

<b>Certified Personnel Reporting Student Substance Abuse</b>	<b>D.24</b>
<i>Adopted: July 23, 2013</i>	

The Hilldale Board of Education recognizes the complexity of problems that may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law of low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the teacher or administrator will report the matter in writing to the school principal or designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher or administrator will state the date, time and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The principal or designee will immediately notify the superintendent or designee of the report. The principal or designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

A copy of this policy will be delivered to each teacher and administrator of the district and filed with the State Superintendent of Public Instruction within ninety (90) days of its adoption by the Board of Education.