

Regional School Unit 73 Board of Directors	CODE: JICH-R Page 1
SUBJECT: Drug and Alcohol Use by Students Administrative Procedures	
DATE OF ORIGINAL POLICY: Feb. 26, 2007 DATE OF NEXT REVIEW: 2018 CANCELS POLICY CODE: None REVISION DATE: May 23, 2013	
JURISDICTION: RSU 73 Schools	

POLICY: POLICY ON PUPIL USE AND/OR POSSESSION OF ALCOHOL OR ILLEGAL DRUGS

RULES:

- A. This will be in effect on school property and at school-sponsored functions (including transportation provided by RSU 73 to and from facilities).
- B. Students and their parent/guardian in grades 6-12 who are involved in interscholastic activities and/or other extra or co-curricular activities will sign a contract, a section of which will require them to abide by the provisions of this policy.
- C. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

SUBJECT: Drug and Alcohol Use by Students Administrative Procedures

I. Administrative Procedures:

The procedure to follow in case of suspected possession, use or furnishing of these prohibited substances is as follows:

A. The staff person who has reason to suspect the possession and/or use of prohibited mood altering substance shall:

1. Take whatever immediate action necessary to secure the health and safety of any involved student.
2. If possible, obtain the alleged prohibited substance.
3. Immediately inform administration of such possession or use.

B. The principal shall:

1. Interview the student for verification and schedule a meeting with his/her parents or guardian.
2. Make reasonable efforts to obtain the alleged prohibited substance.
3. Obtain a written report of the incident from the reporting staff member and supplement that report with any additional information which the principal may develop. Notify the superintendent.
4. Notify the appropriate law enforcement authorities if a violation of the law occurred.
5. Take all necessary action to insure that any violation of policy is terminated and that appropriate disciplinary action is taken with due process for students.
 - a. For disciplinary/correction action in grades K-5 emphasis will usually focus on guidance, parental contact, and education efforts whenever the incident is minor and/or the age/maturity of the child indicates a need for a counseling approach to the problem. This is not intended to prohibit disciplinary action if appropriate.
 - b. The penalties in this policy will be the minimum imposed for the following infractions for grades 6-12.

Regional School Unit 73 Board of Directors	CODE: JICH-R Page: 3
SUBJECT: Drug and Alcohol Use by Students Administrative Procedures	

6. Records

- a. Records will be kept of all substance abuse violations and will be cumulative by building (K-5; 6-8; and 9-12).
- b. Any records pertaining to substance abuse issues shall remain confidential and will not be forwarded if the student leaves RSU 73. The records will be destroyed upon graduation.

II. Disciplinary Referral

A. Possession/Use of Prohibited Substances:

First Offense:

- 1. Ten (10) day suspension
- 2. Will receive a non-clinical assessment by RSU 73's Substance Abuse Counselor.
- 3. Student will be referred to meet with the Superintendent of Schools who will decide if the student will be brought to an expulsion hearing.

Second Offense:

- 1. Ten (10) day suspension
- 2. The student will be referred to the Superintendent for a hearing with the Board for expulsion from school.

B. Furnishing/Selling of Prohibited Substances:

First Offense:

- 1. Ten (10) day suspension
- 2. Recommendation to the Board for expulsion from school.

C. Additionally For Those Students Participating in Co- and Extra-Curricular Activities:

The following is for those who violate the contract by possessing, using or furnishing any prohibited substance/item listed in policy JICH under Prohibited Conduct, while engaged in a co- or extra-curricular activity at any time on or off school grounds during the season or duration of a school co- or extra-curricular activity. The season is defined as the first day of practice through the awards banquet or the last scheduled event for that activity, whichever comes last.

SUBJECT: Drug and Alcohol Use by Students Administrative Procedures

First Offense:

1. Suspended from the sport/season. With respect to yearlong co-curricular activities such as Drama and FBLA the student will be suspended from participation in the activity for 30 calendar days.
2. Loss of any eligibility award that the student may otherwise be eligible for.
3. Will receive a non-clinical assessment by the RSU 73 Substance Abuse Counselor.

Second Offense:

1. Referral to the Board for expulsion.

III. Concerned Person Referral:

The intent of a concerned person referral is to offer the opportunity to address a student's substance use/abuse concerns confidentially without risk of discipline to the student. A concerned person referral made AFTER any observation/report pertaining to the student's use of the above-mentioned substances will not preclude disciplinary procedures. The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program by providing them with appropriate information to aid them in obtaining assistance from school and community resources. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

- A. The concerned person shares his/her concern with the Substance Abuse Counselor.
- B. The Substance Abuse Counselor consults with others who know the student in order to assess behavior, if applicable (student's right to confidentiality is protected).
- C. The Substance Abuse Counselor meets with student, if appropriate, to share concerns and review information and policies. (If student acknowledges problem follow Self Referral Procedures and omit steps D-F below; if not proceed to step D.
- D. The Substance Abuse Counselor begins non-clinical assessment if appropriate.
- E. Substance Abuse Counselor notifies parent(s) if appropriate.
- F. If appropriate, and with student's consent, Substance Abuse Counselor helps to develop plan with student.

SUBJECT: Drug and Alcohol Use by Students Administrative Procedures**IV. Self-Referral**

A student may, in confidence, seek assistance with substance abuse problems and will be referred to appropriate resources without risk of discipline or punishment; however, a self-referral made AFTER any observation/report concerning the student's use of the above-mentioned substances will not preclude disciplinary procedures. A staff member who is approached by a student seeking help is expected to maintain confidentiality of the student and refer him/her to the Substance Abuse Counselor. Staff members may respond to students seeking help with dependency or abuse problems without being compelled to use the information in a disciplinary manner. Students shall be informed that they continue to be responsible for their actions and behaviors exhibited under the influence.

- A. The Substance Abuse Counselor evaluates the student.
- B. The Substance Abuse Counselor develops a plan with the student.
- C. The Substance Abuse Counselor follows up to determine if the student is utilizing resources effectively, and if not, meets with the student to review the plan.
- D. The Substance Abuse Counselor will recommend student for outside treatment with a State of Maine Licensed Alcohol and Drug Abuse Counselor at student's expense.
- E. The Student shall be informed he/she continues to be responsible for his/her actions and behaviors exhibited under the influence.

V. Procedures for School Functions**A. Use or Possession of Prohibited Substances****1. First Offense**

- a. Remove the student from the school function and return the student to school grounds when appropriate.
- b. Call parent(s) or guardian to pick up student.
- c. Notify police or sheriff's department of offense and ask them to transport the student home if parent or guardian is not available.
- d. Refer to Disciplinary Referral, A, First Offense.

SUBJECT: Drug and Alcohol Use by Students Administrative Procedures

2. Second Offense

- a. Same as First Offense
- b. Refer to Disciplinary Referral, A, Second Offense.

B. Selling or Furnishing Prohibited Substances

1. First Offense

- a. Notify police.
- b. Remove student from the school function and return the student to the school grounds when appropriate.
- c. Refer to Disciplinary Referral, B, First Offense.
- d. Call parent or guardian to pick up student.

VI. Medical Emergency

- A. In the case of a medical emergency, the normal administrative procedures for medical emergencies will be followed.
- B. Once the medical emergency has been dealt with, the appropriate policy provision will be implemented.

Adopted: May 23, 2013