

## PROCEDURES – DRUG AND ALCOHOL USE BY STUDENTS

### General Procedures

1. The secondary school principals will hold assemblies for students during the fall of each school year. Presentations will include comprehensive overviews of the Drug and Alcohol and Student Discipline policies.
2. All school principals will provide students and families with information regarding educational and assistance efforts available through their school. Each building will maintain, or have access to, a substance related resource guide inclusive of early warning signs and community resources.
3. Staff are required to report any suspected violations of the Drug and Alcohol policy to the principal or designee. The principal or designee will investigate the suspicions/allegations. To do so, he/she may interview the potential offender, consult with appropriate staff, interview students or staff, interview any potential witnesses, conduct searches and utilize any other investigative measures allowable by law. If the principal or designee determines that there is reasonable cause to believe that a violation has occurred:
  - a. The student will be informed.
  - b. The parent/guardian will be notified.
  - c. The police will be notified.
  - d. Counseling, medical or support staff may be informed as needed.
  - e. The student will be subject to disciplinary action.
  - f. The principal or designee will notify the superintendent who will inform the school committee.
4. The superintendent will establish an internal drug and alcohol team of staff to document and report on substance related activity within the system, act as consultants to other school staff on substance use issues, meet quarterly with the Westfield Police Department for purposes of joint planning, work with the Westfield District Court regarding commission of substance related felonies, develop or secure a resource directory, and provide the superintendent with information and recommendations regarding on-going issues related to substance use.

Adopted: June 3, 1996

CROSS REF: JICH – Drug and Alcohol Use by Students