

*NOTE: While Colorado school boards are not required by law to adopt a regulation on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## **Drug and Alcohol Involvement by Students**

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

### **Use**

1. When a student is suspected of use, the person having the suspicion **shall** notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action **shall** comply with the Board policy on **investigations** and searches.
  - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
  - b. If information warrants, the **student's** parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the **student's** parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the **student's** parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where the student will remain under observation.

### **Possession, distribution and exchange**

Students who possess **or are involved in any distribution or exchange of** alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband **shall** notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses **or is involved in any distribution or exchange of** alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.

3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
5. The principal or designee **shall refer the student to** appropriate law enforcement officials **in accordance with applicable law**. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. If information warrants, the **student's** parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

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