

**CODE OF CONDUCT
DRUG AND ALCOHOL ABUSE REGULATION**

Primary Prevention

The intent of primary prevention programming is to prevent or delay the onset of alcohol and other substance use by students. The components of this programming shall include:

1. A sequential K-12 prevention curriculum that provides for:
 - Accurate and age-appropriate information about alcohol and other substances, including the physical, psychological and social consequences for their use/abuse.
 - Information about the relationship of alcohol and other substance use/abuse to other health-compromising behaviors such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
 - Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
 - Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction.
 - Helping students develop a positive self-concept.
 - Helping students identify when they are under stress and how to manage or reduce such stress through non-chemical means.
2. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy in the home, school and community.
3. Community education about the issues of alcohol and other substance use/abuse as a basis for providing a consistent message to district youth.
4. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extracurricular activities. Such activities will be planned collaboratively with students, school staff, parent(s) or guardian(s), community members, and agencies.

Intervention

The intent of intervention programming is to eliminate any existing use/abuse of alcohol and other substances, and to identify and provide supportive services to kindergarten through 12th grade students at high risk for such use/abuse. The components of such programming shall include:

1. providing alcohol and other substance use/abuse assessment and counseling services for students;

2. developing a referral process between district schools and community providers;
3. identifying and referring students to appropriate agencies when their use/abuse of alcohol and/or other substance requires counseling and/or treatment;
4. providing services to students in or returning from treatment to assure that the school environment supports the process of recovery initiated in the treatment program;
5. providing individual, group, and family counseling targeted at students at high risk for alcohol and/or other substances use/abuse;
6. educating parent(s) or guardian(s) on when and how to access the district's intervention services; and
7. ensuring confidentiality as required by federal and state law.

Reporting Procedures

1. Suspicion of Use/Abuse
 - a. Staff members will report their suspicions of use/abuse in writing to the Building Principal or his/her designee, setting forth the reason(s) for their suspicion.
 - b. The Principal or his/her designee will make a written referral to the Assistant Superintendent for Student Services.
 - c. The Assistant Superintendent for Student Services will consult with the Guidance Counselor and the School Nurse regarding referral. As a result of this consultation, if further action is deemed warranted, the Principal or his/her designee will arrange a meeting to include the Counselor, appropriate professional personnel, and parents. The Assistant Superintendent for Student Services where deemed advisable, will initiate referral to treatment facilities or other appropriate psychological services and offer counseling to parents as well as to students.
 - d. Following a review of the referral and a meeting with parents, if the suspicion is warranted, the Principal or his/her designee will advise the Suffolk County Police Department Narcotics Squad of the reported suspicion.
 - e. In every case of referral, the Principal or his/her designee will make known the disposition of the case to the staff member making the original referral.
2. Student Appearing Under the Influence of Drugs
 - a. The student will be escorted to the School Nurse's office, whenever practical, or the School Nurse will be summoned. Before the close of the school day, the teacher will submit a brief written statement to the Principal on the Student Referral Form indicating the reason for their suspicion of drug use.

- b. If required, the School Nurse will administer first aid. If, in his/her professional opinion, the School Nurse feels that there is no justifiable evidence of drug use, he/she will administer to the student whatever aid his/her true condition warrants as any other ill student would receive in his/her office. Since the Principal will receive the Teacher Referral Form by the close of the school day, he/she will consult with the School Nurse. If the Principal learns that the suspicion was not justified, he/she will so notify the teacher and prevent any referral from being filed in the student's folder. If, in the professional opinion of the School Nurse, the suspicion of drug use is warranted, he/she will notify the Principal or his/her designee immediately.
- c. The Principal or his/her designee will summon the parent(s)/guardian(s) to school immediately.
- d. While awaiting the parent's arrival, the principal or his/her designee may conduct a search of the student's possessions (e.g. bookbag, backpack, jacket.etc) if there is a reasonable suspicion (pursuant to policy 5300.55 and regulation 5300.55-R that the student has contraband in his/her possession. No personally intrusive searches may be conducted by school personnel. The student's locker may also be searched by an administrator accompanied by a security guard. All searches for drugs or illegal contraband shall be documented regardless of whether such search discloses any drugs or illegal substances. If contraband is found it will be turned over to the Suffolk County Police Department.
- e. The Principal may suspend the student involved. The reporting teacher will be notified.
- f. After all attempts to reach the parent or guardian have been exhausted, and after the School Nurse has consulted with the Principal, the Rescue Squad may be summoned, if warranted by the condition of the student's health.
- g. The School Nurse will submit a written report to the Principal, with a copy to the Assistant Superintendent for Student Services of each case in which a suspicion of drug use is deemed warranted, on the day of such suspicion.
- h. The Principal or his/her designee will notify the Narcotics Bureau of Suffolk County Police those students who appear to have been under the influence of drugs. Where feasible, notification will be made the same day that the student appeared under the influence of drugs.
- i. The Assistant Superintendent for Student Services or his/her designee will schedule a meeting with each student involved in drug abuse, together with his/her parents(s)/guardian(s), counselor, and other professional personnel who may be deemed appropriate.
- j. After an investigation of an incident, if a student appears to have been under the influence of drugs, a letter will be sent to the parent(s)/guardian(s). This letter will only state the symptoms

