

ATTACHMENT A: NH SCHOOL ALCOHOL AND DRUG POLICY SURVEY SUMMARY REPORT

The model school policy work group of the Prevention Task Force first convened in March of 2012 and developed an electronic survey of current policy elements to assess the following categories of existing NH school alcohol and drug policies: vision/philosophy statements, communication of policy/parent and student awareness of policy, policy components, disciplinary action, “re-institution plans” that may allow a student to earn back suspended time if they complete an education program or access intervention or treatment services, parent involvement in disciplinary action, law enforcement involvement, and other aspects of alcohol and drug policies.

A link to this electronic survey developed by the work group was emailed to all school administrators listed on the New Hampshire Department of Education’s web site, with a three week response period beginning May 4, 2012, and ending June 1, 2012. Fifty-five out of 87 School Administrative Units (SAUs) participated in the survey, several with multiple responses for different school levels. This represents 60.3% of SAUs participating in the assessment survey, in addition to six private schools.

1. Please Indicate the Grade Level to which your school’s alcohol and other drug policy applies. You may check all that apply.

Answer Options	Response Percent	Response Count (n=68)
Elementary (Kindergarten - grade 5)	51.5%	35
Middle (grades 6-8)	37.1%	37
High (grades 9-12)	39.4%	41
Other (please specify)	5.3%	5
Other specified: Elementary K-4; PreK – Grade 4; Grades 6-12; Our district policies apply to all grades. Our school serves students in grades PreK-6; K-6 (2); Grades 7-12		

2. Does your school’s alcohol and drug policy...

Answer Options	Elementary (K- Grade 5) (n=35)		Middle (Grades 6-8) (n=37)		High (Grades 9-12) (n=41)		Other (n=5)		Total (n=85) ¹	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Include a value or philosophy statement about the importance of addressing alcohol and other drug use?										
	68% (23)	32% (11)	73% (27)	27% (10)	71% (29)	29% (12)	100% (5)	0% (0)	75% (63)	25% (21)
Require an objective, professional evaluation of the student and their alcohol and/or other drug use?										
	44% (15)	56% (19)	46% (17)	54% (20)	45% (18)	55% (22)	40% (2)	60% (3)	46% (38)	54% (45)
Differentiate consequences for alcohol versus other drugs?										
	15% (5)	82% (28)	23% (8)	82% (27)	18% (7)	83% (33)	40% (2)	60% (3)	21% (17)	79% (65)
Differentiate consequences for first versus subsequent violations?										
	53% (18)	47% (16)	68% (25)	32% (12)	73% (30)	27% (11)	80% (4)	20% (1)	64% (54)	36% (30)
Articulate implications for extracurricular participation?										

¹ Total column in the following tables is for unduplicated responses and therefore is not the same total as Question 1 (number of respondents by school level).

	53% (18)	47% (16)	73% (27)	27% (10)	80% (32)	20% (8)	80% (4)	20% (1)	70% (58)	30% (25)
Discuss a shared responsibility of the school, student, family, and community in the event of a violation?										
	53% (18)	47% (16)	67% (24)	33% (12)	63% (26)	37% (15)	80% (4)	20% (1)	63% (52)	37% (31)
Appear on your school's web site?										
	76% (26)	24% (8)	76% (28)	24% (9)	78% (32)	22% (9)	80% (4)	20% (1)	76% (64)	24% (20)
Explain school-based support services available to students and their families?										
	50% (17)	50% (17)	54% (20)	46% (17)	56% (23)	44% (18)	60% (3)	40% (2)	55% (46)	45% (38)
Indicate a commitment to training educators and school staff in alcohol and other drug use risks warning signs?										
	41% (14)	59% (20)	39% (14)	61% (22)	35% (14)	65% (26)	60% (3)	40% (2)	44% (37)	56% (47)
Indicate a commitment to training educators and school staff in reporting procedures and responsibilities?										
	53% (18)	47% (16)	54% (20)	46% (17)	51% (21)	49% (20)	60% (3)	40% (2)	56% (47)	44% (37)
Require a parent or guardian signature to acknowledge awareness of policy?										
	52% (17)	48% (16)	64% (23)	36% (13)	65% (26)	35% (14)	60% (3)	40% (2)	61% (51)	39% (32)
Require that parents or guardians be notified at the time of a suspected policy violation?										
	79% (27)	21% (7)	97% (36)	3% (1)	98% (40)	2% (1)	80% (4)	20% (1)	89% (75)	11% (9)
Require that law enforcement be notified at the time of a confirmed policy violation?										
	68% (23)	32% (11)	76% (28)	24% (9)	80% (33)	80% (8)	100% (5)	0% 0	80% (67)	20% (17)
Allow for self-referral for services before a violation occurs?										
	41% (14)	59% (20)	51% (19)	47% (18)	51% (21)	49% (20)	80% (4)	20% (1)	54% (45)	46% (39)
Provide reinstatement plans (e.g. earning back suspension time by participating in alcohol and other drug education courses, counseling, or other services) to encourage support services and/or treatment and/or to reduce time out of class?										
	24% (8)	76% (26)	8% (14)	62% (23)	59% (24)	41% (17)	60% (3)	40% (2)	43% (36)	57% (48)
Provide contextual information about the harm, risks and impacts of alcohol use and other drug use?										
	38% (13)	62% (21)	54% (20)	46% (17)	48% (19)	53% (21)	40% (2)	60% (3)	47% (39)	53% (44)
Provide contextual information about the relationship between alcohol and other drug use and suicide risk?										
	27% (9)	73% (24)	28% (10)	72% (26)	26% (10)	74% (29)	40% (2)	60% (3)	30% (25)	69% (57)
Provide contextual information about the relationship between alcohol and other drug use and violence?										
	27% (9)	73% (24)	31% (11)	69% (25)	26% (10)	74% (29)	40% (2)	60% (3)	30% (25)	69% (57)

