

Administrative Guidelines RE: Alcohol/Drugs
Situational/Category Guidelines and Procedures

5131.6
Appendix

	SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE/ JUVENILE AUTHORITIES	DISCIPLINE/ REHABILITATION
1.	A student is suspected of possible alcohol/drug use. There is no violation or physical evidence.	The student is informed of the serious consequences of substance abuse, and of available help. The student is encouraged to seek assistance.	Staff member must contact an administrator for assistance.	Dependent on investigation.	Not applicable.	None. Referral to student support personnel.
2.	A student contacts a staff member in regard to the alcohol/drug use by another student.	The professional employee will provide the administrator of the building of the person assigned with the information immediately. The administrator of the building or the person assigned will contact the student services group.	Limited to the staff member, although the counselor, nurse or administrator may be contacted for assistance.	Dependent upon circumstances.	Not applicable.	None. Possible referral to student support personnel.
3.	A student volunteers information about personal alcohol/drug use. A student seeks help regarding alcohol/drug use.	The student is informed of services available and encouraged to seek assistance.	Staff member may request the assistance of student support personnel, the nurse and/or administrator.	Only with consent of student unless there is a clear and imminent danger or other compelling reason to notify the parents.	Not applicable.	None. Referral to student support personnel.
4.	The student has an alcohol/drug related emergency.	The nurse and other appropriate medical personnel will be summoned immediately.	Interviews will be conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle.	Yes, immediate notification of parents.	At the discretion of the administration and subject to applicable legislation.	See appropriate situational category. Referral to student support personnel and appropriate social service agency.

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5.	The student possesses drug-related paraphernalia. No evidence of use.	Paraphernalia is confiscated by administration. Staff member writes a report of the incident.	Interviews will be conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle.	Yes, parent conference arranged as soon as possible.	At the discretion of the administration and subject to applicable legislation.	Suspension from school for five to ten days. Mandatory participation in a school-sponsored abuse prevention program. Mandatory referral for assessment by a licensed drug and alcohol facility. Failure to participate in an assessment may result in further disciplinary action upon the student's return to school. Possible formal hearing for exclusion from school.
6.	A student possesses, uses, or is under the influence of alcohol/drugs, first offense, cooperative behavior.	Administration is notified immediately. Staff member writes a report of the incident. Superintendent/designee contacted.	Interviews will be conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle.	Yes, parent is requested to come to the administrator's office immediately.	Yes.	Suspension from school for five to ten days. Mandatory participation in a school-sponsored abuse prevention program. Mandatory referral for assessment by a licensed drug and alcohol facility. Failure to participate in an assessment any result in further disciplinary action upon the student's return to school. Possible formal hearing for exclusion from school.

Guidelines Approved by the Salisbury Board of Education: May 20, 2019