

Student Use or Possession of Drugs/Alcohol/Tobacco Administrative Procedure

I. Use or Possession of Drugs/Alcohol

A. First Offense

1. Employees are required to report the incident to the principal or his/her designee.
2. The parent is contacted by the principal or designee (to explain policy, procedures, and resources).
3. The Superintendent is notified of the incident.
4. There will be an automatic suspension - minimum five days up to maximum of ten days.
5. A referral is made to the Student Assistance Team (SAT) (or the equivalent).
6. At the SAT meeting, the SAT members, parent(s), and student will define and agree to conditions for return to school. Failure to meet these conditions may result in a recommendation for expulsion. The conditions for return must include:
 - a. 45 days after returning, the student shall submit to a follow-up drug test to demonstrate that he/she is drug-free.
 - b. Failure to demonstrate or refusal to comply with the test requirement will result in a recommendation to the Board for expulsion.
 - c. The student will meet with a school substance abuse counselor up to four times upon return.
7. An SAT member is identified as a case manager.
8. The appropriate law enforcement agency will be notified.

B. Second Offense

Same as for first offense with additional steps:

1. There will be an automatic suspension of ten days;
2. The principal may recommend to the Superintendent an expulsion hearing.

C. Third Offense

Same as for first and second offenses with additional steps:

1. The principal will recommend to the Superintendent an expulsion hearing.

II. Trafficking or Furnishing Drugs/Alcohol

- A. Furnishing (sharing without the intent to sell) of drugs, alcohol, or substances they believe to be or purport to be such, at school related functions may result in a recommendation by the principal to the Superintendent for a Board expulsion hearing.
- B. Trafficking, or furnishing with intent to sell, drugs or alcohol or substances they believe to be, or

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purport to be such, at school related functions will result in a recommendation by the principal to the Superintendent for a Board expulsion hearing.

C. The appropriate law enforcement agency will be notified.

III. Use, possession, under the influence of drugs/alcohol at a school function

A. The staff person in charge removes the student from the function into a designated private area, and retains the student.

B. The staff person will call the parent or guardian identified on the emergency form/student information system.

C. The appropriate law enforcement agency will be notified.

D. The parent, law enforcement officer, or two school personnel will transport the student home if under the influence of drugs/alcohol.

E. The staff person will report the incident to the principal as soon as practical.

IV. Emergency Action

A. In a situation of apparent medical emergency because of a drug/alcohol reaction (i.e., overdose), notify the available school nurse and/or EMS. If at a school function or field trip' the person in charge evaluates the situation and contacts the parents for further medical direction.

B. Notify the principal or designee.

C. The appropriate law enforcement agency will be notified.

V. Voluntary Referrals

A. Concerned Person

1. The school has identified resource persons to whom staff or students can refer a student who is suspected of having a substance use problem for non-clinical assessment.

2. Staff persons or students may consult with the school guidance counselor or other designated person to discuss concerns about another student.

3. The guidance counselor or other designated person meets with the student to begin an informal assessment.

4. The guidance counselor or other designated person may discuss the information with the SAT for recommendations.

B. Self-Referral

1. The teacher/staff person listens to the students' concerns and asks, if appropriate, if the student would like to discuss concerns with the guidance counselor, social worker, or administrator.

2. The teacher/staff person consults with the guidance counselor (or other appropriate person) about the student to determine the best way to proceed.

3. The guidance counselor (or designated person) meets with the student to begin formal

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assessment.

4. The guidance counselor or designated person may discuss the students' case with the SAT for further recommendations.

VI. Use, Possession, or Furnishing of Tobacco on School Grounds or at School Functions.

A. First Offense

1. Employees are required to report the incident to the principal or his/her designee.
2. The parent will be contacted by the principal or designee by phone and by mail (to explain policy, procedures, resources, and the law relating to the illegal possession of tobacco products by a minor).
3. There will be a one to three day suspension. The student will be given pertinent information relating to a tobacco prevention education program, which will include information about the laws relating to youth and tobacco products and available resources.
4. The appropriate law enforcement agency will be notified.
5. The Superintendent will be notified of the incident by a monthly summary report.

B. Second Offense

Same as for first offense with the following addition:

1. The appropriate law enforcement agency will be notified, in writing, that this is a second offense.

C. Third Offense and Subsequent Offenses

Same as for second offense with the following additions:

1. The suspension will be between five and ten days.

DEFINITIONS:

Under Maine Criminal Code (Title 17-A) the following legal definitions apply:

A. A Scheduled Drug is any drug named or described in the Maine Criminal Code;

B. To Traffic means to sell, barter, trade, exchange, or otherwise furnish for consideration, make, create, manufacture, grow, cultivate, or to possess with the intent to do any act mentioned above;

C. To Furnish means to give, dispense, administer, prescribe, or otherwise transfer to another, with or

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without the intent to sell.

SIGNATURE BLOCK:

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Chris Woodford

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