

6164.11/Drug and Alcohol Use or Possession on School Property

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **6000**
CATEGORY: **Instruction**
POLICY CODE: **6164.11/Drug and Alcohol
Use or Possession on School
Property**

DRUG AND ALCOHOL USE OR POSSESSION ON SCHOOL PROPERTY

Policy Statement

It is the policy of the Trumbull Board of Education to vigorously combat the far-reaching and deleterious effects of alcohol and illegal drugs upon the educational process, our students, and our personnel. This endeavor demands awareness of the scope of the problem and vigilance in pursuing solutions, which will include educating staff and students, employing support systems, and following consistent procedural guidelines. The focus will be, primarily, on prevention, intervention, and rehabilitation.

The goal of this policy will be to keep the school environment and the people within it safe, healthy and productive. To this end, the combined efforts of students, staff, parents, community resources, and, when necessary, law enforcement will be brought to bear.

Adopted: 11/9/2004

Revised: 1/24/2017

References

- Connecticut General Statutes §§ 10-16b, 10-19, 10-154a, 10-154b, 10-154c, 10-221(d), 10-233(d), 21a-240, 21a-277, 21a-278
- Trumbull Board of Education Policy Code 1316: Public Conduct at School-Sponsored Sporting Events and Activities
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5141.21: Administration of Medication by School Personnel

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Regulations

Definitions

- A. Drug/Alcohol/Controlled Substance – shall include any alcohol or malt beverage, any drug listed as a controlled substance, chemical, abused substance, or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student’s health record, and given in accordance with the Board of Education Policy 5141.21, “Administration of Medication by School Personnel.”
 - B. Early Intervention Team (EIT) – is a multi-disciplinary support team composed of teachers, staff, administrators, nurses, and counselors. This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students and employees coming to their attention through the procedures outlined in this policy.
 - C. Professional School Personnel – those employees, administrators, teaching and related services staff, school nurses, coaches, who are specified in Section 10-154 (a), (b) and (c) of the Connecticut General Statutes.
 - D. Distributing – deliver, sell, pass, share, or give any drug, alcohol, or controlled substance, as defined by this policy, from one person to another or to aid herein.
 - E. Cooperative Behavior – shall be defined as the willingness of a person to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the support system.
 - F. Uncooperative Behavior – is resistance or refusal, either verbal, physical, or passive, on the part of a person to comply with the reasonable request or recommendations of school personnel and/or members of the support team. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the support system.
 - G. Drug Paraphernalia – includes any utensil or item which in the school’s judgment can be associated with the use of drugs, alcohol or controlled substances.
- A. Use of Illegal Substances
- 1. A student or school employee or school event chaperone will be subject to discipline if found to be involved with drugs, alcohol, or controlled substances (as defined above) on school grounds, during a school session, or anytime or anywhere during a school-sponsored activity. A volunteer or visitor will be removed from the premises if found to be involved with drugs, alcohol, or controlled substance (as defined above) on school grounds, during a school session, or anytime or anywhere during a school-sponsored activity.

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2. Off-campus, outside of the school day instances may be subject to disciplinary action if the effect of the occurrence would seriously disrupt the educational process.

B. Reporting Procedures

1. Professional school personnel shall refer people suspected of illegally using, possessing, or selling a drug, alcohol, or controlled substance to the building administrator or a member of the Early Intervention Team (EIT), who will then inform the building administrator except when such information is obtained under the confidentiality procedure of Section 10-154 of the Connecticut General Statutes (Section E below).
2. The building administrator, within twenty-four (24) hours of being notified, with the assistance of the EIT, shall gather and document all relevant facts and information including the date, time, and place of the occurrence, the nature of the abuse, the physical and emotional effects on the person involved, a written statement from the person involved, the location of any alcohol/drugs seized, the results of said alcohol/drug abuse, names and written statements of witnesses present, and any other information which may be relevant to a decision with regard to this person.
3. The nurse is to be notified immediately if a person shows signs or symptoms of alcohol or drug intoxication. It is advisable to have someone remain to assist the nurse to begin any necessary phone contacts. The nurse will advise the principal of the severity of the emergency (Appendix B).
4. The principal will alert supportive services so that rehabilitative measures may be taken as soon as possible after the emergency has subsided.

C. Disciplinary and Rehabilitative Decisions

1. If a principal determines that distribution of illegal substances has occurred, it is required that a law enforcement official be contacted.
2. Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred for counseling, rehabilitation, and community service.
3. Students treated for emergencies related to alcohol or drug abuse will be suspended from school.
4. A principal should report especially serious incidents to the Assistant Superintendent, who may consult with appropriate professional school personnel to determine what disciplinary action should be taken and what rehabilitative services should be brought to bear.
5. A letter from a licensed physician or licensed drug and alcohol counselor stating that the student is drug free is required from any student who has been suspended or expelled due to drug or alcohol use, on or off campus, in order for that student to return to school.

