

**SUPERINTENDENT'S REGULATION 5-4.4 (A) GUIDELINE AND PROCEDURES FOR  
HANDLING SUSPECTED DRUG AND  
ALCOHOL CASES**

Following are the steps that should be taken in investigating the suspected use, possession, or distribution of illegal drugs and alcohol in the Poquoson City Public Schools.

1. Depending on the situation, the person suspected of illegal use, possession, or distribution of drugs or alcohol should be escorted directly to the principal's office where a person in authority should remain at all times with the suspect. The division superintendent or his/her designee shall be notified immediately.
2. If the suspect is a student, parents should be notified as soon thereafter as possible and requested to come to the school.
3. The Police Department shall be contacted as soon as possible.
4. Interviews of students shall be conducted consistent with procedures outlined in the Student Code of Conduct.
5. The person or persons involved in the suspected drug or alcohol case should be referred immediately to the School Board office. If the suspects are employees, they should be referred to the deputy superintendent of instruction; if they are students, to the School Board hearing officer.
6. A conference will be held with the parents and the student or with the employee as soon as possible.
7. School officials will take appropriate disciplinary action consistent with all applicable policies and laws and/or the Student Code of Conduct.