

**R.S.U. 82/M.S.A.D. #12 POLICY
DRUG AND ALCOHOL USE BY STUDENTS
ADMINISTRATIVE PROCEDURE**

EDUCATION PREVENTION PROGRAMS

The Board supports a comprehensive K-12 chemical health education and prevention program.

- A. A chemical health education and awareness program will be instituted for all students focusing on chemical-free alternatives, self esteem, decision making and coping skills.
- B. Administrative procedures shall be implemented to address student violations of policy throughout M.S.A.D. #12.
- C. Early intervention, referral and follow-up will be offered to students who may have chemical dependency problems or be affected by such problems. Strategies may include referral to the guidance counselor or other appropriate diversion program and/or treatment.

K-12 ADMINISTRATIVE PROCEDURE

I. DISCIPLINARY ACTION

A. Type One: Possession/Use

1. First Offense:

- a) Verification of student use/possession by administrator and/or his/her designee;
- b) Administrator and/or his/her designee meets with student;
- c) Notify parents/guardians and Superintendent; request meeting with parents/guardians;
- d) Notify police, if appropriate;
- e) Disciplinary action—suspension of 1-10 days at discretion of administrators and/or possible referral to the Board for a disciplinary hearing; and,
- f) Student will be ineligible to participate in any school activity for which a grade is not received or to represent M.S.A.D. #12 for the remainder of the current activity period, or from 1 to 6 months at the discretion of the administrator and/or his/her designee.
- g) Information about diversion programs or treatment options provided.

2. Additional Offenses:

- a) Verification of student use/possession by administrator and/or his/her designee;
- b) Administrator and/or his/her designee meets with student;
- c) Notify parents/guardians and Superintendent; request meeting with parents/guardians;
- d) Notify police, if appropriate;
- e) Refer to Department of Human Services, Child Protective Services, if appropriate.
- f) Disciplinary action—suspension of 1-10 days at discretion of administrators and referral to the Board for a disciplinary hearing; and,
- g) Student will be ineligible to participate in any school activity for which a grade is not received or to represent M.S.A.D. #12 for the remainder of the school year, or 6 months, whichever is greater.
- h) Recommendation made to student to participate in an appropriate diversion program or treatment program.

B. Type Two: Furnishing and/or Selling

1. Offenses

- a) Any employee of M.S.A.D. #12 will confiscate any substance and will immediately notify the appropriate administrator and/or his/her designee;

- b) Verification of student use/possession by administrator and/or his/her designee;
- c) Administrator and/or his/her designee meets with the student;
- d) Notify parents/guardians and Superintendent; request meeting with parents/guardians;
- e) Notify police, if appropriate;
- f) Refer to Department of Human Services, Child Protective Services, if appropriate;
- g) Disciplinary action—suspension of 1-10 days at discretion of administrators and referral to the Board for a disciplinary hearing; and,
- h) Student will be ineligible to participate in any school activity for which a grade is not received or to represent M.S.A.D. #12 for the remainder of the, school year or 6 months, whichever is greater.

II. K-12 VOLUNTARY REFERRAL

Students are encouraged to self-refer to any school employee. Employees will listen to student concerns and contact the building principal/designee who will take appropriate action. Such a referral must be made prior to any observation/report concerning the students use of illegal substances.

Students who self-refer for the first time may not be suspended or dismissed from any extra-curricular, co-curricular, and non-academic activities if they are willing to participate in a counseling program at their expense approved by the school.

APPEAL PROCESS

If a student and the parents/guardians are dissatisfied with the disciplinary action, they may appeal as follows:

1. Level One—School Principal or Designee
 - a. If the complainants are not satisfied with the disciplinary action, they may, within 30 days of the disciplinary action, present their claim as a formal appeal in writing to the principal or his/her designee.
 - b. The administrator or his/her designee shall, within five (5) working days after receipt of the written appeal, render his/her decision and the reasons in writing to the complainants.
2. Level Two—Superintendent of Schools
 - a. If the complainants are not satisfied with the disposition of their appeal at Level One, they may, within three (3) working days after the decision or within eight (8) working days after their formal appeal to the principal or his/her designee, file their written appeal with the Superintendent of Schools.
 - b. The Superintendent shall, within ten (10) working days after receipt of the appeal, meet with the complainant person(s) for the purpose of resolving the appeal.
 - c. The Superintendent shall, within ten (5) working days after this meeting, render his/her decision and the reasons therefore in writing to the complainant.
3. Level Three—School Board
 - a. If the complainants are not satisfied with the disposition of their appeal at Level Two, they may, within five (5) working days after the decision, or within ten (10) working days after the meeting with the Superintendent, appeal to the School Board.
 - b. The hearing shall be held before the local School Board at its next regular meeting or at a special Board meeting at the discretion of the Superintendent within ten (10) working days.
 - c. This hearing will be in private (Executive Session).
 - d. After hearing all available evidence, the School Board will meet to deliberate. The Superintendent of Schools will notify the party involved of the final action taken by the School Board in writing within five (5) working days of the School Board meeting considering the appeal.

Adopted: August 13, 2002

Revised: April 13, 2016

