

## Substance Abuse

### PHILOSOPHY

The Montville Board of Education is committed to the concept of substance abuse prevention through education and intervention and will implement this policy with the cooperative efforts of faculty, administration, other staff, students and parents.

We recognize and affirm the individual value and potential of each member of the school community, at every level. We also recognize that substance abuse and dependency seriously impair the ability of individuals to develop their full potential and lead healthy, productive lives.

School personnel, health service agencies, local law enforcement officials, and parents will be encouraged to work together to help students and employees understand the serious legal, social, and medical consequences of substance abuse and to help students and employees overcome this problem.

It is important for all school personnel to be aware of the distinction between students and employees who are violating the law and those who are actively seeking help in terminating their substance abuse. The law regarding substance abuse clearly provides penalties for convicted violators. Members of the school community are subject to these laws on school grounds as well as off. In regard to students seeking help, the matter of confidentiality and legal obligations are specifically dealt with in this policy.

We believe that it is essential for adults to set good examples for students to follow. Therefore, the members of the school community, including the Board of Education, the administration, the teaching staff, and other support staff, all of whom have been represented by members of the Substance Abuse Policy Committee, will comply with all the laws which govern the use of substance and will exercise prudent judgment when legally using any prescribed drugs or other substances. This policy is based on the deep belief that substance abuse is a life-threatening illness which affects individuals in all areas of their lives: spiritual, emotional, physical, intellectual, and social.

The Montville Substance Abuse Policy seeks to promote the welfare and well being of all students and staff members by stressing the value of sound personal health and responsible decision making and by promoting actively the elimination of all narcotic drugs, tobacco products, hallucinogenics, amphetamines, barbiturates, marijuana, hashish, illegal and illicit drugs, alcoholic beverages and all intoxicants from our schools. The policy acknowledges education, prevention and intervention as the principal approaches in dealing with substance abuse.

Substance abuse is defined in this policy as the possession, use, transmission, or being under

the influence of any narcotic drug, tobacco product, hallucinogenic drug, amphetamine, barbiturate, marijuana, illegal or illicit drug, alcoholic beverage or intoxicant of any kind on school property, at school sponsored events, on school buses and en route to and from school by any mode of travel provided by the school system.

## POLICY

With this philosophy in mind, the Montville Board of Education has adopted the following policy:

1. It is the policy of the Montville Board of Education to prevent and prohibit the possession, use and distribution of any drug or drug paraphernalia, alcohol or tobacco products on school property, at school sponsored events, on school buses and en route to and from school by any mode of travel provided by the school system. The Board of Education urges vigilance at all levels pre-K through 12. Activities of a questionable nature that mimic or simulate drug use, possession, or distribution are similarly of serious concern, regardless of grade level, and require the response otherwise stipulated for suspected or actual activity.
2. All violations of this policy, including the possession, use or distribution of alcohol, tobacco products and drugs or drug paraphernalia and being under the influence of any substance will be dealt with in accordance with the procedures described herein. The consequences of such violations may ultimately result in expulsion from school or termination of employment.
3. Recognizing that substance abuse may be indicative and symptomatic of serious, underlying problems, every effort will be made to offer a student or employee help and assistance, including early identification of both students and employees who are current substance abusers and those who are at risk for substance abuse, referral for treatment and aftercare support. Disciplinary procedures will be administered with the best long-term interests of the student, employee, school population and community in mind.
4. Due consideration will be given to the rights of students and employees: questioning of a student on school premises will take place only in the presence of a school official; a student's right to remain silent or to speak through an attorney or parent/guardian may not be abridged; a school official will maintain a record of all proceedings under this policy, which shall be available to the student. School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspection for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.
5. Substance abuse is part of the school system's health education program, K through grade 12, as recommended by the Health Education Curriculum Committee and adopted by the Board of Education. As part of this program, the central office must continually update statistics on substance abuse, referrals, and related rule violations. A fundamental and essential part of the program is a staff in-service program which includes training and the development of necessary attitudes and awareness which leads to understanding substance abuse as a disease requires intervention and treatment.
6. Students are encouraged to consult with teachers, administrators and other professional

staff members on substance abuse problems. Information received or observations made by the educator during a drug counseling or student information session is privileged. The student should be encouraged at the earliest appropriate time to seek help from his/her parents/guardians. The decision to involve parents/guardians should be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug use. If such danger is imminent, the parents/guardians and health officials should be notified so that appropriate medical action can be taken.

