

STUDENT DRUG, ALCOHOL AND TOBACCO ADMINISTRATIVE PROCEDURE

A. Voluntary Referrals

1. Any school staff member who has a concern or is approached by student(s) about a substance abuse or tobacco problem shall refer the student(s) to the School Counselor or School Nurse.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify School Counselor or School Nurse of their concern. However, such referrals can not be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of the School Counselor or School Nurse. 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. The School Counselor or School Nurse will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

B. Disciplinary/Referrals

Any student found to be in violation of policy JICH will be subject to the following disciplinary procedures. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy.

In determining the level of discipline, the administration may 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, and the student's prior disciplinary record.

Disciplinary Action – Alcohol and Drug Violations

- a. Consuming, possessing, receiving or being under the influence of a prohibited substance.

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. Student will complete the school sanctioned intervention program at the next available session;
5. Notify the Superintendent and School Resource Officer; and
6. Suspend the student from school up to five (5) days.

Refer to: JICH B. Intervention

SECOND OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians to discuss a follow-up plan;
3. Recommend to parents/guardians that student be referred for a clinical chemical health evaluation.
4. Notify the Superintendent and School Resource Officer;
5. Suspend the student from school up to seven (7) days.

Refer to: JICH B. Intervention

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 participates in a drug and alcohol support program;
4. Notify the Superintendent and School Resource Officer;
5. Suspend the student from school for ten (10) days and refer to board.

b. Furnishing, selling, buying or manufacturing a prohibited substance.

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and School Resource Officer;
4. Suspend the student for ten (10) days and may recommend expulsion.

2. Disciplinary Action – All Tobacco Violations (to include but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vaporizers, vape products and other electronic nicotine delivery systems)

FIRST OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the Superintendent and School Resource Officer;
5. The student will complete the school sanctioned intervention program at the next available session.
6. Suspend the student up to five (5) days.

Refer to: Policy JICH B. Intervention

SECOND OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and School Resource Officer;
4. Recommend to parents/guardian that the student participate in a tobacco cessation program.
5. Suspend the student up to seven (7) days.

Refer to: Policy JICH B. Intervention File JICH-R

THIRD AND SUBSEQUENT OFFENSES

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and School Resource Officer;
4. Recommend to parents/guardian that the student participate in a tobacco cessation program.
5. Suspend the student for ten (10) days.

Refer to: Policy JICH B. Intervention

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Suspensions may be out of school, in school or a combination of both, maximizing in school suspensions whenever practicable.

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 and/or returned to school. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the School Resource Officer.
6. The administrator will follow the disciplinary procedure outlined in this policy.

Cross Reference:

JICH – Student Drug, Alcohol and Tobacco Use

JICI – Extracurricular Code of Conduct

Adopted: December 8, 2015

Amended: August 8, 2017

Revised: June 12, 2018