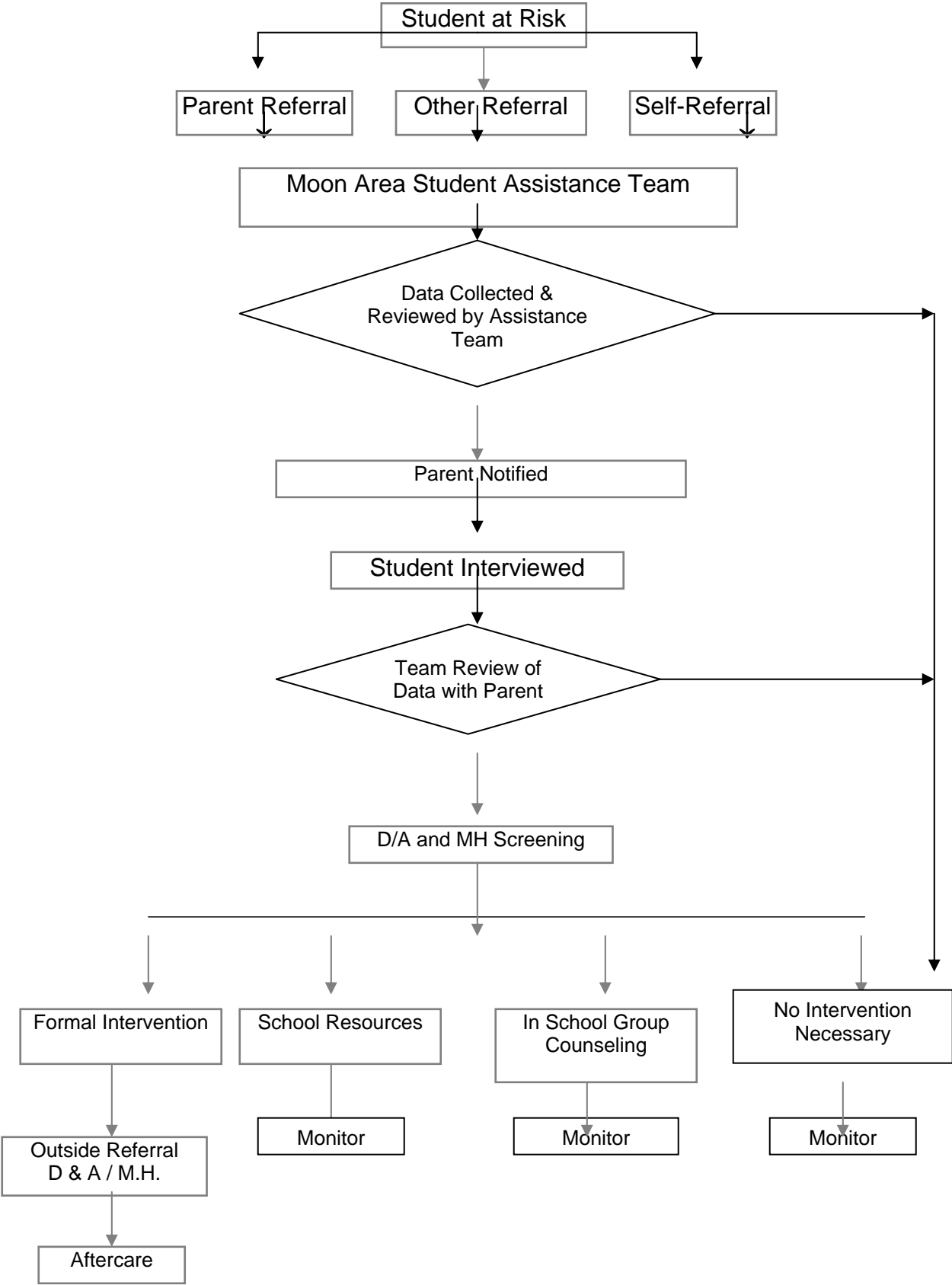


Policy 218.4 Attachments – Revised September 12, 2011
Moon Area School District
Model of Student Assistance and Referral Program



