

DRUGS AND ALCOHOL DISCIPLINARY STRUCTURE
Student Action/Response Guideline
 (please reference all six columns regarding each offense)

CATEGORY	ACTION	INVESTIGATIONS	NOTIFICATION	SUBSTANCE	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 car, or other possessions. Nurse will prepare a written report.	Parent notified or incident Police will be notified Superintendent is notified by the Principal	Analysis will be made by police	See appropriate situational category and chart below.
1. Suspected use of drugs, drug paraphernalia/look-alikes, alcohol. Or mood-altering substances by a student is indicated.	Students are informed of available help and encouraged to seek assistance.	Inform/refer to the Student Assistant Program.	Parents notified of behavior and/or performance indicators.	Not applicable	An intervention conference will be held if the Student Assistant Program 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, car, or their possessions. Staff member writes an anecdotal report of the incident.	Parents notified. Police notified at the discretion of the Principal Superintendent notified	Confiscated for analysis	<ul style="list-style-type: none"> Referral to Student Assistant Program Required meeting with the administrator Suspension (1-3 days) under proper adult supervision 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
3. Student is again caught in possession of drug related paraphernalia Second or subsequent offense.	Principal or his/her designee is summoned. Paraphernalia is confiscated.	Principal or his/her designees may search the student, his/her locker, car, or their possessions. Staff member writes an anecdotal report of the incident.	Parent notified Police notified Superintendent notified School Board member notified at discretion of Superintendent	Confiscated for analysis by police	<ul style="list-style-type: none"> Referral to Student Assistant Program Suspension (3-5 days) under proper adult supervision 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.
4. Student is found to be in possession, use, or under the influence of drugs, drug look-alikes, alcohol, or mood-altering substances while attending school sponsored functions.	Staff member will conduct and brief the group advisor and/or administrator.	A search will be made of the student his/her locker, car, and other possessions. An anecdotal report of the incident will be written and submitted to the Principal.	Parent notified Police notified at the discretion of the Principal Superintendent notified	Analysis by police will be made	<ul style="list-style-type: none"> Student will be sent home immediately at parental expense or detained until a parent can be reached for further direction and/or accompany the student. Following the Principal's investigation, further action as provided by the appropriate situation category will be administered.

APPENDIX B

CATEGORY	ACTION	INVESTIGATIONS	NOTIFICATION	SUBSTANCE	REHABILITATION
<p>5. Student possesses, uses, or is under the influence of drugs drug look-alikes, alcohol, or mood-altering substance</p> <p>First offense Cooperative</p>	<p>Principal or his/her designee is summoned</p> <p>Staff member briefs Principal or his/her designee</p>	<p>The student, his/her locker, car, and other possessions will be searched.</p> <p>Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and an immediate conference is arranged</p> <p>Police notified at the discretion of the Principal.</p> <p>Superintendent notified. School Board members notified at discretion of the Superintendent.</p>	<p>Analysis by police will be made.</p>	<ul style="list-style-type: none"> ● Referral to Student Assistant Program. ● Suspension (3 t 5 day) under proper adult supervision ● School probation ● Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendations ● Charges under PA Criminal Code or feral to appropriate law enforcement agencies. .
<p>6. Student possesses, use, or is under the influence of drugs, drug look-alikes, alcohol, or mood-altering substances.</p> <p>First offense Uncooperative</p>	<p>Principal or his/her designee is summoned</p> <p>Staff member friefs Principal or his/her designee.</p>	<p>The student, his/her locker, car, and other possessions will be searched.</p> <p>Staff member writes anecdotal report of the incident.</p>	<p>Parent notified and requested to come to the Principal’s office immediately.</p> <p>Police notified.</p> <p>Superintendent notified.</p> <p>School Board member notified by Superintendent.</p>	<p>Analysis by police will be made.</p>	<ul style="list-style-type: none"> ● Referral to Student Support Team. ● Suspension (6 - 10 days) under proper adult supervision. ● School probation. ● 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. ● 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.
<p>7. Student is again caught in possession, use, or under the influence of drugs, drug look-alikes, alcohol, or mood-altering substances</p> <p>Second or subsequent offense</p>	<p>Principal or his/her designee is summoned</p> <p>Staff member briefs Principal or his/her designee</p>	<p>The student, his/her locker, car, and other possessions will be searched.</p> <p>Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and requested to come to the Principal’s office immediately.</p> <p>Police notified.</p> <p>Superintendent notified.</p> <p>School Board members notified by Superintendent.</p>	<p>Analysis by police.</p>	<ul style="list-style-type: none"> ● Referral to Student Support Team. ● Suspension (10 days) under proper adult supervision. ● 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.
<p>8. Student is selling or distributing rugs, drug look-alikes, alcohol, or mood-altering substances</p>	<p>Principal or his/her designee is summoned.</p> <p>Staff member briefs Principal or his/her designee</p>	<p>The student, his/her locker, car, and their possessions will be searched.</p> <p>Staff member writes an anecdotal report of the incident.</p>	<p>Parent notified and requested to come to the Principal’s office immediately.</p> <p>Police notified.</p> <p>Superintendent notified.</p> <p>School Board members notified by Superintendent.</p>	<p>Analysis by police will be ade.</p>	<ul style="list-style-type: none"> ● Referral to Student Support Team.Suspension (10 days) under proper adult supervision. ● 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