Provide contextual information about the relationship between alcohol and other drug use and unwanted or risky sexual behavior?										
	24% (8)	76% (25)	36% (13)	64% (23)	28% (11)	72% (28)	40% (2)	60% (3)	32% (26)	68% (56)
Provide contextual information about the relationship between alcohol and other drug use and academic achievement?										
	27% (9)	73% (24)	37% (13)	63% (22)	26% (10)	74% (29)	60% (3)	40% (2)	35% (28)	65% (53)

3. In the event of an alcohol or drug policy violation by a student, does the school...

Elementary (n=34)	Always	Often	Sometimes	Rarely	Never
Have school administrators alone make decisions regarding consequences?	33% (11)	18% (6)	21% (7)	18% (6)	9% (3)
Have a team of administrators and staff make decisions regarding consequences?	28% (9)	19% (6)	34% (11)	9% (3)	9% (3)
Have a team of school and community professionals make a decision regarding consequences?	9% (3)	16% (5)	19% (6)	16% (5)	41% (13)
Assign out of school suspension to students in violation of the policy?	38% (12)	19% (6)	25% (8)	3% (1)	16% (5)
Assign in-school suspension to students in violation of the policy?	0% (0)	13% (4)	34% (11)	22% (7)	31% (10)
Require a special or restricted academic schedule for students in violation of the policy?	0% (0)	10% (3)	33% (10)	17% (5)	40% (12)
Engage the local police department when a student is determined to be in violation of the policy?	59% (20)	18% (6)	12% (4)	0% (0)	12% (4)
Seek to criminally prosecute students in violation of the policy?	0% (0)	19% (6)	34% (11)	9% (3)	38% (12)
Middle (n=37)	Always	Often	Sometimes	Rarely	Never
Have school administrators alone make decisions regarding consequences?	35% (13)	35% (13)	11% (4)	14% (5)	5% (2)
Have a team of administrators and staff make decisions regarding consequences?	27% (10)	30% (11)	24% (9)	8% (3)	11% (4)
Have a team of school and community professionals make a decision regarding consequences?	8% (3)	11% (4)	14% (5)	22% (8)	46% (17)
Assign out of school suspension to students in violation of the policy?	51% (19)	22% (8)	22% (8)	3% (1)	3% (1)
Assign in-school suspension to students in violation of the policy?	5% (2)	19% (7)	30% (11)	24% (9)	22% (8)
Require a special or restricted academic schedule for students in violation of the policy?	3% (1)	11% (4)	29% (10)	20% (7)	37% (13)
Engage the local police department when a student is determined to be in violation of the policy?	62% (23)	22% (8)	11% (4)	0% (0)	5% (2)
Seek to criminally prosecute students in violation of the policy?	8% (3)	14% (5)	47% (17)	8% (3)	22% (8)