Policy 218.4 Attachments – Revised September 12, 2011

MOON AREA SCHOOL DISTRICT						
SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES						
SITUATIONAL CATEGORY 1	IMMEDIATE ACTION 2	NOTIFICATION OF PARENTS 3	INVESTIGATION 4	NOTIFICATION OF POLICE 5	DISPOSITION OF SUBSTANCE 6	DISCIPLINE/ REHABILITATION 7
1. A student is found in possession of prescribed /non-prescribed, over-the-counter medication that has not been registered with the school nurse.	The teacher, staff member and/or designee will take possession of the medication and escort the student to the building administrator's office. An anecdotal record of the incident will be written and submitted to the building administrator.	The parent(s)/guardian will be contacted and the situation described. At this time the parent/guardian will be informed of the district policy which requires all students to turn medication into the nurse's office. A copy of the medication policy will be sent home.	An administrator will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.	Notification of the police will be at the discretion of the building administrator.	The substance may be reclaimed by parents/guardian.	Parents are contacted and a conference is held. Disciplinary actions are set by the administration and disciplinary policy will be followed as necessary. Policy is reviewed with the student. A referral to the appropriate Student Assistance Team is made.
2. A student is suspected of or found distributing nonprescription medication.	The teacher, staff member and/or designee will take possession of the medication and escort the student to the building administrator's office. An anecdotal record of the incident will be written and submitted to the building administrator.	Parent(s)/guardian will be notified and shall meet with the administrator and student to discuss incident.	A building administrator will investigate the degree to which there were any policy violations which may include a search of the student, his/her locker, car and other possessions.	Notification of the police will be at the discretion of the building administrator.	A building administrator shall determine whether the medication shall be destroyed or returned to the parent(s)/guardian. If the police are notified, the substance will be turned over to them.	Parents are contacted and a conference is held. A building administrator shall record the incident as a disciplinary infraction and based on the determined intent of the behavior apply consequences outlined in the school discipline code. A referral to the appropriate Student Assistance Team is made.
3. The possible use of drugs, alcohol or mood-altering substances as observed by behavior or performance indicators, but there is no evidence of violation of policy or school disciplinary code-	Student informed of available help and encouraged to seek assistance. An anecdotal record of the incident will be written and submitted to the building administrator.	Parent(s)/guardian will be notified of observed behavior. A copy of this the policy will be sent home.	A building administrator will investigate the incident. This may include a search of the student, his/her locker, car, and other possessions, as appropriate.	Notification of the police will be at the discretion of the building administrator.	Not applicable	A conference will be held if indicated by the data. A building administrator shall record the incident as a disciplinary infraction where warranted. Policy is reviewed with the student. A referral to the appropriate Student Assistance Team is made.

NOTE 1: Alcohol Assessment is at parent/guardian expense.

NOTE 2: All school district administrators, staff members, and members of the Moon Area Board of School Directors involved in any of the above circumstances are obligated to guard the confidentiality of each student and his/her family. Any violation of this policy which occurs while traveling to or from school or during that student's school day off of school property will be subject to the appropriate Situational Category consequences.

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4. A student possesses drug related paraphernalia.	A building administrator is summoned. Paraphernalia is confiscated and student is escorted to a building administrator's office. Staff member writes anecdotal record of incident and submitted to the building administrator.	Parent/guardian will be notified immediately.	A building administrator will investigate the incident. The student, his/her desk, locker, car and other possessions may be searched.	Yes	If a substance is discovered, it will be turned over to police for analysis.	A referral to the appropriate Student Assistance Team is made. If there is evidence of a violation, see appropriate Situational Categories. Policy is reviewed with the student. Mandatory 10-day suspension which will be reduced to 5 days when proof of drug and/or alcohol assessment is scheduled within 48 hours of meeting with a building administrator. Assessment results must be provided to the building administrator by the agency.
5. The student has a drug, mood-altering substance or alcohol related medical emergency.	Standard health and first aid procedures will be followed. The nurse and building administrator will be summoned immediately. The student will be transported to a medical facility at parental expense, if deemed necessary. An anecdotal record of the incident will be written and submitted to the building administrator.	Parent/guardian will be notified immediately.	A building administrator will investigate the incident. This may include search of the student, his/her locker, car and other possessions.	At the discretion of a building administrator and/or where the safety of the emergency victim or the school population is at risk.	If a substance is discovered, it will be turned over to police for analysis.	If there is evidence of violations, disciplinary action will coincide with appropriate Situational Categories. Policy is reviewed with the student. A referral to the appropriate Student Assistance Team is made. Mandatory 10-day suspension which will be reduced to 5 days when proof of drug and/or alcohol assessment is scheduled within 48 hours of meeting with a building administrator. Assessment results must be provided to the building administrator by the agency.

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6. A student is found to be possessing, using, distributing, under the influence, or suspected of being under the influence of drugs, mood-altering substances, or alcohol when traveling to or from or attending any school sponsored function or event whether on school district property or not.	A building administrator is summoned. Paraphernalia is confiscated and student is escorted to a building administrator's office. Staff member writes anecdotal record of incident and submitted to the building administrator.	Parents will be notified immediately and shall meet with the building administrator.	A building administrator will investigate the incident. The student, his/her locker, car and other possessions may be searched.	Yes	The substance is given to police. Analysis will be made for possible use in further proceedings.	The student will be sent home immediately at parental expense or detained until a parent can accompany the student. A referral to the appropriate Student Assistance Team is made. Further discipline as provided by the appropriate Situational Categories will be administered following the administrator's investigation. Alcohol assessment is conducted within 48 hours of meeting with a building administrator. Assessment results must be provided to the building administrator by the agency.

