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Administrative Regulations

INTRODUCTION

The purpose of this policy is to identify, discipline and assist students whose use of alcohol or other drugs comes to the attention of school personnel and/or interferes with the students' attendance, performance and safety or the safety of others. The Board of Education recognizes that chemical dependency is a disease; therefore, its primary concern is to assist students in obtaining treatment rather than to impose punitive consequences.

The Board of Education also recognizes that alcohol is a drug; that the use of alcohol and other drugs is illegal for students; and that the health, safety and well being of our students require a no-use standard. The Board of Education also recognizes that the school's role in addressing this problem must be within the context of a larger community and societal response to the issue.

Since the Board of Education acknowledges that student drug use adversely affects academic performance, discipline and attendance, its mission to educate is thwarted when drug use is present. It is our intention to provide a drug-free school environment. The following procedures describe the behavioral standards which students are expected to meet in order to achieve this, as well as a behavior management system to assure that these standards are met in a fair, consistent and caring manner that safeguards the students' civil and legal rights. The Board of Education will make every effort to assist students to obtain evaluation and referrals for drug problems when behavioral standards are violated.

PHILOSOPHY/SCHOOL ROLE

Clearly, the school has an important role in educating students on the perils of drug use; however, the school cannot be expected to prevent and reduce student drug use alone. The school must operate within the context of community and societal responses to the problem and must have the strong support and collaboration within the community it serves.

Given this, there are four primary roles for the school: prevention, education, intervention, referral and recovery, each of which is briefly described below.

1) **Prevention/Education Role:** The purpose of education and prevention programs is to prevent the onset of drug use. In order to achieve this, the Regional School District #10 Board of Education has implemented in accordance with state and federal requirements a K-12 substance abuse prevention education curriculum. The curriculum which is utilized is, "Here's Looking at You, 2000". Other programs implemented at various times may include "Quest", "Dare", peer counseling, peer facilitators, and various student awareness assemblies. The school has also implemented staff in-service, per advocacy/education, and parent education, etc. These materials and programs all contain a "no-use" message consistent with the Board of Education's philosophy that students should not be using any drugs, including alcohol, and in compliance with federal, state, and local laws.

2) **Intervention Role:** The purpose of intervention is to recognize and assist those students who have already initiated drug use or who exhibit known risk factors for drug use. This is the primary function of the student assistance program. In order to assist in the identification of such students, the Regional School District #10 Board of Education has established a code of conduct which prohibits any possession, use, manufacture, distribution, purchase, or sale of alcohol or other drugs at school as well as during any school sponsored functions.

This code shall be enforced consistent with legal requirements for safeguarding the students' rights for due process and confidentiality. Search of students' lockers, desks or other depositories shall be conducted in accordance with rules as authorized by section 10-221 of the General Statutes.

3) **Referral Role:** It is the belief of the Regional School District #10 Board of Education that schools cannot and should not be substance abuse treatment centers. Therefore, the Board of Education will limit its role to identification, early intervention, and referral for substance abuse problems. The student code of conduct and student assistance program shall serve as the basis for such identification, intervention, and referral. The board of Education through the Director of Special Services shall refer identified students to an agency or individual certified to perform a complete substance abuse evaluation. In so doing every effort will be made to safeguard the rights and confidentiality of the student. It is expected that parents will cooperate with the school to obtain such evaluation and to accept the agency/individuals recommendations for treatment. A list of qualified providers is attached and shall be given to parents when a referral is required.

4) **Follow-up Treatment Role:** When school personnel are notified that a student is being released from a drug rehabilitation treatment program or psychiatric treatment program, phone contact must be established with student's counselor at the treatment center. Information, preferable in writing (verbal acceptable for temporary arrangements), must be obtained to allow for provision of support services as needed, and educational programming which will best meet the student's particular needs.

A referral will be made to S.A.M.

Responsibility for phone contact with the treatment center will rest with S.A.M., who may assign one of the following personnel the responsibility of contact: any S.A.M. team member, school psychologist, family counselor, or student's guidance counselor. In all cases, school administrators must be given written notification of student's return.

