

## **STUDENT ASSISTANCE PROGRAM PROCEDURES**

- I. Witness Chemical Use or Possession of Chemicals/School
  - A. Staff Member Responsibilities
    1. Inform the student of the observed violation.
    2. Obtain the student's name
    3. Request the student accompany staff member to the office.
    4. If possible, confiscate the chemical or evidence of its use for documentation.
    5. Document the incident.
    6. Send a copy to the building Principal and the Building Coordinator.
  - B. Administrative Responsibilities
    1. Follow Building/Board Policy.
    2. Set up a reinstatement conference if applicable.
    3. Notify Building Coordinator and staff involved of the action taken.
    4. Have staff involved gather data concerning student, using Behavioral Checklist.
    5. Contact parents for additional information using Behavioral Checklist.
    6. Use the data gathered at reinstatement conference.
  - C. Reinstatement Conference - Staff and Administrative Responsibilities
    1. Attended by building Principal, Building Coordinator, concerned staff, student and parent(s).
    2. Building Principal outlines the school policy on chemical usage and points out action to be taken for reinstatement to occur. The student must:
      - a. Participate in initial screening with the Building Coordinator to assess the student's needs.
      - b. Follow through on recommendations, which may include:
        1. No apparent chemical use at this time, no further action.
        2. No apparent chemical use problem, referral to other services.
        3. Regular sessions with psychologist or counselor.
        4. Participation in an appropriate group session for a period of time.
        5. Referral to community agency for formal assessment.
- II. Witness Chemical Use or Possession of Chemicals/Community:
  - A. Obtain Student's name and note time and place of incident.
  - B. Contact a school staff member and report incident.

### III. Suspected Chemical Abuse

- A. Staff member concerned about the possible usage based on the following:
  - 1. Change in behavior or attitudes.
  - 2. Change in academic performance.
  - 3. Observation of signs/symptoms of alcohol/drug abuse.
  
- B. Staff Responsibilities
  - 1. Document behavior on checklist.
  - 2. Discuss behavior with student.
  - 3. Submit checklist to Building Coordinator and discuss course of action (i.e., contact parents).
  - 4. Observe student and document any behavioral changes using checklist and submit to Building Coordinator within three weeks.
  - 5. Building Coordinator will review the data and determine subsequent course of action:
    - a. conduct assessment interview
    - b. contact parents
    - c. conduct conference involving the student, Building Coordinator, concerned staff members, building Principal and parents to present concerns and recommended action.

### IV. Medical Emergency - Due to Alcohol/Drug Overdose

Symptoms: Convulsions, Vomiting, Loss of Physical Control, Hallucinations, Loss of Consciousness, Respiratory Problems

- A. Staff Responsibilities
  - 1. Remain calm.
  - 2. Alert building Principal/designee.
  - 3. Do not leave student alone.
  - 4. Assess situation and responsibility as needed, (i.e., administer CPR, keep student calm, don't move student unless absolutely necessary.)
- B. Administrative Responsibilities
  - 1. Follow building emergency procedures.
  - 2. Obtain emergency conveyance.

NOTE: Due to liability, it is recommended that staff do not transport student(s).

### V. Treatment, Recovery and Reinstatement

- A. For the student entering a treatment program, the Building Coordinator responsibilities include:
  - 1. Notify student's teachers and other concerned staff as needed regarding length of absence, return data, etc.
  - 2. Facilitate arrangements for homebound instruction.
  - 3. Maintain contact with the student during treatment, possibly coordinating contact with other concerned persons.

- B. For the student returning from a treatment program, the Building Coordinator responsibilities include:
  - 1. Coordinate meeting with student, building Principal, parent(s), and Building Coordinator to facilitate reentry.
  - 2. Arrange meeting with concerned staff.
  - 3. Recommend available and appropriate support programs to family and student:
    - a. In-school support groups.
    - b. Counseling.
    - c. Other support activity (AA, teen groups, community agency, etc.)

VI. Students from Chemically Dependent Families

- A. Staff responsibilities upon student contact:
  - 1. Informally assess the situation.
  - 2. Decide most appropriate role for the school in assisting the student.
  - 3. Contact support personnel (i.e., counselor, building Principal, Building Coordinator, other Core members.)
  
- B. Building Coordinator Responsibilities:
  - 1. Follow up on staff contact.
  - 2. Assess the situation.
  - 3. Work in conjunction with community resources to offer services to the student:
    - a. Education/Information
    - b. Counseling
    - c. Assist in locating an Alateen group for support.
    - d. Assistance for the family.

