**MSAD NO. 54 POLICY ON CHEMICAL ABUSE AND CHEMICAL DEPENDENCY**

**Philosophy**

Chemical use, abuse, and dependency (including alcoholism) is a major health problem resulting in increased human tragedy and economic loss. MSAD #54 recognizes chemical dependency (including alcoholism) as a progressive illness and believes: 1) The use and abuse of alcohol and/or other drugs in such a way that the individual's performance in school, school related activities, or on the job is impaired must be prevented; and 2) The abuse of alcohol and other drugs is a progressive illness with social, emotional and health related problems. The school and other organizations in the community must be capable of playing a helping and an encouraging role with individuals as they seek and receive assistance to alleviate their substance abuse.

**Policy**

MSAD #54 believes that its primary responsibility regarding substance abuse is to present a curricular program concerning chemical use, abuse, and dependency to all of our students K-12. In this program, efforts will be made to familiarize the students with the disease concept of chemical dependency; the effects of chemical use on the family; the nature of the law regarding particular chemical use and/or abuse; and an emphasis on non-use. MSAD #54 believes that an active curricular program is the best possible measure the schools can take towards preventing individuals from becoming chemical abusers or chemically dependent. MSAD #54 has committed the resources of the district towards developing, implementing and maintaining such a curriculum and will devote resources towards providing continuous inservice in this area for the staff of MSAD #54.

MSAD #54 provides primary and secondary prevention strategies such as "Here's Looking at You 2000", "Children are People" and "Discover" curriculum; student and parent awareness; DARE; 4th grade Refusal Skills; 5th grade Conflict Management; support groups and Student Assistance Teams; Middle School prevention programs; Big Brother/Big Sister; Advisor/Advisee; support groups, health curriculum; awareness. High school, primary and secondary prevention strategies are drug education classes; Teen Awareness, Peer Helpers, Student Assistance Team; smoking cessation program; Health curriculum; Alternative School drug education class and facilitator training.

MSAD #54 recognizes that despite the curricular efforts, some individuals will become chemical abusers and/or chemically dependent. MSAD #54 will encourage the individual who is chemically dependent, as determined by a substance abuse
counselor, to seek help, and will aid the person and/or the family while the person is receiving help. MSAD 54 will honor the confidential nature of the medical records of employees and students who suffer from chemical dependency (including alcoholism) and shall share such information where medically necessary with the consent of the individual or the individual's parents or guardians.

MSAD #54 believes a student shall not use, have in possession, buy, sell, or give the following: a beverage containing alcohol (regardless of quantity), tobacco, marijuana, or any other substance defined by law as a drug, an over-the-counter drug, or a look-a-like drug while in school, on school grounds, at school related functions, or on the school bus. It is the expectation that students attending MSAD #54 schools and school events will be chemical free. This policy covers all extra-curricular activities and sports.

MSAD #54 also recognizes that many children in our schools are affected by substance use and abuse in their homes. Because these children come to school with a variety of needs as a result of substance use and abuse, programs and services will also be available through curricular programming, e.g., Children Are People, DARE, support groups and individual counseling.
I. K-6 ADMINISTRATIVE PROCEDURES ON CHEMICAL ABUSE AND CHEMICAL DEPENDENCY

Possession/Use/Sharing

First Offense

After receiving a written or oral report involving possible student possession, use or sharing of an illegal substance, the administrator shall take the following steps:

- verify and confiscate;
- meets with student/s;
- notify superintendent;
- notify police for possession or use of substances other than tobacco products;
- administrator notifies and meets with parent/guardian immediately (parent/guardian must pick up child);
- meet with parent/guardian to discuss available disciplinary options.

Option 1
(based on student and parent/guardian’s recognition of problem and willingness to cooperate)

- develop a behavioral/academic contract for student;
- arrange a meeting with Substance Abuse Counselor, Student Assistance Team and/or Home School Coordinator;
- obtain an assessment to follow recommendations by Home School Coordinator; assign to educational group and/or support group or assign to group counseling or assign peer counseling;
- recommend parent/guardian attend an educational group, if available.

