

**SUMMARIZATION OF ALCOHOL AND OTHER DRUG ADMINISTRATION GUIDELINES**

<b>Situational/Category</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Discipline/Rehabilitation</b>
1. A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Staff member encouraged to contact the counselor, nurse or principal for assistance.	Limited to behavioral problems.	Not applicable	None/Referral to Core Team.
2. A student contacts a staff member in regard to the drug or alcohol use by another student.	The student who contacts a staff member is encouraged to have the student with a problem personally seek assistance.	Limited to the staff member, although the counselor, nurse or principal may be contacted for assistance.	Not applicable	Not applicable	None/Possible referral to the Core Team.
3. A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and encouraged to seek assistance.	A staff member should request intervention of core team and contact counselor, nurse and/or principal.	Inform parents after discussion with student.	Not applicable	None/Referral to Core Team.
4. The student has a drug or alcohol related medical emergency.	If available, the nurse will be summoned immediately. Student will be transported to nearest medical facility by ambulance.	The principal will investigate the incident. This may include a search of the student, locker, and other possessions (may include vehicle if on school property).	Immediate notification of parent.	At discretion of administrator.	If there is evidence of further violation, see appropriate situational category. Referral to Core Team.
5. The student possess drug-related paraphernalia. No evidence of use.	Paraphernalia is confiscated by administration. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions (may include vehicle if on school property) will be searched at the discretion of administration. Confiscation of substance.	Phone contact with parent.	At the discretion of the administration.	Referral to Core Team.
6. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, cooperative behavior.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data.	Immediate notification of parent. Parental conference arranged as soon as possible.	At the discretion of the administration.	Informal hearing, 5-10 days out of school suspension. Mandatory referral (through the Core Team) for assessment by a licensed drug and alcohol facility. Student must comply with the recommendation of the facility's assessment.
7. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, uncooperative behavior.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data.	Yes, parent requested to come to the school as soon as possible.	Yes, automatic.	Informal hearing, 10 days out of school suspension. Referral for formal hearing for expulsion from school. Referral to Core Team.
8. A student possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Chaperone will contact group advisor and principal.	The student and his/her possessions (may include vehicle if on school property) will be searched. Confiscation of substance. Superintendent/designee contacted.	Yes, as soon as possible.	At the discretion of the administration.	The student may be sent home immediately at parental expense, escorted by the legal authorities, or detained until a parent/guardian can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the administration's investigation.
9. A student is caught again, with a 4 year period, in possession, use, or under the influence of drugs or alcohol.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	The student, his/her locker, and possessions (may include vehicle if on school property) are searched. Confiscation of substance.	Yes, parent is requested to come to the principal's office immediately.	Yes.	Informal hearing. Ten day out of school suspension. Referral for formal Board hearing for expulsion after referral to Core Team.
10. A student is distributing a drug, alcohol or controlled substance.	Administration summoned. Staff member writes an anecdotal report of the incident. Superintendent/designee contacted.	The student, his/her locker, and possessions (may include vehicle if on school property) will be searched. Confiscation of substance.	Yes, parent is requested to come to the principal's office immediately.	Yes.	Same as Situational Category #9.