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## **TOBACCO, ALCOHOL AND DRUG POLICY**

### **Tobacco Policy**

#### ***Purpose***

The intent of this policy is to discourage young people from making inappropriate choices regarding the illegal use of tobacco in any form. An offense is one where the student uses or possesses any form of tobacco.

#### ***Disciplinary Actions***

Students that commit such actions have the choice to remain at Gatewood School under the following conditions or they may withdraw from Gatewood School:

- First offense: Ten (10) hours of community service (not school-related). Community service must be approved by Administration.
- Second offense: Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Third offense: Thirty (30) hours of community service (not school-related). Community service must be approved by Administration. Student will be suspended from 25% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Fourth offense: The student will be expelled from Gatewood.

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## **Alcohol Policy**

### ***Purpose***

The intent of this policy is to discourage young people from making inappropriate choices regarding the illegal use of alcohol. An offense is one where the student involved exhibits:

Clear evidence of use:

- Being caught in the act of using or consuming the illegal alcohol
- Obviously under the influence of alcohol
- Direct or circumstantial evidence of using, possessing, or supplying alcohol.

### ***Disciplinary Actions***

Students that commit such actions have the choice to remain at Gatewood School under the following conditions or they may withdraw from Gatewood School:

First offense:

- One Year Probation
- In-School Suspension for one (1) day
- Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Student must prepare a research paper relating to the effects of alcohol. This work is not to be done at school and the paper and presentation are due within 10 days of offense. The paper is to be submitted to the Head of School, who will determine the suitability of the paper.
- Ten school days suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus. The student-athlete may remain part of the team and will be expected to participate in team practices and/or conditioning sessions.
- Student will be suspended from 25% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Student's on-campus driving and parking privileges will be suspended for ten (10) consecutive school days beginning with the next school day.

Second offense (drug- or alcohol-related) during probationary period:

The student will be expelled from Gatewood School

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Second offense (after probationary period):

- In-School Suspension for two (2) days
- Forty (40) hours of community service (not school-related). Community service must be approved by Administration.
- Student must receive an assessment at a licensed Alcohol Treatment Center and must adhere to the recommended counseling and treatment prescribed by the Center. This assessment must be within 30 days of offense and treatment must start immediately. This assessment and treatment is at the parents'/guardian's expense.
- Three (3) months suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus. The student-athlete may remain part of the team and will be expected to participate in team practices and/or conditioning sessions.
- Student will be suspended from 50% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Students on-campus driving and parking privileges will be suspended for twenty (20) consecutive school days beginning with the next school day.

Third offense:

The student will be expelled from Gatewood School.

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## **Drug Policy**

### ***Drug Screening Purpose***

The purpose of the drug screening program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the well being of all students. Specific goals of the program are as follows.

- To reassure students, parents and community that the health, safety and academic progress of each of its students is the primary goal of Gatewood School.
- To develop a drug-free educational environment and produce students who can serve as role models to influence peers to lead healthy and responsible lives.
- To prevent drug use and abuse by students of Gatewood School.
- To identify any student who may be using or abusing drugs and to determine the identity of the drug or drugs.
- To educate any student who may be using or abusing drugs as to the possible physical and psychological effects drug use may have, and its possible adverse effects on the team and its members.
- To provide opportunities for treatment and counseling rehabilitation for any student who is determined to be using or abusing drugs.
- To provide reasonable safeguards to help insure that every student in Gatewood Schools is mentally and physically competent to participate in school activities.
- To remove the stigma of drug use and abuse from those students who do not use or abuse drugs.

### ***Use***

For the purposes of this policy, student refers to any student in grades 8-12. The intent of this policy is to discourage young people from making inappropriate choices regarding the use of illicit drugs. The policy is also designed to reward those students who choose NOT to participate in drug use by allowing them to validate their commitment to a drug free lifestyle. A further positive outcome for the program is to identify those students who, having made a poor choice, need help in understanding the dangers of using/abusing illegal substances and who need help in divesting themselves of a potentially serious problem. An offense as referenced in the **Disciplinary Actions** section is one where the student involved exhibits:

Clear evidence of use:

- Being caught in the act of using or consuming the illegal drugs
- Obviously under the influence of drug use
- Drugs or drug paraphernalia found on their person, in their car, or in their possession
- Direct or circumstantial evidence of possessing, using or supplying drugs.

