



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Reporting and Responding to Violations Relating to Tobacco, Alcohol, & Other Drug Situations		
SECTION	Students & Non-Instructional Operations	CODE	C2R & F40R

Last Updated: 9/10/18

I. **SPECIFIC PROCEDURES OUTLINE:**

The purpose of this document is to outline restorative procedures to guide Addison Northwest School District personnel in their response to violations of the [Student Drugs and Alcohol policy \(C2\)](#) and [Tobacco Prohibition \(F40\)](#), in compliance with 16 V.S.A. § 1165.

Language and Definitions

Understanding that some students will use both controlled and illegal substances (including, but not limited to inhalants, hallucinogens, depressants, stimulants, prescription medications, alcohol, tobacco, etc.), and understanding the harmful impact these substances have on developing adolescents, the goal of the District is to promote policies and procedures that address in a restorative manner the real needs and safety of students. Education of substance use/abuse for faculty/staff, students and families should/will be available.

The term **“drugs”** includes alcohol and chemical substances, both illegal and controlled, including any medication or substance, such as cough syrup, cold medicine, and pain relievers, inhaled or ingested above the product’s recommended dosage, or substances thought to be illegal or controlled. In cases where no such dosage information exists (e.g. certain inhalants), we will consult manufacturer’s health and safety guidelines for appropriate usage. The term **“drug use”** is defined as the possession or ingestion of any drug, including drugs prescribed for the student’s own use.

The term **“drug paraphernalia”** means all equipment, products, devices, and materials of any kind which are used to process, prepare, store, contain, or conceal drugs, or that are used to inject, ingest, inhale, or otherwise introduce a drug into the human body.

The **Restorative Response Team** (RRT) consists of an administrator, RRC personnel, the SAP counselor, and any other adults who support the student. The team meets to determine restorative plans for a student who violates the substance use policy. Ideally, everyone is trained in Restorative Practices. This group/team will meet as soon as possible after an infraction/incident. The RRT team will (1) screen (or refer for screening) to determine if further substance use or mental health assessment is needed, (2) explore the impact of substance use on the student, their family, the school community, (3) and work with the student and others affected to address the needs and impact.

Restorative Practices

The Addison Northwest School District fully embraces student learning and engagement and we understand that in order for students to achieve academic and social success, they must first attend school and be in class. Therefore, the District embraces and supports restorative practices as an alternative to student suspension. More information about Restorative Practices can be found [here](#) and in the [Student Parent Handbook](#).

Training

In order to implement the following procedures, it is recommended that key administrators and support staff, including, but not limited to school nurses, Resource Response Center staff, student assistant professionals, etc. be trained in the signs and symptoms of drug and alcohol use/abuse by the Drug Recognition Expert (DRE) unit of the Vermont State Police. The District shall arrange for such training for any new incoming key personnel. The District will also arrange for all staff to be trained in these procedures annually.

Confrontation and Reporting

- **School Staff** – All school employees will inform a school administrator immediately, or as soon as it is safe to do so, if they suspect a student is in violation of either policy.
- **Students** – Students who suspect or know of drug or alcohol violations are encouraged and expected to give this information to any school staff member. Staff members receiving such information shall make an immediate report to the administrator.
- **The school administrator** (or other designated adult) will escort the student to a DITEP trained staff member to confirm suspected influence.

Emergency Conditions

1. **If, in the opinion of the administrator, there is a medical emergency, emergency services will be called.**
2. The parent shall be notified prior to such action when possible, and in all other instances as soon as possible thereafter.

Investigation

1. The administrator or designee (i.e. RRC) shall investigate the incident and determine the appropriate action. This may include, but is not limited to, students emptying pockets, pocketbooks, and/or backpacks, inspection of student desks, lockers, and/or vehicles parked on school premises. [See Search and Seizure policy and procedure.](#)
2. When there is sufficient information to suspect that a violation has occurred, the student(s) shall be expected to cooperate fully. Refusal to comply with an investigation will result in violation of this policy.
3. The school administrator will escort the student to a DITEP trained staff member to confirm suspected violation.

Police Notification

The administrator shall notify the Vergennes Police Department in any instance of alcohol, tobacco, or other drug use, possession, or distribution that would violate state or federal laws.

Notification of Parents

1. Parents will be notified as soon as possible during an investigation. In the event that police are called, parents will be notified immediately.
2. If the student is deemed and/or assessed to be under the influence of drugs/alcohol or otherwise in violation of the policy, and/or considered unsafe to be at school, they shall remain isolated from peers at school until such time as the parent can arrange for transportation home, or are discharged to a social service, medical, or law enforcement agency.

This time away from school shall be considered a day for the safety of the school, time to meet with the student, and time for the school's RRT to meet to determine how best to hold the student accountable and to devise the reentry/agreement plan.

Informal Hearing

In the event the student and/or parent disagree with the findings of the investigation, the student and/or parent shall be given the opportunity for an informal hearing. The administrator, at his/her discretion, may include other appropriate school personnel. Due process procedures described in Rule 4311 shall be followed.

