

**DRUG AND ALCOHOL USE, ABUSE AND DEPENDENCY
FOR MADAWASKA STUDENTS**

PROCEDURES

The purpose of this administrative procedure is to provide guidelines to the administrative staffing cases where the policy is violated. School Department officials maintain the right to deviate from these procedures in cases of extreme violation.

A. Disciplinary Action

1.A. Type One: Possession/Use

(Prescription, pharmaceutical, scheduled, and all illegal/controlled drugs)

In the event any student, who is on school property, who is in attendance at school or at any school-sponsored activity, or sanctioned activity/trip is found to have a prohibited substance in his/her possession, or to have had a prohibited substance in his/her possession, or is under the influence of a prohibited substance the administrative staff will:

a. **For the First Offense:**

- Meet with the student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student
- Notify the parent(s) / guardian(s)
- Notify the Superintendent
- Notify law enforcement
- Suspend student for five to ten days
- Refer the student to the Student Assistance Team
- Schedule a meeting with the Superintendent that the student and parents must attend prior to the student's being re-admitted to school.
- Provide the family with a list of substance abuse resources

b. **For the Second Offense:**

- Meet with the student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student

- Notify the parent(s) / guardian(s)
- Notify the Superintendent
- Notify law enforcement
- Suspend student for ten days
- Recommend expulsion to the School Committee
- Schedule a special School Committee disciplinary hearing providing the student with due process.

1.B. Type One: Possession/Use
(over-the-counter drugs)

In the event any student, who is on school property, who is in attendance at school or at any school-sponsored activity, or sanctioned activity/trip is found to have a prohibited substance in his/her possession, or to have had a prohibited substance in his/her possession, or is under the influence of a prohibited substance the administrative staff will:

a. For the First Offense:

- Meet with the student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student
- Notify the parent(s) / guardian(s)
- Notify the Superintendent
- Notify law enforcement (if needed)
- Suspend student for up to five days
- Schedule a meeting with the Principal that the student and parents must attend prior to the student's being re-admitted to school.

b. For the Second Offense:

- Meet with the student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student
- Notify the parent(s) / guardian(s)
- Notify the Superintendent
- Notify law enforcement (if needed)
- Suspend student for five days
- Schedule a meeting with the Superintendent that the student and parents must attend prior to the student's being re-admitted to school.

2.A. Type Two: Furnishing/Selling/Trafficking

(Prescription, pharmaceutical, scheduled, and all illegal/controlled drugs)

If it is found that any student has furnished, sold, or in any way trafficked prohibited substances on school property, at any school-sponsored activity, or sanctioned activity/trip, or at any time or place where such furnishing, selling, or trafficking interferes with the operations, discipline or general welfare of the school, the administrative staff will:

- Meet with student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student
- Notify parent(s) / guardian(s)
- Notify Superintendent
- Notify law enforcement
- Suspend for ten (10) days
- Recommend expulsion to School Committee
- Schedule a special School Committee disciplinary hearing providing the student with due process.

2.B. Type Two: Furnishing/Selling/Trafficking

(over-the-counter drugs)

If it is found that any student has furnished, sold, or in any way trafficked prohibited substances on school property, at any school-sponsored activity, or sanctioned activity/trip, or at any time or place where such furnishing, selling, or trafficking interferes with the operations, discipline or general welfare of the school, the administrative staff will:

a. For the First Offense:

- Meet with student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student
- Notify parent(s) / guardian(s)
- Notify Superintendent
- Notify law enforcement
- Suspend for five(5) days
- Schedule a meeting with the Principal that the student and parents must attend prior to the student's being re-admitted to school.

b. For the Second Offense:

- Meet with student
- Verify the charge and confiscate the prohibited substance if it is in the possession of the student
- Notify parent(s) / guardian(s)
- Notify Superintendent
- Notify law enforcement
- Suspend for ten (10) days
- Schedule a meeting with the Superintendent that the student and parents must attend prior to the student's being re-admitted to school.

Violation of Liquor Enforcement Laws on Serving Minors

The Madawaska School Committee is committed to keeping students chemically free and to supporting state laws which strictly forbid the sale or distribution of alcohol and other drugs to minors. When school staff becomes aware of information that is not consistent with the discouraging of substance abuse among students -- and when they specifically learn of student parties and other functions where abuse may occur, it is the position of the school committee that this information should be shared with the appropriate authorities (school administration, the police department, and/or the Bureau of Liquor Enforcement). Another approach would be to call the parents, inform them of the liquor laws and the rumored party and advise them that the authorities will be notified. This will allow parents to take action to cancel the party.

REVISED: May 14, 2008 School Committee Meeting

ADOPTED: March 21, 2000 School Committee Meeting