High (n=41)	Always	Often	Sometimes	Rarely	Never
Have school administrators alone make decisions regarding consequences?	49% (20)	27% (11)	5% (2)	12% (5)	7% (3)
Have a team of administrators and staff make decisions regarding consequences?	17% (7)	32% (13)	22% (9)	12% (5)	17% (7)
Have a team of school and community professionals make a decision regarding consequences?	5% (2)	7% (3)	12% (5)	22% (9)	54% (22)
Assign out of school suspension to students in violation of the policy?	59% (24)	20% (8)	15% (6)	2% (1)	5% (2)
Assign in-school suspension to students in violation of the policy?	8% (3)	8% (3)	30% (12)	20% (8)	35% (14)
Require a special or restricted academic schedule for students in violation of the policy?	0% (0)	11% (4)	30% (12)	15% (6)	40% (16)
Engage the local police department when a student is determined to be in violation of the policy?	59% (24)	27% (11)	7% (3)	0 (0%)	7% (3)
Seek to criminally prosecute students in violation of the policy?	10% (4)	22% (9)	44% (18)	10% (4)	15% (6)
Other (n=5)	Always	Often	Sometimes	Rarely	Never
Have school administrators alone make decisions regarding consequences?	20% (1)	20% (1)	20% (1)	40% (2)	0% (0)
Have a team of administrators and staff make decisions regarding consequences?	20% (1)	75% (3)	20% (1)	0% (0)	0% (0)
Have a team of school and community professionals make a decision regarding consequences?	0% (0)	20% (1)	40% (2)	40% (2)	0% (0)
Assign out of school suspension to students in violation of the policy?	0% (0)	50% (2)	25% (1)	0% (0)	25% (1)
Assign in-school suspension to students in violation of the policy?	0% (0)	0% (0)	25% (1)	25% (1)	50% (2)
Require a special or restricted academic schedule for students in violation of the policy?	0% (0)	25% (1)	25% (1)	0% (0)	50% (2)
Engage the local police department when a student is determined to be in violation of the policy?	75% (3)	25% (1)	0% (0)	0% (0)	0% (0)
Seek to criminally prosecute students in violation of the policy?	0% (0)	25% (1)	0% (0)	25% (1)	50% (2)
Total (n=84)	Always	Often	Sometimes	Rarely	Never
Have school administrators alone make decisions regarding consequences?	73% (31)	29% (24)	13% (11)	13% (11)	7% (6)
Have a team of administrators and staff make decisions regarding consequences?	20% (16)	29% (24)	28% (23)	10% (8)	13% (11)
Have a team of school and community professionals make a decision regarding consequences?	5% (4)	12% (10)	17% (14)	23% (19)	43% (35)
Assign out of school suspension to students in violation of the policy?	56% (45)	17% (14)	17% (14)	2% (2)	7% (6)

Assign in-school suspension to students in violation of the policy?	5% (4)	9% (7)	33% (26)	20% (16)	34% (27)
Require a special or restricted academic schedule for students in violation of the policy?	1% (1)	9% (7)	32% (25)	16% (12)	42% (32)
Engage the local police department when a student is determined to be in violation of the policy?	67% (56)	18% (15)	7% (6)	0% (0)	7% (6)
Seek to criminally prosecute students in violation of the policy?	9% (7)	15% (12)	40% (32)	13% (10)	24% (19)

- 4. If your school develops reinstatement plans to support students after a violation (e.g. earning back suspension time by participating in alcohol and other drug education courses, counseling or other services), which of the following components do your school's plans typically include? You may check all that apply.**

Answer Options	Elementary (n=35)	Middle (n=37)	High (n=41)	Other (n=5)	Total (n=85)
Educational program related to alcohol and drug risks	28.6% (10)	29.7% (11)	48.8% (20)	60.0% (3)	40.0% (34)
Problem identification and referral to special services such as treatment or counseling	28.6% (10)	27.0% (10)	46.3% (19)	60.0% (3)	38.8% (33)
Referral to and participation in community support services	25.7% (9)	18.9% (7)	41.5% (17)	60.0% (3)	30.6% (26)
Mandatory parent or guardian involvement in services	8.6% (3)	8.1% (3)	22.0% (9)	40.0% (2)	14.1% (12)
Voluntary parent or guardian involvement in services	20.0% (7)	24.3% (9)	24.4% (10)	20.0% (1)	24.7% (21)
Our school does not provide "reinstatement" plans allowing students to earn back suspension time	42.9% (15)	59.5% (22)	39.0% (16)	40.0% (2)	45.9% (39)
Other (please specify)	25.7% (9)	10.8% (4)	7.3% (3)	20.0% (1)	12.9% (11)

- 5. Were community members or local coalitions involved in the development of your school's alcohol and drug policy?**

