

PERSONNEL

Investigating/Reporting Alcohol or Drug Use - Employee Responsibilities

1. The principal and staff members are to have a knowledge of and be thoroughly familiar with the School Board regulation on drug-free schools and should share information from this Regulation to students and parents. School Administrators should be aware of all local, state, and federal laws relative to the use, sale, and possession of drugs.
2. The principal will be notified of all suspected drug-related incidents in the school. Students referred because their appearance or behavior seem symptomatic of drug abuse will be sent to the school nurse. If necessary, parents or emergency contact persons will be notified to remove the student from school.
3. In cases where immediate medical attention is necessary, the principal will inform the student's parents or emergency contact person and make arrangements to transfer the student to a local hospital.
4. Accurate and detailed records on all drug incidents will be maintained by the principal and will be treated as confidential.
5. School administrators may refer violations to law enforcement.

Approved by Superintendent: July 16, 1991
Revised by Superintendent: January 18, 1994
Revised by Superintendent: January 26, 2022