

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICH-R
First Reading School Board 3/18/09 Second Reading & Adopted 5/6/09 – Updated: 09/03/14	Page 1 of 2

Drug and Alcohol Use by Students - ADMINISTRATIVE PROCEDURE

I. Voluntary Referrals and the Licensed Drug and Alcohol Counselors

- A. Any school staff member who has a concern or is approached by a student about a substance abuse problem shall refer the student to a Licensed Drug and Alcohol Counselor.
- B. Parents/guardians or students who have a concern about a student's possible substance abuse problem are encouraged to notify a Licensed Drug and Alcohol Counselor of their concern. However, students may not use such referrals to avoid disciplinary action after a violation of Board policies.
- C. A student concerned about his or her own substance abuse may seek the assistance of a Licensed Drug and Alcohol Counselor. Self-referral will not result in any disciplinary action absent a known violation of Board policies.
- D. The Licensed Drug and Alcohol Counselor will meet with the student and his/her parents/guardians (if appropriate), perform a substance abuse assessment and develop an action plan to meet the student's particular needs.
- E. Confidentiality of student information concerning substance abuse issues shall be maintained in accordance with federal and state laws.

II. Discipline

Violations of the Student Tobacco, Alcohol and Drug Use Policy (JICH) will result in disciplinary action as described in this procedure. The School Resource Officer or other appropriate law enforcement authority shall also be notified of all violations.

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's tobacco, alcohol and drug policies. 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, behavior accompanying the violation, prior disciplinary record, level of cooperation and/or compliance with any action plan developed with the Licensed Drug and Alcohol Counselor.

The following sections are accumulative over a student's school career.

A. Consuming, Possessing, Receiving or Being Under the Influence of a Prohibited Substance (Except Tobacco)

1. First Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student;
- c. Notify and meet with parents/guardians;
- d. Notify the Superintendent and School Resource Officer; and
- e. Suspend the student from school for three to five days.

The student must participate in a substance abuse assessment with the the Licensed Drug and Alcohol Counselor.

## 2. Second Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student, parents/guardians and the Licensed Drug and Alcohol Counselor to develop a follow-up plan;
- c. Notify the Superintendent and School Resource Officer; and
- d. Suspend the student from school for five to seven days.

If the student fails to comply with the follow-up plan developed with the Licensed Drug and Alcohol Counselor, this may result in further disciplinary action.

## 3. Third Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student, parents/guardians and the Licensed Drug and Alcohol Counselor to develop a follow-up plan;
- c. Notify the Superintendent and School Resource Officer; and
- d. Suspend the student from school for ten days and recommend expulsion.

## B. Furnishing, Selling, Buying, Manufacturing, Administering or Dispensing Prohibited Substances (Except Tobacco)

### 1. First Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student and his/her parents/guardians;
- c. Notify the Superintendent and School Resource Officer; and
- d. Suspend the student from school for 10 days and recommend expulsion.

## C. All Tobacco Violations

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student;
- c. Notify and meet with parents/guardians;
- d. Notify the Superintendent and School Resource Officer;

The disciplinary range for violations includes detention, in-house or out-of-school suspension. Repeated violations may result in a recommendation for expulsion.

The student may also be required to participate in a substance abuse assessment with the Licensed Drug and Alcohol Counselor.

## D. 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, follow standard school procedures
2. Remove the student from the function and/or return the student to school. Do not leave the student unsupervised.
3. Call the parents/guardians (or emergency contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the School Resource Officer.

The administrator will follow the disciplinary procedure outlined in this policy.

Cross Reference: JICH – Drug and Alcohol Use and Possession by Students