Answer Options	Elementary (n=34)	Middle (n=37)	High (n=41)	Other (n=5)	Total (n=84)
Yes	52.9% (18)	45.9% (17)	53.7% (22)	10.0% (2)	50.0% (42)
No	23.5% (8)	29.7% (11)	36.6% (15)	40.0% (2)	31.0% (26)
Other (please specify)	23.5% (8)	24.3% (9)	9.8% (4)	20.0% (1)	19.0% (16)

- 6. Does your school host an orientation or parent meeting at least annually that includes a review of the school's alcohol and drug policy?**

Answer Options	Elementary (n=35)	Middle (n=37)	High (n=41)	Other (n=5)	Total (n=85)
More than annually	2.9% (1)	0.0% (0)	0.0% (0)	0.0% (0)	1.2% (1)
At least annually	25.7% (9)	27.1% (10)	39.0% (16)	20.0% (1)	32.9% (28)
Less than annually	20.0% (7)	27.0% (10)	22.0% (9)	40.0% (2)	23.5% (20)
Never	48.6% (17)	37.8% (14)	31.7% (13)	40.0% (2)	37.6% (32)
Other (please specify)	5.7% (2)	13.5% (5)	12.2% (5)	0.0% (0)	8.2% (7)

7. Would you be supportive of the development of best practice standards and recommendations for effective alcohol and other drug policies in New Hampshire’s public schools?

Answer Options	Elementary (n=34)	Middle (n=37)	High (n=41)	Other (n=5)	Total (n=84)
Yes	94.1% (32)	94.6% (35)	97.6% (40)	100.0% (5)	96.4% (81)
No	5.9% (2)	5.4% (2)	2.4% (1)	0.0% (0)	3.6% (3)



NEW HAMPSHIRE SCHOOLS

SUBJECT: **Alcohol, Tobacco, Drugs and Other Impairing Substances**

REVISED: **EFFECTIVE DATE:**

DISTRIBUTION: **APPROVED:**

I. Policy:

- i. The _ School District recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol, tobacco, drugs and other impairing substances can interfere with a student's academic, physical, emotion, and social development. Further, the _ School District recognizes that the school as well as families and the community at large have a responsibility to this important matter. The _ School District acknowledges that:
 1. Every student has a right to a substance-free school and that it is the responsibility of the communities, specifically students, parents and school personnel and the community at large to work together to achieve this goal.
 2. In furtherance of its mission and values, and in accordance with applicable state and federal law, and school policy, the _ School District prohibits the use of alcohol, tobacco, drugs and other impairing substances and/or alcohol, tobacco, drugs and other impairing substances related activities of any kind on school property at any time by anyone, including at school-related, sponsored, or sanctioned events or activities regardless of location.

- ii. A student determined to be in violation of the School's policy on alcohol, tobacco, drugs and other impairing substances regardless of whether the violation takes place on school property shall be subject to consequences as outlined by school policy.

II. Roles:

The _ School acknowledges the following school roles:

- i. Educate students about the risks of alcohol, tobacco, drugs and other impairing substances;
- ii. Respond supportively to those whose use of alcohol, tobacco, drugs and other impairing substances interferes with school performance and assist with in-school interventions as indicated;
- iii. Promote a climate in which students can seek help if they are in distress from their own or others' use of alcohol, tobacco, drugs and other impairing substances;
- iv. Support students recovering from dependency on alcohol, tobacco, drugs and other impairing substances as requested or deemed appropriate;
- v. Provide referrals to community agencies for further assessment, treatment, or other services as appropriate;
- vi. Develop and implement guidelines and sanctions² in each school which:
 - 1. define violations and their consequences, both disciplinary and supportive;
 - 2. define immediate procedures for handling incidents;
 - 3. describe a support and referral system which includes response to self-referrals and suspected users;

² See Attachment C for recommended disciplinary and supportive consequences as well as resources for training, evaluation and other activities.

4. are clear and articulated to staff, parents, and students at least annually;
 5. train all personnel in school guidelines related to alcohol and other drugs;
 6. support students returning to school from inpatient treatment facilities;
 7. make recommendations and advocate on a student's behalf if appropriate;
 8. ensure no less than a biannual evaluation of the above efforts.
- vii. Notify staff, parents, and students annually of current guidelines and sanctions.

