

STUDENT DRUG, ALCOHOL AND TOBACCO USE ADMINISTRATIVE PROCEDURE

Voluntary Referrals

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to a School Social Worker.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify a School Social Worker of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of a School Social Worker. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
4. A School Social Worker will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

Discipline

The following progressive intervention and disciplinary procedures are intended as guide-lines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the School Committee's drug, alcohol and tobacco policy. 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, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with a School Social Worker and the student's prior disciplinary record.

Disciplinary Action – Alcohol and Drug Violations

- A. Consuming, possessing, receiving or being under the influence of a prohibited substance.

First Offense

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;
4. Notify the Superintendent and law enforcement (School Resource Officer); and
5. Suspend the student from school for five days.

Second and Subsequent Offenses

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and a School Social Worker to develop a follow-up plan;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Suspend the student from school for seven to ten days with possible recommendation for expulsion.

B. Furnishing, selling, buying or manufacturing a prohibited substance.

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Suspend the student for ten days and recommend expulsion.

Disciplinary Action – All tobacco violations

First Offense

The administrator will:

1. Confiscate the tobacco product and verify offense.
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the Superintendent and law enforcement (School Resource Officer); and
5. Impose a one day suspension.

Second Offense

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Impose a three day suspension.

Third and Subsequent Offenses

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Impose a five day suspension.

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, standard school procedures shall be followed;
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised;
3. Call the parents/guardians (or emergency card contact) to pick up the student;
4. Notify the building administrator (and Superintendent if appropriate);
5. Notify law enforcement (School Resource Officer); and
6. The administrator may follow the disciplinary guidelines outlined in this policy.

Cross Reference: JFCH – Student Drug, Alcohol and Tobacco Use
JICI – Extra Curricular and Co-Curricular Activities Code of Conduct
For Wells High School and Wells Junior High School Students

Adopted by the Wells-Ogunquit C.S.D. School Committee:	01/24/84
Revised by the Wells-Ogunquit C.S.D. School Committee:	08/29/90
Revised by the Wells-Ogunquit C.S.D. School Committee:	02/06/91
Revised by the Wells-Ogunquit C.S.D. School Committee:	06/03/92
Revised by the Wells-Ogunquit C.S.D. School Committee:	10/06/93
Revised by the Wells-Ogunquit C.S.D. School Committee:	01/04/06
Revised by the Wells-Ogunquit C.S.D. School Committee:	02/01/06