Staff members are legally protected for giving appropriate assistance to substance abusers within the ethical and regulatory framework of their professions.

Employees are also encouraged to seek assistance for substance abuse concerns.

7. The Board of Education recognizes the immensity and importance of this program and pledges its full support by providing the necessary staff training and support. The program cannot be fully instituted until the staff and core team are adequately trained.
8. **POLICY TERMS AND ARTICLES:** The following terms and articles will be applied and defined as explained in the enforcement of the Substance Abuse Policy.

**CONFIDENTIALITY:** school administrators, teachers, guidance counselors, nurses and psychologists and other employees will respect confidential communications as defined in Connecticut General Statute #10-154a and will not reveal them to any court or investigative agency without the permission of the student or his/her parent/guardian. However, official actions taken by the school and school personnel in regard to the enforcement of this policy may include communication with the police and may be subject to laws regarding public information.

**CONFISCATION:** when there is probable cause to believe that a student is in possession of drugs, there is an obligation on the part of school personnel to search for and seize such drugs. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs will be turned over to the police. Search and seizure activities will be conducted by the principal and his/her designated administrators.

**COOPERATIVE BEHAVIOR:** the willingness of a student to work with school personnel in a reasonable and helpful manner, complying with requests and recommendations of said personnel.

**CORE TEAM:** a multidisciplinary group of school personnel trained to investigate student situations, identify problems, recommend discipline, refer to in-school helping programs, and connect students to community services and resources.

**DISTRIBUTION:** to give possession of any drug or alcohol or other substance referred to in this policy to another person, whether or not for compensation.

**DRUGS:** any alcoholic beverage, controlled substance, illegal substance, or prescription medication for which the student does not have a prescription from a licensed physician.

**DRUG PARAPHERNALIA:** any object or device used, intended for use, or designed for use in ingesting, inhaling, injecting, smoking or otherwise introducing controlled substances into the human body (e.g., bongs, pipes, roach clips, needles, spoons, straws, tobacco rolling papers) or devices or any object or container used, intended for use, or designed for use in storing, concealing or distributing controlled substances.

**HABITUAL OFFENDER:** a student who is found to be in violation of this policy three or more times within thirty-six (36) months.

**HEARING BEFORE BOARD OF EDUCATION:** such a hearing is usually for consideration of a recommendation for expulsion of the student (see C.G.S. 10-233d).

**IN-SCHOOL PROGRAM:** any program as may be established by the school to provide discipline or help to students who are found to be in violation of this and other school policies.

**POSSESSION:** any possession which is unlawful under Connecticut State Law.

**PRINCIPAL:** administrator responsible for the students, building and activity.

**TOBACCO PRODUCTS:** any form of tobacco including snuff used in smoking, chewing or sniffing.

**UNCOOPERATIVE BEHAVIOR:** any resistance or refusal, whether verbal, physical or passive on the part of the student to comply with the reasonable requests or recommendation of the school personnel.

**USE:** to ingest, inject or otherwise cause a drug to reach the bloodstream or digestive tract.

### SITUATION I: SUSPICION OF SUBSTANCE ABUSE

A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to drug use.

Immediate Action - if staff member determines that he/she can handle the problem, he/she will:

1. Observe and record inappropriate behavior.
2. Discuss behavior with student.
3. Ask for a change in the student's behavior.
4. Evaluate behavior again in two weeks or immediately upon any concern for the student's safety.
5. If satisfactory change does not occur, refer student to guidance personnel or principal.

