

**SUBJECT: DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURES**

Date of Original Procedure: FEBRUARY 26, 2007

Date of Next Review:

Cancels Policy Code: None

Revision Date: April 2021

JURISDICTION: **RSU 73 Schools****POLICY: DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURES****RULES:**

1. This will be in effect on school property and at school-sponsored functions (including transportation provided by RSU 73 to and from facilities.)
2. Students and their parents and/or guardians 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 procedure.
3. 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 their doctor.

**ADMINISTRATIVE PROCEDURES:**

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

1. The staff person who has reason to suspect the possession and/or use of prohibited mood-altering substance shall:
  - a. Take whatever immediate action necessary to secure the health and safety of any involved student.
  - b. If possible, obtain the alleged prohibited substance.
  - c. Immediately inform administration of such possession or use.
2. The principal shall:
  - a. Interview the student for verification and schedule a meeting with their parent(s) or guardian(s).
  - b. Make reasonable efforts to obtain the alleged prohibited substance.
  - c. 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.
  - d. Notify the superintendent of schools.
  - e. Notify the appropriate law enforcement authorities if a violation of the law occurred.
  - f. Take all necessary action to ensure that any violation of policy is terminated and that appropriate disciplinary action is taken with due process for student(s).
    - i. For disciplinary / corrective action in grades K-5 emphasis will usually focus on guidance, parental/guardian 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.
    - ii. The penalties in this procedure will be the minimum imposed for the following infractions for grades 6-8 and 9-12.

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## 3. 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.

**I. POSSESSION / USE OF PROHIBITED SUBSTANCES****Disciplinary Referral (9-12)**

## a. FIRST OFFENSE:

- Ten (10) day suspension
- If the student agrees to meeting with a social worker or school counselor for counseling sessions, suspension will be reduced to a 5-day suspension.

## b. SECOND OFFENSE:

- Ten (10) days suspension
- If a student agrees to meeting with a social worker or school counselor for counseling sessions, suspension will be reduced to a 5-day suspension.
- The student must meet with the Superintendent of Schools.

## c. THIRD OFFENSE:

- Ten (10) day suspension
- The student must complete counseling sessions with the school social worker.
- The student must meet with the Superintendent of Schools.

## d. FOURTH OFFENSE:

- Ten (10) day suspension.
- The student must complete counseling sessions with the school social worker.
- The student must meet with the Superintendent of Schools.
- The student will be brought to the School Board for an expulsion hearing.

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JURISDICTION: **RSU 73 Schools****Disciplinary Referral (6-8)**

## a. FIRST OFFENSE:

→ Three (3) day suspension.

→ The student will meet with the school social worker or school counselor.

## b. ANY SUBSEQUENT OFFENSES:

→ Up to a ten (10) day suspension.

→ The student will meet with the school social worker or school counselor.

→ The student will meet with the Superintendent of Schools.

→ The student may be required to be brought to the School Board for expulsion.

**II. FURNISHING / SELLING OF PROHIBITED SUBSTANCES (6-8) AND (9-12)**

## a. FIRST OFFENSE:

→ Ten (10) day suspension.

→ Recommendation to the School Board for expulsion from school.

**III. ADDITIONALLY FOR THOSE STUDENTS PARTICIPATING IN CO- AND EXTRACURRICULAR ACTIVITIES:**

The following is for those who violate the contract by possessing, using, or furnishing any prohibited substance or item listed in Policy - JICH under Prohibited Conduct, while engaged in a co- or extracurricular activity at any time on or off school grounds during the season or duration of a school co- or extracurricular 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.

## a. FIRST OFFENSE:

→ Suspended from the sport / season. With respect to yearlong co-curricular activities such as Drama, Yearbook, etc., the student will be suspended from participation in the activity for 30 calendar days.

→ Loss of any eligibility for awards that the student may otherwise be eligible for.

→ The student will meet with the school social worker and/or school counselor.

## b. SECOND OFFENSE:

→ Referral to the School Board for expulsion.

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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 or 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 their concern with the school social worker or school counselor.
- b. The school social worker or school counselor consults with others who know the student in order to assess behavior, if applicable. (Student's right to confidentiality is always protected.)
- c. The school social worker or school counselor meets with the student, if appropriate, to share concerns and review information and policies and/or procedures. (If a student acknowledges a problem, follow Self Referral Procedures and omit steps D-F below; if student doesn't acknowledge problem, proceed to step D).
- d. The school social worker or school counselor begins non-clinical assessment if appropriate.
- e. The school social worker or school counselor notifies parent(s) and/or guardian(s) if appropriate.
- f. If appropriate, and with the student's consent, the school social worker or school counselor will help to develop a plan with the student.

**V. 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 or report concerning a 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 them to the school social worker. 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 school social worker or school counselor evaluates the student.
- b. The school social worker or school counselor develops a plan with the student.
- c. The school social worker or school counselor follows up to determine if the student is utilizing resources effectively, and if not, meets with the student to review their plan.

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- d. The school social worker or school counselor will recommend the student for outside treatment with a State of Maine Licensed Alcohol and Drug Abuse Counselor at the student's expense.
- e. The student shall be informed that they continue to be responsible for their actions and behaviors exhibited under the influence.

**VI. PROCEDURES FOR SCHOOL FUNCTIONS:**

## 1. Use or Possession of Prohibited Substances

## a. FIRST OFFENSE:

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

## b. SECOND OFFENSE:

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

## 2. Selling or Furnishing Prohibited Substances

## a. FIRST OFFENSE:

- Notify the police.
- Remove the student from the school function and return the student to the school grounds when appropriate.
- Refer to Disciplinary Referral II. - a. First Offense.
- Call the parent(s) or guardian(s) to pick up the student.

**VII. MEDICAL EMERGENCY:**

- a. In the event of a medical emergency, the normal administrative procedures for medical emergencies will be followed.

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- b. Once the medical emergency has been dealt with, the appropriate policy / procedure provision(s) will be implemented.