III. Procedures:

Prescription medication or over the counter for medicinal purposes:

- i. Prescription medication or over-the-counter (OTC) medications, herbal or homeopathic medications for personal use shall be allowed only under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply to students and employees alike.
- ii. If the student is using such a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept by the nurse during school hours. If the administration discovers a student is in possession of such a medicinal product and the nurse has no prior knowledge of the student's medicinal need of the product, the product shall be considered a controlled substance or alcohol for the purposes of this policy.

b. Apparel:

Apparel displaying messages exhibiting or promoting alcohol, tobacco, drugs and other impairing substances is prohibited.

c. Violations and Consequences:

- i. Suspected Use – Any member of the school community concerned that a student is involved with alcohol, tobacco, drugs or other impairing substances should speak to the school nurse or principal as soon as possible. All referrals are confidential.
- ii. Self-Referral – When a student recognizes that he/she has a problem with alcohol, tobacco, drugs and other impairing substances and chooses to do something about this problem, the school will cooperate as fully as possible with the student. No disciplinary sanctions will be imposed if the student is self-referred or not “caught” in violation of school or legal policies.
- iii. Students found possessing, using, distributing, selling, promoting and/or under the influence of alcohol, tobacco, drugs or other impairing substances or paraphernalia
 1. The teacher or staff member must bring the student and any alcohol, tobacco, drugs and other impairing substances to the school principal or designee.
 2. The principal or his/her designee and nurse will make the judgment regarding the immediate medical needs of the student.
 3. The principal or his/her designee will notify the parents, the superintendent, and in the event a local, state, or federal alcohol, tobacco, drugs and other impairing substances law has been violated, law enforcement shall also be notified.
- iv. Violations
 1. A student determined to be in violation of the school’s policy on alcohol, tobacco, drugs or other impairing substances regardless of whether the violation takes place on school property shall be subject to consequences as outlined by school if he/she is:
 - a. In possession of alcohol, tobacco, drugs or other impairing substances;
 - b. In possession of paraphernalia associated reasonably

with illegal alcohol, tobacco, drugs and other impairing substance use;

- c. Distributing alcohol, tobacco, drugs or other impairing substances;
- d. Selling alcohol, tobacco, drugs and other impairing substances;
- e. Under the influence of alcohol, tobacco, drugs or other impairing substances;
- f. In the act of using alcohol, tobacco, drugs or other impairing substances;
- g. Knowingly in the presence of students in the act of possessing, distributing, selling, or using alcohol, tobacco, drugs or other impairing substances, except when it is clear that the student's presence is for the purpose of intervening for safety reasons or against another's use of alcohol, tobacco, drugs or other impairing substances.

v. Consequences

1. Parent(s) will be contacted by the principal or his/her designee and notified that local law enforcement has been informed if the violation required doing so.
2. The principal or his/her designee, if applicable to the violation, will contact local law enforcement who will decide whether to take the student into custody.
3. If local law enforcement officer does not take custody of the student, the principal or his/her designee can request the parent(s) remove the student from school property/grounds.
4. If the local law enforcement officer does not take custody of the student and a parent is not available, the principal or his/her designee can require the student to stay in the nurse's office until the student can be released into custody of a responsible adult.

d. Search and Seizure:

A search may be conducted when it is justified at its inception and the scope

of the search is reasonably related to the circumstances which justify the search (469 U.S. 325 United States Supreme Court Case New Jersey v. T.L.O). In accordance with school policy, a student may be searched. As their lockers are school property, these too may be searched as well as their backpack, car, and other bags or items brought to school.

e. Retaliation:

- i. It shall be a violation of this policy and other applicable School policies for anyone to retaliate in any way against any person who may or has participated or cooperated in an investigation of the above violation. Retaliation is a very serious matter and will be the basis of separate disciplinary action.
- ii. A student suspected of a violation **will** be expected to comply with a school and/or police investigation.

f. Emergency:

- i. Nothing in this policy shall deter any school employee from initiating quicker and more effective action than outlined in the regulations if a student is obviously in need of immediate medical assistance. The priority is protecting the student and other students from physical harm and from disrupting the school environment.
- ii. Should an emergency arise the following steps shall be taken (911 may be called prior to retrieving the nurse if deemed appropriate):
 1. Notify a teacher or staff member immediately;
 2. Remain with the student;
 3. Send for the school nurse;
 4. Call 911 for emergency medical assistance if nurse is not available;
 5. If indicated, release the student to the custody of appropriate medical personnel;
 6. The principal (or his/her designee if the principal is not

available) contact the parent(s).

g. Follow-up³:

- i. The principal shall meet with the student's guidance counselor, student and his/her parent(s) and determine the consequences for the violation.
- ii. School guidelines and procedures shall be established to dictate the degree of discipline imposed for alcohol or drug use (e.g. in-school suspension, out-of-school suspension, expulsion, etc).

h. Students in Recovery:

- i. Students who enter into residential treatment for substance abuse services will be encouraged to remain enrolled in school. The school is not financially responsible for a student's education while he/she is in treatment. The student's guidance counselor will:
 1. Obtain written releases to discuss an educational plan with the appropriate person at the treatment facility;
 2. When appropriate, ensure that the student receives the necessary assignments and materials;
 3. Ensure, when appropriate, that the student receives credit for education efforts made while in treatment;
 4. Obtain written releases to discuss aftercare plans and how to support a student's recovery.