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6. A guide to administrative action for alcohol and drug incidents is attached (Appendix A).

D. Prevention

1. The administration is required to make use of in-service training sessions for both certified and non-certified staff so that they become more aware of the problem of substance abuse and more expert in recognition of the symptoms associated with it.
2. Teachers in each grade shall emphasize the effects of substance abuse in context that touches on the subject as well as teachers of the health education program where it can be stressed.
3. Parents should be reminded to be aware of the dangers of substance abuse by utilizing both the print and the electronic media.
4. The Trumbull Public Schools will embrace opportunities to work with school-associated organizations as well as Town and community organizations to keep our school and our students drug free.

E. Confidentiality

The administration does recognize that professional employees, based on their own values, must decide whether or not to maintain confidentiality of student communication pursuant to Connecticut General Statutes 10-154 (a), (b), and (c).

If a professional employee does not wish to maintain alcohol/drug confidentiality, it is required that he/she should reveal this to students at the time the student brings the problem to his /her attention.

Before a student initiates any communication with a professional employee, it is strongly recommended that students question professional employees of the school about their policy concerning alcohol/drug confidentiality.

In the event that a student should voluntarily come forward with an alcohol/drug problem to a teacher who has revoked confidentiality, that teacher should refer the student to an administrator, guidance services, or school psychology or social worker services.

Confidentiality is not violated by a teacher who discloses information with the student's permission.

Alcohol and Drugs – Summarization of Administrative Regulations

Situation – Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline – Rehabilitation
I					
A student is suspected of possible drug or alcohol use. There is no physical evidence.	Student is informed of available help and encouraged to seek assistance.	Staff member contacts counselor, nurse or principal for assistance and follow up.	As appropriate after efforts to secure cooperation of student to notify parent.	Not applicable.	Referral to the Early Intervention Team (EIT).
II					
Student contacts staff member in regard to the drug or alcohol use of another student.	Student who made the contact is encouraged to help the student with the problem to seek assistance.	Staff member contacts counselor, nurse, or principal for assistance and follow up.	As appropriate after efforts to secure cooperation of student to notify parent.	Not applicable	Referral to the EIT.
III					
Student volunteers information about drug or alcohol use and asks for help.	Student is informed of available services and encouraged to seek assistance.	Staff member may request advice from the EIT, counselor, nurse, or principal.	Only with the consent of the student, unless there is a clear and imminent danger.	Not applicable.	Referral to the EIT.
IV					
Student has a drug- or alcohol-related medical emergency.	The nurse will be summoned immediately to decide upon a course of action to assure student safety.	The principal will investigate the incident. This may include a search of the student and his/her possessions and locker and written statements from student and witnesses.	Notification due to health problem or medical emergency.	Only in cases where the safety of the victim or the school population is at risk.	<ul style="list-style-type: none"> · Referral to EIT and licensed drug and alcohol agency (at parents' expense). · Will be subject to disciplinary action under category V or VI. · A letter from a licensed physician or licensed drug and alcohol counselor, stating that the student is drug free, must be received before the student can return to school.

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Appendix A

Alcohol and Drugs – Summarization of Administrative Regulations

Situation – Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline – Rehabilitation
V					
Possession/being under the influence/ consumption of controlled drugs, drug paraphernalia, or alcohol on a school bus, during a school session, on school grounds at any time or at a school-sponsored activity.	School administrator is summoned.	Investigation by the school administrator may include search of the student and his/her possessions and locker and written statements from student and witnesses. Confiscation of substance/drug paraphernalia, which is turned over to police.	Parent/guardian is notified and requested to come to school.	Yes, in order that they may take further action and may take the substance for analysis.	<u>First Violation</u> <ul style="list-style-type: none"> · Ten days out-of-school suspension. · Possible expulsion up to 180 days in accordance with Policy 5131, after recommendation to Asst. Superintendent. · Possible loss of privilege to participate in all extracurricular school programs for 90 school days. · Student must perform 25 hours of school or community service. · Referral to EIT and licensed drug and alcohol agency (at parents' expense). · A letter from a licensed physician or licensed drug and alcohol counselor, stating that the student is drug free, must be received before the student can return to school.

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Appendix A

Alcohol and Drugs – Summarization of Administrative Regulations

Situation – Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline – Rehabilitation
V					<p align="center"><u>Subsequent Violations</u></p> <ul style="list-style-type: none"> · Ten days out-of-school suspension. · Possible expulsion up to 180 days in accordance with Policy 5131, after recommendation to Asst. Superintendent. · Referral to EIT and licensed drug and alcohol agency (at parents’ expense). · If student is not expelled, loss of privilege to participate in all extracurricular school programs for 180 school days. · Student must perform 50 hours of school or community service. · Denial of participation in graduation exercises and class trips. · A letter from a licensed physician or licensed drug and alcohol counselor, stating that the student is drug free, must be received before the student can return to school.

