

STUDENT PERSONNEL

Series 400

POLICY TITLE... ALCOHOL/CHEMICAL/DRUG USE Code No. 443.4

The Burlington Area School District has a strong and long standing commitment to discourage and prevent the use of illegal drugs, chemicals, and alcohol among its student population. The School District recognizes that the problem of illegal drugs, chemicals, and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population.

The goal of the Board is to help students with potential or real dependency problems by providing education and assistance to any student displaying signs of harmful involvement. The use, possession, transfer or being under the influence of illegal drugs, chemicals or alcohol in or on school property or at school-sponsored events is prohibited. Accordingly, the Board directs the District Administration to implement a plan to combat and discourage the illegal use of drugs, chemicals, and alcohol while protecting the health, safety, and well being of all students.

Date of Adoption:
August 8, 2005
Reviewed:
May 12, 2008

Legal Reference: Code of WI
Section 120.13

Student Personnel
Series 400

ADMINISTRATIVE REGULATION TITLE
STUDENT DRUG/ALCOHOL PROCEDURE

Code No. R- 443.4

The purpose of the Burlington Area School District's Drug and Alcohol procedure is "to help students with potential or real dependency problems by providing education and assistance to any student displaying the signs of harmful involvement." Administrative procedure states that "the use, possession, transfer, or being under the influence of illegal drugs, chemicals or alcohol in or on school property or at school-sponsored events" is prohibited. "Under the influence of" is defined as having any amount of a prohibited substance in one's system.

The following fundamental statements apply to enforce this procedure:

1. All chemical-related violations of Administrative procedure by students will have a suspension as a consequence. Any suspension, will be at least three days in school or out of school, and will result in the student being restricted from attending or participating in all school-related activities during the time of the suspension.
2. Parents will be informed and made aware of any incident regarding the use or possession of alcohol or drugs involving their son or daughter.
3. Incidents of being under the influence, possession, or transfer of any chemical will be referred to police authorities.

TRANSFER AND/OR POSSESSION OF ALCOHOL/CHEMICALS AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL/CHEMICALS

The following steps will be considered regarding a student who transfers or is in the possession of alcohol/chemicals and/or is under the influence of alcohol/chemicals.

1. Police notification.
2. Parent Notification
3. Automatic three-day suspension.
4. Pre-expulsion hearing (see procedures listed below).
5. Possible recommendation to the Board of Education for an expulsion hearing.

MULTIPLE OFFENSES

Students involved in multiple offenses involving alcohol/chemicals will be subject to the following consequences:

1. Police Notification
2. Parent Notification
3. Automatic minimum five-day suspension.
4. Loss of social privileges for ninety calendar days.
5. Pre-expulsion hearing
6. Possible expulsion recommendation to the Board of Education.
7. Possible other consequences in loss of privileges, community service, research activities/presentations, and/or other programs deemed appropriate by the building administrator.

CONFIDENTIALITY

No record of a student's participation in the Student Assistance Program will become part of the permanent record.

PRESCRIPTION MEDICATIONS

Prescription medications are exceptions to this procedure when used by the individual for whom they were prescribed, and in the manner and amount prescribed. Unless recommended differently by a physician, or state law, these medications must be kept with the health aide.

STUDENT ASSISTANCE PROGRAM

A Chemical Concerns Support Group will be available at the high school. The group will be facilitated by the Burlington High School Student Assistance Program Coordinator and is designed to educate and support the student participants in regards to their chemical/alcohol issue.

ASSESSMENT

It is recognized that a basic premise in helping students must be an assessment of the problem. Initial assessment may be conducted by trained school staff members or when it is determined by school officials that a more extensive, in-depth assessment is necessary, the student and his/her parents will be referred for the student to be assessed by a state licensed alcohol and other drug treatment provider.

The student shall be required to follow the treatment recommendations made in the assessment by the licensed assessment counselor. In the event the student does not follow through with his/her responsibility, appropriate steps will be taken by the building administrator, including possible suspension and/or an expulsion due to failure to meet the conditions of the expulsion order.

