

Administrative Guidelines for Tobacco and Drug/Alcohol Education Classes

1. Students who violate the tobacco or drug/alcohol policies (4-3(b), number 9) must complete a tobacco or drug/alcohol awareness class.
2. When processing the paperwork for the suspension, complete the Contract of Agreement for Alcohol or Other Drug Offense or Contract of Agreement for Tobacco Offense form. Indicate that the form has been completed on the Report of Out-of-School Suspension, the Recommendation for Long-Term Suspension form, and Long-Term Suspension Checklist (if applicable). Don Mace has updated these forms on the web.
3. Keep one copy of the Contract of Agreement for your records, attach one copy to the Suspension Report or the Recommendation for Long-Term packet (whichever applies), give one copy to the parents, and fax one copy of the Contract of Agreement for Alcohol or Other Drug Offense to the School Security Coordinator (704-282-2171) or one copy of the Contract of Agreement for Tobacco Offense to the Tobacco Prevention Specialist (704-296-3155).
4. **Students will be given three opportunities to complete the required Drug Education class.**
5. Students who fail to complete the tobacco class will be given one additional OSS day per Board Policy.
6. **Students who receive a six-day suspension under Policy 4-3(b), number 9 and fail to complete the Drug Education class will be long-term suspended. (See #4)**
7. **Students who are long-term suspended under Policy 4-3(b), number 9 and fail to complete the Drug Education class will not be allowed to reenroll at the beginning of the second semester or at the beginning of the next school year, whichever applies, until documented proof of successful completion of the class is provided.**
8. **ALTS does not supplant the drug classes. If a student is long-term suspended because he/she failed to complete the class, ALTS will not be provided since drug classes are routinely scheduled.**
9. School Safety Coordinator will arrange the classes, inform students of the times and dates, and send reminder notices (up to three times). Coordinator will keep a master list of those students who complete the classes and those who do not and inform principals when to begin long-term suspension of those who fail to complete the classes in the required time.
10. School Safety Coordinator will schedule a minimum of one class per month, excluding July. Additional classes will be offered after the 180th day of school or prior to the 1st day of school in August.