IV. Glossary of Terms

- i. Apparel: Any clothing or accessory worn or carried to school, in school or at school-sponsored events or activities.
- j. Alcohol: The term alcohol shall be construed to refer to alcohol and alcohol-containing beverages and food products. Alcohol may also include medicinal products such as mouthwash or cold medicine which contain alcohol.

³ See main document for follow up recommendations.

- k. Drug or Substance: includes any of the following:
- i. A controlled substance identified in Appendix A - Schedules I, II, III, IV or V of the Controlled Substance Act, 21 § U.S.C. 812(c)⁴; (does not include such a substance that is legally possessed or used under the supervision of a licensed professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision such as school medication policy). It does mean substances including, but not limited to, alcohol, tobacco, cannabis (marijuana); hallucinogens (LSC, psilocybin mushrooms); stimulants (cocaine, amphetamines such as “speed” to Ritalin); depressants (barbiturates, “Quaaludes”); narcotics (opium, heroin); inhalants (nitrous oxide, medical products, or other fume-producing substances); anabolic steroids and counterfeit (look-alike/synthetic) controlled substances, and other impairing substances that may alter a person’s ability to perform physically, intellectually, emotionally or socially.
 - ii. Prescription medication or over-the-counter (OTC) medications, herbal or homeopathic medications.
- l. Drug paraphernalia: Equipment or apparatus designed for, or used for the purpose of measuring, packaging, distributing, possession or facilitation of the use or transport of drugs.
- m. Expulsion: The termination of educational and co-curricular services and activities and the access to such services as determined by the principal in accordance with school policy. The School Board may, in its discretion or if required by law, order that services be provided and credit earned.
- n. Emergency: An emergency is defined as a student out of control, unconscious, or physically ill.
- o. Messages: Refers to either images or text, implied or actual.
- p. Parent(s): The parent(s), legal guardian or custodian.
- q. Re-entry Plan: Any plan developed by school personnel in consultation with the student and parent(s) to promote the well-being of any individual student, his/her re-admission to school, and the well being of the school environment. It may contain whatever provisions consistent with other school policies and state and federal laws that are deemed necessary.

⁴ <http://www.deadiversion.usdoj.gov/21cfr/21usc/812.htm>

- r. Retaliation: Includes but is not limited to, verbal, non-verbal, electronic/virtual or other threats, intimidation, assault and/or battery or an attempt to do any of the foregoing.
- s. School Day: A day on which school is in session with students present and attending classes.
- t. Substance Abuse: Means the use of any substance that alters a person's ability to perform physically, intellectually, emotionally or socially.
- u. Suspension: The revocation of the privilege to participate in school activities or be on school property without an appointment approved by the principal or his/her designee. There are three categories of suspension:
 - i. In-School – Student is removed from classes but will have access to his/her assignments at the discretion of the principal and is still required to attend school and participate at the level determined by school administration.
 - ii. Out-of-School – The student is removed from school property and any educational services shall be at the discretion of school administration.
 - iii. Long Term – A suspension of more than ten days imposed by the School Board.
- v. Tobacco: Tobacco in any form (for smoking, chewing, e-cigarette, liquid nicotine)

ATTACHMENT C: Hanover High School Alcohol and Drug Policy

HANOVER HIGH SCHOOL • STUDENT HANDBOOK 2011-2012 29

Downloaded 4/4/12 from <http://www.hanoverhigh.us/resources/Handbook.pdf>

ALCOHOL AND OTHER PROHIBITED DRUGS

POLICY: JICH

The Dresden School Board recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol and other drugs can interfere with a student's academic, physical, emotional, and social development. Further, the Board recognizes that the schools as well as families and the community at large have a responsibility to this important matter. Accordingly, the Dresden School Board makes a commitment to the health and well being of its students through age-appropriate programs and procedures and to an environment free from alcohol and other drugs.

