

Students

Drugs and Alcohol

Topic: Dealing with Substance Abuse Situations

Purpose:

To provide lawful, systematic and consistent guidelines to school personnel for the handling of suspected or proven cases involving substance abuse.

I. Staff Responsibility

- 1.1 All staff members have an obligation to be aware of the condition of the students they serve. Staff members should be alert to behavior changes which signal that a student is in difficulty. Staff members should be alert to student activities which may involve illegal possession, transactions, or actions and should not be reluctant to confront students whose actions are suspicious or warrant investigation.
- 1.2 Providing the necessary assistance to students can be managed only through the alertness and involvement of all members of the school staff. Failure to report suspicions can lead to harmful consequences for the student whose illegal activities are not thwarted.

II. Dissemination

- 2.1 In order to enhance student, parent and staff awareness and to emphasize the importance of all staff being involved in the identification process, a copy of these administrative regulations shall be distributed to each staff member at the beginning of each school year. In addition, a copy will be included in the Student/Parent/Guardian Handbook or otherwise distributed to students and parents.

III. Glossary of Terms

The following definitions of significant terms shall prevail for the implementation of these procedures:

- 3.1 Child Study Team: A team composed of some or all of the following: guidance counselor, social worker, psychologist, appropriate classroom teacher, special education teacher, and administrator, whose purpose is to review students displaying patterns of academic failure, poor attendance, frequent suspensions, and/or inappropriate behavior. The team may make appropriate modifications in the schedule or academic program, may refer a student for additional academic or counseling support, may request further evaluation, or may make other appropriate changes. This team shall not be construed as a PPT as defined in Section 10-76 of the Connecticut General Statutes.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

III. Glossary of Terms (continued)

- 3.2 Confidentiality: School administrators, teachers, guidance counselors, nurses, social workers and psychologists, pursuant to law, must respect confidential communications and may not reveal them to any court or investigative agency without the permission of the student or his/her parent or guardian. Official actions taken by the school and school personnel in regard to the enforcement of policy and not involving confidential communications may include communication with the police and may be subject to laws regarding public information. The guarantee of confidentiality shall extend to information acquired through a professional communication with a student when such information concerns an alcohol or drug problem of such student. Furthermore, the guarantee of confidentiality shall not serve to prevent school personnel from turning over physical evidence of a crime to the police, nor shall it protect communications involving information not concerning a drug or alcohol problem or not protected by other statutory privilege (e.g. physician, psychologist, psychiatrist, social worker).
- 3.3 Confiscation: When there is a reasonable suspicion to believe that a student is in possession of drugs or drug paraphernalia, school personnel may search for and seize such drugs or drug-related paraphernalia. Such search and seizure may involve school lockers, motor vehicles on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs or drug related paraphernalia will be turned over to the police.
- 3.4 Controlled Substances: The term controlled substances are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated a depressant or stimulant drug pursuant to federal drug consumer protection pursuant to Section 212-242 of the Connecticut General Statutes as having a stimulant, depressant or hallucinogenic effect upon the higher function of the central nervous system and as having a tendency to promote abuse, addiction and/or psychological dependence. Such controlled substances are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant substances. Specifically excluded from controlled drugs and controlled substances are nicotine and caffeine.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