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7. First offense: student and parent cooperative. A student possesses, uses or is suspected of being under the influence of drugs, mood-altering substances or alcohol.	A building administrator is summoned. The student is escorted to the office of a building administrator. Staff member writes an anecdotal record of the incident and submits to building administrator.	Immediate parental conference is arranged.	Use # 1.4 investigation	Yes, if evidence warrants.	Substance given to police. Analysis will be made for possible use in further proceedings.	A referral to the appropriate Student Assistance Team is made to collect data. Attendance in student counseling program when appropriate. Policy is reviewed with the student. Failure to comply with the above will be treated as an "uncooperative first offense." See #8. . Mandatory 10-day out of school suspension. Alcohol assessment is conducted within 48 hours of meeting with a building administrator. Assessment results must be provided to the building administrator by the agency. Formal school board hearing may be recommended.

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8. First offense: student and/or parent uncooperative. A student possesses, uses or is suspected of being under the influence of drugs, mood-altering substances or alcohol.	A building administrator is summoned. The student is escorted to the office of a building administrator. Staff member writes an anecdotal record of the incident and submits to building administrator.	Immediate parental conference is arranged	Use # 1.4 investigation	Yes, if evidence warrants.	Substance, if found, is given to police. Analysis will be made for possible use in further proceedings.	Mandatory 10-day suspension. A referral to the appropriate Student Assistance Team is made. Formal school board hearing for possible expulsion from school. The building administration may recommend to the school board that conditions for the return to school following a drug and alcohol assessment include a treatment plan by a licensed drug and alcohol facility and compliance with the recommendations of the facility.
9. Student is distributing a controlled or mood-altering substance or alcohol.	A building administrator is summoned. The student is escorted to the office of a building administrator. Staff member writes an anecdotal record of the incident and submits to building administrator.	Yes, if evidence warrants.	Use # 1.4 investigation	Yes, if evidence warrants.	Substance is given to the police. Analysis will be made for possible use in further proceedings.	The student will be suspended for 10 days. A referral to the appropriate Student Assistance Team will be made. Formal school board hearing for possible expulsion from school. The administration will recommend that conditions for the return to school following the suspension include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

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<p>11. <u>Non-School Related</u>: A student possesses, uses or is suspected of being under the influence of drugs, mood-altering substances or alcohol at any non-school related event and an arrest, citation and/or conviction (regarding D & A) is reported to school authorities by law enforcement or official authorities.</p>	<p>A building administrator is notified immediately. The teacher, staff member or designee will follow the directives of the administration if the situation is of such a nature that the administrator cannot physically be present.</p> <p>Notification from the local/regional police, magistrate, or other official authorities to the building administration should occur as soon as possible.</p> <p>Or, the building administration shall contact the police or official authorities upon knowledge of an incident.</p>	<p>Parent will be notified as soon as possible.</p>	<p>A building administrator will investigate the incident if reasonable suspicion is found. This may include a search of the student, his/her locker, car and other possessions.</p>	<p>If data collection warrants.</p>	<p>If appropriate, the substance may be given to the police.</p>	<p>The student will be sent home immediately at parental expense or detained until a parent can accompany the student. A referral to the appropriate Student Assistance Team is made. Further discipline as provided by the appropriate Situational Categories will be administered following the administrator's investigation.</p> <p>If the investigation supports disciplinary action the student shall be suspended for 15 (fifteen) calendar days from all extracurricular, co-curricular, school sponsored/sanctioned activities. Depending upon the circumstances and cooperation the building administration may extend this suspension all or in part for up to one full calendar year.</p>

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NOTE 2: All school district administrators, staff members, and members of the Moon Area Board of School Directors involved in any of the above circumstances are obligated to guard the confidentiality of each student and his/her family. Any violation of this policy which occurs while traveling to or from school or during that student's school day off of school property will be subject to the appropriate Situational Category consequences.

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<p>12. <u>Non-School Related:</u> Student is distributing a controlled or mood-altering substance or alcohol at any non-school related event and an arrest, citation, and/or conviction (regarding D & A) is reported to school authorities by law enforcement or official authorities.</p>	<p>A building administrator is notified immediately. The teacher, staff member or designee will follow the directives of the administration if the situation is of such a nature that the administrator cannot physically be present.</p> <p>Notification from the police or other official authorities to the building administration should occur as soon as possible.</p> <p>Or, the building administration shall contact the police or official authorities upon knowledge of an incident.</p>	<p>Parent will be notified as soon as possible.</p>	<p>A building administrator will investigate the incident if reasonable suspicion is found. This may include a search of the student, his/her locker, car and other possessions.</p>	<p>If data collection warrants.</p>	<p>If appropriate, the substance may be given to the police.</p>	<p>The student will be sent home immediately at parental expense or detained until a parent can accompany the student. A referral to the appropriate Student Assistance Team is made. Further discipline as provided by the appropriate Situational Categories will be administered following the administrator's investigation.</p> <p>If the investigation supports disciplinary action the student shall be suspended for (30 (thirty) calendar days from all extracurricular, co-curricular, school sponsored/sanctioned activities.</p> <p>Depending upon the circumstances and cooperation the building administration may extend this suspension all or in part for up to one full calendar year.</p>

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