The Board acknowledges the following school roles:

1. Educating students about alcohol and other drugs;
2. Responding supportively to those whose use of alcohol and/or other drugs interferes with school performance;
3. Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol and other drugs;
4. Helping students recovering from dependency on alcohol and/or other drugs;
5. Developing and implementing guidelines and sanctions in each school which
 - a. define violations and their consequences, both disciplinary and supportive;
 - b. define immediate procedures for handling incidents;
 - c. describe a support and referral system which includes response to self-referrals and suspected users, and
 - d. are clear and articulated to staff, parents and students.
6. Training all personnel in school guidelines related to alcohol and other drugs;
7. Ensuring no less than a biannual evaluation of the above efforts.

ADOPTED: Dresden, 22 August 1989

ALCOHOL AND OTHER PROHIBITED DRUGS

PROCEDURE

In accordance with the Dresden School District Policy, Hanover High School makes a commitment to the health and well-being of its students. Only in an environment that is free of alcohol and other drugs can students reach their potential in academics and extracurricular activities. Hanover High School will create a climate in which students can seek help concerning their own use or another's use of alcohol and other drugs. Each individual in the community has a responsibility to herself/himself and to others to keep Hanover High School an environment free of alcohol and other drugs.

GUIDELINES, PROCEDURES, SUPPORT & REFERRAL SYSTEM

1. **Definitions** This policy refers to alcohol, non-prescribed restricted drugs, and illegal drugs.
2. **Support and Referral System** Student Assistance Team: The Student Assistance Team responds to referrals from the administration, from staff, and from students. All referrals are confidential.

- **Membership:** The team is a subcommittee of the Pupil Services Team and consists of a student assistance counselor, guidance counselor, and school nurse. Within the legal confines of confidentiality, the team may include student members. Team members have special training in substance use/abuse. The team does not label or diagnose.

- The role of the team is to:

- a. Receive data (reports from teachers, counselors, administrators, other school employees);
- b. Assess
 - whether a student's involvement with substances is affecting his/her school performance or behavior;
 - whether the involvement is experimental or chronic;
 - whether the student is affected by a family member's substance use.
- c. Determine whether there is sufficient information to develop an action plan or whether the situation should be monitored;
- d. Assist with in-school interventions if indicated;
- e. Participate in referrals to community agencies for further assessment/treatment.
- f. Support students returning to school from inpatient treatment facilities.
- g. Make recommendations and advocate on a student's behalf with the administration.

3. Procedures The administration follows up all alcohol and drug violations with a referral to the Student Assistance Team.

- a. The team keeps written records of all referrals. These records are confidential and privileged.

- b. The team reviews the circumstances of the violation and determines whether a meeting with the student is appropriate and who should be involved.

- c. The team may recommend that a student meet with a team member for education and evaluation. This is similar to the procedure outlined in the Athletic Training Rules and may be required in addition to administrative consequences such as a suspension or schedule-up.

- d. The team may refer a student for further assessment/evaluation to a community agency or to a certified alcohol counselor. Whenever possible, the team works with the parents when further assessment or treatment is indicated.

- e. In cases of repeat offenses, the team may recommend to the administration that outside assessment be requested in addition to the administrative consequences imposed.

- f. When there is clear evidence that a student is becoming a danger to self or to others because of his/her substance use, the Student Assistance Team has an obligation to notify the parents. Whenever possible, this is done in conjunction with the student.

4. Suspected Use Any member of the school community concerned that a student is harmfully involved with alcohol or other drugs can make a referral to the Student Assistance Team. All referrals are confidential.

5. Self-referral When a student recognizes that he/she has a problem with alcohol and/or with other drugs and chooses to do something about this problem, the school will cooperate as fully as possible with the students. No disciplinary sanctions will be imposed provided the following conditions are met:

- There is no immediate or apparent threat of harm to self or to others.
- The student is self-referred and not "caught" in violation of school or legal policies.

A student under the influence of alcohol and/or other drugs will be allowed one opportunity to self-refer to a guidance counselor or nurse without disciplinary sanctions.

6. Students in Recovery Students who go into treatment will be encouraged to remain enrolled in school. The school is not financially responsible for a student's education while he/she is in treatment. The student's guidance counselor will:

- a. Obtain written releases to discuss an educational plan with the appropriate person at the treatment facility.
- b. When appropriate, ensure that the student receives the necessary assignments and materials.
- c. Ensure, when appropriate, that the student receives credit for education efforts made while in treatment.
- d. Obtain written releases to discuss aftercare plans and how to support a student's decision not to use.

7. Cooperative Agreement with Treatment Agencies/Providers The District will work to establish a written referral agreement with a New Hampshire and a Vermont treatment agency. Contacts with other providers will also be made as needed. The agreement will specify referral and intake procedures, financial obligations of parents and the school, confidentiality of information, etc.

