

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISPOSITION OF ILLEGAL SUBSTANCE	DISCIPLINE REHABILITATION
1. Student suspected of possible alcohol or other drug use. No violation or physical evidence.	Student informed of available help and encouraged to seek assistance.	Limited to staff member contacting counselor, nurse or principal for assistance.	Limited to behavioral problems.	Not applicable.	Not applicable.	None. Referral to Crisis Intervention Counselor.
2. Student contacts staff member in regard to alcohol or other drug use of another student.	Student who contacts staff member encouraged to get student with problem to personally seek assistance.	Limited to staff member; although counselor, nurse or principal may be contacted for assistance.	Not applicable.	Not applicable.	Not applicable.	None. Referral to Crisis Intervention counselor.
3. Student voluntarily informs about personal alcohol or other drug use; asks for help.	Student informed of services available and encouraged to seek assistance.	Staff member may request advice from Crisis Intervention counselor, nurse or principal.	Only with consent of student, unless there is clear and imminent danger.	Not applicable.	Not applicable.	None. Referral to Crisis Intervention Counselor.
4. Student has alcohol or other drug related medical emergency.	Nurse summoned immediately. Student transported to medical facility.	Principal will investigate incident. May include search of student, locker, and other possessions.	Yes.	Only where safety of emergency victim or school population is at risk.	Not applicable.	Referral to Crisis Intervention counselor. If further violation, see appropriate situational category.
5. Student possesses drug related paraphernalia. No evidence of use.	Principal summoned. Paraphernalia confiscated. Staff member writes anecdotal report of incident.	Student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes.	At discretion of principal.	Substance turned over to authorities.	Required meeting with Crisis Intervention Counselor or Principal. If further violation, see appropriate situational category.
6. Student possesses, uses, or is under influence of alcohol or other drugs. 1st offense. Cooperative behavior.	Principal summoned. Staff member writes anecdotal report of incident. Student is sent home.	Student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes, conference arranged as soon as possible.	At discretion of principal.	Turned over to authorities.	Informal hearing. 1 hour to 5 day in-school suspension depending on substance. Required participation in chemical abuse program.
7. Student possesses, uses, or is under influence of alcohol or other drugs. 1st offense. Uncooperative behavior.	Principal summoned. Staff member writes anecdotal report of incident. Student is sent home.	Student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes, requested to come to school as soon as possible.	Yes.	Turned over to authorities.	Informal hearing. 5 day out of school suspension. Possible recommendation for expulsion. Required participation in chemical abuse program.