system as a condition for continued school attendance.
- i. The student will be required to do 24 hours of community service within six (6) weeks of the violation.
- j. The student will be suspended from co-curricular activities for 21 calendar days.

2. Second offense

- a. Follow the steps above with the additions and exceptions listed below.-
- b. The student may be recommended to the School Board for expulsion.

Any student in violation of Selling or Furnishing Alcohol, Drugs, or Paraphernalia will have their discipline records from grades 7-12 reviewed for similar infractions.

Co-Curricular Activities

Students involved in co-curricular activities at Harwood Union are active and visible representatives of the student body and the Harwood community. As such, students who participate in co-curricular activities will be held to a high standard of conduct as a requirement. Participation in such activities is a privilege, not a right. Active members of co-curricular activities/programs will refrain from use, possession or sale of drugs, alcohol or tobacco, 24 hours a day, seven (7) days a week, both when at school and school-related activities and when not at school or school-related activities. Violations are cumulative through each of the school programs at Harwood Union with the Middle School constituting one program, and the High School constituting a second program. If a student participating in co-curricular activities violates the school's ATOD policy outside of school, and the school has proof of the violation, the procedures for disciplinary action will be enforced.