

ADMINISTRATIVE PROCEDURES FOR GRADES K-8

Whenever a medical emergency occurs the existing school procedures shall be followed. In all instances the building principal/designee shall be responsible to ensure student due process. The superintendent shall be notified of all infractions. During at home suspensions, parent(s)/legal guardians and students are responsible for makeup work. Suspension for violation of the Drug and Alcohol Use by Students policy may be appealed in the same manner as all behavioral suspensions. All due process will be followed as in any suspension.

In-house suspension in place of at-home suspension may occur in those instances where the principal deems it in the best interest of the student to be out of the home during the school day (for example, where working parent(s) or legal guardian would mean lack of supervision).

I. DISCIPLINARY ACTION

A. Type one: Possession/Use

1. First Possession Offense

- a. Verification
- b. Notify building principal/designee who will:
 - 1) notify parent(s)/legal guardian
 - 2) notify police if appropriate
 - 3) meet with student and explain disciplinary consequences

2. Second Possession Offense or First Offense Use

- a. Verification
- b. Notify building principal/designee who will:
 - 1) notify parent(s)/legal guardian that future violation will result in Department of Human Services referral
 - 2) notify police if appropriate
 - 3) meet with student and explain disciplinary consequences
- c. Offense will result in a school suspension of up to four days; conditions of the suspension will be set by the building principal
- d. Parent(s)/legal guardian will be informed about drug support systems

Human

3. Third Possession Offense and/or Second Offense Use

- a. Verification
- b. Notify building principal/designee who will:
 - 1) notify parent(s)/legal guardian
 - 2) notify police if appropriate
 - 3) meet with student and explain disciplinary consequences
 - 4) refer to Department of Human Services

- principal
Board
for
- c. Offense will result in five-day suspension with conditions of suspension made by
 - d. Student and parent(s)/legal guardian must meet with the superintendent and/or School before the student will be allowed to return to school.
 - e. Professional counseling will be recommended for the student. (In the case of indigent parent(s)/legal guardian, a request may be made to the School Board to fund counseling for the student.)

B. Type Two: Furnishing/Sharing/Trading/Selling

1. First Offense Furnishing/Sharing

- a. Confiscate substance with a witness when possible
- b. Notify building principal/designee who will:
 - 1) notify parent(s)/legal guardian
 - 2) notify police if appropriate
 - 3) meet with student and explain disciplinary consequences
 - 4) refer to Department of Human Services
- c. Parent(s)/legal guardian will be informed about drug/alcohol support systems

2. First Offense Trading/Selling

- a. Confiscate substance with witness when possible
- b. Notify building principal/designee who will:
 - 1) notify parent(s)/legal guardian of offense and ask them to come for student
 - 2) notify police
 - 3) refer to Department of Human Services
- c. Offense will result in up to four days suspension with conditions of suspension set by principal
- d. Parent(s)/legal guardian will be informed about drug support systems

3. Second Offense

- a. Confiscate substance with witness when possible
- b. Notify building principal/designee who will:
 - 1) notify parent(s)/legal guardian of offense and ask them to come for student
 - 2) notify police
 - 3) refer to Department of Human Services

- student
- c. Offense will result in automatic five day suspension, and parent(s)/legal guardian and must meet with superintendent and/or School Board before student returns to school
 - d. Parent(s)/legal guardian will be informed about drug support systems

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- e. Professional counseling will be recommended for the student.

II. ELEMENTARY SCHOOL VOLUNTARY REFERRAL

A. Type One: Concerned Persons Reporting to School Personnel

1. Notify building principal/designee of incident or concern
2. Notify parent(s)/legal guardian if appropriate
3. Encourage student to meet with guidance counselor and parent(s)/legal guardian
4. Parent(s)/legal guardian will be informed about drug support systems

B. Type Two: Self-Referral

1. Listen to concern
2. Notify building principal/designee
3. Principal will refer to guidance counselor and will refer to Department of Human Services if appropriate
4. Notify parent(s)/legal guardian when appropriate
5. If notified, parent(s)/legal guardian will be informed about drug support systems

III. CHEMICAL USE AND ABUSE BY A STUDENT AT A SCHOOL FUNCTION

A. Procedures for School Functions

1. First Offense: Follow procedure for first time use, and
 - a. Remove student from the function and/or return to school grounds
 - b. Notify building principal/designee, who will meet with student as soon as possible
 - c. Call parent(s)/legal guardian to assume responsibility for student
 - d. If student must be driven home, have another adult assist in process or call police
 - e. Offense will result in loss of co-curricular activities for 10 school weeks (Partial weeks as whole weeks), including class trips (beyond the regular school day) and after school events, such as band, sports, and intramurals. Incidents on educational field trips (class during the school day) will be treated in the same manner as those occurring on school grounds. Incidents on co-curricular activities as listed above.
 - f. Parent(s)/legal guardians will be informed about drug support systems
- count
trips

USE OF ACADEMIC AND BEHAVIORAL CONTRACTS

A. Middle School Procedure

1. Type One: Possession/Use

a. First Offense

- 1) verification

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- 2) notify building principal, or designee, who will:
 - a) meet with student
 - b) notify parent(s)

- c) notify superintendent and police
- d) impose restricted school day and/or suspension
- e) recommend appointment with substance abuse counselor
- f) initiate academic/behavioral contract

b. Second Offense

- 1) verification
- 2) notify building principal, or designee, who will:
 - a) meet with student
 - b) notify parent(s)
 - c) notify superintendent and police
 - d) suspend student for five to ten days (with possible recommendation for expulsion)
 - e) recommend appointment with substance abuse counselor
 - f) administrator and substance abuse counselor meet with parent(s) to develop a contract
to determine the follow-up
 - g) initiate academic/behavioral contract to return to school