If staff member determines at any time that he/she cannot handle the problem, it should be

referred to the principal.

Investigation - if referred to the principal, the Core Team may be asked to investigate.

Notification of Parents/Guardians - if deemed appropriate or necessary.

Confidentiality - confined to those with a need to know as mandated by school policy.

Disposition of Substance - not applicable.

Follow-up Action - monitoring by staff member(s) or, where appropriate, referral through the principal to the Core Team, to identify this student as being at risk for substance abuse.

Disciplinary Procedure - none is mandated. If inappropriate behavior is of a serious enough nature to warrant disciplinary action, refer to the school disciplinary code. If this policy is found to have been violated, appropriate action may be taken.

Notification of Police - not appropriate.

## SITUATION II: VOLUNTARY REQUEST FOR ASSISTANCE WITH SUBSTANCE ABUSE

A student seeks drug-related help or advice for himself/herself, for a friend, or for another student, from a staff member.

Immediate Action - staff member shall inform the student of the availability of professional help and his/her rights in receiving such help and shall encourage the student to seek help. Staff member is encouraged to refer the student to the guidance counselor with permission from the student and with preserving confidentiality.

Investigation - not applicable. May be applicable when a student is seeking assistance for another student.

Notification of Parents/Guardians - only upon written consent of the student. For elementary and junior high students, the notification needs to occur to ensure that assistance will take place in early years.

Confidentiality - to be maintained strictly unless the safety of the student or others requires consultation with the principal.

Disposition of Substance - not applicable.

Follow-up Action - monitoring by staff member(s) or where appropriate, referral through the principal to the Core Team.

Disciplinary Procedure - none.

Notification of Police - not appropriate.

### SITUATION III: STUDENT EXHIBITS OVERT SYMPTOMS OF SUBSTANCE INTOXICATION OR OVERDOSE

A student demonstrates symptoms of possible drug or alcohol overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness) or disrupts a school function by acutely abnormal or bizarre personality display. Such behavior may be emotionally, organically or chemically induced and an immediate explanation as to cause may be possible. This situation will be handled as a medical emergency.

Immediate Action - staff member shall inform the principal and school nurse. All standard health and first aid procedures will be followed. The student shall not be left alone.

Investigation - if drug or alcohol use is suspected, the principal or authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for drug or alcohol use or possession.

Notification of Parents/Guardians - the principal will contact the parents/guardians immediately to describe the situation and arrange a meeting.

Confidentiality - confined to those with a need to know as mandated by school policy.

Disposition of Substance - if a substance is discovered, it will be provided to the appropriate medical personnel to assist in determining appropriate treatment. It will then be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

Follow-up Action - if no drug or alcohol use is confirmed, follow standard school health procedure. If drug or alcohol use is confirmed, refer to the Core Team to investigate student's background and make findings known to parents/guardians, counselors, principal and superintendent of schools. The chairperson of the student assistance team shall also refer the student(s) and parent(s) to appropriate agencies (listed in policy) licensed to assess and treat substance abuse.

Disciplinary Procedure - if drug use is confirmed:

First Offense: if the student is cooperative, up to five (5) days In-School Program and referral to community counseling program and suspension.

First Offense: if the student is uncooperative, up to ten (10) days In-School Program and referral to community counseling program and suspension, and possible referral to superintendent of schools and Board of Education for hearing.

Second Offense: within thirty-six (36) months: ten (10) days In-School Program and suspension, and referral to superintendent of schools and Board of Education for hearing.

Habitual Offender: refer to Board of Education for hearing.

Notification of Police - required, if drugs are involved.

#### SITUATION IV: STUDENT POSSESSION OF DRUG PARAPHERNALIA

A student is caught with any type of paraphernalia normally associated with the use of drugs: e.g., tobacco rolling papers, bongos, clips, pipe needles, spoons, straws.

