

## **SUBSTANCE ABUSE - DRUGS AND ALCOHOL**

All students must have an orientation (commensurate with their level of understanding) of the procedures and penalties regarding substance abuse in the Gloucester County Public Schools. Additionally, excerpts of the information in this administrative regulation will appear in the Student Code of Conduct.

### A. DEFINITIONS

The following words, when and wherever used in this regulation, will have the following definitions:

1. **Drugs:** Any and all substances which are classified as "scheduled" or "controlled" substances by the Code of Virginia, 1950, as amended, and to expressly include anabolic steroids, prescription medication for which a student has no legitimate prescription, alcohol in any form, and any other substance, such as "Liquid Paper", cough syrup, over-the-counter preparation, look-a-likes, or other materials when used, distributed, or undoubtedly possessed for the purpose of intoxication by inhalation or ingestion. In addition, any substance which is distributed as though it were a "drug" as herein defined, even if analysis shows that it is not, will also be deemed a "drug" for purposes of this policy. This also includes the intent to purchase and/or distribute drugs as herein defined.
2. If the principal has reasonable suspicion to believe that a student is guilty of possessing, using, selling, or distributing drugs, alcoholic beverages or a controlled substance or that the student's behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly include alcohol, as herein above defined, he/she will immediately contact law enforcement personnel and seek their advice for subsequent action. In addition, he/she has the responsibility of informing the parent or guardian.
3. **Distribution:** The act or attempted act of passing a "drug", as herein above defined, from one person to another, including, but not limited to, sale, attempted sale, gift, attempted gift, purchase, and attempted purchase, whether or not the facts and circumstances clearly establish a "hand-to-hand" transfer.

### B. PROCEDURES

1. The principal has the overall responsibility within the school for the disposition of drug-related incidents. All referrals of drug/alcohol use or abuse cases within the school should be made to the principal or his/her designee.
2. The principal or his/her designee is responsible for all contacts within the school, between the school and outside agencies, and parent or guardian concerning drug problems. If the principal or his/her designee has reasonable cause to believe that a student is guilty of possessing, using, selling, or distributing drugs, alcoholic beverages or a controlled substance or that the student's behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly include alcohol, as herein above defined, he/she will immediately contact law enforcement personnel and follow their advice for subsequent action. In addition, he/she has the responsibility of informing the parent or guardian.
3. The principal or his/her designee will remove immediately a student who is discovered using, possessing, distributing, or selling drugs, alcoholic beverages, or a controlled substance or that the student's behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly include alcohol, as herein above defined, on school property. In all cases, the Superintendent or his/her designee will be notified of such action.

4. The principal or his/her designee has this drug procedure as authority for any appropriate action and will be guided by the specific steps herein. At the beginning of the school year, all school personnel will be informed of the procedures.

C. SEARCHING LOCKERS AND DESKS

The principal or his/her designee may search a student's locker or desk under the following circumstances:

1. When the student body has been informed at the beginning of the school year that under School Board regulations, desks and lockers may be inspected if the administration has reason to suspect the presence of articles or materials injurious to the best interest of the school; and
2. When a witness is present.

D. HANDLING CONTRABAND MATERIAL

1. Any contraband material is to be turned over immediately to the principal or his/her designee who is personally responsible for holding and delivering them to the public authorities.
2. Such material should be received in the presence of witnesses and marked for future identification. A receipt with witnesses' signatures should be furnished to the owner, if known, and one required from the officer who takes possession of the materials.

E. SUPERVISING PARKING AND OTHER AREAS OF THE SCHOOLS

1. The school staff and administration will request all visitors to register at the office when entering school property, including grounds. Persons who "hang around" with no legitimate reason for their presence will be requested to report to the principal
2. The school staff and administration will supervise all parking areas and school grounds. Any person found in the areas with no legitimate reason will be reported to the principal immediately. The principal will take appropriate action.

F. LAW ENFORCEMENT AUTHORITIES

The principal should arrange periodic meetings with local law enforcement authorities on drug abuse. Arrangements should be made to cooperate with the local, State, and Federal law immediately contact enforcement authorities in the detection, prevention, and prosecution of possible violations.

G. SPECIFIC RESPONSIBILITIES

1. Superintendent or his/her Designee
  - a. Should have knowledge of drugs, their use and abuse, and drug education.
  - b. Will have the responsibility to inform the School Board of activities relating to drug use and abuse.

- c. Will keep the community informed of local school activities and programs related to drugs and drug abuse.
  - d. Will advise the School Board with respect to any appropriate disciplinary action against a student who is guilty of violating any drug law.
  - e. Will maintain accurate and confidential records of all drug related matters.
  - f. Will meet periodically with the administrative staff to determine the need for updating their drug policy or to discuss new drug related matters.
  - g. Will provide in-service education for all teachers with respect to the harmful effects of drug abuse and drug education.
2. Principal or his/her designee
- a. Will have knowledge of drugs, their use and abuse, and drug education.
  - b. Will report all activities relating to drugs to the Superintendent or his/her designee.
  - c. Will be familiar with sources to which drug problems may be referred.
  - d. Will report any law violations concerning drugs to the law enforcement officials.
  - e. Will notify parents or guardians when a student's appearance and behavior seem symptomatic of drug abuse. In any emergency, medical assistance will be obtained.
  - f. Will take appropriate disciplinary action against a student who is guilty of violating any drug law.
  - g. Will notify all students who take medication at school to have written permission on file stating the type, dosage, and duration of treatment.
  - h. Will keep accurate information concerning drug use or abuse in confidential files.
  - i. Will assist teachers of health education in including instruction in the drugs and drug abuse.
3. Teacher
- a. Will have knowledge of drugs, their use and abuse, and drug education
  - b. Will be able to recognize any significant changes in academic performance and/or appearance and behavior of a student.
  - c. Will report to the principal or his/her designee any student showing symptoms of drug abuse, who in turn may refer the student for counseling or medical attention.
  - d. Will be alert to the presence of strangers in the school building or on the grounds. This information will be brought to the immediate attention of the principal or his/her designee.
  - e. Will include instruction in drugs and drug abuse in health education.

4. Student Counseling

Students who have questions concerning drugs should be encouraged to seek the help and counsel of school personnel. School personnel who are approached by students for help on drug problems should follow one or more of the following procedures, depending upon the nature of the request.

- a. Counsel the student on the need to evaluate and remedy any problem.
- b. Encourage the student to discuss problems with a parent or guardian and inform them that the parent or guardian must be notified.
- c. Inform the student about community agencies that are available to help with any problems after consultation with the principal.
- d. Refer the student to the guidance counselor or other designated staff members who can advise the student about available assistance. (A list of available referral agencies willing to counsel or assist students with drug problems will be available in the administrative and counselor's offices of each school.)

5. Student Education

Students who have been expelled by the School Board will be allowed to explore other educational alternatives that may be open to them at the time of expulsion.

H. SUSPENSION PROCEDURES

The Principal or his/her designee is required to follow the Due Process Procedures defined in File No. JGD/JGE

I. SUSPENSION NOTICE

For the sake of procedural consistency, a format for notice of suspension will be provided to all schools. The format on the following page will be used in all cases of drug-related suspensions.

**PUBLISHED:**

- April 15, 1980
- February 8, 1983
- April 17, 1984
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