

STUDENT ALCOHOL AND DRUG USE DISCIPLINARY PROCESS**DOCUMENTATION WILL BE KEPT OF THE STEP FOLLOWED AND PLACED IN THE STUDENT'S FILE.**

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

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

GRADES K – 4**A. Disciplinary Referrals:****1. TYPE ONE: POSSESSION/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 possession of” also includes the misuse of prescription medication and legal chemicals.

a. First Offense

1. Identification and or confiscation
2. Parents or legal guardian are notified
3. Principal and or designee meets with student & parent(s) and/or legal guardian(s)
4. Nurse – medical attention
5. Notification to the Superintendent (follow with written report)
6. Police will be notified immediately (RSA 179:10)

AFTER VERIFICATION:

- Warning is given in writing to the parent(s) or legal guardian(s)
- Referral to the Student Assistance Program Counselor and other appropriate school personnel. (IE. Athletic director, school nurse, guidance counselor)
- Follow the recommendation(s) of counselors and or other appropriate personnel.

b. Second Offense

1. Same as First Offense Steps 1 – 6
2. Referral of student and family to the Student Assistance Counselor for mandatory three individual meetings with the student and a minimum of one meeting with the student and family.
3. Follow the recommendations of counselors and other appropriate personnel.

AFTER VERIFICATION:

- Suspend student for up to three (3) days
- Parent(s) or legal guardian(s) meet with Principal, Student Assistance Counselor and the Guidance Counselor.
- Recommend to the parent(s) or guardian(s) that the student 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 expulsion of the student
3. Hearing before the School Board.

***In the case of a medical emergency, the student 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 parent(s) or guardian(s) will be notified. The School officials will follow disciplinary action upon the student's return to school.

NOTE: If the parent(s) or guardian(s) do not seek assistance for the student, notify the Department of Children, Youth and Families on the grounds that the parent(s) or guardian(s) may be neglecting the health needs of the child. (Central Intake – 1-800-894-5533)

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. Notify parent(s) or legal guardian(s)
3. Notify police for identification, confiscation, and possible legal action.
4. Principal meets with student and parent(s) or legal guardian(s)
5. Notify Superintendent (follow with written report)
6. Recommend expulsion of the student to the Superintendent who shall notify the School Board of this recommendation and request action of the same, in accordance with the information and evidence provided.
7. Refer to Student Assistance Program Counselor and other appropriate school personnel. (IE Athletic director, school nurse, guidance counselors)

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 student
 - c. Notify parent(s) or guardian(s) when deemed appropriate by the counselor.

- d. 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, Alateen
 3. Contact concerned person of receipt of the referral.
 4. Notify Police

2. TYPE TWO: SELF REFERRAL

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

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C. Disciplinary Referrals:

4. TYPE ONE: POSSESSION/UNDER THE INFLUENCE IN SCHOOL OR ANY SCHOOL FUNCTION:

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- c. First Offense
 7. Identification and or confiscation
 8. Principal and or designee meets with student
 9. Nurse – medical attention
 10. Police are notified for identification, confiscation, and possible police action.
 11. Parents or legal guardian are notified
 12. Notification of Superintendent (follow with written report)

AFTER VERIFICATION:

- Suspend student for up to five (5) days
- Referral to the Student Assistance Program Counselor and other appropriate school personnel. (IE. Athletic director, school nurse, guidance counselor)
- Follow the recommendation(s) of counselors and or other appropriate personnel.

- d. Second Offense
 1. Same as First Offense Steps 1 – 6
 5. Referral of student and family to the Student Assistance Counselor for mandatory three individual meetings with the student and a minimum of one meeting with the student and family.
 3. Follow the recommendations of counselors and other appropriate personnel.

AFTER VERIFICATION:

- Suspend student for ten (10) days
- Parent(s) and guardian(s) meet with Principal, Student Assistance Counselor and the Guidance Counselor.
- Recommend to the parent(s) or guardian(s) that the student be referred for clinical substance abuse evaluation.
- NOTE: Second offense possession of a controlled drug is a felony.

c. Third Offense

3. Same as for second offense Steps 1 –3 EXCEPT Superintendent is included throughout the process.
6. Recommend expulsion of the student
7. Hearing before the School Board.

***In the case of a medical emergency, the student 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 parent(s) or guardian(s) will be notified. The School officials will follow disciplinary action upon the student's return to school.

NOTE: If the parent(s) or guardian(s) do not seek assistance for the student, notify the Department of Children, Youth and Families on the grounds that the parent(s) or guardian(s) may be neglecting the health needs of the child. (Central Intake – 1-800-894-5533)

4. 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.)

b. First Offense

8. Confiscate the substance
9. Principal meets with student
10. Notify police for action. There are enhanced penalties for these crimes on school property.
11. Notify parent(s) and or legal guardian
12. Notify Superintendent (follow with written report)
13. Recommend expulsion of the student 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.
14. Refer to Student Assistance Program Counselor and other appropriate school personnel. (IE Athletic director, school nurse, guidance counselors)

D. Voluntary Referral of an Individual

3. TYPE ONE: CONCERNED PERSON (parent, student, school personnel)
 - e. Notify the Student Assistance Program in writing of incident and or concern.
 - f. SAP counselor meets with student

- g. Notify parent(s) or guardian(s) when deemed appropriate by the counselor.
- h. Follow recommendations of the SAP counselor and other appropriate personnel.
 - 5. Internal referral – support group, affected group etc....
 - 6. External referral – individual/family counseling, AA, Alateen
 - 7. Contact concerned person of receipt of the referral.
 - 8. Notification of Police

4. TYPE TWO: SELF REFERRAL

- e. School Official listens to concerns while maintaining confidentiality
- f. Refers student to the SAP program
- g. Encourage the student to fill out the self-referral form
- h. Follow the recommendation of the counselor

SAU #7 Policy Committee: Recommended for Adoption – October 25, 2018

Colebrook School Board: Adopted – April 16, 2019

Pittsburg School Board: Adopted – March 25, 2019

Stewartstown School Board: Adopted – May 6, 2019