Immediate Action - staff member will escort student to the principal's office or summon the principal who will confiscate the drug, alcohol or paraphernalia.

Investigation - the principal will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances, alcohol and paraphernalia. The student's person, locker, desk and all personal property will be searched. The student shall not be left alone. The search of the student's person by school officials shall not constitute a strip search.

Notification of Parents/Guardians - the principal will contact the parents/guardians immediately to describe the situation and arrange a meeting.

Confidentiality - confined to those with a need to know as mandated by school policy.

Disposition of Substance - any drug-like substance, alcohol or paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

Follow-up Action - If analysis of paraphernalia, alcohol or drug-like substance shows traces of substance, refer to the Core Team to investigate student's background and make findings known to parents/guardians, counselors, principal and superintendent of schools. The chairperson of the student assistance team shall also refer the student(s) and parent(s) to appropriate agencies (listed in policy) licensed to assess and treat substance abuse.

#### Disciplinary Procedure -

- First Offense: if the student is cooperative, up to five (5) days In-School Program and referral to community counseling program and suspension.
- First Offense: if the student is uncooperative, up to ten (10) days In-School Program and referral to community counseling program and suspension, and possible referral to superintendent of schools and Board of Education for hearing.
- Second Offense: within thirty-six (36) months: ten (10) days In-School Program and suspension, and referral to superintendent of schools and Board of Education for hearing.

Habitual Offender: refer to Board of Education for hearing.

Notification of Police: required.

SITUATION V: STUDENT UNDER THE INFLUENCE OF OR IN POSSESSION  
OF A DRUG OR ALCOHOL AND/OR DRUG PARAPHERNALIA WHILE AT  
SCHOOL OR ANY SCHOOL FUNCTION

A student is found using, in possession of, or suspected to be under the influence of a drug or alcohol and possession of drug paraphernalia when attending any school-sponsored function on or off school property.

Immediate Action - the group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. Immediate referral for medical evaluation will be made if warranted.

Investigation - notify police or security personnel for assistance. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances, alcohol or paraphernalia. The student's person, locker, desk and all personal property will be searched. The search of the student's person by school officials shall not constitute a strip search. The student shall not be left alone.

Notification of Parents/Guardians - the parents/guardians will be contacted immediately and the situation described. The parents/guardians will be requested to transport the student home. If they are unable or unwilling to do so, the police will be asked to transport the student home.

Confidentiality - confined to those with a need to know as mandated by school policy.

Disposition of Substance - any drug-like substance, alcohol or paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

Follow-up Action - refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, principal and superintendent of schools. The chairperson of the student assistance team shall also refer the student(s) and parent(s) to appropriate agencies (listed in policy) licensed to assess and treat substance abuse.

Disciplinary Procedure - if analysis shows drug use or possession:

First Offense: if the student is cooperative, up to five (5) days In-School Program and referral to community counseling program and suspension.

First Offense: if the student is uncooperative, up to ten (10) days In-School Program and referral to community counseling program and suspension, and possible referral to Superintendent of Schools and Board of Education for hearing.



Second Offense: within thirty-six (36) months: ten (10) days In-School Program and suspension, and referral to Superintendent of Schools and Board of Education for hearing.

Habitual Offender: refer to Board of Education for hearing.

Notification of Police - required.

#### SITUATION VI: STUDENT DISTRIBUTING DRUGS OR ALCOHOL

A student is caught distributing drugs or alcohol.

Immediate Action - staff member will escort student to the principal's office or summon the principal who will confiscate the drug.

Investigation - the principal will request that student empty his/her pockets and/or purse and volunteer all drug-like substances or alcohol. The student's person, locker, desk and all personal property will be searched. The student shall not be left alone. The search of the student's person by school officials shall not constitute a strip search.

Notification of Parents/Guardians - the principal will contact the parents/guardians immediately to describe the situation and arrange a meeting.

