

## DRUG-FREE SCHOOL ENVIRONMENT PROCESS AND PROCEDURES

The following procedures have been developed to provide consistent guidelines for District personnel relative to the building remaining drug-free. All reasonable efforts have been made to establish procedures which will assist students in resolving substance abuse difficulties while ensuring that appropriate disciplinary measures are taken for the welfare of the total school population.

### STUDENTS WHO VOLUNTARILY SEEK HELP FOR SUBSTANCE ABUSE PROBLEMS PRIOR TO A VIOLATION

1. A student who is not currently under investigation for use, possession, and/or distribution of alcohol or other controlled substances may voluntarily seek help from the building administrator or his/her designee for any substance abuse problem.
2. A student who seeks help voluntarily, shall do so without penalty.
3. The building administrator may refer the student to a licensed substance abuse program for counseling and treatment.
4. If it is determined that the student should be referred to a community agency for assistance, the student/parent, guardian or legal custodian must give written consent for the exchange of information between the school and the appropriate agency(ies).
5. A student who voluntarily seeks help from a licensed or accredited counseling or treatment program will remain eligible for athletics and for participation in extracurricular activities so long as eligibility rules are not broken.

### STUDENTS FOUND TO BE IN VIOLATION OF THE DISTRICT DRUG-FREE SCHOOL ENVIRONMENT POLICY

1. All staff members shall report any violation of substance abuse to the building administrator or his/her designee.
2. If the student appears to be in physical distress, action shall be taken immediately to obtain medical care as deemed appropriate by school officials. The student will be kept under the supervision of designated school personnel at all times.
3. The building administrator or his/her designee and the School Resource Officer shall be responsible for conducting an investigation of the alleged violation.
4. The proper authorities shall be notified of all alleged violations of the law.
5. The controlled substance(s) shall be confiscated by the building administrator or his/her designee.
6. The student's parent, guardian or legal custodian shall be contacted and notified of all violations and impending disciplinary actions. Parent, guardian or legal custodial involvement will be requested in all situations concerning substance use/abuse.
7. The student shall be suspended for five (5) days during which time a conference will be held with the student's parent, guardian or legal custodian to discuss the student's conduct. Possible results of this conference can include:

- a. Readmission to school on probation.
- b. Referral to a licensed substance abuse program for evaluation.

If it is determined that the student should be referred to a community agency for assistance, the student/parent, guardian or legal custodian must give written consent for the exchange of information between the school and the appropriate agency(ies).

Failure by the student to successfully complete the program may result in the referral to the Board of Education for possible expulsion.

- c. Referral to the Board of Education for expulsion.

If referred for expulsion, the suspension will be extended with an alternate school program offered. Prior to referral to the Board for expulsion, the building administrator or his/her designee shall report each incident of substance abuse violations to the administrator in charge of Student Services. The report shall include the circumstances relating to the incident and an explanation of any administrative action taken.

8. A student violating the substance abuse policy shall be ineligible to participate in all athletic and extracurricular activities in accordance with current District eligibility rules.

## USE AND POSSESSION OF TOBACCO

The first violation of this policy shall be punished by a suspension and/or the successful completion of a Smoking Education packet. Subsequent violations shall result in suspension. If the student is a minor, he/she will be questioned to determine the source of the material. If the use of the tobacco was on or immediately adjacent to a school facility, a report will be made to law enforcement.

1. Definition of use and possession of tobacco

The use of tobacco is defined as chewing or sniffing tobacco products, inhaling or exhaling the smoke of, vaping or the possession or control of a lighted cigarette, pipe, e-cigarette, hookah or cigar.

Possession is defined as having tobacco articles on a person or in their control in purses, lockers, etc.

2. Students using or in possession of tobacco on school grounds, in school facilities, or vehicles and at all school sponsored activities, home or away.
  - a. Any staff member who finds a student using or in possession of tobacco articles as defined in Section I shall inform the appropriate building administrator.
  - b. Any student found using or in possession of tobacco on school grounds shall be informed that the use and possession of tobacco is prohibited.

- c. 1<sup>st</sup> Offense – One (1) day suspension and/or successful completion of a Smoking Education packet, at the discretion of the principal.  
2<sup>nd</sup> Offense – Two (2) day suspension.  
3<sup>rd</sup> Offense – Three (3) day suspension.
- d. This regulation applies to all regular schools and all school sponsored activities home or away.

REFERRALS FOR EXPULSION WILL ALWAYS RESULT IN THE FOLLOWING CIRCUMSTANCES:

1. Repeat offenders shall be recommended by the building administrator to the Board of Education for an expulsion hearing.
2. A student accused of distributing controlled substances shall be referred to the Board of Education for expulsion proceedings.

All students considered for suspension or expulsion must be afforded due process rights as set forth in District policy.

Legal Ref.: Code of Iowa, Chapters 289.9; 204.101.

Cross Ref.: 504.3 Student Conduct Code  
504.4 Suspension  
504.5 Expulsion  
506.8 Student Due Process Rights

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