

Clearfield Area School District
Drug Alcohol Policy/Procedures

Situation/Category	Immediate Action	Investigation	Administer Test	Notification of Parents	Notification of Police	Disposition of Substance	Discipline/Rehabilitation
1. A student or parent volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and encouraged to seek help. No disciplinary action will be taken against students seeking help.	A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse, or principal.	If requested by parent.	Only with the consent of the student, unless there is a clear and imminent danger.	No	Not Applicable	No disciplinary action will be taken against students asking for help. Referral to Student Assistance Team. Will not be considered a first offense.
2. A student and/or staff contacts a staff member in regard to the drug or alcohol use of another student.	Student who contacts a staff member is encouraged to get the student with a problem to personally seek help.	A staff member will request advice from the Student Assistance Team, SAA Team, counselor, nurse or principal.	Yes, based on SAA Team Recommendation.	Notification of behavior and/or performance indicators if recommended by the SAA Team.	No	Not Applicable	No disciplinary action will be taken against students asking for help. Referral to Student Assistance Team. Positive test results will lead to disciplinary actions.
3. The possible use of drugs, alcohol or mood-altering substance by a student indicated.	Principal or assistant principal is notified. Staff member writes an anecdotal report of the incident.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions.	Yes, based on SAA Team Recommendation.	Notification of behavior and/or performance indicators if recommended by the SAA Team.	No, with the exception of alcohol.	Not Applicable	Referral to Student Assistance Team. Positive test results will lead to disciplinary actions.
4. The student has taken and/or is under the influence of a drug, mood-altering substance or alcohol related medical emergency.	Standard health and first aid procedures will be followed. Parents will be summoned as soon as possible. Student will be transported to a medical facility at parental expense.	The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions.	Yes, based on SAA Team Recommendation.	Yes, parents notified as soon as possible.	Yes	Not Applicable	Referral to Student Assistance Team upon evidence of violation. Positive test results will lead to disciplinary action.

* SAA Team = Student Administrative Assessment Team

* SAP = Student Assistance Program

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<p>5. A student possesses, drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids or alcohol at any school function. First offense.</p>	<p>Principal or his/her designate is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.</p>	<p>The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions.</p>	<p>Yes</p>	<p>Yes, parents notified as soon as possible. Parental conference arranged as soon as possible.</p>	<p>Yes</p>	<p>Confiscate the material. Turn over to the police.</p>	<p>Suspension if first offense. Referral to SAP team and abide by their recommendation which may include an assessment by a licensed D/A assessor & compliance with recommendation of the assessor. Student will not be permitted to participate in extracurricular activities during suspension/expulsion. Formal school board expulsion hearing may be held.</p>
<p>6. A student is caught AGAIN in possession, use or under the influence of drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids or alcohol. Second offense.</p>	<p>Principal or his/her designate is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.</p>	<p>The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions.</p>	<p>Yes</p>	<p>Yes, parents notified as soon as possible. Parental conference arranged as soon as possible.</p>	<p>Yes</p>	<p>Confiscate the material. Analysis will be made if necessary for possible use in further proceedings.</p>	<p>10 day out of school suspension. Formal school board expulsion hearing may be held. Referral to SAP team and abide by their recommendation which may include an assessment by a licensed D/A assessor & compliance with recommendation of the assessor. Student will not be permitted to participate in extracurricular activities during suspension/expulsion.</p>

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<p>7. A student is distributing drugs, mood-altering substances, look-alike drugs; paraphernalia, anabolic steroids or alcohol.</p>	<p>Principal or his/her designate is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident. Police may be notified.</p>	<p>The principal and the SAA Team will investigate. This may include search of the student, his/her locker and other possessions.</p>	<p>Yes</p>	<p>Yes, parents notified as soon as possible. Parental conference arranged as soon as possible.</p>	<p>Yes</p>	<p>Confiscate the material. Analysis will be made if necessary for possible use in further proceedings.</p>	<p>10 day out of school suspension. Formal school board expulsion hearing may be held. Referral to SAP team and abide by their recommendation which may include an assessment by a licensed D/A assessor & compliance with recommendation of the assessor. Student will not be permitted to participate in extracurricular activities during suspension/expulsion.</p>
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