

## **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.