On the basis of the assessment the following courses of action may be recommended:

- A. No reason for immediate concern: no chemical problem.
- B. Continued one-to-one involvement with the resource person or counselor.
- C. Continual involvement with the resource person and group experience.
- D. Referral for outside evaluation.
- E. Inpatient treatment (with intervention).
- F. Outpatient treatment (with intervention).
- G. Involvement in Alcoholics Anonymous, Alanon, Alateen, Narcotics Anonymous.

Note: Alcohol and Other Drug Abuse (A.O.D.A.) assessments must be completed by a trained, licensed AODA therapist.

These recommendations shall be sent to the building principal of the school, and the student shall follow the recommendations of the treatment provider. The building principal and the Burlington Area School District shall be authorized by the student's parents/guardians to receive information about the recommendation made by the treatment provider and shall additionally be authorized to monitor the student's participation in the program and the student's observance of the treatment program mandates. Failure to follow the treatment program and its mandates is a violation of school rules, which can subject the student to Board discipline as provided above.

PRE-EXPULSION PROCEDURES

Purpose:

A pre-expulsion hearing will be held in every situation that could lead to an expulsion. The best interests of the student body, the staff, and the student who is the subject of the hearing will be the focus of this process. The administrative team, led by the superintendent or designee, will determine if the student should be brought forward to the Board of Education for an expulsion hearing, based on the determination of whether or not the student engaged in:

- Conduct that endangered the property, health or safety of others at school or under the supervision of a school authority, OR
- Repeated conduct at school or under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity.

Participants:

The hearing will include the superintendent/designee, building administrator(s), student, parents(s)/guardian(s)/student Advocate, AODA counselor if warranted, and the Police Liaison Officer if the police liaison officer was involved in an investigation of the student or incident(s).

Process:

1. The building administrator will contact the superintendent when a student has committed any expellable offense, based on established school district policies. The student will be suspended at that time and a pre-expulsion meeting will be scheduled.
2. The superintendent or designee will convene the meeting, begin the introductions. Notes will be taken at the meeting.
3. At the meeting, the building administrator will present information relative to the procedure violation, including the details of what occurred, statements that were taken, witnesses that provided corroboration, investigations conducted by the school administrators and/or school resource officer, etc.
4. After the administrative presentation the student and/or parent(s)/guardian(s) will present information relative to the procedure violation including the details of what occurred and any other statements that may provide further details of the procedure violation.
5. The Superintendent will ask the student the following questions:
 - Did you violate the procedure?
 - Were you aware of the school's rules and consequences for breaking these rules?
 - Are the facts that were presented by the administration correct? Anything you want to add or change?
 - Are there any statements that you or your parent/guardian would like to make regarding this situation and the reason for your being here today?

- Has the student violated this procedure or other school policies before? If yes, what were the consequences for the student?
 - Are there other factors that should be considered in making a decision as to whether or not to recommend this student to the Board of Education for expulsion?
6. An open discussion will be held among the administration, student, and parent(s)/guardian(s). Effort will be made to establish consensus regarding the details of the event and the resulting consequences of the event. Possible consequences, including placement in AODA programs, student assistance programs, anger management programs, counseling, etc.
 7. The student, parent(s)/guardian(s) and Police Liaison Officer will be excused from the meeting while the superintendent and building level administrator determine the resolution (i.e.: expulsion hearing, alternative program placement, etc.)
 8. The superintendent, and two administrators will share with the student and parent(s)/guardian(s) the outcome of the group's decision.
 9. If the administrative group determines the student should be brought forward to the Board of Education for expulsion, the student will be suspended pending the outcome of the expulsion hearing, the superintendent will schedule an expulsion hearing with the Board of Education, the building administrator will compile the necessary documentation for the expulsion hearing, and the building administrator will comply with state laws regarding notifications. If the student has an identified disability, a manifestation hearing must be held.
 10. If the administrative group determines not to take the student forward for expulsion, the superintendent will send a letter to the student and parent(s)/guardian(s) confirming the decision of the group regarding consequences and notifying the student that failure to adhere to the consequences as outlined or repeated violation of school district procedure will lead to an expulsion hearing before the Board of Education.
 11. A timely report of any hearings held under this procedure will be reported to the Board of Education in a manner which does not divulge personally identifiable information.

Procedures to be followed when it is alleged that a student is under the influence of an alcohol/chemical.

