

**Alcohol/Breathalyzer Policy**

The Board of Education has determined that the use of alcohol by minors represents a serious threat to the welfare of students.

The possession, transportation and distribution of alcoholic beverages during school hours or during school-sponsored activities and events are strictly prohibited.

The consumption of alcohol by students during school hours as well as prior to or during school sponsored activities and events, and the presence of students who have consumed alcohol on school campus at any time or during school-sponsored, off-campus activities and events, is strictly prohibited. Therefore, in order to deter the possession, transportation and distribution of alcoholic beverages and thereby to strengthen our existing efforts to promote a safe, healthy, and productive environment, the District implements the following breathalyzer testing policy with respect to students suspected of consumption of alcohol. The primary goal of authorizing the use of breathalyzers is to deter student consumption of alcohol.

- a. School personnel who have a reasonable suspicion that a particular student has consumed alcohol prior to or during school hours or during a school-sponsored event may recommend, to the administrator or designated District personnel in charge, the use of breathalyzer testing to determine such consumption. Reasonable suspicion shall be based on objective criteria including, but not limited to, admissions, reliable statements of others, alcohol on the breath, impairment of motor control and other outward signs of alcohol use or intoxication.
- b. The District shall maintain an appropriately calibrated breathalyzer testing device and shall provide for training of appropriate employees in its use. The term, trained “school official” shall be limited to nurses, administrators, coaches, advisors, security officers and other designated personnel; and drug and alcohol school professionals.
- c. A student present during a school-sponsored event, either on campus or off campus, who is believed to have consumed alcohol prior to or during the day or event, will be discretely escorted by the school official to a secure location. The test shall be administered by a trained school official. The student will be granted an opportunity to be heard concerning justification for a positive test result. After due consideration of the student’s rationale, the school official shall make an immediate determination whether to exclude the student from the school or event. If alcohol use has been determined, the student’s parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation until a parent, legal guardian or other designated adult is available to transport the student home. If none of the previous responsible adults are available, the student will be placed in the custody of the police.

- d. In the event that a student refuses the administration of a breathalyzer test in any of the circumstances described above, he/she will be presumed to have consumed alcohol as a result of the observation of the student's behavior and the refusal. The matter shall be processed under paragraph c) in the same manner as if a positive breathalyzer test had been obtained.

As noted above, the consumption, possession, transportation and distribution of alcoholic beverages during school hours, on school property, or during school-sponsored activities and events is strictly prohibited. Any student determined to have possessed, transported or distributed alcoholic beverages during school hours, or during school-sponsored activities and events either on or off school premises shall be subject to immediate suspension and further discipline as provided in Section 3214 of the Education law of the State of New York.

Cross-ref: 5300, Code of Conduct  
5312.1, Drug and Alcohol Abuse

Policy Adopted: February 15, 2006

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*Procedures for Administering a Field Sobriety Test:*

1. Observation of student behavior that give school personnel reasonable suspicion that a particular student has consumed alcohol prior to or during school hours or during a school-sponsored event.
2. Conduct initial interview and Divided Attention Test. Ask if student has taken any medication or has a pre-existing medical condition.
3. If the initial interview supports your preliminary observation, a Student Field Sobriety Test (F S T) will be conducted.
4. Steps for administration of F S T:  
The F S T must be conducted by a minimum of 2 people who have been trained by the district in the administration of the F S T and recording data.
  - a. Remove student to a secure and safe area where there is ample space to conduct a field sobriety test preferably in a space which is under surveillance by a security camera system.
  - b. Administer Nystagmus Test. Record the results.
  - c. Administer Walk & Turn Test. Record the results.
  - d. Administer One Legged Stand Test. Record the results.
  - e. If the subject has not performed well on any of the F S T, the Preliminary Breath Testing (P B T) should be administered.

1. Before administration of P B T, the person administering the P B T must be able to say that the individual has been under observation for 20 minutes and has not ingested anything. A trained school official may administer the P B T before 20 minutes have elapsed. If a positive alcohol level is recorded, a second test **MUST** be administered **AFTER** 20 minutes have elapsed.
2. The student must again be asked if he/she has taken any medications or has any previous medical condition.
3. Prepare the device as follows:

Remove device from case.

Insert battery.

Turn unit on and test for power.

Use only a new, uncontaminated test tube for each test.

**f.** Administration of the P B T:

1. One person will administer and a second will record and witness.
2. The blood alcohol concentration must be recorded on the district F S T form after the test has been successfully administered.

**g.** If alcohol use has been determined, the student's parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation until a parent, legal guardian or other designated adult is available to transport the student home. If none of the previous responsible adults are available, the student will be placed in the custody of the police.

**h.** In the event that a student refuses the administration of a breathalyzer test in any of the circumstances described above, he/she will be presumed to have consumed alcohol as a result of the observation of the student's behavior and the refusal. The school official shall make an immediate determination whether to exclude the student from the school or event.

Adopted: 5/17/06

**HEWLETT WOODMERE UFSD  
PERFORMANCE CHECKLIST  
STANDARDIZED FIELD SOBRIETY TEST BATTERY**

Name: \_\_\_\_\_ M.I. \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Last First

School: \_\_\_\_\_ Grade: \_\_\_\_\_ M/F: \_\_\_\_\_

Field sobriety test is always conducted by a minimum of (2) authorized school officials.

**I Time Documentation**

Initial Observation: \_\_\_\_\_ AM/PM Location: \_\_\_\_\_

**II Observation of impairment in some or all of the following areas that would evidence alcohol and/or other drug influence**

**Divided Attention Tests**

\_\_\_\_\_ Information processing. What is your name, date of birth and address?

