

**STUDENT INVOLVEMENT REGARDING DRUGS AND ALCOHOL**

Disciplinary action, including suspension and/or expulsion, will be taken in cases involving student use, possession, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or illegal drugs in any District school, on any school grounds and District property, at any school-sanctioned activities, when students are being transported in vehicles dispatched by the District, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District. As used in these regulations, the terms "drugs," "legal drugs" and "illegal drugs" shall have the same meanings as those set forth in Policy JICH.

General Procedures (note that the District's authority to suspend or expel a student shall not be compromised in any manner by the failure to follow these general procedures)

1. Students who are or appear to be under the influence of alcohol or illegal drugs on school property, at school-sanctioned activities, when being transported in vehicles dispatched by the District, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District will be handled in the following manner:
  - a. If a student appears to be displaying unusual behavior in or out of the classroom because of the possibility of current or prior use of alcohol or drugs, the staff member will notify the administrator or designee, who will observe the student.
  - b. When necessary, standard emergency procedures will be followed.
  - c. Parents must be contacted as soon as possible. When contacting parents or the designated person on the student's emergency card, advise them that the child is displaying unusual or dangerous behavior. Describe the behavior but do not attempt to diagnose the student's condition.
  - d. While waiting for parents or further medical aid, the student will not be left alone, but placed in a quiet situation where the student will remain under observation.
  - e. The school staff member(s) who observed the display of unusual behavior will file a written description with the principal to include the date, time, and place of the occurrence.

- f. Records of student drug and alcohol offenses noting date, type of offense, and disciplinary action taken will be kept at the local school and forwarded to the next Douglas County school the student will be attending.
  - g. If it is determined by the administrator that the student is under the influence of an illegal drug or alcohol, the appropriate law enforcement agency will be called.
2. Students who use or possess alcohol or illegal drugs on school property, at school-sanctioned activities, or when being transported in vehicles dispatched by the District, or any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District, will be handled in the following manner:
- a. A school staff member who comes in contact with evidence and/or prohibited items will notify an administrator immediately.
  - b. A school staff member who has reasonable suspicion to believe that a student is in possession of alcohol or illegal drugs will request that the student accompany him/her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately. If this occurs, the staff member should make every effort to remain with the student while using other means to contact the principal or principal's designee.
  - c. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures that are outlined in Policy JIH.
  - d. If the substance is suspected to be alcohol or illegal drugs, the principal or principal's designee may arrange for the testing of the evidence to determine its contents. When appropriate, the principal or designee will then place the evidence in an envelope or other suitable container. The envelope or container will be sealed, dated, and initialed by the individual who originally obtained the materials and the principal or designee, and then placed in the school safe.
  - e. The principal or designee will contact the parent or guardian as soon as possible, and will call the appropriate law enforcement agency and request that an officer pick up the sealed envelope or container holding the substance. This will be handed to the officer personally by the principal or designee.

- f. Written documentation must be made by the school staff member(s) initiating the procedure and by the administration to include description, date, time, place of occurrence, and written admission by the student, if obtained.
3. Students who are engaged in distributing, purchasing, selling, giving, or exchanging alcohol or illegal drugs on school property, at school-sanctioned activities, when students are being transported in vehicles dispatched by the District, or at any time or in any place where the students' conduct interferes with or disrupts the educational program or operations of the District will be handled in the following manner:
    - a. If an employee is a witness to an act in which suspected alcohol or illegal drugs are being transferred from one student to another, the staff member will immediately attempt to detain the students and request that they accompany him/her to the principal or designee. If the student(s) refuse, the staff member will notify the principal or designee immediately. If this occurs, the staff member should make every effort to remain with the student(s) while using other means to contact the principal or principal's designee.
    - b. Follow the same procedure for handling evidence and/or prohibited items as outlined in paragraphs 2.c. through 2.f. above.

Consequences for Students Who Use, Possess or are Under the Influence of Illegal Drugs or Alcohol on School Property, at School-Sanctioned Activities, when being Transported in Vehicles Dispatched by the District or at Any Time or in Any Place where the Student's Conduct Interferes With or Disrupts the Educational Program or Operations of the District:

1. First Offense
  - a. The student shall be suspended, except that the principal may recommend expulsion if warranted by the circumstances of the case.
  - b. The principal or principal's designee will attempt to develop with the parents and the student a procedure that will outline the responsibilities of the parent, the student, and the school in an effort to keep any further offenses from occurring.
  - c. Information on available drug or alcohol counseling and rehabilitation programs and recommendations for chemical dependency assessment, diagnosis, and possible treatment will be given to students and parents.

- d. When appropriate, students and parents will be encouraged to agree to follow up with assessment, diagnosis or treatment as a condition to readmission. Evaluation of any such participation will be made at the parent conference at the time the suspension is reviewed and the student is considered for readmission to school.
  - e. The District's authority to expel a student for a second offense as provided below shall not be compromised in any manner by a failure to take action as described in paragraphs 1.b through 1.d above.
2. Second Offense
- a. A recommendation for expulsion shall result.

Consequences for Students Directly Involved in the Distribution, Gift, Purchase, Exchange or Sale of Illegal Drugs or Alcohol on School Property, at School-Sanctioned Activities, when being Transported in Vehicles Dispatched by the District or at Any Time or in Any Place where the Student's Conduct Interferes with or Disrupts the Educational Program or Operations of the District:

- 1. A recommendation for expulsion shall result in each and every case.

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Douglas County School District Re. 1, Castle Rock, Colorado