Confidentiality - confined to those with a need to know as mandated by school policy.

Disposition of Substance - any drug-like substance or alcohol discovered will be sealed, documented, and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

Follow-up Action - refer to the Core Team to investigate student's background and make findings known to parents/guardians, counselors, principal and superintendent of schools. The chairperson of the student assistance team shall also refer the student(s) and parent(s) to appropriate agencies (listed in policy) licensed to assess and treat substance abuse.

Disciplinary Procedure -

First Offense: suspension and referral to the superintendent of schools and Board of Education for a hearing.

Second Offense: suspension and referral to the superintendent of schools and Board of Education for a hearing.

Notification of Police - required.

#### SITUATION VII: VISITOR OR NON-STUDENT UNDER THE INFLUENCE OF,

POSSESSING OR POSSIBLY DISTRIBUTING ALCOHOL, DRUGS OR OTHER  
SUBSTANCES TO STUDENTS

A visitor or person not enrolled in school and who is under the influence of, in possession of, or who may be providing alcohol, drugs, or other substances to students.

Immediate Action - the principal will contact the police and will keep the visitor under constant surveillance.

Investigation - the principal investigates visitor's activities and presents results to the police.

Follow-up Action - notify superintendent of schools.

Notification of Police - required

AGENCIES FOR TREATMENT

The chairperson of the student assistance team will refer parent(s) and student(s) to one of the following licensed agencies as part of follow-up action in situations III, IV, V, and VI.

CARE CLINIC (Out patient services for substance abuse treatment)

Child, adolescent and adult services

Nameaug Medical Building  
21 Montauk Avenue  
New London, CT 06320  
Telephone: 442-3380  
William J. Coleman, Ph.D. - Executive Director

CONNECTICUT COUNSELING & ALCOHOL EDUCATION ASSOCIATES (Out-patient services)

This agency treats adolescents individually for substance abuse

Adults are seen in groups

476 Thames Street  
Groton, CT 06340  
Telephone: 445-2996  
Director - Wendy Capone

THE CONNECTION (Out-patient services)

Services: 16 years and up - evaluation and referral for substance abuse.

Emphasis on family work in treatment

60 Sheffield Street  
Old Saybrook, CT 06475

33 Pleasant Street  
Middletown, CT 06457

Telephone: 1-388-1008

Telephone: 1-344-0375

THE CHILDREN'S CENTER "WAKEMAN HALL" (In-patient facility services)

Treatment for 13 and 18 year olds

Strong component for families as part of treatment

1400 Whitney Avenue

Hamden, CT 06517

Telephone: 1-248-2116

Director - Brian F. Lynch, ACWS

EDGE HILL (In-patient facility for substance abuse)

\*\*\*Must be 18 or older

Airport Road

Westerly, Rhode Island 02891

Telephone: 1-800-252-6466

\*\*\*Edge Hill is licensed in Rhode Island

ELMCREST PSYCHIATRIC INSTITUTE (In-patient facility)

Adolescents (strong family) component

Manor House

24 Marlborough Street

Portland, CT 06480

Telephone: 1-342-0480

Admittance contact: John Oduardo, Pamela Dole or Joe Nowinski Ph.D.

HALL-BROOKE HOSPITAL (In-patient facility)

(adolescents) 13 years and older

Division of Hall-Brooke Foundation, Inc.

47 Long Lots Road

Westport, CT 06880

Telephone: 1-227-1251, Ext. 222

Admittance contact: Bennett Rosner, M.D.

