**Reporting Student Abuse of Alcohol or Drugs**

New Mexico law requires that school employees who know or in good faith suspect any student of using or abusing alcohol or drugs shall report such use pursuant to procedures established by their local school boards. So long as such report is made in good faith, the reporting school employee shall be immune from civil damages for his or her action. This policy is enacted to provide a procedure to be followed by all school district employees in reporting known or suspected use or abuse of alcohol or drugs by students.

All employees have a mandatory, nondiscretionary duty to report known or suspected alcohol or drug use or abuse by any student of the district.

All reports made shall be on a uniform reporting form, available from the principals, and shall be given to the principal of the school in which the student is enrolled.

Reports shall be made within a reasonable time after the employee learns or suspects the use or abuse of drugs or alcohol by a student.

It is not the duty of the school employee making the report to conduct an investigation to determine whether the student identified has in fact used or abused drugs or alcohol. The duty to investigate shall be upon the principal to whom the report is made; provided, however, that the reporting employee shall cooperate with responsible school officials during the course of any investigation.

The failure of any school employee to report knowledge or suspicion of student alcohol or drug use in a timely manner may be cause for discipline of the employee.

Reference: (NMSA 22-5-4.4)

Rio Rancho Public Schools
Adopted: August 8, 1994
Reviewed & Revised: February 25, 2002