

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.

- B. 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.

C. Third Offense

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

Furnishing/Selling

A. 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.

B. 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.

B. 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.

C. Third Offense

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

Furnishing/Selling

A. 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.

B. Second Offense

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

Procedures to Follow at School Functions

A. 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.

B. 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.

Extracurricular Activities - Administrative Procedures

Participation in extracurricular activities, including athletics, is a privilege, not a right. The following consequences apply to violations of policy JICH by students who participate in extracurricular activities, whether the violation occurs on or off campus, during the school day, during school-sponsored activities, or at any other time or place during the school year.

A. First Violation

1. The principal/designee shall:
 - a. Discuss concerns with the student; and
 - b. Inform parent(s)/legal guardian(s).
2. The principal/designee will suspend the student from participation in extracurricular activities for 30 days. Days that are countable are only those within the student's extracurricular calendar.

Example #1: A student is suspended from a fall athletic team with 5 days remaining in the season. They will have 25 days of suspension remaining to be served during their next sport season.

Example #2: A student is suspended from a yearlong extracurricular activity (Student Council, NHS, Skills USA, etc.) for a first-time violation. They will be suspended from that activity for 30 calendar days. (Therefore, if a student participates on an athletic team and in a yearlong extracurricular activity, suspensions may begin and end at different times.)

For students participating in athletics, suspension will not preclude a student from trying out for the next season's activity or attending practices. The student will miss a minimum of two regular season athletic contests. If the student participates in athletics and the infraction occurs between seasons, the suspension starts with the athlete's next sports season.

B. Second Violation

1. First violation steps will be followed.
2. The principal/designee will suspend the student from extracurricular activities for 60 calendar days. Days that are countable are only those within the student's extracurricular calendar, (See examples above).

Suspension will not preclude a student's opportunity to try out for the next season's activity. The student will also miss a minimum of two regular season athletic contests.

If the student participates in athletics and the infraction occurs between seasons, the extra-curricular suspension starts with the athlete's next sport season.

C. Third Violation (and any subsequent violations)

1. Second violation steps will be followed.
2. A mandatory meeting between the student, parents/guardians, social worker and/or guidance counselor, athletic director, and principal is to be held.

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
	Revised	Meeting #1014	November 5, 2018