- I. Student Admits
 - A. Student drug/alcohol procedure applied.
- II. Denies
 - A. A building administrator and a minimum of one additional staff member will determine if reasonable suspicion exists that the student is under the influence of a chemical. A behavioral checklist will be used.
 - B. If at this point the student admits use, he/she will be given the same options noted under number 1 above.
 - C. If the student still denies:
 1. The student will be given a five-day suspension to be held in abeyance until the investigation is completed. .
 2. The student will be given the option of urinalysis or breath alcohol test by a certified lab or law enforcement to prove innocence. Until the results are certified, the suspension will be held in abeyance.
 3. If the urinalysis or breath alcohol test is negative, there will be no penalty.
 4. If the urinalysis or breath alcohol test is positive, the student drug alcohol procedure will be applied

SEARCH & SEIZURE PROCEDURE

To maintain order and discipline in the schools and to protect the health, safety, and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this procedure, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this procedure will be considered grounds for disciplinary action.

Student desks and lockers are the property of the school, and school officials reserve the right to search desks and lockers. Whenever possible, the administration will advise students in advance of the search. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified.

Personal Searches:

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. Authorized searches of the student's person are:

1. the student's pockets;
2. purses, briefcases, book bag, or any other object in the possession of the student;
3. removal of an article of exterior clothing such as a jacket.

Locker Searches:

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches:

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials:

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

GUIDELINES FOR SUBSTANCE ABUSE TESTING

1. Testing will be done under conditions established by a certified drug testing facility- Examples: Burlington Memorial Hospital and/or Burlington Clinic.
2. The testing will be an analysis for any illegal or illicit chemicals and/or alcohol.
3. The purpose of the testing is to allow the student to substantiate his/her claimed innocence when school authorities have determined there is reasonable suspicion that an illegal/illicit alcohol/chemical has been used.
4. This is an optional procedure. Students under the age of 18 must have parent permission.
5. The results of the testing will be submitted to the building administrator or designee.
6. The testing will be administered as soon as possible after reasonable suspicion is determined. Ideally, this will be within one hour. However, if the time lapse is greater than one hour, the testing will still be completed if deemed appropriate by the building administrator.
7. The parent(s) and school officials will make arrangements to transport the student to the clinic or hospital.

EXTRA-CURRICULAR CODE OF CONDUCT/STUDENT ELIGIBILITY REGULATIONS

I. PHILOSOPHY

The extra-curricular activity program of Burlington High School is a vital part of the educational system. Its primary purpose is to assist students in growing and maturing into responsible members of the school and community. As participants in activities, students are, and will continue to be an important part of school life.

This belief has resulted in the establishment of certain standards for students. These include standards of behavior in the area of school attendance, academic achievement, and proper conduct. As extra-curricular activities are unique extensions of our school curriculum, it is the goal of the Burlington Area School District to offer a program of extra-curricular activities that provides opportunities for boys and girls to learn skills, good sportsmanship, the importance of teamwork, and the importance of motivation and goals. We further believe that participants must recognize the value of good physical health and conditioning and the role they play in competition/participation. We feel these rules and codes must be followed and that the enforcement of such rules is important to our extra-curricular program.

II. ELIGIBILITY RULES

This Code of Conduct applies to all Burlington High School students in grades 9-12.

A. ACADEMIC AND ATTENDANCE REQUIREMENTS

1. All student participants must maintain a minimum of a 1.67 grade point average (GPA).
2. No unexcused/unresolved or truant absences for school year.

