

FAIRFIELD AREA SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES

DRUG AND ALCOHOL POLICY FOR STUDENTS

6460

6460.1 DEFINITION OF TERMS

- 6460.1a DRUGS or MOOD ALTERING CHEMICALS shall include any alcohol or malt beverage, controlled substance, steroids, look-alikes, or illegal or abused substance or medication not approved and registered by the health office, or any substance which is intended to alter mood.
- 6460.1b COOPERATIVE BEHAVIOR shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff.
- 6460.1c CONFISCATION shall occur when there is probable cause to believe that a student is in the possession of drugs or mood-altering chemicals, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.
- 6460.1d CONFIDENTIALITY between students and guidance counselors, school nurses, school psychologists, home and school visitors, and staff shall be respected and no confidential communication shall be made relative thereto without the consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to self and to the school community.
- 6460.1e CONTROLLED SUBSTANCE, DRUG, DRUG PARAPHERNALIA, ALCOHOL, or COUNTERFEIT DRUG shall have the meanings given to them as defined in the act of September 27, 1961 (P.L. 1700. No. 699), known as the

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Pharmacy Act, or the act of April 14, 1972, P.O. 233, as amended, 35 P.S. 780.104 (3) (vii), known as the Controlled Substance, Drug, Device and Cosmetic Act and the act of April 12, 1951 (P.L. 90, No. 21), known as the Liquor Code.

- 6460.1f ENABLING is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not allowing them to face the consequences of their own actions (helping, fixing, placating, and ignoring). This includes failure to take appropriate action when aware of a difficulty.
- 6460.1g DISTRIBUTING - deliver, sell, pass, share or give any alcohol, drug or mood altering substance, as defined by this policy, from one person to another or to aid therein.
- 6460.1h PURCHASE - buy, acquire, negotiate, obtain, secure, procure any alcohol, drug or mood altering substance as defined by this policy from one person to another or to aid therein.
- 6460.1i SCHOOL PROPERTY shall include not only the actual buildings, facilities and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function.
- 6460.1j STAFF shall be defined as any administrator, nurse, teacher, guidance counselor, support staff (custodians, cafeteria staff, and bus drivers), secretaries, employees of any contracted groups who work with students, athletic coach, other educational or medical employee employed by the Fairfield School District, or volunteer of the District.

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6460.1k STUDENT ASSISTANCE TEAM or TARGETS TEAM (Teaching At “Risk Generation Essentials To Survive) is composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

6460.1l UNCOOPERATIVE BEHAVIOR shall be defined as any resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendation of a staff member and/or Drug and Alcohol agencies at the time that a student is apprehended using, or in the possession of drugs or mood-altering chemicals. Defiance, assault, and deceit shall constitute example of uncooperative student behavior.

6460.2 ADMINISTRATIVE PROCEDURES AND GUIDELINES

6460.2a A student volunteers information about personal drug and/or alcohol usage, possession of drugs or paraphernalia, there is no evidence of violation of law or school regulation and asks for help.

1. Immediate Action - A referral will be made to the TARGETS Team and the student will be informed of the services available. The student is also informed that no punitive action will be taken as a result of this referral.
2. Investigation - The staff member must contact a member of the TARGETS Team immediately. Appropriate intervention procedures will be followed by the Team.
3. Confidentiality - Confined to those with a need to know as mandated by school policy.

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4. Notification of Parents - Notification of parents with the consent of the student, unless there is clear and imminent danger to the student.
5. Discipline - none; with the exception of Steroid Use (see Policy Prohibition of Steroid Use). Assistance available.

6460.2b A student volunteers information about personal drug and/or alcohol use, possession of drugs or paraphernalia of another student and there is no evidence of violation of law or school regulation.

1. Immediate Action - A referral will be made to the TARGETS Team and the student will be informed of the services available. The student is also informed that no punitive action will be taken as a result of this referral.
2. Investigation - Staff member must contact a member of the TARGETS Team immediately. Appropriate intervention procedures will be followed by the TARGETS TEAM.
3. Notification of Parents - Notification of parent with the consent of student unless there is clear and imminent danger to the student.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Discipline - none. Assistance available.

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6460.2c A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. and chemical use is suspected. If after exhausting standard school referral procedures, the behavioral problems remain unresolved:

1. Immediate Action - The staff member determined whether he/she can handle the situation or should refer it to the principal. The teacher shall:
  - a. Observe and record inappropriate behaviors.
  - b. Discuss concerns (inappropriate behavior with student.
  - c. Ask for a change in the student's behavior(s). In order to facilitate this, the teacher may consider using a student contract procedure.
  - d. Evaluate behavior again in two or four weeks.
  - e. If no satisfactory change, confer with student's guidance counselor regarding his/her specific behavioral problem.
  - f. If behavioral problems remain unresolved and chemical use is suspected, the student is referred to TARGETS Team.
2. Investigation - TARGETS Team will investigate.
3. Notification of Parents - Notification of parents with the consent of the student, unless there is clear and imminent danger to the student.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.