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### ***Anonymity***

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

### ***Procedure***

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results of the tests to Gatewood's Administration.

### ***Screening***

Gatewood School uses a urine analysis method for drug testing. All students covered under this policy will be screened for drug usage as follows:

**Annual Screening:** All students will be screened for drug at least once per year. (At the beginning of each school year.)

**Random Screening:** Any student enrolled at Gatewood School is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year. There is no cost to the parent for the random testing. (Twenty-five (25) percent of the student body will be randomly tested per school year.) The students will be randomly selected for subsequent screening by numerical sampling conducted by the drug testing facility.

**Transfer Students:** Students in grades 8-12 who transfer to Gatewood during the school year shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission will not be granted until the screening has taken place and results are obtained showing the absence of drug usage.

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### ***Disciplinary Actions***

Students that commit such actions as defined under the Drug Use Section and/or tested “positive” on a drug screening test have the choice to remain at Gatewood School under the following conditions or they may withdraw from Gatewood School:

First offense:

- One Year probation
- Counseling at the parents’/guardian’s expense
- Quarterly drug testing for one (1) year beginning within ninety (90) days of the offense. All costs associated with assessment, treatment and follow-up testing shall be borne by the student, the student’s parents or guardians.
- In-School Suspension for 1 day
- Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Student must prepare a research paper relating to the effects of the illegal drug. This work is not to be done at school and the paper and presentation are due within 10 days of offense. The paper is to be submitted to the Head of School, who will determine the suitability of the paper.
- Three (3) months suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus. The student-athlete may remain part of the team and will be expected to participate in team practices and/or conditioning sessions.
- Student will be suspended from 50% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Student’s on campus driving and parking privileges will be suspended for twenty (20) consecutive school days beginning with the next school day.

Second offense:

The student will be expelled from Gatewood School

### ***Retention of Records***

No documentation pertaining to each student’s screening for drug usage will be made part of the student’s permanent record. All documentation will be kept in a separate confidential file with the Headmaster and will be destroyed upon the student’s graduation from high school.

### ***Completion of Conditions***

All conditions as stated in the above mentioned policies shall be completed in their entirety and within the established time frames. Failure to adhere to this requirement shall be grounds for immediate expulsion from Gatewood School.

### ***Refusals***

Refusals to be tested will be deemed as a positive drug test and shall result in the student being expelled from Gatewood Schools.

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### ***Drug Screening Test Appeal Process***

If a student does test positive for drug use, the parent and/or guardian may request an additional drug-screening test be performed at their own expense. Because urine testing is only accurate within a short period of time, a hair analysis test shall be the only allowable second screening. Hair testing analyzes the hair shaft, rather than body fluids like urine or saliva, to determine whether illegal drugs are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Hair analysis is superior to urinalysis in that there is a wider window of detection with hair. Cocaine, methamphetamine, opiates and PCP are rapidly excreted and usually undetectable in urine seventy-two (72) hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. So that testing consistency and integrity is maintained, any additional test date shall be within a time frame set by the school headmaster. A copy of the results shall be submitted directly from the testing agency to the school headmaster.

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## **Additional Information**

### ***Community Service***

Gatewood School's Parent-to-Parent Board has agreed to help provide resources for community service, research topics and counseling services, if these are needed.

### ***Intervention***

If a student is intoxicated or impaired to the point where medical attention is critical, call 911 or report this to any adult immediately so the correct action can be taken.

### ***Police Involvement***

If student activities involve police investigations, Gatewood will cooperate fully with the local authorities. Any student convicted of any alcohol or drug-related felony activities will be expelled.

### ***Additional Actions***

It is not feasible to have every possible rule and consequence outlined in the Handbook. Therefore, the Administration may invoke suspensions or other disciplinary action as it sees fit.