

*Category: Priority/Required By Law*

*See also ADC, GBEC, GBED, JICG, & JICH*

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
  - a. The dangers of illicit drugs in the workplace;
  - b. The District's policy of maintaining a drug-free workplace;
  - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
  - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration immediately.)
  - c. Possessing or distributing controlled substances on School property.
  - d. Possessing, or distributing controlled substances at official school functions not on school property.
  - e. Consuming alcohol at off school functions, not on school property, but in the presence of students.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:

- a. Suspension
  - b. Termination of employment
  - c. Require satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

**Legal References:**

*RSA 193-B, Drug Free School Zones*

*41 USC Section 701 Et. seq., Drug-free workplace requirements for Federal contractors*

*Public Law 101-226, Drug-Free Schools and Communities Act Amendments of 1989*

Approved KBE: 2/8/11

## ADMINISTRATIVE PROCEDURE

### TO ACCOMPANY POLICY ADB, ALCOHOL AND OTHER DRUGS

- I. Guidelines for referring students suspected of being under the influence of alcoholic beverages and other drugs.
  - A. In the Classroom
    1. The Teacher's Role
      - a. If the student exhibits symptoms of being under the influence of alcoholic beverages or other drugs (including the odor of alcohol), the teacher should immediately call for the principal or other administrator.
      - b. If the student exhibits strong symptoms (violent or uncontrolled behavior, physical instability, and/or vomiting, etc.),
        - (1) an administrator and nurse should be contacted as soon as possible;
        - (2) the student will be attended to at all times;
        - (3) assistance should be sought from another staff member until the administrator arrives.
      - c. The staff member shall complete timely documentation and send it to the principal's office.
    2. The Administrator's Role
      - a. Any student referred to administration may have any or all of the following occur:
        - (1) Voluntary breathalyzer test for screening
        - (2) Escorted to nurse's office
        - (3) Disciplinary action
        - (4) Referral for assessment
        - (5) Referral to police for protective custody and/or legal action
      - b. In full accordance with the law, the principal or his designee can conduct a search of either/or both the student's person and/or locker(s).
      - c. If any substance, which the searcher in good faith believes to be a controlled substance or alcohol, is found, or if the student is suspected to be under the influence (as determined by 1a and 1b above), police will be notified.
      - d. An administrator or the principal or designee will initiate parental contact.
      - e. IN EMERGENCY SITUATIONS: The parent/guardian will be contacted to take the student for medical attention. Under extreme conditions, school officials may call for an ambulance to transport the student to the hospital. The parent/guardian will be notified of the action and will be responsible for all expenses incurred.
      - f. Further documentation will be completed and sent to the Superintendent's Office by the administrator.

3. The Nurse's Role

- a. Check for vital signs.
- b. Contact administration.
- c. Attend student at all times.

B. Outside the Classroom

Use of alcoholic beverages or other drugs elsewhere in the building, on the property and at school-sponsored events.

1. The Staff Member's Role

- a. If a student appears to be under the influence or in possession of alcoholic beverages or other drugs, the staff member should attempt to escort the student to the principal or assistant principal. In the absence of an administrator, the staff member will make a reasonable effort to detain the student until his parent/police pick him up. The teacher will report the incident to the administration as soon as possible. Support may be needed from other adults. (In the event the student is on a field trip, the chaperone, in consultation with the program director, shall take such measures as are safe, practical, and effective under the circumstances.)
- b. The staff member should explain to the administrator the reason for the referral. This should be followed up in writing.
- c. The administrator shall follow the procedure identified as the administrator's role in section I (A)2 above.

II. Guidelines for referring students suspected of possession, purchasing, or selling alcoholic beverages or other drugs in the school.

- A. If a teacher or staff member has reason to suspect that a student possesses, or is purchasing, selling or otherwise distributing alcoholic beverages or other drugs on school premises, the teacher or staff member shall immediately attempt to escort the student to an administrator. If the student is in class, the teacher shall request that an administrator come and take the student from class.
- B. The administrator shall question the student to determine the kind and amount of alcohol or substance involved, if, where and how it was obtained, and if the student has more of it in his possession or control elsewhere in the school. This may involve searching the student's person or locker(s). Any evidence found shall be labeled and dated in the presence of another staff member.
- C. The student shall be examined for suspected use and being under the influence of alcoholic beverages or other drugs as in section I.

- D. The student's confirmed possession, purchase, sale or distribution of alcoholic beverages or other drugs shall be referred to the local police department for action as they deem appropriate.
  - E. The administrator shall initiate proper procedure as defined in section III.
- III. Administrative Unit 29 Alcohol and Other Drugs Policy (offenses cumulative within two school years)

A. First Offense For possession, use, or under the influence of.

1. Contact parent/guardian.
2. Notify police department. (In the event the offense occurs on a field trip, the program director/chaperone shall evaluate the usefulness of contact with the police and react according to his/her discretion.)
3. Minimum 5 school-day suspension.
4. Assessment and follow-up, as determined by the Staff Assessment Team. All costs to be at parental expense.

Assessment Team:

Administrator/principal or designee (will coordinate Assessment Team)  
Guidance or substance abuse counselor  
Personal counselor  
Staff member selected by student

5. Attend support groups if this is deemed appropriate by Assessment Team.
6. Mandatory family conference at the end of the suspension with the Assessment Team before readmittance.
7. Ineligible for all school-related extracurricular activities for 5 weeks. (Ineligibility may be reduced to 2 weeks, if appropriately involved in treatment with parental support.)
8. The principal, in consultation with the Assistant Superintendent, shall have the authority to waive any of the requirements of this article [III (A)].

B. Second Offense

1. Contact parent/guardian.
2. Notify police department. (In the event the offense occurs on a field trip, the program director/chaperone shall evaluate the usefulness of contact with the police and react according to his/her discretion.)
3. 20 school-day suspension. Parents have right to appeal this to school board. (May be reduced if appropriately involved in treatment with parental support.)
4. Participation in counseling and/or therapy (in-house or private). All costs to be at parental expense.
5. Attend support groups if this is deemed appropriate by Assessment Team.
6. Mandatory family conference at the end of the suspension with the Assessment

Team before readmittance.

7. Ineligible for all school-related extracurricular activities for 10 weeks.

8. The principal, in consultation with the Assistant Superintendent, shall have the authority to waive any of the requirements of this article [III (B)].

C. Third Offense

1. Contact parent/guardian.

2. Notify police department. (In the event the offense occurs on a field trip, the program director/chaperone shall evaluate the usefulness of contact with the police and react according to his/her discretion.)

3. Suspended indefinitely with required referral to superintendent for school board action.

D. Student Selling/Distributing

1. Contact parent/guardian.

2. Notify police department. (In the event the offense occurs on a field trip, the program director/chaperone shall evaluate the usefulness of contact with the police and react according to his/her discretion.)

3. Suspended indefinitely pending investigation and expulsion hearing, with required referral to superintendent for school board action

IV. Self-Referral

A. Students may refer themselves or may be referred by parents, teachers, guidance counselors, or others.

B. Students so referred will not face suspension, nor notification of law enforcement officials unless in-school use of alcoholic beverages or other drugs is involved.

V. Nothing in this policy or procedure shall be deemed to prohibit a student from being in possession of or being under the influence of medication prescribed to that student by a physician.

Approved: K – 6/13/78

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Reaffirmed: K – 2/8/11