VIOLATIONS AND CONSEQUENCES

These regulations apply whenever school is in session and when students are engaged in school-sanctioned activities on school property or on other sites.

Violations

A student is considered in violation of the school district's policy on alcohol and other drugs if he/she is:

1. In possession of alcohol or drugs;
2. In possession of paraphernalia associated reasonably with illegal drug use.
3. Distributing alcohol or drugs;
4. Selling alcohol or drugs;
5. Under the influence of alcohol or drugs;
6. In the act of using alcohol or drugs;
7. Knowingly in the presence of students in the act of possessing, distributing, selling, or using alcohol or drugs, except when it is clear that the student's presence is for the purpose of intervening for safety reasons or against another's use of alcohol and/or other drugs.

Consequences for Violations

1. Selling (attempted or actual):
 - Suspension up to ten school days.
 - Notification of police.
 - Notification of parents or guardians.
 - Notification of Superintendent – possible expulsion
 - Schedule-up for the remainder of the school year
 - Referral to the Student Assistance Team.
2. Possession of alcohol or drugs, using, consuming, distributing (not for sale), or under the influence of drugs or alcohol:
 - Suspension of up to five school days.
 - Notification of police.
 - Notification of parents or guardians.
 - Schedule-up for the remainder of the school year. (Note: An underclass student may be scheduled-up into the next school year if the infraction is near the end of the year.)

- Referral to the Student Assistance Team.
3. Being knowingly in the presence of drugs or alcohol, but not involved with any of the above infractions:
- Schedule-up for 15 days
 - Notification of parents or guardians.
 - Referral to the Student Assistance Team
4. Items (e.g. tools, paraphernalia) that can be associated reasonably with illegal drug use, but which show no evidence of drugs having been used, will be confiscated. The student in possession will be referred to the Student Assistance Team. Parents will be notified.

PROCEDURES FOR HANDLING INCIDENTS

All personnel are required to report actual or suspected incidents of possessing, distributing, using or consuming to the Principal, or his/her designee, i.e. the adult in charge. The identified student might be required to answer questions and/or undergo an evaluation to determine whether or not substances have been consumed or further action is necessary.

Emergency An emergency is defined as a student out of control, unconscious, or physically ill. The priority is protecting the student from physical harm and from disrupting the school environment and other students.

1. Remain with the student.
2. Send for the school nurse.
3. Call 911 for emergency medical assistance if the nurse is not available.
4. If indicated, release the student to the custody of appropriate medical personnel.
5. Report to the Principal or his/her designee once the student is under medical supervision.
6. The Principal contacts the parents. If the Principal is not available, the Principal's

designee contacts the parents.

The Principal implements the follow-up procedures detailed below (Section 3).

Where there is reason to suspect an alcohol or drug violation by a student (even if the evidence is inconclusive):

- a. The Principal or his/her designee contacts the student's parents and informs them that the Hanover Police Department will be called.
- b. The Principal or his/her designee requests that the Hanover Police Department send an officer to the school who will decide whether to take a student into custody.
- c. If the police officer does not take custody of the student, the Principal or his/her designee can request that a parent take the student home.
- d. If the police officer does not take custody of the student and a parent is not available, the Principal or his/her designee can require the student to stay in the nurse's office until the student can be released into the custody of a responsible adult.

Follow-up Procedures

- a. The Principal meets with the student and his/her parents and determines the consequences for the violation. The School independently determines whether it should impose discipline for alcohol or drug use whether or not the police take action.
- b. The Principal advises the student and his/her parents that a referral will be made to the Student Assistance Team.

c. After reviewing the incident, the Student Assistance Team may recommend that the student meet with a Team counselor as a condition of reinstatement. This is similar to the procedure outlined in the Athletic Training Rules and may be required in addition to administrative consequences such as a suspension or schedule-up. The team may also recommend interventions outside of school.

DEFINITION OF "SCHEDULE UP" from Hanover Handbook

Schedule-up is a school-based consequence that may be employed when a student violates unscheduled time or one of several rules stated in the *Handbook*.

Schedule-up means that for a period of time the student loses the free choice of where to go during unscheduled time.

Usually, the student works out a schedule with the adult in charge. The schedule-up specifies the following:

- The student spends all unscheduled time in adult supervised work spaces;
- With the exception of a 30-minute lunch period, the student must supervisor to initial the schedule form for each period, thereby confirming the student was in a previously designated space;
- The form must be turned in at the Main Office at the completion of the student's school day and picked up at the beginning of the next school day;
- Failure to attend a required period, excessive lateness, or failure to turn in or pick up the schedule form may mean in-school suspension as the next level consequence.