NEW HOPE MANOR, INC. (In-patient facility)

Inpatient treatment to 12 and 18 year old girls only

Out-patient both male and female adolescents

48 Hartford Road

Manchester, CT 06040

Telephone: 1-643-2701  
Admittance contact: Vincent Senator

PERCEPTION HOUSE Eastern Connecticut Drug and Alcohol Program (Out-patient services)

New Perceptions  
Out-patient Program  
Valley Street  
Willimantic, CT 06226  
Telephone: 450-0217  
Director: Rhonda Kincaid

SCADD (In-patient facility) - All ages may receive treatment through SCADD

Southeastern Council on Alcohol and Drug Dependence (SCADD)  
Camp Moween Road  
Lebanon, CT 06249  
Telephone: 886-2495

STONINGTON INSTITUTE (In-patient facility)

\*\*\*18 years and older only

P.O. Box 216  
Swantown Hill Road  
North Stonington, CT 06359  
Telephone: 535-1010 Toll Free: 1-800-832-1022  
Director: David Chambers

VITAM CENTER, INC. (In-patient services) & pretreatment referrals

Adolescent services offered

P.O. Box 730  
Norwalk, CT 06851  
Telephone: 1-846-2091  
Director: Len Kenowitz  
Admittance contact: Peter or Joyce Gonda

All agencies listed are state licensed for treatment of substance abuse.

#### SITUATION VIII: STUDENT USE OR POSSESSION OF TOBACCO PRODUCTS

A student is caught smoking or in possession of any tobacco products.

Immediate Action - staff member will send the student to the principal's offices.

Investigation - the principal will meet with the staff member and will give the student a hearing.

Notification of Parents - the principal will contact the parents as soon as appropriate.

Disposition of Substance - if possessed will be given to the parents.

Disciplinary Procedure -

- 1st Offense - 3 day suspension
- 2nd Offense - 5 day suspension
- 3rd Offense - 10 day suspension

Follow-up Action - provide support and offer no smoking program on return to school.

### SITUATION IX: SMOKING BY ANYONE IN SCHOOL OR ON SCHOOL GROUNDS

No smoking in school or on school grounds.

Because the Montville Board of Education is committed to maintaining and improving the health and well-being of students and employees alike; because medical research shows that smoking poses a significant risk to the health of the smoker and the non-smoker; and because the Board of Education accepts the educational principles that one teaches best by example and that, in schools, all employees serve as role models to the student body, the Board adopts the following policy, which shall be applicable to students, employees, and visitors alike:

1. Smoking is not permitted in any Board of Education building at any time.
2. Smoking is prohibited on school grounds.

This portion of the substance abuse policy will go into effect on January 1, 1988. A stop smoking program will be made available to all staff members upon passage of the policy and upon request of any employee.

