

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: JICH-R msm-kb

Adopted: August 2004

Revised: January 2010; November 2014

SUBSTANCE ABUSE & POSSESSION PROCEDURE

A. Voluntary Referrals

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse problem shall refer the student(s) to a member of the Student Services Team (nurse, social worker, guidance counselor, administrator) or to the Substance Abuse Counselor.
2. Parents/Guardians or students who have a concern about a student's possible substance abuse are encouraged to notify a member of the Student Services Team or Administrator of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse may seek the assistance of a member of the Student Services Team or the Substance Abuse Counselor. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
4. A member of the Student Services Team (nurse, social worker, guidance counselor, administrator) and/or the Substance Abuse Counselor will meet with the student and his/her parents/guardians (if appropriate) and develop an action plan to meet the student's particular needs. The nurse will perform a non-clinical chemical health assessment.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

B. Discipline

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences that may include a recommendation for expulsion for any violation of the Board's Substance Abuse & Possession Policy. In determining the level of discipline, the administration will consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, the student's prior disciplinary record and any action plan developed with the Substance Abuse Counselor and/or Student Services Team.

1. Disciplinary Action – Alcohol and Drug Violations

- a. **Consuming, possessing, receiving or being under the influence of a prohibited substance or accepting to receive off school premises.**

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;
4. Notify the Superintendent and appropriate law enforcement; and
5. Suspend the student for up to five days.

The student must participate in a **non-clinical chemical health assessment with the school nurse or a licensed drug/alcohol counselor** either school-provided or through an outside provider.

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SECOND OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and member of the Student Services Team and/or Substance Abuse Counselor to develop a follow-up plan;
3. Notify the Superintendent and appropriate law enforcement; and
4. Suspend the student from school for up to ten days and may recommend expulsion.

The administrator may recommend to parents/guardians that student be referred for a clinical chemical health evaluation.

If the student fails to comply with the follow-up plan developed, this may result in further disciplinary action.

THIRD OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Recommend to parents/guardians that student be referred for a clinical chemical health evaluation;
4. Notify the Superintendent and appropriate law enforcement; and
5. Suspend the student from school for ten days and recommend expulsion.

b. Furnishing, selling, buying or manufacturing a prohibited substance or accepting to do so at a location off school premises.

FIRST OFFENSE and EVERY SUBSEQUENT OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and appropriate law enforcement; and
4. Suspend the student for ten days and recommend expulsion.

C. Procedures at School Functions

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed.
2. The student shall be removed from the function. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency contact) to pick up the student.
4. Should the parent/guardian be unable or unwilling to pick up student, law enforcement or two school personnel will transport the student home.
5. Notify the building administrator (who notifies the Superintendent as appropriate).

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6. Notify appropriate law enforcement.
7. The administrator will follow the disciplinary procedure outlined in this policy.

SIGNATURE BLOCK:

RSU #16 School Board

_____ Mary Martin, Chair	_____ DATE
_____ Jack Wiseman, Vice Chair	_____ DATE
_____ Jennifer Boenig	_____ DATE
_____ Grace Gendron	_____ DATE
_____ Tina Love	_____ DATE
_____ Mary Ella Jones	_____ DATE
_____ Ed Rabasco, Jr.	_____ DATE
_____ Melissa Hodgkin	_____ DATE
_____ Steve Holbrook	_____ DATE
_____ Annette Hemond	_____ DATE
_____ Aaron Ouellette	_____ DATE
_____ Scott Sawyer	_____ DATE
_____ Melanie Harvey	_____ DATE
_____ Scott Tiner	_____ DATE

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Julie Rioux

DATE