

Alcohol and Other Drug Intervention and Disciplinary Procedure

For the purposes of this rule, prohibited substance is defined by policy FFA.

Preventive Activities Will Include

Continued use and refinement curricula for students in grades K-5 to help them understand the impact of peer influence.

1. Instruction concerning the social, physical and mental problems created by use and abuse of mood altering drugs as a part of the eighth grade health curriculum.
2. Use of the Bismarck Police Youth Bureau's informational program in the middle schools.
3. Development of chemical health support groups at the secondary level.
4. Establishment of a student assessment or child study team within each school that shall meet at least once per month while school is in session.
5. Review (K-12) of the curricular efforts in chemical health as established by the district's curriculum review process.

Intervention

1. Student in Possession of a Prohibited Substance
 - a. The staff member reports student to an administrator immediately.
 - b. Administrator calls parents/guardian and notifies police, detaining student until proper authority arrives.
 - c. Student is immediately suspended, from the day of disciplinary action implementation, from all extra-curricular activities as determined by the rules of the North Dakota High School Activities Association.
 - d. If the violation is the **first offense**, then the parents/guardian and the student are given the following choices:
 - 1) Out-of-school suspension for the remainder of the day and one additional day in the parent/guardian's custody, and completion of recommendations as determined by the building administrator/ referral agency. Should the student not follow through with these recommendations, a three-day out-of-school suspension would go into effect
 - 2) Three-day out-of-school suspension in the custody of parent/guardian.
 - e. If violation is a **repeat offense**, the parents/guardian and student are given the following choices:
 - 1) Three-day out-of-school suspension in the custody of the parent/guardian, attendance at appropriate chemical health classes and a chemical

- evaluation at no cost to the school district made by an appropriate community agency. Should the student miss any of the chemical health classes assigned by the building administrator or the scheduled chemical evaluation, a five-day out-of-school suspension would go into effect.
- 2) Five-day out-of-school suspension in the custody of parent/guardian.
- f. Upon completion of either option in steps d or e, the student will attend a scheduled follow-up program within the student services department.
2. Student Consuming and/or Under the Influence of a Prohibited Substance
- a. The staff member reports student to an administrator immediately.
- b. Administrator calls parents/guardian and police. The student will be detained until released by police. Other school procedures will be dependent upon whether it is a first offense or repeat offense for prohibited substance use or possession.
- c. Student is immediately suspended, from the day of the disciplinary action implementation, from all extra-curricular activities as determined by the rules of the North Dakota High School Activities Association.
- d. If the violation is the **first offense**, then the parent/guardian and the student are given the following choices:
- 1) Out-of-school suspension for the remainder of the day and one additional day in the parent/guardian's custody, and completion of recommendations as determined by the building administrator and/or referral agency. Should the student not follow through with the recommendations, a three-day out-of-school suspension would go into effect.
- 2) Three-day out-of-school suspension in the custody of parent/guardian.
- e. If violation is a repeated offense, the parent/guardian and student are given the following choices:
- 1) Three-day out-of-school suspension in the custody of parent/guardian, attendance at appropriate chemical health classes and a chemical evaluation at no cost to the school district made by an appropriate community agency. Should the student miss any of the chemical health classes assigned by the building administrator or the scheduled chemical evaluation, a five-day out-of-school suspension would go into effect.
- 2) Five-day out-of-school suspension in the custody of the parent/guardian.
- f. Upon completion of either option in step d or e, the student will attend a scheduled follow-up program within the student services department.
3. Reasonable Suspicion that a Student has Consumed and/or Is Under the Influence of a Prohibited Substance
- a. The staff member reports student to an administrator immediately.
- b. Administrator, reporting staff member, and/or student services representative confer with the student as soon as possible. The following options are available:

- 1) If it is determined the student has consumed and/or is under the influence, the administrator or his/her designee calls the student's parent/guardian regarding the nature and outcome of the conference with the student. The police will also be called. The administrator then follows the procedures from Section C, letters c-f.
 - 2) If the nature of the problem cannot be determined, the parent/guardian should be called immediately and a conference scheduled within two working days. The conference will include the administrator, student services representative, reporting staff member, and the parent/guardian of the student. In the conference, the following issues will be addressed:
 - a) A review of the circumstances (behaviors) which necessitated the conference.
 - b) A request for information from both the student and parent/guardian to aid in determining the possible reasons for the student's behavior.
 - c) Review possible referral sources within the school and community, both medical and counseling, that may help the parent/guardian and student in dealing with the behavior exhibited.
4. Behavioral Evidence for Chemical Abuse Problems
- a. Both certified and classified staff will be alert to chemical abuse behaviors. Inservice training will be given all staff members to be aware of the policies and procedures concerning chemical abuse within the schools.
 - b. If behaviors of possible chemical use or abuse are present, staff members and building administrators will:
 - 1) Collect data from parents/guardian, student services, teachers, coaches, advisors, support staff, and building administrators.
 - 2) Schedule a conference with referral teacher and building Student Assessment Team to assess data collected.
 - 3) The conference may result in any of the following:
 - a) Conference with student and parent.
 - b) Referral to a school social worker, psychologist, or guidance counselor for consultation.
 - c) Referral to a local agency for a chemical evaluation.
 - d) Other options as determined by the Assessment Team.

Aftercare

1. While the student is attending inpatient treatment, the student services department will coordinate the student's educational program with appropriate teachers, treatment tutor, and the student's parents or guardian.
2. When a student returns from inpatient treatment, the student services department will schedule a preliminary conference with an administrator, appropriate staff, and a

representative from the treatment center. From that conference the team may do any or all of the following recommendations:

- a. Schedule individual counseling session within the school's student services department.
- b. Encourage student attendance at support group sessions made available by each school's student services department.
- c. Encourage attendance at appropriate support activities outside of school.

If a student is involved in an outpatient treatment program and attending school, the above process (2) will be followed.