

POLICY

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Personnel

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)

We believe that all schools in the South Huntington Union Free School District should be drug free. This should include alcohol and any other controlled drug detrimental to the health and welfare of the members of our school community. In view of the above, the District is committed to supporting the prevention, treatment and elimination of the use of the above-mentioned substances on school property or during school-sponsored events.

Therefore, no person may use, possess, sell, distribute or manufacture alcohol or other controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events at which students are present. Drugs, as prescribed by a physician, are exempt. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all controlled substances including amphetamines, heroin, steroids, look-alike and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, any person whose behavior reflects an "obvious" consumption of alcohol or illegal substances may not enter the school grounds or school-sponsored events.

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- a) Alcohol and other substance use/abuse is preventable and treatable.
- b) Alcohol and other substance use/abuse inhibits the District from carrying out its central mission of educating students and developing productive citizens.
- c) The behavior of the Board of Education, the administration and all school staff should model the behavior asked of students.
- d) While the District can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff and the community as a whole.

District Goal

The South Huntington School District is committed to the prevention of use/abuse of alcohol and other controlled substances. The District is dedicated to providing a safe environment conducive to learning. Chemical use/abuse by students or staff members interferes with instruction, undermines the respect which must characterize learning and threatens the safety and well-being of both the abuser and non-user. Our primary purpose is to educate all our students using accurate and age-appropriate information about alcohol, tobacco and other substances. This will include the physical, psychological and social consequences of their use/abuse. Our goal is to help students develop appropriate life skills

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to resist the use of alcohol and other substances by helping them develop a positive self-concept and by promoting the development of healthy life styles. To accomplish this goal, our students will be provided with a comprehensive prevention curriculum, kindergarten through twelfth grade. The District will encourage participation in positive alternatives through a program of diversified extra-curricular activities.

Students considered at risk who may need extra support to avoid further problems may fall into some of the following areas:

- a) Children of alcoholics and substance abusers;
- b) Children who are physically or emotionally abused or neglected;
- c) Children who are sexually abused;
- d) Children left in self-care;
- e) Children new to the District, school or classroom;
- f) Children who are pregnant;
- g) Children who are underachievers or overachievers;
- h) Children who are homeless.

The Student Assistance Program maintains contact with community agencies in order to coordinate appropriate referrals for students and families when substance abuse has been identified. Students and parents will periodically be notified regarding the role of the student assistance counselors and their availability for intervention. Students, parents, and staff members may contact the student assistance counselor directly with concerns they may have in this area. All contact between the student assistance counselor and students and families is confidential.

South Huntington School District cares about the well-being of its employees and recognizes that a variety of personal problem, such as substance abuse, can disrupt their personal and work lives. The District has established an Employee Assistance Program which gives employees who may be abusing alcohol and other substances the support they need in a confidential setting. The EAP serves to help staff identify their problems, motivate them for treatment, and refer them to appropriate resources.

As part of its preventative program, the District reserves the right to periodically search areas established as public, such as student lockers, halls and bathrooms. This will help assure a safe and proper environment.

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It is the responsibility of every staff member to report any information or observations regarding the suspected use, possession or trafficking of alcohol or drugs. Staff members must make these reports to the building principal or his/her designee. Moreover, staff making such reports are immune from any civil liability.

All staff (administrative, instructional and non-instructional) will review the substance abuse policy on a yearly basis. In addition, the District administrators will be responsible for ongoing staff education and awareness regarding substance abuse and the identification of these problems. The South Huntington School District Substance Abuse Committee which consists of school, community and agency representatives will continue to meet on a regular basis. The committee coordinates the District and community efforts to focus on the current trends in substance abuse and its treatment.

Standards of Conduct for Employees and Students in a Drug- and Alcohol-Free School Environment

The South Huntington School District is committed to make every effort to have a drug and alcohol free school environment. In furtherance of this commitment, the District has adopted, in conjunction with its drug-free school environment policy, "standards of conduct" for employees and students as follows:

- a) The manufacture, distribution, dispensation, possession and/or illegal use of controlled substances and alcohol by employees and students on the school premises is prohibited.
- b) The use of controlled substances and alcohol by employees and students prior to attending school which results in the intoxication of the employee and student while on the school premises is likewise prohibited.
- c) Employees who feel that their work performance may be affected by prescribed medication are encouraged to report potential side effects to their supervisor.
- d) Employees and students requesting aid and guidance in alcohol and drug abuse resolution will be dealt with on a confidential basis. Help for employees shall be made available through the Employee Assistance Program. Help for students will be provided through the Student Assistance Program. Both programs will make referrals to appropriate drug and alcohol rehabilitation programs.
- e) Compliance with the "standards of conduct" is mandatory.
- f) Sanctions consistent with local, state and federal law including possible termination of employment, expulsion from school and referral for prosecution will be imposed on students or employees who violate the "standards of conduct."

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- g) Each employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace within five days of the conviction. The Board of Education and any federal agency requiring such notification will be advised within ten days after receipt of such notification.

Standards of Intervention for Students

If a student is suspected of alcohol or drug possession, or if a student appears to be under the influence of drugs or alcohol, then the following steps will be taken:

- a) The student will not be left alone;
- b) The building principal or designee will be notified;
- c) If consumption is suspected, the school nurse will see the student to determine if further medical intervention is needed;
- d) If possession of an illegal substance is found, the police will be notified by the building principal.
- e) The parents or legal guardians will be notified.
- f) The building principal will report the information regarding the student to the Assistant Superintendent for Student Services, who will inform the Superintendent.
- g) The student will be referred to the student assistance counselor for three mandatory sessions. The focus of these meetings will be to evaluate the nature of the student's problem and to make recommendations for appropriate intervention.

Standards of Intervention for Employees

If an employee is suspected of alcohol or drug possession, or appears to be under the influence of drugs or alcohol, then the following steps will be taken:

- a) The building principal or designee will be notified;
- b) The employee will be removed from the duty area;
- c) If consumption is suspected, the school nurse will be consulted;
- d) The Assistant Superintendent Personnel and District Services will be notified, as will a representative of the individual's bargaining unit.

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- e) The individual will be encouraged to contact the District's EAP.
- f) The appropriate agencies, including law enforcement agencies, will be contacted based on the circumstances.

Education Law Sections 913, 1711(5)(e), and 3020-a
Civil Service Law Section 75

Drug-Free Schools and Communities Act
Amendment of 1989
(Public Law 101-226)

Adopted: 6/16/99