

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Drug and Alcohol Use by Students Administrative Procedure

These procedures shall guide administrative responses to drug and/or alcohol use/abuse by students.

INTERVENTION FOR K-6 REFERRALS

A. Referral by a Concerned Person

1. Notify administrator and/or guidance counselor;
2. Have administrator and/or guidance counselor meet with student;
3. Notify parent/guardian; and
4. Encourage family to seek help from counselors and/or community agencies or organizations.

B. Self-Referral

1. Listen to concern;
2. Refer to administrator and/or guidance counselor;
3. Notify parent/guardian;
4. Encourage help from substance abuse counselor and/or community agencies or organizations; and
5. Develop a plan to help the student

K-6 DISCIPLINARY ACTION

A. Possession/Use – First Offense

1. Have administrator meet with the student;
2. Verify and/or confiscate substance;
3. Notify parent/guardian and Superintendent;
4. Notify police (if necessary);
5. Suspend from school or recommend expulsion to the Superintendent; and
6. Have the student meet with the guidance counselor or, if available, a substance abuse counselor to develop a plan to help the student.

Second Offense

1. Steps 1-6 same as above with additional suspension time and/or recommendation for expulsion; and
2. Recommend to parent/guardian that the student be referred for clinical evaluation. If parent/guardian does not cooperate, notify Department of Human Services.

Third Offense

1. Same as second offense;
2. Recommend formal evaluation for treatment; and
3. Refer to the Superintendent for possible expulsion.

B. Furnishing/Selling – First Offense

1. Have administrator meet with student;
2. Verify and confiscate substance;
3. Notify parent/guardian, Superintendent, and police;
4. Suspend and/or recommend expulsion to the Superintendent; and
5. Have student meet with the guidance counselor or, if available, a substance abuse counselor.

Second Offense

1. Same as first offense; and
2. Refer to the Superintendent for possible expulsion.

INTERVENTION FOR 7-12 REFERRALS

A. Referral by a Concerned Person

1. Notify administrator and/or guidance counselor;
2. Have administrator and/or guidance counselor meet with student;
3. Notify parent/guardian, if warranted; and
4. Encourage student to seek help from counselors, peer counselors, and/or community agencies or organizations.

B. Self-Referral

1. Listen to concern;
2. Refer to administrator and/or guidance counselor;
3. Notify parent/guardian, if warranted;
4. Encourage help from substance abuse counselor and/or community agencies or organizations; and
5. Develop a plan to help the student.

7-12 DISCIPLINARY ACTION

A. Possession/Use – First Offense

1. Have administrator meet with the student;
2. Verify and/or confiscate substance;
3. Notify parent/guardian and Superintendent;

4. Notify police (if necessary);
5. Suspend from school or recommend expulsion to the Superintendent; and
6. Have the student meet with the guidance counselor or, if available, a substance abuse counselor to develop a plan to help the student.

Second Offense

1. Steps 1-6 same as above with additional suspension time and/or recommendation for expulsion; and
2. Recommend to parent/guardian that the student be referred for clinical evaluation. If parent/guardian does not cooperate, notify the Department of Human Services.

Third Offense

1. Same as second offense;
2. Recommend formal evaluation for treatment; and
3. Refer to the Superintendent for possible expulsion.

B. Furnishing/Selling – First Offense

1. Have administrator meet with student;
2. Verify and confiscate substance;
3. Notify parent/guardian, Superintendent, and police; and
4. Suspend and/or recommend expulsion to the Superintendent; and
5. Have student meet with the guidance counselor or, if available, a substance abuse counselor.

Second Offense

1. Same as first offense; and
2. Refer to the Superintendent for possible expulsion.

PROCEDURES TO FOLLOW AT SCHOOL FUNCTIONS

First Offense

1. Remove student from function;
2. Notify administrator and call parent/guardian to arrange for transportation home;
3. Have administrator meet with student;
4. Have student meet with guidance counselor or, if available, a substance abuse counselor; and
5. Suspend from school.

Second Offense

1. Same procedure as first offense;
2. Suspend and/or recommend expulsion; and
3. Have parent/guardian and student meet with guidance counselor or, if available, a substance abuse counselor to develop a plan for help.

PROCEDURE FOR OFF-CAMPUS ACTIVITIES

Any undesirable conduct may lead to suspension from the activity for an indefinite period of time as determined by the administrator, athletic director, and coach/advisor/teacher.

Note: Outlined procedures must be used with good judgment. The District recognizes that all students are individuals and thus must advocate in their best interest. The School Board recognizes that they have an obligation to protect individual student rights and the rights of other students.

Legal References: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)
17-A MRSA § 1101
42 USC § 290dd-2
42 CFR § 2.1 et seq.
20-A MRSA §§ 1001(9); 4008

Cross References: GBEC – Drug-Free Workplace
JICI – Dangerous Weapons in Schools
JKD – Student Suspension
JKE – Student Expulsion
JLCD – Administration of Medication to Students

History:	Adopted	Meeting #605	February 4, 1991
	Revised	Meeting #636	May 3, 1993 (as policy JFCI)
	Revised	Meeting #823	April 13, 2006