shown by the student, and will be prepared by the School Nurse.

3. Procedures to be Followed When Suspicion of Possession Occurs

- a. A student must be immediately taken to the Principal.
- b. A staff member who apprehends a student will retain the drugs and/or implements seized from a student. A search will be conducted only by a Principal or his/her designee with reasonable suspicion of the possession of contraband, pursuant to policy 5330 and regulation 5330-R. The material retained will be placed by the staff member in a secured location.
- c. Staff will not leave a student alone.
- d. The Principal or his/her designee will notify the parent(s)/guardian(s) and the Assistant Superintendent for Student Services (and submit a written referral to the Assistant Superintendent for Student Services before the close of school).
- e. The administrator will request the Suffolk County Police Narcotics Squad to pick up the merchandise for analysis.
- f. A report of the analysis will be shared between the Principal and Assistant Superintendent for Student Services.
- g. The Principal may suspend the student.
- h. The Assistant Superintendent for Student Services or his/her designee will meet with the parent(s)/guardian(s) to initiate referral to a treatment facility or other appropriate psychological service and to offer counseling to the parent(s)/guardian(s) as well as students.
- i. A search of the individual and his/her locker will be made.

4. Sale or Distribution of Drugs

In the event that a student can be proven to have been involved in the sale of drugs, the Principal will immediately suspend the student, notify police, notify parents/guardians and the Assistant Superintendent for Student Services. A verbal report will be made to the Superintendent before the close of the day. Within twenty-four (24) hours, a written report will be submitted.

Disciplinary Measures

Disciplinary measures for students found to have used or to be using, in possession of, or distributing alcohol and/or other substances, and for students possessing drug paraphernalia are outlined in the district's policies on Penalties and Student Rights and Responsibilities. Similar disciplinary measures for district staff are addressed in, among other statutes, Education Law Sections 1711(5)(e), 2508(5), 3020-a, 3031 and 913.

Records

Records pertaining to student involvement with narcotics or dangerous drugs will be kept by the Assistant Superintendent for Student Services so that periodic re-evaluation of the student can be made.

Staff Development

The Board recognizes that if the administrative, instructional, and non-instructional staffs are to be responsible for understanding, implementing and modeling the district's policy and regulation on student Drug and Alcohol Abuse, they must be trained about the components of an effective alcohol and other substance prevention program. Staff training will be an ongoing process including the following:

1. For all staff: (a) an understanding of why individuals use and abuse alcohol and other substances, (b) their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing alcohol and other substances, and how to refer these students to the appropriate services established by this policy, (c) awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance, and (d) awareness of the special needs of students returning from treatment.
2. Additionally for teachers: the knowledge and skills necessary to implement the district's K-12 alcohol and other substance prevention curricula.
3. For intervention staff: appropriate staff training for those identified to carry out the intervention function to ensure that their assessment of individual, group, and family counseling and referral skills support the needs of high risk, using and abusing youth.

Implementation, Dissemination, and Monitoring

The Board directs the Superintendent of Schools to collaborate with district staff, parent(s) or guardian(s), students, community members, organizations and agencies, including alcohol and other substance abuse service providers, in developing the specific programs and strategies necessary to implement Board policy.

This policy and regulation will be reviewed with all district staff, students, and parent(s) or guardian(s) annually and will be disseminated to the community through its organizations.

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