

	Huron School District #2-2	Code:
	Policies and Regulations	GBEB Drug Free Workplace

Drug Free Workplace

It is the policy of the board of education to provide a drug-free workplace and to work toward a drug-free society. It is the goal of the district to prevent the illicit use of controlled substances and alcohol.

The unlawful manufacture, or the distribution, dispensing, use, possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity, or while in the performance of his/her employment by the district wherever located, is absolutely prohibited. Violation of this rule by any employee will constitute insubordination and will be cause for disciplinary action up to and including termination of employment and referral for prosecution. In appropriate circumstances, disciplinary action may include completion of an approved rehabilitation program at the employee's expense; however, any applicable insurance benefits will be applied.

For purposes of this policy, controlled substances include, but are not limited to, narcotics, drugs, hallucinogenic, or mind-altering drugs or substance, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and any other controlled substance as defined in law, or any prescription medicine, or other chemical substances not taken in accordance with a physician's prescription. This definition also includes substances presented to be any such controlled substance or which an employee believes to be such a substance.

Tobacco Use Prohibited

The board of education recognizes that the use of tobacco poses a serious threat to the health and well-being of the district's students and employees. Tobacco products are in direct conflict with the district's goal of comprehensive health education. The policy stipulations below apply to all individuals regardless of age, and regardless of whether they may legally use the products.

1. The use of tobacco products shall be forbidden on all school properties and in all school vehicles.
2. The use of tobacco products in the Huron Arena when the Huron Arena is utilized by the city of Huron as a public convention hall shall be determined by the city of Huron.

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Employee/Student Use of Alcohol & Drugs

Drug Abuse by Students

Philosophy

The Huron public school district #2-2 recognizes that chemical abuse/dependency is a concern that needs to be addressed by the school and the community. Chemical dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student.

The use or possession of alcoholic beverages or any controlled substance, as defined by South Dakota Codified Laws (SDCL), by any student on any school property or while attending any school related function is prohibited. No student shall be intoxicated, use, sell, distribute, buy, receive, be under the influence of, or in the possession of a controlled substance as defined by SDCL. Students who use prescription drugs authorized by a licensed physician do not violate this administrative procedure if the students conform to the prescription and appropriate school policies.

The Huron public school district is committed to the development and the implementation of programs and policies which contribute to the well-being of students through prevention, intervention, after-care, and staff development. The major components of our approach to chemical abuse are defined as follows:

1. **Prevention**

An educational process that promotes the development of a healthy self-attitude and provides individuals with information and inter-actions needed to make responsible decisions regarding chemical use.

2. **Intervention**

An established process in which caring persons confront an individual with data regarding his/her chemically-related behaviors in an effort to encourage that individual to seek appropriate corrective measures.

3. **After-care**

Information on community support systems, individual counseling through school counselors as deemed necessary by the student, parents, administration, and chemical health facility.

4. **Staff Development**

A process through which individuals acquire the knowledge and skills required to constructively respond the problems of chemical abuse.

A biennial review of this policy will be conducted to insure that current and effective measures are being taken to meet the needs of the students.

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Drug Abuse by Employees

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Procedure

The Huron board of education charges the administration with the responsibility to develop a procedure to complement the board’s philosophy and policy in regard to the chemical health of its students.

1. **Prevention**

Prevention activities may include the following:

- a. Adoption and continued implementation and revision of drug/alcohol curriculum as recommended by the district (ad hoc) curriculum committee under the leadership of the director of instruction.
- b. Development of chemical health support groups or individual counseling on an “as needed” basis.

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2. Intervention

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property and during school activities.

A. First Offense

1. The administration will try to notify the parent(s)/ guardian(s) by phone to explain the incident and arrange for a conference.
2. The administration may suspend the students for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/ guardian(s) in writing of the suspension within two (2) school days.
4. The administration may notify available law enforcement authorities.
5. The school district and/or law enforcement authorities may require that students complete the Youth Diversion Class through Community Counseling Services to address chemical use issues. Fees for assessment or treatment are the responsibility of student or family. The suspension of a student who agrees to participate in this class will be commuted to three (3) days.
6. Depending on the severity of the circumstances, the school district may recommend that a student with alcohol and other drug-use problems seek professional assessment from a trained chemical dependency counselor.
7. A record of offenses is carried over each year for grades K-8. A clean slate will be granted at grade 9 for as long as the student is attending school.

B. Second Offense and Subsequent Offenses

1. The administration will contact the parent(s)/ guardian(s) to arrange for a conference.
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension within two (2) school days.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional person notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting of recommended treatment, the ten (10) day suspension may be commuted to three (3) days. Fees for this assessment and/or treatment are the responsibility of the student and family.

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C. Reasonable Suspicion That a Student is Under the Influence

1. Staff members will immediately report the problem to an administrator.
2. Administrator and/or reporting staff member and/or school counselor will confer with the student as soon as possible. The following options are available:
 - a. If it is determined that the student is not under the influence, the administrator or his/ her designee calls the student's parent(s)/ guardian(s) regarding the nature and outcome of the conference with the student.
 - b. If it is determined the student is under the influence, the administrator notifies the parents and the police, detaining the student until the police arrive.
 - c. If a behavior is repetitive, the parent(s)/ guardian(s) should be called immediately and a conference scheduled as soon as possible. The conference may include the administrator, school counselor, reporting staff member, and the parent(s)/guardian(s) of the student. In the conference, the following issues will be addressed:
 - 1) A review of the circumstances (behaviors) which necessitated the conference;
 - 2) A request for information from both the student and parent(s)/guardian(s) to aid in determining the possible reasons for the student's behavior; and,
 - 3) A review of possible referral sources within the school and community, both medical and counseling, that may help the parent(s)/guardian(s) and student in dealing with the behavior exhibited. Follow-up will be with the school counselor.

D. Supplying/Distributing or Selling Alcohol and Other Drugs or Materials Represented to be a Controlled Substance

1. Supplying or selling chemicals may result in suspension for ten (10) days.
2. The administration will notify parent(s)/guardian(s) verbally and in writing of the suspension within two (2) school days.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

3. Aftercare

Upon completion of treatment, a conference will be held prior to the student's return to school. The conference will include the student, parent(s)/guardian(s), administrator, and school counselor.

- a. The student should agree to the provider's after-care plan and the successful completion of it;
- b. The student should agree to the recommendations and behavioral agreement which will be established for the returning student;
- c. The student should agree to the make-up assignments and responsibilities and time-line for completion which will be established;
- d. Parent(s)/guardian(s) and students will be informed of available chemical health resources in the community, as well as individual/group school counseling; and,
- e. Follow-up with school counselor as determined necessary by student, parent(s)/guardian(s), and school.

4. Staff Development

The Huron school district will provide and coordinate on-going training in the area of chemical health. Appropriate time will be set aside for key personnel (counselors, teachers, administrators, and support service staff) at all levels of instruction. In-service training will focus on skill development in the following:

- a. Continued instruction of the chemical health curriculum;

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- b. Recognizing chemical abuse symptoms; and,
- c. Information on dangers of alcohol and/or other drug use/abuse.