

DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURE

Jonesport School Department recognizes drug and alcohol dependency as a treatable disease whose progress can be arrested. It is the responsibility of the school to provide students with learning experiences and skill, which will help them to function successfully in society without the use or abuse of alcohol or other drugs. It is the responsibility of Jonesport School Department to notify students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Jonesport School Department has a responsibility to establish policies and procedures for drug and alcohol dependency education, prevention, and early intervention for its students.

For the purposes of this policy, “parent” means parent(s), regardless of divorce or separation; a legal guardian; or individual acting as a parent or guardian, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

Jonesport School Department will present age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in all grades. The programs will address the legal, social and health consequences of drug and alcohol use/abuse and will provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

No student will possess, use, or be under the influence of drugs/alcohol in school, on school grounds, on the school bus, at school related functions or when representing the school system in any other location. Repeated violations of this policy may lead to expulsion/referral for prosecution. It is not a violation for a student to be in possession of a legally defined drug properly administered and specifically prescribed by his/her physician.

A. Role of School Staff

1. Disciplinary Action – Any staff member who has reasonable basis to suspect any student of possession, use or selling to another student of a prohibited substance(s) has the responsibility to:
 - a. Take whatever immediate action that may be necessary to secure the safety and health of the involved student(s).
 - b. If possible, using appropriate search and seizure procedures, obtain the alleged substance.
 - c. Report the case immediately to the proper administrator.
2. Voluntary Referral – Any staff member who is approached by a student who is seeking help is expected to:
 - a. Maintain the confidentiality of the student.
 - b. Refer him/her to the Principal/guidance counselor.

A staff member may respond to a student seeking help with drug/alcohol use or abuse problem without being compelled to use the information in a disciplinary manner. Staff members should be aware of the distinction between students who

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are violating the law (disciplinary action) and those who are seeking help (voluntary). Students will be held responsible for the consequences of their behavior while under the influence of prohibited substances.

B. Administrative Procedures

1. Disciplinary Action

a. Possession/Use - First Offense

1. Verification/confiscation
2. Administrator meets with student
3. Notification of parent
4. Notification of Superintendent
5. Notification of police (if appropriate)
6. Appointment with guidance counselor/other appropriate personnel
7. Restricted school day/suspension (up to ten days)/medical attention or other counseling

b. Possession/Use - Second Offense

1. Verification and/or confiscation
2. Administrator meets with student
3. Notification of parent
4. Notification of Superintendent
5. Notification of police (if appropriate)
6. Appointment with guidance counselor/other appropriate personnel
7. Suspension (for 5-10 days) with possible recommendations for expulsion
8. Parent meets with administration and guidance counselor to develop a contract to determine the follow-up

Note: If parents do not seek assistance for the student, notify the Department of Human Services.

c. Possession/Use - Third Offense

1. Follow second offence steps 1-8
2. Recommend formal evaluation for treatment at the student's family's expense

2. Voluntary Referrals

a. Type One: Concerned Person

1. Notify administration of incident or concern
2. Administrator meets with student
3. Notify parent (if appropriate)
4. Encourage student to meet with guidance counselor or other appropriate personnel
5. Follow recommendations of guidance counselor/other appropriate personnel

b. Type Two: Self-Referral

1. Listen to concerns

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2. Refer to guidance counselor
3. Administrator meets with the student
4. Notify parent (if appropriate)
5. Encourage student to meet with the guidance counselor/other appropriate personnel
6. Follow the recommendations of the guidance counselor/other appropriate personnel

C. Drug and Alcohol Use/ Abuse by Student at a School Function

1. Disciplinary Action

a. First Offense

1. Remove from the function/return to school grounds
2. Call parent to assume responsibility
3. Call the police department to transport home, if the parent cannot transport the student home
4. If the student must be driven home by school personnel, another adult is to accompany him/her
5. Notify school administrator of the incident
6. Administrator meets with student and the parent
7. Student meets with guidance counselor/other appropriate personnel
8. Restricted school day/suspension (up to ten days)

b. Second Offense

1. Follow first offense steps 1-7
2. Suspend the student for 5-10 days
3. Parent meets with administrator to develop a contract determining a follow-up plan

D. Furnishing/Selling

Whenever a Principal receives information which he/she deems reliable that a student is involved in furnishing/selling drugs and/or alcohol, he/she will inform the Superintendent, the student and the student's parent. If the Superintendent concurs that the information is reliable, he/she will then notify the local law enforcement authorities requesting an investigation. If the investigation by law enforcement authorities results in formal legal action, the school administration must consider the student innocent until proven guilty and take no disciplinary action against the pupil that would prejudice the rights of the individual and the State of Maine to a fair trial.

E. Regulations for Athletic and Other Inter-School Activities

Because participation in athletics and other co-curricular activities is a privilege and not a right, students are expected to abide by the following regulation:

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Student participants are not permitted to have in their possession, nor use alcohol or drugs at any time or location during the period of time the student initially starts participation in an activity until the end of the season or conclusion of the activity for the school year.

Violation will result in suspension from the activity for a period of time, 1 day to 125 days, to be determined by the Principal in consultation with other appropriate personnel (i.e. coach, advisor, athletic director, etc.). Disciplinary measures enforced will be consistent for similar offenses regardless of the type or athletic and other co-curricular activities the student is participating in.

A second occurrence in a school year could result in suspension of the student from all school activities for one calendar year.

If a student is in trouble with his/her use and goes through the voluntary referral process, his/her place on the team or in the activity will not be in jeopardy.

Jonesport School Department recognizes that despite education and prevention programs, some students will become dependent on drugs/alcohol. Jonesport School Department will encourage students who are dependent on drugs/alcohol, as determined by a substance abuse counselor, to seek treatment. The following is a list of some of the local resources where treatment may be sought:

Community Health and Counseling Service
Machias, ME 04654
Tel. No. 255-8311

Harrington Family Health Center
Harrington, ME 04643
Tel. No. 483-4502

Families United of Washington County
Machias, ME 04654
Tel. No. 255-3000

Down East Community Hospital
Machias, ME 04654
Tel. No. 255-3356

Local AA Groups and Al-Anon Groups

A copy of this policy will be given to all students, parents and staff.

DATE ADOPTED: July 1, 2003