Following contact with the treatment center and receipt of necessary information, a Planning and Placement Team meeting will be scheduled. Eligibility for special education and services will be determined at this meeting.

All students discharged from treatment centers, regardless of special education eligibility, will be offered the following services:

- a. A "case manager" will be assigned who will be responsible for the follow-up of the student throughout the remainder of the school year
- b. Group or individual counseling
- c. Academic tutoring, for a specified period of time, to assist student with transition into scheduled academic courses
- d. A student contract will be developed which specifies appropriate attendance and performance standards
- e. A meeting (P.P.T. if student is in special education) will be held at the end of the school year (or prior to this time if deemed necessary by the student's case manager), with recommendations for future services, if necessary. A written summary of this meeting will be placed in the student's cumulative file.

To assist in the recovery process, the Regional School District #310 will also utilize referrals to self-help groups such as A.A., Al Anon, and Alateen.

5. Referrals Linkages: The Regional School District #10 Board of Education has established that the agencies/individuals in appendix C are certified substance abuse providers as defined by the Connecticut Alcoholism and Drug Abuse Counselor certification Board Inc. In order to safeguard the student's right to confidentiality, written release shall be requested from the student/parent or guardian to allow for communication between the designated school personnel and the agency/individual to whom the referral was made.

AREAS OF RESPONSIBILITY

1. Board of Education

The Board of Education holds its personnel responsible for the proper conduct of students while legally under the supervision and jurisdiction of the school.

2. Principal and Designee

The principal or designee shall implement all procedures, rules and regulations to render effective the policies of the board of education relating to standards of student behavior. The principal or designee may involve representatives of all areas of school personnel, students, parents, law enforcement and social service agencies, and citizens of the community.

3. Teachers

Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct and for compliance with the drug policy and procedures, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

4. Parents

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, including violation of this policy.

5. Students

Students shall be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described therein. Any student who fails to comply with these rules and regulations concerning student behavior is liable to disciplinary action including but not limited to, suspension, exclusion, expulsion, referral for drug evaluation and referral for prosecution as specified in the administrative procedures.

NOTIFICATION OF BEHAVIOR CODE

The board of education shall, at the beginning of each school year, notify the parent or guardian of minor students registered in the district of the rules of the district pertaining to student discipline.

The principal of each school shall take steps to ensure that all rules pertaining to the discipline of students are communicated to students at the beginning of each school year and to transfer students at the time of their enrollment in the school. (cf.5114-Suspension/Expulsion-Regional School District #10 6:14), (cf.5144-Discipline/Punishment)

Legal Reference: Connecticut General Statutes
52-572 Parental liability for torts of minors. Damage defined.

DEFINITIONS

School: The term school is inclusive of the actual school buildings and grounds as well as off campus activities, which are sponsored by or conducted under the auspices of the school, including athletic events, trips, dances, and other events.

Drug: The term drug includes all mind and behavior altering substances including but not limited to alcohol, marijuana, cocaine, LSD, inhalants, barbiturates, stimulants, “look alike drugs”, hallucinogens, and anabolic steroids.

Controlled Drugs: The term controlled drugs are those drugs which contain an quantity of a substance which has been designated as subject to federal narcotic federal drug laws, or which has been designated a depressant or stimulant drug pursuant to federal drug laws, or which has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to section 21a-243 of the Connecticut General Statutes as having a stimulant, depressant or hallucinogenic effect upon the higher function of the central nervous system and as having a tendency to promote abuse addition and/or psychological dependence.

Professional Communication: Any communication made privately and in confidence by a student to a professional employee of such student’s school in the course of the latter’s employment. (CGS Sect. 10-154a[a] [4]) Board of Education policy differentiated between voluntary and involuntary disclosure of a drug, alcohol, or substance abuse problem.

Professional Employee: A person employed by the school who:

- a. Holds a certificate from the state board of education
- b. Is a member of a faculty where certification is not required;
- c. Is an administrative officer of a school; or
- d. Is a registered nurse employed by or assigned to a school. (CGS Sect.10-154 [a] [2])

Non-certified Employee: A person who is classified as a non-certified employee, i.e., secretaries, aides, and custodians.

Contracted Employee: Bus drivers, coaches, and other employees who are contracted with the Board of Education.