3. All coaches/advisors are required to identify those students who are not meeting the GPA or attendance requirement and restrict them from performing or playing for the succeeding quarter.
A student academically ineligible at the end of any term, who desires to participate in an activity, must take the following steps:
 - a. May regain eligibility after 20 school days of the next term if grades improve to a 1.67 GPA or better. During this time, the student may practice but not perform. If, after 20 days, the student's grades have not improved, the student may no longer practice.
 - b. Mid-term GPA may only be used to regain eligibility.
 - c. During the period of academic ineligibility, the student may practice but not perform.
 - d. The Assistant Principal for Athletics/Activities will notify the student's teachers and the coach/advisor of the student's status after the appeal meeting.
 - e. A student who fails to become eligible at mid-term is ineligible to practice or perform in any activity.
 - f. Students who are in clubs may continue participation but may not hold office.
4. Fall Sports – the minimum ineligibility period shall be the lesser of:
 - a.) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or
 - b.) one-third the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
5. Students in special programs and students with unique circumstances and special cases identified by the administrative team may constitute an administrative review. An educational goal plan will be set up by an administrative review team which will consist of the coach, advisor, Principal, Assistant Principal for Athletics/Activities, teacher, and special education staff (if needed). The educational goal plan will be a daily academic and attendance monitor, with a weekly review to include social behavior and conduct rules. A student must be on the educational goal plan for the duration of the season/activity they are participating in.
6. Students participating in athletics are required to meet the following WIAA academic rules: A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade-reporting period.
7. Coaches/advisors shall, on a daily basis, determine whether any of their extra-curricular participants are or were truant or unexcused/unresolved during any period of the given day.
8. Coaches/advisors who find one of their participants truant or unexcused shall immediately suspend that individual from active participation according to the following schedule:
 - a. One period truant, one-day suspension from the activity.
 - b. Each period of unexcused absence shall mandate a one-day suspension from the activity.
9. Excused absence is defined by the Attendance Office.
10. Students may not participate in any extra-curricular activity during/after school on the same day as an absence whether excused or unexcused unless arrangements are made with the Attendance Office before the absence.
11. Parents or guardians will be notified of ineligibility by one of the building administrators the same day a student becomes ineligible.
12. This procedure shall apply to all athletics, clubs, groups, organizations and activities.
13. Appeals shall be made through the Assistant Principal for Student Athletics/Activities, Principal, Superintendent, and the Board of Education.

B. SOCIAL BEHAVIOR AND CONDUCT RULES

The following shall be considered violations of this code:

1. TOBACCO - The possession, transfer and/or use of tobacco products.
2. ALCOHOLIC BEVERAGES - The possession, transfer and/or use of alcoholic beverages.
3. DRUGS - The possession, transfer and/or use of any drug not specifically prescribed by a physician.
4. ILLEGAL PARTIES/ACTIVITIES
 - a. Participating in activities considered illegal under the law.
 - b. Knowingly being involved in criminal activities such as theft, burglary, assault, etc. Minor traffic violations are excluded such as speeding, registration, stop sign, etc.
5. CONDUCT - Conduct or habits that make the student/participant unqualified to represent the ideals, principles, and standards of the Burlington Area School District are:
 - a. Poor sportsmanship during co-curricular activities, swearing or using abusive language.
 - b. Violations of school policies.
 - c. Disobeying rules established by the coach/advisor for his/her particular activity.
 - d. Being in a vehicle where a non-parent driver is ticketed for driving under the influence of alcohol.
 - e. Presence at a function or in an establishment or portion thereof, whose primary purpose is to serve/sell liquor.
 - f. Personal appearance or dress not in compliance with standards established by the coach/advisor.
 - g. Failure to use school transportation for away contests unless excused by the parent, principal, or coach/advisor prior to the event.

We recognize that discipline is essential to the teaching/learning process; therefore, each coach/advisor may establish rules in addition to those cited in the code to insure an atmosphere conducive to the efficient supervision of his/her activity and these rules must be submitted in writing to the building principal. We further recognize that some clubs and activities may have more stringent requirements for admittance and participation than outlined in this code. In those instances the more rigorous standards will be applied.

C. ACCOUNTABILITY FOR VIOLATIONS OF CONDUCT RULE

A student is covered by this Conduct Procedure from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her high school extra-curricular activities career.

CATEGORY I – Activities (All WIAA rules and code of conduct rules apply during the entire calendar year, including summer vacation, breaks, weekends, and the school year).

Baseball	Golf	Swimming
Basketball	Gymnastics	Tennis
Cheerleading	Pom Poms	Track
Cross Country	Soccer	Volleyball
Football	Softball	Wrestling

CATEGORY II - School-sponsored activities/clubs

Group A

Bowling
Forensics
Koral Club
One Act Play
Three Act Play/Musical

Group B

Crier
WBSD
Yearbook

Group C

Academic Decathlon
Amnesty International
Drama Club
Environmental Club
Escapades
FFA
Happy Wanderers
Honors Art Club
Jazz Band
Key Club
Mock Trial
Model OAS
Model U.N.
National Honor Society
Peer Listeners
Peer Mediation
Ping Pong Club
Rodeo Club
S.A.D.D. Chapter
Sign Language Club
Ski Club
Swing Choir
Student Council
Writers Block

If a new sport/activity is added, the building principal will place it in the appropriate category.