III. Glossary of Terms (continued)

- 3.5 Distribution: To give, pass, deliver, transfer or transmit a drug to another person, regardless of whether or not there is compensation.
- 3.6 Drug Paraphernalia: Any object or device used, intended for use, or designed for use in ingesting, inhaling, injecting or otherwise introducing drugs into the human body, or any object or container used, intended for use, or designed for use in storing, concealing or distributing controlled substances. This includes but is not limited to bongs, pipes, roach clips, cocaine spoons, crack vials and tobacco rolling papers.
- 3.7 Drug: Any alcoholic beverage, controlled substance, harmful or illegal substance, or prescribed medication for which the student does not have a prescription from a licensed physician on file in the school health office. This includes but is not limited to alcohol, marijuana, cocaine, LSD, inhalants, barbiturates, stimulants, "look-alike drugs", hallucinogens, and anabolic steroids.
- 3.8 Possession: To have physical possession or otherwise exercise dominion or control over a drug and to know the character of the drug and its presence.
- 3.9 Principal: Administrator responsible for the students and building and/or the designee, in situations where an administrator is neither present nor available, the use of the term shall apply to any event supervisor or coach or teacher who is responsible for students.
- 3.10 PPT: A Planning and Placement Team (PPT) is a group of professionals representing the teaching, administrative and pupil personnel staffs which determines eligibility for special education services and develops an "Individualized Education Program" (EP) for each eligible child. A PPT generally consists of an administrator, a pupil personnel service representative (e.g. guidance counselor, school psychologist, school social worker), a teacher, the student, and the parent.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

III. Glossary of Terms (continued)

- 3.11 Social Exclusion: Student shall be excluded as spectator and/or participant from all activities occurring before and/or after the normal school day, including dances, athletic games, plays, concerts. Exceptions may be allowed at the discretion of the administrator if the student is a participant in these activities. This may be regulated by other policies concerning substance use and the athlete or participant in extracurricular activities. Participation in class-related field trips shall be decided by the principal and/or the designee.
- 3.12 Student Assistance Team (SAT): A team or specialists existing in the school who have been trained in the handling of substance abuse, suicide, and other issues. Normally the team will include teachers, the nurse, an administrator, a guidance counselor, a social worker and a school psychologist.
- 3.13 Under the Influence: Person has, prior to coming to school premises or a school activity, or while in attendance at school or at a school activity, used alcohol or drugs in a manner such that the presence can be detected in the individuals body through the administration of available tests, or such that the persons behavior indicates that he/she is under the influence. (See Checklist - Appendix B)
- 3.14 Use: To ingest, inhale, inject or otherwise cause a drug to reach the bloodstream or digestive tract.

IV. Time and Place

- 4.1 The provisions of these regulations shall apply to any time or place that a student is considered to be under the jurisdiction of school authorities, to include the normal school hours while the student is in school, presence in the building or on the grounds before, during or after school hours, presence at any school sponsored event either on the property or elsewhere, or on any form of school transportation.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions

Situation #1

- 5.1 A student seeks drug-related help or advice for himself/herself or for a friend from a staff member.
- 5.11 Immediate action: Staff member shall inform the student of the availability of professional help and his/her rights in receiving such help and shall encourage the student to meet with an SAT member to access such help.
- 5.12 Investigation: Not applicable.
- 5.13 Notification of Parents/Guardians: Only upon consent of the student; however, student should be encouraged to work with SAT to involve parents as needed.
- 5.14 Notification of Police: Not appropriate, unless staff has knowledge of illegal activity by student.
- 5.15 Confidentiality: To be maintained strictly unless the safety of the student or others requires consultation with the principal. Such safety consideration would include observation of suicide warning signals, use of drugs in such a manner as to constitute a threat to the student's life and/or a threat to the safety of others. The guarantee of confidentiality shall extend only to communications in which the student informs the staff member about a drug or alcohol problem; such guarantee of confidentiality shall not extend to discussion of other or ensuing illegal activities, unless otherwise protected by another statutory privilege (e.g. physician, psychiatrist, psychologist, social worker).
- 5.16 Disposition of Substances: Not applicable.
- 5.17 Consequences/Disciplinary Procedures: Not applicable.
- 5.18 Follow-up Actions: Check with student to see if he/she acted upon recommendations or needs further assistance.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

