

**Drug and Alcohol Use by Students  
Substance Abuse Policy**

It is the policy of the Harvard School Committee to provide a school environment that is free of drugs.

In order to instruct the students of the dangers of drug use, the school administration will conduct thorough drug education programs and will work cooperatively with the police, medical and social agencies.

“Drug” in this policy shall apply, but not be limited to, the following categories: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue – cleaners – aerosols, etc.) and prescription drugs when misused.

“Campus” in this policy shall include The Bromfield School, the Hildreth Elementary School, the Harvard Public Library and all associated roadways, walkways, parking lots and fields.

I. Administrative Responsibilities

- A. The school administration shall promulgate to all students, faculty, and parents the rules and consequences for drug use, possession, and distribution on school campus and/or at any student school function or sanctioned event, regardless of its physical location.
- B. Preventive drug and alcohol educational programs will be provided to students on a regular basis.
- C. The school shall maintain a referral service for any student needing help with a personal problem that involves drug usage. The school will maintain a comprehensive list of drug treatment and mental health services. Students and/or families needing help will be strongly encouraged to participate in these programs.

II. Administrative Guidelines

- A. The administration has both the authority and responsibility to make a legal and thorough investigation of any person or his/her locker or other possessions in school or on the school campus where there is reasonable suspicion of drug use, drug possession, and/or distribution.
- B. Employees of the school system have a responsibility for monitoring of student behavior that would indicate drug use, possession or distribution. Knowledge or suspicion of such behavior must be forwarded to the administration for appropriate action and/or investigation.
- C. Parents and/or guardians should be notified immediately whenever their children are determined to be in violation of the school drug policy. Subject to student record laws and regulations, the administration shall share all known information

regarding the individual violation of school policy and the discipline code with parent or guardian.

- D. Determination of possession for distribution and/or sale of drugs or materials judged to fall under the definition of “drugs” is a matter for police involvement.

### III. Penalties for Drug Infractions

- A. Any student who is adjudged, under due process, to knowingly be in the presence of drugs at school or at school activities shall be subject to disciplinary action in accordance with the established school disciplinary code.
- B. All suspension or expulsion proceedings shall be governed by policy of the Harvard School Committee.
- C. The Superintendent will be notified within twenty-four (24) hours of any suspensions due to violation of the school’s drug policy.

### IV. Specific Procedures: Under the Influence of Drugs in School

If any staff member, faculty member or administrator directly observes or has reason to suspect that a student is under the influence of drug:

- A. The students should be escorted to the nurse or administrative offices, or if the student resists, the administrator, nurse and or guidance counselor should be notified immediately of the location and condition of the person.
- B. The student shall be examined by the school nurse, school psychologist or a physician, if available, and in the presence of at least two faculty members, one of whom shall be an administrator, and they shall witness the behavior and characteristics of the individual.
- C. If it is determined that a student is using drugs, or if the student admits to drug use; the nature of the drug taken shall be determined if possible. Students may be transported to an appropriate examination location by ambulance if it is deemed necessary.
- D. The student shall be given the opportunity to contact his/her parent or guardian by telephone.
- E. The administration shall attempt to establish whether or not the involved student is in possession of a drug by conducting a thorough but legal search of the student, his/her locker, motor vehicle and/or other possessions in the school and on the school campus.
- F. A student adjudged to be under the influence of a drug shall be suspended from school by procedures in policy including penalties for drug infractions as delineated above in Section III.

### V. Specific Procedures: Possession and/or Distribution of Drugs in School.

If any staff member or student observes or has reason to suspect that a student is in possession of a drug or is involved in the distribution or sale of drugs in school or on school property:

- A. The suspicion should be reported to any school administrator.
- B. Any member of the staff has the authority and responsibility to confront and question any student and further, has the authority to take from such student any materials that are suspected to be drugs. The staff member must immediately inform a school administrator of the incident and then turn over all confiscated materials.
- C. The case must immediately be turned over to the school administrators who will establish if sufficient evidence of possession or distribution involvement exists. Parents shall be notified as soon as possible and shall be provided with the opportunity to be present during any police investigation if they can be reached. (inability to contact parent shall not, however, delay unduly the involvement of the proper authorities.)
- D. The administration shall have the right to search the student's locker, vehicle, desk or other possessions for evidence of drugs upon conclusion of reasonable suspicion. The administration will require that a staff member be available to witness the search. Drugs found in a student's locker; in his/her vehicle, or other possessions considered to be his/hers, shall be grounds for suspension on the basis of possession.
- E. If evidence exists (including the admission of the student) that drugs were in his/her possession or distribution and sale did occur, the student shall be suspended from school according to policy.
- F. Whenever a student is suspended under such circumstances, parents shall be informed, through a hearing, of all findings of the investigation and of all policies and regulations governing the use, possession and or distribution of drugs.

LEGAL REF: M.G.L. 71:2A; 71:96; 272:40A

CROSS REF: IHAMA, Teaching About Drugs, Alcohol and Tobacco  
GBEC, Drug Free Workplace Policy  
School Student/Parent Handbook; MASS sample Policy – Berlin Boylston

Approved: September 22, 2008

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