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5. Discipline - Non-mandate unless behavior is in violation of school discipline policy.

6460.2d The student demonstrates symptoms of possible drug use (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, silliness, breath odor, bloodshot eyes, etc.).

1. Immediate Action - All standard health and first aid procedures will be followed. The student shall not be left alone.
2. Investigation - If drug or alcohol use is confirmed, the principal or authorized delegate is notified and is responsible for initiating the following procedures.
3. Notification of Parents - The parents/guardians will be contacted immediately and the situation described.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Disposition of Substance - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented and submitted to the police for analysis.
6. Disposition of Student - Refer to TARGETS Team to investigate student's background and make findings known to those with a need to know.
7. Discipline - Discipline will be determined by whether this is a first, second offense, etc. Refer to Sections, E, F, G or H as appropriate.
8. Notification of Police - required.

6460.2e The student is caught with drugs and/or paraphernalia for the first time.

1. Immediate Action - School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.
2. Investigation - The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. Notification of Parents - The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Disposition of Substance - If a substance is discovered, it will be provided to the appropriate personnel for the purpose of aiding in identification and treatment. Substance will then be sealed, documented and submitted to the police for analysis.
6. Disposition of Student - Refer to TARGETS Team to investigate student's background and make findings known to those with a need to know.
7. Discipline - Ten (10) day suspension from school and referral to County Drug and Alcohol Agency. Suspension from all school related extra curricular activities for 90 school days. Students who demonstrate uncooperative behavior may be referred to the Board for an expulsion hearing.

8. Notification of Police - required.

6460.2f. The student is found using, in possession of, or under the influence of a drug and/or paraphernalia when attending school or as a participant or spectator of any school-sponsored function on or off school property.

1. Immediate Action - The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary.
2. Investigation - Notify police or security for assistance. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student shall not be left alone.
3. Notification of Parents - The principal or designee will contact the parents/guardians immediately and describe the situation. The parents/guardians will be requested to transport the student home. If parents/guardians are unable or unwilling to transport student, police will be contacted and the student will be placed in their custody.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Disposition of Substance - If a substance is discovered, it will be provided to the appropriate personnel for the purpose of aiding in identification and treatment. Substance will then be sealed, documented and submitted to the police for analysis.
6. Disposition of Student - Refer to TARGETS Team to investigate student's background and make findings known to those with a need to know.



7. Discipline - Discipline will be determined by whether this is a first offense, second offense, etc. Refer to Sections E and G as appropriate.
8. Notification of Police - required.

6460.2g The student is found using, in possession of, or under the influence of drugs and/or paraphernalia for the second time.

1. Immediate Action - All standard health and first aid procedures will be followed. The student shall not be left alone.
2. Investigation - The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.
3. Notification of Parents - The principal or designee will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Disposition of Substance - If a substance is discovered, it will be provided to the appropriate personnel for the purpose of aiding in identification and treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

6. Disposition of Student - Refer to the TARGETS Team to investigate student's background and make findings known to those with a need to know.
7. Discipline - Suspension from school for the (10) days, suspension from all school related extra-curricular activities for one calendar year, and referral to the Board for expulsion hearing.
8. Notification of Police - required.

6460.2h The student is caught in the process of distributing or purchasing drugs, drug paraphernalia or mood altering chemicals to or from anyone.

1. Immediate Action - School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.
2. Investigation - Police will handle from legal point of view. TARGETS Team will gather data, assess and plan for intervention process with all involved.
3. Notification of Parents - The principal or designee will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide parent/guardian with an opportunity to be present when police are involved.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Disposition of Substance - Substance will be provided to the appropriate personnel for the purpose of aiding in identification and treatment. Substance will then be sealed, documented and submitted to the police for analysis.

6. Disposition of Student - Investigate student's background and make findings known to those with a need to know.
7. Discipline - Suspension from school for ten (10) days, suspension from all school related extra-curricular activities for one calendar year and referral to the Board for expulsion hearing.
8. Notification of Police - required.

6460.2i The student is caught with over the counter medication for the first time.

1. Immediate Action - School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.
2. Investigation - The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. Notification of Parents - The principal or designee will contact the parents/guardians immediately and describe the situation and the procedures to be followed.
4. Confidentiality - Confined to those with a need to know as mandated by school policy.
5. Disposition of Substance - If a substance is discovered, it will be provided to the appropriate personnel for the purpose of aiding in identification and treatment. Substance will then be sealed, documented and submitted to the police for analysis if needed.

6. Disposition of Student - Refer to TARGETS Team to investigate student's background and make findings known to those with a need to know at Principal's discretion.
7. Discipline - Students will be assigned to one or more of the options listed below based on need and circumstances surrounding the event:
  - a. Temporary removal from class.
  - b. Behavioral counseling
  - c. Alternate program
  - d. Temporary out of school suspension up to 5 days.
  - e. Referral to outside agency.
  - f. Work detail.
8. Students caught for the second offense will be treated as a drug offender.

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