Restorative Agreement Plan

If it is determined that a policy violation did occur:

1. The administrator will initiate the development of a restorative/support plan/agreement in consultation with the parent, student, members of the RRT, and any other support people.
2. The Student Assistance Professional (SAP) counselor will meet with the student and conduct a screening using the GAIN-SS screening tool. The SAP counselor will serve as a case manager or lead respondent to facilitate and coordinate next steps, specifically, to understand the student's:
 - Perspective about what happened
 - Academic needs (in consultation with the school staff)
 - Health and Mental Health needs (in consultation with the family and medical professionals)
 - Impact on themselves and others
 - Readiness to take responsibility
 - Substance use and history
 - Natural support people (help student identify the people who are supports for

- o Ideas for next steps to address needs and harms
- 3. The SAP counselor will report back to the Resource Response Team (RRT) within three (3) days of meeting with the student and lead the coordination of a plan to support the student when possible.
- 4. The student will choose a key adult in the school who will support the student on the implementation of their agreement plan. The role of the key adult is to build a viable, meaningful, nurturing support system for the student.
- 5. The student and key adult shall determine an appropriate community service opportunity and agreed upon number of hours. The goal is to not just give back in a restorative manner but also provide an opportunity for learning.
- 6. The student and their key adult must present to the RRT/SAP a plan to address the harm caused to the school by their actions.
- 7. The student will convene a circle to include at least 2 support people in addition to the key adult selected by the student, all participants approved by the RRT as supportive influences.

II. VIOLATIONS AND RESTORATIVE WORK/SUPPORT

All violations are cumulative within each level: K-2, 3-5, 6-8, 9-12, and will not be carried over from one level to the next. For students participating in co-curricular activities, any policies, procedures, or contracts relative to alcohol, tobacco and other drug violations will also be applicable.

Tobacco, Alcohol and Other Drugs: Purchase; Use; Possession; Being Under the Influence; Possession of a Reasonably Related Tobacco, Alcohol or Drug Device; Participation in a Related Incident or Refusal to Cooperate with an Investigation

- A. **First Violation:** A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:
 - 1. Confiscation of tobacco, alcohol and/or other drug
 - 2. Parent(s)/Guardian notification
 - 3. Police notification
 - 4. Restorative Agreement Plan
 - 5. In school or out of school suspension as determined by administration
- B. **Second Violation:** A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:
 - 1. Confiscation of tobacco, alcohol and/or other drug
 - 2. Parent(s)/Guardian notification
 - 3. Police notification
 - 4. Restorative Agreement Plan
 - 5. In school or out of school suspension as determined by administration

6. If drug or alcohol subsequent violation:
 - i. A drug and alcohol assessment shall be required at parent/guardian expense and be made by a certified drug and alcohol counselor prior to re-entry to school. A commitment is encouraged from the student/parents to share the assessment's education and treatment recommendations with the appropriate school personnel.
 - ii. The student must present verification of a scheduled agency appointment with a certified drug/alcohol counselor. The school counselor or student assistance counselor shall be responsible for providing continuing support upon the student's return to school.
 - iii. An assessment outside of the school is required. If it indicates a substance use disorder the student must demonstrate that he or she is actively engaged with a licensed alcohol and drug abuse counselor (LADC).
 - iv. Random urine screenings for the next 60 days may be required depending on a determination by the parents and RRT. The screenings serve two purposes, (1) for the school to ensure that the issue is being addressed, and (2) for the family to know what the student is using in order to provide appropriate support services.
 - v. The plan shall include a recommendation for an assessment by a certified community drug/alcohol counselor and a commitment from the student/parents to share the assessment's education and treatment recommendations with the appropriate school personnel.
 - vi. The student must present verification of a scheduled agency appointment with a certified drug/alcohol counselor. The school counselor or student assistance counselor shall be responsible for providing continuing support upon the student's return to school.

C. Third Violation

If the violation of the policy is the student's third offense, the student is potentially in critical need of more intensive support for health and safety reasons. The RRT, parents, and the key adult must meet to determine the best course of action for this individual student.

Failure to comply with any of the above will result in further restorative and/or disciplinary action as determined by the administration.

Tobacco Products, Alcohol, and Other Drugs: Sale; Distribution; Exchange

1. **First Violation:** A student found to be selling or attempting to sell, or distributing tobacco products, alcohol, and/or other drugs on school property or at a school sponsored event will receive the following consequences:

- a. Confiscation of tobacco products, alcohol, and/or other drugs
- b. Parent(s)/Guardian notification
- c. Police notification
- d. Suspension in/out of school. This time away from school shall be considered a time for the safety of the school, time to meet with the student, and time for the school's RRT to meet to determine how best to hold the student accountable and to devise the reentry/agreement plan.
- e. Restorative Agreement plan
- f. If drug or alcohol violation:
 - i. A drug and alcohol assessment shall be required at parent/guardian expense and be made by a certified drug and alcohol counselor prior to re-entry to school. A commitment is encouraged from the student/parents to share the assessment's education and treatment recommendations with the appropriate school personnel.
 - ii. The student must present verification of a scheduled agency appointment with a certified drug/alcohol counselor. The school counselor or student assistance counselor shall be responsible for providing continuing support upon the student's return to school.
 - iii. An assessment outside of the school is required. If it indicates a substance use disorder the student must demonstrate that he or she is actively engaged with a licensed alcohol and drug abuse counselor (LADC).
 - iv. Random urine screenings for the next 60 days may be required depending on a determination by the parents and RRT. The screenings serve two purposes, (1) for the school to ensure that the issue is being addressed, and (2) for the family to know what the student is using in order to provide appropriate support services.

2. Second Violation:

If the violation of the policy is the student's second offense, the student is potentially in critical need of more intensive support for health and safety reasons. The RRT, parents, and the key adult must meet to determine the best course of action for this individual student.

Failure to comply with any of the above will result in further restorative and/or disciplinary action as determined by the administration.