### CORE TEAMS

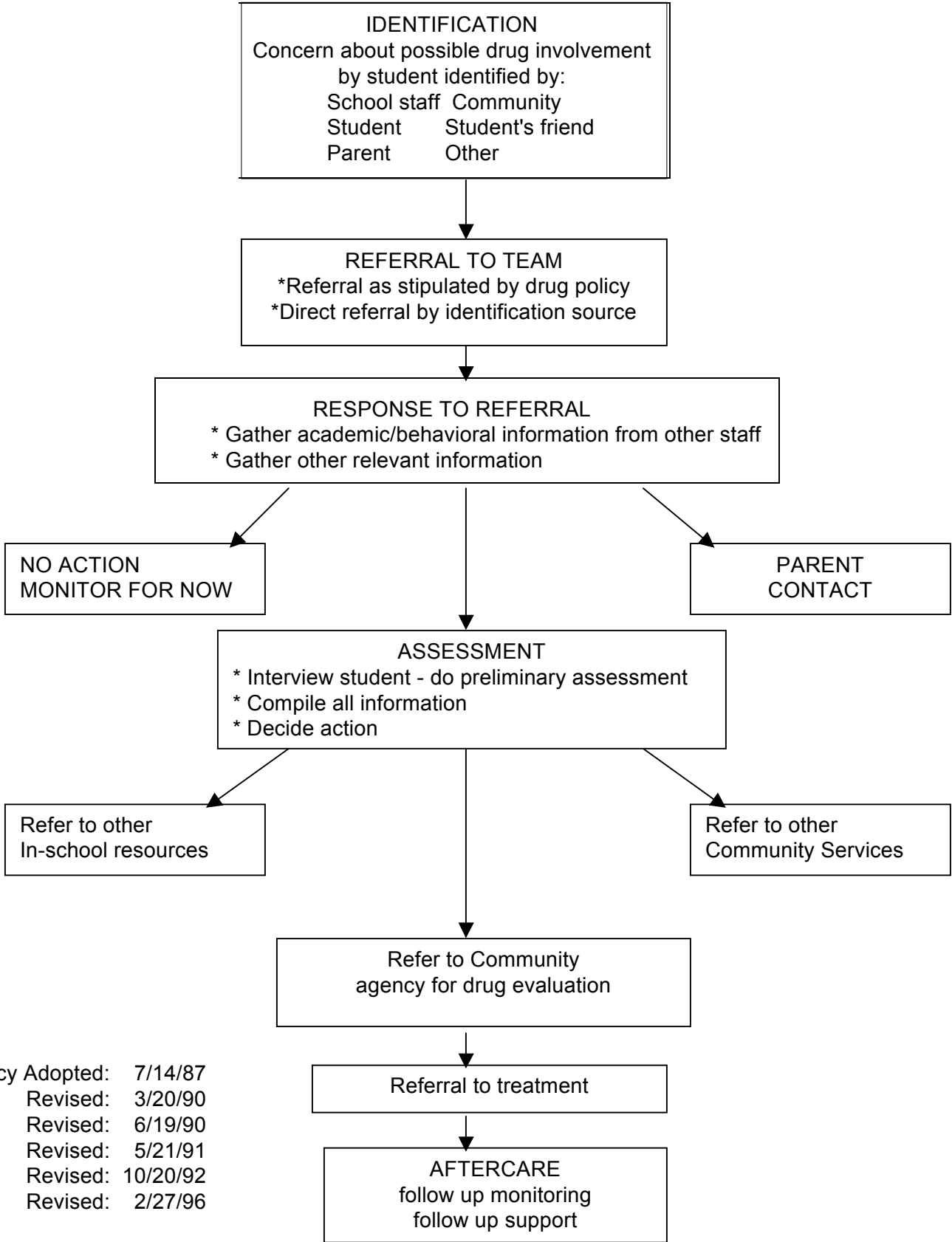
The Core Team is a designed and specially trained team of school staff members including an administrator, nurse, guidance counselor, psychologist and teachers. The Core Team has three (3) primary functions:

1. Identification of drug involved students: The team will work with other school staff to identify those patterns of behavior which could indicate a potential drug problem.
2. Intervention with drug involved students as referred through the drug policy. The team will take the following actions once a student has been referred.
  - a. Gather background information (grades, attendance, health, disciplinary problems, etc.)
  - b. Meet with student to review data and explore possible reasons for the problems identified.
  - c. Review data as a team to make a preliminary assessment of potential drug use.

- d. Contact parent(s) if drug use is suspected or confirmed. (Refer to other school resources if drug involvement is not suspected or confirmed.) Exception: self-referral student will be referred directly to community agency for evaluation.
  - e. At meeting with student and parents, refer student for drugevaluation by community agency, get appropriate releases signed; follow through on referral to make sure it was acted on.
  - f. Act as a liaison between school, students, parents and agency for students who are in treatment.
  - g. Coordinate in-school support for students during and after treatment.
3. Prevention team for substance abuse within the school.

Policy Adopted: 7/14/87  
Revised: 3/20/90  
Revised: 6/19/90  
Revised: 5/21/91  
Revised: 10/20/92  
Revised: 2/27/96

# CORE TEAM PROCESS



Policy Adopted: 7/14/87  
Revised: 3/20/90  
Revised: 6/19/90  
Revised: 5/21/91  
Revised: 10/20/92  
Revised: 2/27/96