Drug Paraphernalia: Any object or device used, intended for use, or designed for use in ingesting, in haling, injecting, or otherwise introducing controlled or restricted substances into the human body (i.e., bong, pipes, roach clips, miniature cocaine spoons, crack vials, tobacco rolling papers) or any object or container used, intended for use, or designed for use in storing, concealing, or distributing controlled substances.

Student Assistance Model Team Members: A designated and trained team of professional employees including an administrator, special education coordinator, nurse, psychologist, guidance counselor, and teachers.

Certified Drug Counselor/Agency: A substance abuse professional or agency that is certified by the Connecticut Alcohol and Drug Abuse Certification Board, Inc.

Drug-like substance/Over the counter drugs: A substance which can be purchased without a prescription but has physiological effect when ingested in some form. This may include vitamin supplements, Rokitussin, etc.

STUDENT CODE OF CONDUCT/DISCIPLINE CODE

BACKGROUND INFORMATION

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who shows signs of being under the influence possesses, uses, dispenses, sells or aids in the procurement of a controlled substance or alcohol shall be subject to discipline pursuant to the procedure outlined below:

1. Drug and Alcohol distribution in the School:

School personnel are forbidden to act in a law-enforcement capacity. All students suspected of drug or alcohol possession or distribution on school property or at a school-sponsored activity must be reported to the principal, who, after making an initial determination that distribution may have occurred, will call law enforcement officials.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred to a certified drug counselor/agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the commissioner of education within thirty days after the student is expelled. Whenever the Board of Education notified students between the ages of sixteen and eighteen or the parents or guardians of such students that an expulsion hearing will be held, the notification will include a statement that the board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution of drugs on school property or at a school sponsored activity.

2. Emergencies:

If a student's condition or behavior creates an emergency situation, which may be due to drug or alcohol activity, the actions toward that student should be channeled through the school nurse under the direction of the principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the principal and the school nurse giving all pertinent information. Written records of the incident will be kept in the principal's confidential file.

The school nurse will advise the school principal of the severity of the emergency.

- a. If it is determined that a student is under the influence of drugs or alcohol and is in need of immediate medical attention, the student will be transported to an area hospital and the parent will be notified. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.
- b. Students treated for emergencies related to alcohol or drug abuse will be suspended from school. Such suspension may be altered by the school administrator if the student agrees to be assessed by a certified substance abuse counselor/agency and completes the program prescribed by the agency.
- c. Cases of drug overdose will also be treated as possible suicide attempts and an appropriate assessment will be conducted to determine if such is the case.
- d. The administration will notify Central Office.

3. Suspensions

Students suspended from school for possession and/or use of a controlled drug or alcoholic beverage are required to meet with the student's parent or guardian, the student assistance team, a guidance counselor, department of student service mental health professional, and school nurse. Corrective plans will be recommended and the parents notified in writing at the time of suspension. Arrangements for further follow-up contact will be made.

All suspensions will be conducted in accordance with due process requirements.

4. Search and Seizure

Search of school lockers and property – all local and regional boards of education and all private elementary and secondary schools may authorize the search by school or law enforcement officials of lockers and other school property available for use by students for the presence of weapons, contraband, or the fruits of a crime if (1) the search is justified at its inception and (2) the search as actually conducted is reasonably related in scope to the circumstances which justified the interference in the first place. A search is justified at its inception when there are reasonable grounds for suspecting that the search will turn u evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonably related in scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Any drug, drug-like substance, alcoholic beverage, or drug paraphernalia surrendered by a student or obtained through a search of lockers or desks is to be turned over to the school principal.

Students found in possession and/or use of a drug or alcoholic beverage in school or on school property may be referred to the police. In the event that a student is to be referred, the building principal or his/her designee will attempt to contact the parents prior to calling the police and inform them of the referral. Every effort will be made to include the parents or guardians of the student in hearings.

5. Instruction

The professional staff shall become aware of the problem and more knowledgeable in the recognition of the symptoms of such use. Annually, teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco, and other drugs on health, character, citizenship and personality development whenever appropriate in the health education program and such other contexts which touch on the subject.