Option 2
(based on student and parent/guardian’s unwillingness to cooperate)

- assign up to 5 days in-school or out of school supervision;
- arrange meeting with Substance Abuse Counselor, Student Assistance Team and/or Home School Coordinator;
- obtain agreement to follow recommendations of Home School Coordinator;

Second Offense

- verify and confiscate;
- meet with student;
- notify parent/guardian and meet with parent/guardian immediately (parent/guardian is to pick up child);
- notify superintendent;
- notify police;
- arrange meeting with Home School Coordinator, Student Assistance Team, and/or Substance Abuse Counselor for involved student;
disciplinary action:
- assign in school or out of school suspension for 5-10 days;
- refer student to educational or self-help group;
- refer student to Department of Human Services;
- arrange a meeting as a group with parent/guardian, child and other appropriate members to discuss academic/behavior contract agreement before returning to school.

Sale/Distribution

After receiving a written or oral report involving sale or distribution of an illegal substance, the administrator shall follow the same procedure outline under Second Offense of Possession/Use/Sharing.

Referral of Student Regarding Possible Involvement with Illegal Substances Outside of School

Following notification of concern or incident, the administrator:

- meets with student;
- notifies parent/guardian (if appropriate);
- meets with parent/guardian immediately to discuss options for student (if parent/guardian is not notified);
- encourages student to meet with Home School Coordinator, Student Assistance Team and/or Substance Abuse Counselor;
- makes arrangements for student to attend an educational or self-help group (if possible).

Procedures for School Functions, K-6

1. remove from function and/or return to school grounds (if on a school sponsored activity);
2. call parent/guardian to assure responsibility and meet with parent/guardian, if possible;
3. call law enforcement agency to transport home if parent/guardian cannot be reached or cannot transport home;
4. if staff member in charge of function chooses to drive student home, another adult must accompany him/her;
5. notify school administrator of incident;
6. follow procedures described under Type One, First Offense.

Procedures for Non-School Functions, K-6

(see policy #3146 on School Function Policy)
Cross reference policy #4100

II. GRADES 7-12, ADMINISTRATIVE PROCEDURES ON CHEMICAL ABUSE AND CHEMICAL DEPENDENCY
**Possession/Use/Sharing**

**First Offense**

After receiving a written or oral report involving possible student possession, use or sharing of an illegal substance, the administrator shall take the following steps:

- verification;
- meet with student;
- notification of parents;
- notification of Superintendent and Police;
- restricted school day and/or suspension;
- appointment with substance abuse counselor;
- follow recommendation of substance abuse counselor.

**Second Offense**

- verification;
- meet with student;
- notify parent;
- notify Superintendent and Police;
- suspend student for 5-10 days (with possible recommendations for expulsion);
- meet with substance abuse counselor;
- parents meet with administrator and substance abuse counselor to develop a contract to determine the follow-up;
- follow recommendation of substance abuse counselor.

Note: If parents do not seek assistance for the student, notify D.H.S.

**Third Offense**

- same as above;
- recommend formal evaluation for treatment.

**Sale/Distribution**

**First Offense**

- confiscate substance;
- meet with student;
- notify parent;
- notify Superintendent and Police;
- suspend for 5-10 days;
- schedule appointment with Substance Abuse Counselor;
- recommend referral to formal evaluation or long-term suspension and School Board action (possible recommendation for expulsion).
**Second Offense**

- follow all the above steps for first offense;
- long term suspension and recommendation for expulsion.

**Voluntary Referral**

**Type one:** Concerned person (parent, teacher, student, etc.)

- notify administration of incident or concern;
- administrator meets with student;
- notify parent, if appropriate;
- encourage student to meet with substance abuse counselor;
- follow recommendations of substance abuse counselor--
  - internal referral - counselor, support group, affected group, etc.
  - external referral - AA., Alateen, Youth and Family Services, individual/family private counselors;
- let concerned person know plan of action;

**Type two:** Self Referral

- listen to concerns;
- refer to substance abuse counselor;
- administrator meets with student;
- notify parents, if appropriate;
- encourage student to meet with substance abuse counselor;
- follow recommendations of substance abuse counselor.

**Procedures For School Functions**

**First Offense**

- remove from the function and/or return to school grounds;
- call parent or guardian to assure responsibility;
- call a law enforcement agency to transport home if parent cannot transport the child home;
- if the student must be driven home by school personnel, another adult is to accompany him/her;
- notify school administrator of incident;
- administrator meets with student;
- student meets with substance abuse counselor;
- student follows recommendations of substance abuse counselor;
- restricted school day and/or suspension.

**Second Offense**

- same as first offense procedures;
-suspend student from 5-10 days;
-parents meet with administrator and substance abuse counselor to develop a contract determining follow-up.