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Appendix A

Alcohol and Drugs – Summarization of Administrative Regulations

Situation – Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline – Rehabilitation
<p align="center">VI</p> <p>Distributing/ manufacturing/ selling/aiding in the procurement of controlled drugs, drug paraphernalia, or alcohol on a school bus, during a school session, on school grounds at any time or at a school-sponsored activity.</p>	<p>Administrator is summoned.</p>	<p>Investigation by the school administrator may include search of the student and his/her possessions and locker and written statements from student and witnesses. Confiscation of substance/drug paraphernalia, which is turned over to police.</p>	<p>Parent/guardian is notified and requested to come to school.</p>	<p>Yes, in order that they may take further action and may take the substance for analysis.</p>	<ul style="list-style-type: none"> · Ten days out-of-school suspension. · Possible expulsion up to 180 days in accordance with Policy 5131, after recommendation to Asst. Superintendent. · Mandatory expulsion for students offering a controlled substance for sale or distribution. · Referral to EIT and licensed drug and alcohol agency (at parents' expense). · If student is expelled, loss of privilege to participate in all extracurricular school programs for 180 school days. · Student must perform 50 hours of school or community service. · Denial of participation in graduation exercises and class trips. · A letter from a licensed physician or licensed drug and alcohol counselor, stating that the student is drug free, must be received before the student can return to school.

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Appendix A

Alcohol and Drugs – Summarization of Administrative Regulations

Situation – Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline – Rehabilitation
<p align="center">VII</p> <p>Student is involved in an off-campus drug- or alcohol-related incident.</p>	<p>Administration initiates investigation. After investigation is completed, administration must determine whether student violated Board policy and caused a serious disruption to the educational process. Administration then recommends disciplinary action including recommendation for expulsion.</p>	<p>Investigation by the school administrator may include search of the student and his/her possessions and locker and written statements from student and witnesses as well as communication with the police.</p>	<p>Parent/guardian is notified and requested to come to school.</p>	<p>Yes, if applicable.</p>	<ul style="list-style-type: none"> · Ten days out-of-school suspension. · Possible expulsion up to 180 days in accordance with Policy 5131, after recommendation to Asst. Superintendent. · Mandatory expulsion for students offering a controlled substance for sale or distribution. · Possible loss of privilege to participate in all extracurricular school programs for 90 to 180 school days. · Student must perform 25 to 50 hours of school or community service. · Referral to EIT and licensed drug and alcohol agency (at parents' expense). · Possible denial of participation in graduation exercises and class trips. · A letter from a licensed physician or licensed drug and alcohol counselor, stating that the student is drug free, must be received before the student can return to school.

**Trumbull Public Schools Nursing Services
SUBSTANCE USE HEALTH ASSESSMENT**

Anxiety: Student determined on a scale of 1 to 10, with 10 being the highest:

Speech:	Normal	Rambling – Slurred
Thought Process:	Remains Focused	Wandering Paranoia Delusions Hallucinations

PHYSICAL APPEARANCE:

<u>Looks:</u>	Tidy Clean	Untidy Dirty
<u>Balance:</u>	Steady	Unsteady
<u>Odor:</u>	None	Alcohol Marijuana

<u>Other Physical Findings:</u>	Tremors:	No	Yes
	Runny Nose:	No	Yes

SCHOOL-BASED RESOLUTION:

Return to class, not impaired at present time.	_____
Parent/guardian informed.	_____
Administrator notification.	_____
Excused to home with parent/guardian.	_____
Referral to EIT.	_____

IF VISION, LOCOMOTION, AND COORDINATION ARE SIGNIFICANTLY IMPAIRED, CALL 911 AND BE PREPARED TO ESTABLISH AN AIRWAY AND PERFORM CPR.

Student Name: _____ Parent/Guardian: _____

d/o/b: _____ Home Phone: _____ Work Phone: _____

Address: _____

Disposition: _____

School Nurse Signature: _____ Phone: _____

**Trumbull Public Schools
TEACHER REFERRAL FORM
SUBSTANCE USE HEALTH ASSESSMENT**

C O N F I D E N T I A L

Student: _____ **Teacher:** _____ **Date:** _____

*** To be forwarded to EIT after a confirmed drug/alcohol incident.**

Please check statements which are true for student:

- frequently tardy
- frequently absent
- unexplained gaps of time (e.g., takes 15 minutes to get from one room to another)
- frequently attempts to excuse him/herself from class
- grades slipping
- assignments late
- assignments poorly done
- not working up to potential/low motivation, loss of interest
- disruptive in class
- moody
- defensive
- other students are afraid of him/her
- smells of alcohol at times
- smells of “pot” at times
- appears dazed or “out of it”
- appears silly or “out of it”
- falls asleep in class
- recent changes in appearance
- has changed friends or peer groups
- hangs around with students who are associated with drugs
- information associates him/her with drugs
- hostile or argumentative
- promises to do better but behavior never changes
- denial of any problem
- blames others for problems
- does not keep appointments or meet responsibilities
- avoids contact with concerned persons