It is desired that the administration make sue of in-service training session for both certified and non-certified staff in order to achieve the goals of this board-adopted regulation, and that full cooperation with community agencies be sought wherever such cooperation can work to the advantage of the student.

6. Smoking, Tobacco Use and Possession

No student will be permitted to possess or use tobacco anywhere on school property. No student will be permitted to possess or use vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor. This board policy is in accordance with Connecticut's Clean Indoor Air Act, which bans the use of tobacco products in public schools and state law that prohibits minors from purchasing nicotine delivery systems or vapor products in or possessing them a public place. For the purpose of this

administrative regulation, the terms “smoking” includes the use of vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor. Violation of this policy and law will result in:

- 1st Offense Smoking and/or possession of tobacco products
- Three extended detentions,
 One Saturday School session

2 nd Offense	Smoking <ul style="list-style-type: none">▪ Referred to the police for violation of Sec. 19a-342(\$60.00 fine)
2 nd Offense	Possession of Tobacco or Vapor Products <ul style="list-style-type: none">• Three extended detentionsTwo Saturday school sessions
3 rd Offense	Smoking <ul style="list-style-type: none">• Referred to police for 2nd violation of Sec. 19a-342• 10 day external suspension
3 rd Offense	Possession of Tobacco or Vapor Products <ul style="list-style-type: none">• 5 day External Suspension• Parent Conference upon return to school
4 th Offense	Possession of Tobacco or Vapor Products <ul style="list-style-type: none">• 10 day External Suspension

EXTENDED DETENTION

Students will be required to report to the office on the afternoon of extended detention by 2:30 p.m. and will stay until 5:30. This will be supervised by a staff member. Should student fail to report to an assigned extended detention, a parent conference will be held and two extended detentions may be assigned.

SATURDAY SCHOOL

Students will be required to report to school on a Saturday morning from 8:00 a.m. until 11:00 a.m. This will be supervised by a staff member. During the session, students will participate in an educational program designed to increase awareness of issues related to teen-age smoking.

Should a student fail to report to an assigned Saturday School, a parent conference will be held prior to the student returning to school for a regular school day. At this time, the student will be cited with gross insubordination and will be re-assigned a Saturday session plus an additional session.

LAW ENFORCEMENT: In order to enforce the law No Smoking signs must be posted.

7. Students Voluntarily Participating in Athletic and other Extra-Curricular Activities

A separate drug policy may be established for students in extra-curricular athletic activities. Based on the premise that such students are important role models and that drug use may impair athletic or extra-curricular performance, additional behavioral standards may be set. Most commonly this includes the expectation that students will be drug free, i.e., they will not use, or knowingly be in the presence of alcohol, tobacco or other drugs on their personal time. Sanctions/consequences usually include probation suspension or removal from the extra-curricular/athletic activity. The most effective programs of this type utilize a contract which is signed by the student and his/her parents. The contract specifies the expected behavioral standards and the consequences for violating them.

8. Referral for Drug Evaluation

Referral of a non-classified student to a certified drug counselor/agency does not obligate the school to pay for such referral. The choice of the counselor/agency is left to the student and family, although the school will provide them with a list of certified drug counselors/agencies. Fees for

services rendered by the counselor/agency are the responsibility of the student and family. When making such referrals, school personnel should request that the student and family sign a “release of information” form, which will allow the school to share information with the counselor/agency and will allow the counselor/agency to share information with the school. The limits of information to be shared should be specified in the release.

LEGAL REFERENCES

Connecticut General Statutes

- 10-16b Prescribed courses of study
- 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Study of prevention program. Report Of findings and recommendations.
- 10-15a Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.
- 10-220b Policy Statement on drugs
- 10-221 Board of Education to prescribe rules
- 10-223d Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; expectations
- 21-240 (8) Definitions, “Controlled drugs”
- 21-242a Schedules of controlled substances
- 21a-277 Penalty for illegal manufacture, distribution, sale, prescription dispensing
- 21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person
- 10-221d Boards of Education to prescribe rules
- 19a-342 Smoking Prohibition in Certain Areas
- 54-33n Search of Lockers and Desks

Public Act 14-76, “An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.”

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