

5131.6 Chart - Summarization of Drug and Alcohol Administration Guidelines

Situational Category	Immediate Action	Investigation	Notification of *Parent/Guardian	Notification of Police	Disposition of Substance	Discipline	Rehabilitation
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.	Limited to the staff member contacting the counselor, nurse or S.S.T. for assistance.	Limited to behavior problems.	N/A	N/A	None.	Referral to the SST.1
2. A student contacts a staff member in regard to the drug or alcohol use of another student.	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance.	Limited to the staff member, although the counselor, nurse, or principal may be contacted for assistance.	N/A	N/A	N/A	None.	Referral to the SST1
3. The 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 may request advice from the S.S.T., counselor, nurse, or principal.	Only with the consent of the student unless there is a clear and imminent danger.	N/A	N/A	None.	Referral to the SST.1
4. The student has a drug or alcohol related medical emergency.	The nurse will be summoned immediately. Student will be transported to medical facility.	The principal will investigate the incident. This may include a search of the student, locker, and other possessions.	Yes.	Only in cases where the safety of the emergency victim or school population is at risk.	Analysis will be made.	None.	Referral to the SST.1 If there is evidence of further violation, see appropriate situational category.
5. Possession, use, distribution of over-the-counter stimulants, diet pills or other over-the-counter drugs.	The student is informed of services available and encouraged to seek assistance.	A staff member may request advice from the S.S.T., counselor, nurse, or principal.	Only with the consent of the student unless there is a clear and imminent danger.	N/A	N/A	None.	Referral to the SST.1 Alcohol/Drug Agency Referral List will be provided to *parents.
6. The student possesses drug-related paraphernalia. No evidence of use.	Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes.	Yes.	Analysis, if warranted.	Informal hearing. 10 days out of school suspension.	Required meeting with SST member or principal. (Referral to outside agency.)

1 In absence of an S.S.T., the building principal will determine the appropriate action.

* Parent/guardian.

Situational Category	Immediate Action	Investigation	Notification of *Parent/ Guardian	Notification of Police	Disposition of Substance	Discipline	Rehabilitation
7. A student possess, uses, or is under the influence of controlled drugs or alcohol. First offense cooperative behavior.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes, *parental conference arranged as soon as possible.	Yes.	Analysis will be made.	Informal hearing. 10 days out of school suspension.	Required participation in a SST.1 (Referral to outside agency.)
8. A student possess, uses, or is under the influence of controlled drugs or alcohol. First offense uncooperative behavior.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes, requested to come as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. 10 days out of school suspension.	Required participation in a chemical abuse program. Condition for readmission, assessment by principal, D/A Agency.
9. 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 the group advisor or principal.	The student and his/her possessions will be searched. Confiscation of substance.	Yes.	Yes.	Analysis will be made for possible use in further proceedings.	Student may be sent home immediately at parent's* expense or detained until a parent* can accompany the student. Further discipline as provided by the appropriate situational category.	Required participation in a SST.1 (Referral to outside agency.)
10. A student is caught again in possession, use, or under the influence of drugs or alcohol.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker and possessions are searched. Confiscation of substance.	Yes, requested to come to the principal's office immediately.	Yes.	Analysis will be made for possible use in further proceedings.	Information hearing. 10 days out of school suspension. Formal board hearing for expulsion.	The administration will request that conditions for the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.
11. A student is distributing a drug, alcohol or controlled substance.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker and possessions will be searched. Confiscation of substance.	Yes, requested to come to the principal's office immediately	Yes, in order that they may take further action.	Analysis for use in further proceedings will be requested.	Informal hearing. 10 days out of school suspension. Formal board hearing for expulsion.	Same as in Situation Category #10.