1. Participation in extra-curricular athletics/activities is a privilege. Failure to abide by the established rules or failure to cooperate in the investigation of the incident will result in withdrawal of the privilege to participate. The student participant shall be suspended from participation until such time as a conference is held with the student, accompanied by his/her parent(s) and the Activities Board. The Activities Board will be: Principal or designee, Assistant Principal for Athletics/Activities, Head Coach/Advisor of sport or activity.
 - a. 1st Violation - Meet with Activities Board. Guidance and action to follow. Category I – minimum of ½ the number of games or 50% of season suspension. Category IIa - minimum of ½ the performances suspension. Category IIb - minimum of ½ the year suspension. Category IIc - minimum of ½ the year suspension. *
 - b. 2nd Violation - Meet with Activities Board. Category I - Suspension of total season or all games. Category IIa -suspension of all performances. Category IIb - suspension of total year. Category IIc - suspension of total year.*
 - c. 3rd Violation - Suspension from co-curricular activity for remainder of school eligibility.

***HONESTY PENALTY REDUCTION** - Students who admit violations will receive one half of the penalty imposed on those who do not cooperate or attempt to deceive school officials.
2. **Student Assistance Program (S.A.P.) - First Violation**
 - a. A student found in violation of the Rules of Conduct involving alcohol/chemicals will meet with the S.A.P. Coordinator for an interview and will be required to successfully complete a prescribed program before regaining his/her eligibility. OR
 - b. Contact an approved non-school AODA counseling agency for an assessment of personal use. (At Parent Cost.)

3. Second Violation - The student must meet with administration, AODA coordinator and parent(s)/guardian(s) and establish procedures to complete each of the four steps listed below.
 - a. Complete an AODA assessment at a licensed AODA agency.
 - b. Cooperatively participate in the recommended treatment program.
 - c. Successfully complete the treatment program.
 - d. Agree to a behavioral contract between the student, school administration and representative of the AODA treatment agency as a condition of re-admittance to school athletic program(s).

D. APPEALS

1. A student/participant and/or his/her parents may submit an appeal to the principal. This appeal must be made in writing within seven calendar days from the suspension. The principal must respond within 72 hours.
2. A second appeal may be made to the Superintendent. This appeal must be made within seven calendar days from the completion of the first appeal. The Superintendent must respond within 72 hours.
3. A third appeal may be made to the Board of Education. This appeal must be made within seven calendar days from the completion of the second appeal. The Board of Education must respond within 5 days after hearing the appeal.

E. REINSTATEMENT

A student who has been suspended for the remainder of school eligibility (see page 8) may appeal to the Activities Board for reinstatement. The Activities Board will then review the student's academic and attendance records plus his conduct during the current and past year, for consideration of possible reinstatement.

III. TRANSPORTATION

- A. The Burlington Area School District supplies appropriate transportation to most school-sponsored activities. Participants are required to use this transportation (if provided) unless pre-excused in writing.
- B. For practices, competitions or activities for which no school-sponsored vehicles are provided, parents must assume responsibility for their son/daughter's transportation.

IV. EQUIPMENT

Any school equipment/property that is issued must be returned or paid for before a student/participant may participate in his/her next activity, receive any awards, or participate in the graduation ceremony.

V. COMMITMENT

When a student/participant makes a decision to participate on a particular team or activity, he/she is expected to honor the commitment at least for the particular season. If the student quits and wishes to participate in another activity/sport during the same season, he/she must receive permission from both coaches/advisors and in the case of athletics, the Assistant Principal for Athletics/Activities.

Date of Adoption:
 August 14, 1989
 Date of Implementation: Effective Immediately
 Amended:
 October 14, 1991
 Adopted:
 February 10, 1997
 Revised:
 January 13, 1997
 Revised:
 August 10, 1998
 Revised:
 August 2005
 Adopted:
 August 8, 2005
 Revised:
 September 23, 2005
 Revised:
 October 24, 2005
 Reviewed:
 May 12, 2008

Legal Reference: Code of WI
 Section 120.13