\_\_\_\_\_ Have you consumed any alcohol or any drug today?

**Subject displays:**

\_\_\_\_\_ Slurred speech, unsteady sluggish reactions

\_\_\_\_\_ Judgment and decision making

\_\_\_\_\_ Inconsistent responses

\_\_\_\_\_ Vision impaired/ blood shot eyes

\_\_\_\_\_ Small muscle control/balance poor

\_\_\_\_\_ Coordination of limbs poor

\_\_\_\_\_ Smell of alcohol on the individual

Pass \_\_\_\_\_ Fail \_\_\_\_\_

**III Determination of pre-existing medical conditions:**

Do you have any medical problems? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Are you taking any medications at this time? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**IV Administration of Horizontal Gaze Nystagmus Test**

**PERFORMANCE CHECKLIST:**

- \_\_\_\_\_ a. Have subject remove glasses if applicable. (Always start with left eye first.)
- \_\_\_\_\_ b. Stimulus held in proper position (approximately 12" – 15" from nose, slightly above eye level).
- \_\_\_\_\_ c. Check for equal tracking.
- \_\_\_\_\_ d. Check for pupil size.
- \_\_\_\_\_ e. Move the object/stimulus smoothly from center of nose to maximum deviation in approximately 2 seconds and then back across subject's face to maximum deviation in right eye, then back to center. Check left eye, then right eye. (Repeat).
- \_\_\_\_\_ f. Eye held at maximum deviation for a minimum of four seconds (no white showing). Check left eye, then right eye. (Repeat)
- \_\_\_\_\_ g. Eye moved slowly (approximately 4 sec.) from center to 45 degree angle. Check left eye, then right eye. (Repeat)
- \_\_\_\_\_ h. Check for Vertical Gaze Nystagmus. (Repeat)

**V Administration of Walk and Turn Test (Ensure adequate clear unobstructed space is available)**

School Official Administering Test provides verbal instructions from a position which will ensure their personal safety and the subject's safety.

- \_\_\_\_\_ a. Tells subject to place feet on line in heel-to-toe manner (left foot behind right foot) with arms at sides and gives demonstration.
- \_\_\_\_\_ b. Tells subject not to begin test until instructed to do so and asks if subject understands all instructions.
- \_\_\_\_\_ c. Tells subject to take nine heel-to-toe steps and demonstrates.
- \_\_\_\_\_ d. Explains and demonstrates turning procedure.
- \_\_\_\_\_ e. Tells subject to return with nine heel-to-toe steps.
- \_\_\_\_\_ f. Tells subject to count steps out loud.
- \_\_\_\_\_ g. Tells subject to look at feet while counting.
- \_\_\_\_\_ h. Tells subject not to raise arms from sides.
- \_\_\_\_\_ i. Tells subject not to stop once they begin.
- \_\_\_\_\_ j. Asks subject if all instructions are understood.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**STANDARDIZED FIELD SOBRIETY TEST BATTERY**

**VI Administration of One Leg Stand Test**

School Official Administering Test provides verbal instructions from a position which will ensure their personal safety and the subject’s safety.

- a. Tells subject to stand straight, place feet together, and hold arms at sides.
- b. Tells subject not to begin test until instructed to do so and asked if subject understands.
- c. Tells subject to raise one leg, either leg, approximately 6” from the ground, keeping raised foot pointed out, and gives demonstration.
- d. Tells subject to keep both legs straight and to look at elevated foot.
- e. Tells subject to count by thousands in the following manner: one thousand and one, one thousand and two, one thousand and three, until told to stop, and gives demonstration.

Checks actual time subject holds leg up. (Maximum time should not exceed 30 seconds)

**Determination of Field Sobriety Test (FST) Check as applicable:**

FST Passed: No further testing conducted: \_\_\_\_\_

FST Failed: Proceeded with PBT: \_\_\_\_\_

**VII Administration of Preliminary Breath Testing/ P B T (Field Sobriety is failed by subject)**

Confirm the subject has been under your observation for minimum of (20) minutes and has not had anything to drink or eat prior to administering the PBT.

If circumstances warrant, it is permissible to administer the PBT in the first 20 minutes.

However, a second test **MUST** be administered after 20 minutes have elapsed, if the first test is positive.

Official administering test can verify that the individual has been under observation and has not ingested any substance in the past 20 minutes.

YES \_\_\_\_\_ NO \_\_\_\_\_

Time of Administration of 1<sup>st</sup> PBT: \_\_\_\_\_ 2<sup>ND</sup> PBT: \_\_\_\_\_

All procedures as outlined by district policy for FST/PBT were followed and the breathalyzer unit was in proper working order at the time the test was administered.

The model breathalyzer used: \_\_\_\_\_

**PBT Level Measured:**

First Administration: \_\_\_\_\_ Second Administration: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following individuals have been properly trained and are familiar with the procedures for conducting the FST and PBT tests:

Failure by subject to comply with any and all parts of the Field Sobriety Test shall be interpreted as a positive test result for being under the influence.

**Administrator of  
FST/PBT :**

Print your name \_\_\_\_\_

Sign your name \_\_\_\_\_

**Recorder/Witness:**

Print your name \_\_\_\_\_

Sign your name \_\_\_\_\_

**Witness:**

Print your name \_\_\_\_\_

Sign your name \_\_\_\_\_

Adopted: 5/17/06



