

STAFF ALCOHOL AND DRUG USE POLICY**DOCUMENTATION WILL BE KEPT OF THE STEP FOLLOWED AND PLACED IN THE STAFF MEMBER'S PERSONNEL FILE.**

In all cases where suspicion of any of the following infractions occur, the staff member(s) shall be removed from the mainstream until verification and (possible) disciplinary action occurs. This policy applies to in school, school functions, school transportation or team/individual sports.

This SAU #7 policy is in addition to and not a replacement of any legal action that may ensue.

A. Disciplinary Referrals:**1. TYPE ONE: POSSESSION and/or UNDER THE INFLUENCE IN SCHOOL OR ANY SCHOOL FUNCTION:**

(For the purpose of this piece of the policy, drugs are defined as alcohol and illegal drugs and/or paraphernalia, including but not limited to marijuana, cocaine, LSD etc. "Under the influence and/or possession of" also includes the misuse of prescription medication and legal chemicals.

a. First Offense

1. Identification and or confiscation
2. Principal and or designee meets with staff member
3. Nurse – medical attention
4. Police are notified for identification, confiscation, and possible police action.
5. Notification of Superintendent (follow with written report)

AFTER VERIFICATION:

- Suspend staff member for five (5) days
- Referral to a substance abuse Counselor
- Follow the recommendation(s) of counselors and or other appropriate personnel.

b. Second Offense

1. Same as First Offense Steps 1 – 3

AFTER VERIFICATION:

- Suspend staff member for ten (10) days
- Staff member meets with Principal and other appropriate school personnel.
- Recommend that the staff member be referred for clinical substance abuse evaluation.
- NOTE: Second offense possession of a controlled drug is a felony.

c. Third Offense

1. Same as for second offense Steps 1 –3 EXCEPT Superintendent is included throughout the process.
2. Recommend termination of the staff member
3. Hearing before the School Board.

***In the case of a medical emergency, the staff member will be referred to the school nurse, or in the absence of the school nurse, the appropriate school personnel, who will then refer to the appropriate community resource. The School officials will follow disciplinary action upon the staff member's return to school.

2. TYPE TWO: FURNISHING AND OR SELLING:

(For the purpose of this policy, drugs are defined as alcohol and illegal drugs and/or paraphernalia, including but not limited to marijuana, cocaine, LSD, etc... The "furnishing and selling of" may also include prescription drugs and legal chemicals not intended for its original purpose.)

a. First Offense

1. Confiscate the substance
2. Principal meets with staff member
3. Notify police for action. There are enhanced penalties for these crimes on school property.
4. Notify Superintendent (follow with written report)
5. Recommend expulsion of the staff member to the Superintendent who shall notify the School Board of this recommendation and request action of the same. A conviction in court would be automatic expulsion.

B. Voluntary Referral of an Individual

1. TYPE ONE: CONCERNED PERSON (parent, student, school personnel)

- a. Notify the Student Assistance Program in writing of incident and or concern.
- b. SAP counselor meets with staff member
- c. Follow recommendations of the SAP counselor and other appropriate personnel.
 1. Internal referral – support group, affected group etc....
 2. External referral – individual/family counseling, AA
 3. Contact concerned person of receipt of the referral.
 4. Notification of Police

2. TYPE TWO: SELF REFERRAL

- a. School Official listens to concerns while maintaining confidentiality
- b. Refers staff member to the SAP program
- c. Encourage the staff member to fill out the self referral form
- d. Follow the recommendation of the counselor

SAU #7 Policy Committee: Recommended for Adoption – June 21, 2018

Colebrook School Board: Adopted – August 7, 2018

Pittsburg School Board: Adopted – July 9, 2018

Stewartstown School Board: Adopted – August 6, 2018