

SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

SITUATIONAL CATEGORY	IMMEDIATE ACTION	PROCEDURES/ INVESTIGATION	NOTIFICATION MADE	DISPOSITION of SUBSTANCE	DISCIPLINARY RESPONSE/REHABILITATION
MEDICAL EMERGENCY which is drug, alcohol or mood altering substance related.	DIAL 911 Nurse and building administrator will be summoned immediately. Standard health and first aid procedures will be followed. If warranted, student will be transported to medical facility at parental expense.	Principal or his/her designee will investigate the incident which may include a search of the student, his/her locker, vehicle, or other possessions. Nurse will prepare a written report.	Parent notified of incident. Police notified. Superintendent is notified by the principal.	Analysis will be made by police.	See appropriate situational category and response below.
1. Suspected use of drugs, drug paraphernalia/look-alikes, alcohol, or mood altering substance by a student is indicated.	Student is informed of available help and encouraged to seek assistance.	Inform/Refer to the SAP Team.	Parent notified of behavior and/or performance indicators.	Not applicable.	An intervention conference will be held if the SAP Team agrees it is indicated by the data.
2. Student possesses drug related paraphernalia. First offense.	Principal or his/her designee is summoned. Paraphernalia is confiscated.	Principal or his/her designee may search the student, his/her locker, vehicle, or other possessions. Staff member writes an anecdotal report of the incident.	Parent notified. Police notified at the discretion of the principal. Superintendent is notified.	Confiscated for analysis.	Referral to SAP Team. Required meeting with the administrator. Suspension (1 to 3 days) School probation. Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendations. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.
3. Student is again caught in possession of drug related paraphernalia. Second or subsequent offenses.	Principal or his/her designee is summoned. Paraphernalia is confiscated.	Principal or his/her designee may search the student, his/her locker, vehicle, or other possessions. Staff member writes an anecdotal report of the incident.	Parent notified. Police notified. Superintendent is notified. School board members notified at discretion of the Superintendent.	Confiscated for analysis by Police.	Referral to SAP Team. Suspension (not to exceed 10 days) School probation. Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendations. Formal school board hearing for expulsion from school if assessment is refused and/or assessment recommendations are violated. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.

<p>4. Student possesses, uses, purchases or intends to purchase or is under the influence of drugs, drug look-alikes, alcohol, or mood altering substances. First Offense</p>	<p>Principal or his/her designee is summoned. Staff member brief principal or his/her designee.</p>	<p>The student, his/her locker, vehicle and other possessions will be searched. Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference with parent arranged. Police notified. Superintendent is notified</p>	<p>Analysis by police will be made.</p>	<p>Referral to SAP Team. 5-10 day Suspension. School probation. Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendation. Formal school board hearing for expulsion from school if assessment is refused and/or assessment recommendations are violated. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.</p>
<p>5. Student is again caught in possession, use, purchase, or intends to purchase, or under the influence of drugs, drug look-alikes, alcohol, or mood altering substances. Second or subsequent offense.</p>	<p>Principal or his/her designee is summoned. Staff member briefs principal or his/her designee.</p>	<p>The student, his/her locker, vehicle and other possessions will be searched. Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference with parent arranged. Police notified. Superintendent is notified.</p>	<p>Analysis by police will be made.</p>	<p>Referral to SAP Team. Suspension (10 days) School probation. Formal school board hearing for expulsion from school. Required assessment by a licensed drug and alcohol facility within 10 days and compliance with the recommendations of that facility as a condition for returning from an expulsion. Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.</p>
<p>6. Student is selling or distributing drugs, or intends to sell or distribute drugs look-alikes, alcohol, or mood altering substances.</p>	<p>Principal or his/her designee is summoned. Staff member briefs principal or his/her designee.</p>	<p>The student, his/her locker, vehicle and other possessions will be searched. Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference with parent arranged. Police notified. Superintendent is notified.</p>	<p>Analysis by police will be made.</p>	<p>Referral to SAP Team. Suspension (10 days) School probation. Formal school board hearing for expulsion from school. Required assessment by a licensed drug and alcohol facility within 10 days and compliance with the recommendations of that facility as a condition for returning from expulsion. Charges under PA criminal Code or referral to appropriate law enforcement agencies. Other consequences as set forth in Discipline Structure.</p>