

Drug/Intervention/Discipline Administrative Procedures

CARE TEAM

Staff Responsibilities and Procedures:

A. Suspected Chemical Substance Use (i.e. referrals by parent, self, staff, and/or peers)

1. The staff member will refer student to the CARE Team.
2. The case manager for the CARE Team will survey other teachers to gather data of the student's behavior.
3. The CARE Team will review the data.
4. If the CARE Team feels an assessment is necessary, a counselor will meet with the student and parent.
5. The counselor will recommend an assessment either at YST or at a counseling firm of the student's/parent's choice.
6. The CARE Team will assist and support students who are undergoing treatment for substance abuse.

Any time a student has an assessment recommended by school personnel, the parent will be asked to sign the Consent for Exchange of Information form.

ADMINISTRATION

Staff Responsibilities and Procedures:

A. Suspected Possession of Drugs or Look-A-Like Drugs

1. The staff member will inform the principal/designee of suspicion.
2. If there is reasonable cause to believe the student has in his/her possession items that are prohibited on school grounds/school events, the principal/designee, with a witness may:
 - a. Request that the student empty his/her pockets or purse and volunteer all drug-like substances. If the student refuses, police will be contacted.
 - b. Search the student and/or their locker, desk, and other personal property.
 - c. Question other students if deemed necessary.

B. Evidence of Possession of Drugs or Look-A-Like Drugs or Under the Influence

1. The staff member will report the student to the principal/designee.
2. The principal/designee will:

- a. Detain the student in an appropriate, supervised area. The student will not be left unattended at any time. The student will be observed and records kept of behavior that indicate the student may be under the influence.
- b. Ask the student to relinquish any substance or related paraphernalia in his/her possession if there is related cause to believe that the student has in his/her possession items that are prohibited on school grounds/school events. If student refuses, the police will be contacted.
- c. Search the student desk and/or personal property with the police or other staff, if possible, as a witness.
- d. Contact parents and law enforcement agency or agencies.
- e. Take the following disciplinary action (excluding tobacco):
 1. **Each Offense** - suspension from school for up to ten days and an expulsion hearing will be held. If the student is expelled, they must have an assessment done before returning to school. The police will be contacted.
 2. **Special Cases** - in cases where the student is endangering him/herself and/or others, the principal/designee will choose appropriate action such as call the police, ambulance, mental health, or other health service.

Tobacco is recognized as a gateway drug, and is illegal for children under 18 to possess by state law. Tobacco is strongly discouraged. Possession and use will be handled according to individual building procedures.

C. Suspicion of Distributing Drugs or Look-A-Like Drugs

1. The staff member will refer suspected student to the principal/designee.
2. The principal/designee will conduct a preliminary investigation.
3. The principal/designee will inform the parents concerning the nature of the investigation.
4. The student may be referred to the CARE Team.

D Evidence of Selling/Distributing Drugs or Look-A-Like Drugs

1. The principal/designee will contact the appropriate police agency, parents and refer to CARE Team.
2. The student will be suspended for up to ten calendar days pending an expulsion hearing.
3. Parent(s) and student must meet with school officials and the student must complete a recognized drug and/or alcohol assessment before returning. The student will be referred to Stayton Youth Services Team for consideration of multiple agency involvement. If treatment is deemed necessary, the parent may choose Marion County Drug/Alcohol Program at public expense or private treatment of their choice at their own expense.
4. The CARE Team will discuss the assessment and will make a recommendation to the principal in regards to the student's education program and/or treatment before re-entry into school.

E. Distribution/Possession of Drug Paraphernalia

1. Definition of paraphernalia will include, but is not limited to: pipes, rolling papers, roach clips, bong, syringes, needles, etc.

2. If there is reasonable cause to believe that a student has in his/her possession items that are prohibited on school grounds/school events, the staff member will be called to take charge. The student can be suspended for up to ten days pending an expulsion hearing.
3. The staff member will refer the student to the CARE Team.

F. Possession of Printed Matter Advocating Use of or the Sale of Drugs or Paraphernalia

Clothing, hats, or any other printed matter that promotes the use of drugs/alcohol by means of symbols of advertisement are prohibited.

1. The student will be referred to principal/designee.
2. The material will be confiscated and returned to parent.
3. The student will be referred to the CARE Team.