Situation #2

- 5.2 A staff member is concerned about academic performance, attendance, physical symptoms, disruptive or atypical behavior, illicit activities, change in extracurricular activities, or about suspended drug use. See Appendix A: Behavior Checklist.
- 5.21 Immediate Action: Staff member should observe and record inappropriate behavior, discuss that behavior with student, and ask for a change in the student's behavior. The staff member should then evaluate the behavior again in two weeks or whenever there is further concern for the student's safety. If satisfactory change does not occur, and if student continues to exhibit inappropriate behaviors, refer to Child Study Team and/or SAT.
- 5.22 Once referral to SAT is made: SAT will inform principal of all referrals. An SAT member will be assigned as the contact. This person or persons will gather information to review at SAT meeting.
- 5.23 Notification of Parents/Guardians: When making a SAT referral, also notify the parents/guardians. Exceptions may be made at the discretion of the counselor.
- 5.24 Notification of Police: Not appropriate, unless staff has knowledge of illegal activity by student.
- 5.25 Confidentiality: Confined to those with a need to know as mandated by school policy. This guarantee of confidentiality shall extend only to communications in which the student informs the staff member about a drug or alcohol problem; such guarantee of confidentiality shall not extend to discussion of other or ensuing illegal activities, unless otherwise protected by another statutory privilege (e.g. physician, psychiatrist, psychologist, social worker).

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

- 5.26 Disposition of Substance: Not applicable.
- 5.27 Consequences/Disciplinary Procedures: None mandated.
- 5.28 Follow-up Action: If substance abuse/use is established or suspected, the student will be referred to a certified substance abuse counselor or agency for substance abuse evaluation.

Other actions may include:

- a. Monitor by SAT; review at SAT meeting.
- b. Counseling with guidance counselor, social worker, or psychologist.
- c. Parent conference.
- d. Referral to student support group or other psycho-educational group.
- e. Referral to Insight Group or other in-school substance abuse group.
- f. Referral to outside agency or therapist for counseling.

Situation #3

- 5.3 A student demonstrates symptoms of use of drugs or alcohol, or being under the influence, or discloses after the fact in a disciplinary hearing that he has used or was under the influence of drugs or alcohol on school grounds or at a school function. See Situation #4 immediately if the student appears to be in a situation of medical emergency; this takes precedence over all disciplinary matters. (See Appendix B)
- 5.31 Immediate Action: Staff member shall inform the principal and/or his designee and the school nurse, if available. The student shall not be left alone.
- 5.32 Investigation: If student appears to be under the influence, the principal and/or his designee is responsible for initiating investigation procedures normally employed when a student is apprehended for drug use or possession. Behaviors and physiological symptoms shall be documented by principal and/or nurse. Student will be asked for a written statement. When drug use is suspected, the administration reserves the right to take appropriate actions consistent with this school systems search and seizure policy. For the purpose of this regulation a search may include a breathalyzer test, urinalysis and/or other drug test.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

- 5.33 Notification of Parents/Guardians: The principal will contact the parents/guardians immediately to describe the situation and arrange a meeting. Parents/guardians shall come to school immediately to observe their child and take him/her home. If parents/guardians are unavailable, the emergency contact person designated by parents shall be notified and asked to do the same. If parent/guardian or emergency contact is not available, a reasonable attempt will be made to contact another responsible adult or police. Student shall be referred to a certified substance abuse counselor or agency for substance abuse evaluation. Student will be referred to Child Study SAT.
- 5.34 Notification of Police: Required only if possession or distribution of drugs or drug paraphernalia is involved.
- 5.35 Confidentiality: Confined to those who need to know as defined by school policy.
- 5.36 Disposition of Substance: Any drug-like substance or drug paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt.
- 5.37 Consequences/Disciplinary Procedure:
- 5.371 First Violation: Immediate 5 days suspension out of school and up to 45 days social exclusion. Penalty may be reduced if student participates in the above-mentioned substance abuse evaluation.
- 5.372 Second and Subsequent Violation: Immediate 10 days suspension out of school, and 90 days social exclusion. Penalty may be reduced if student participates in the above mentioned substance abuse evaluation.
- 5.38 Follow-up Action: SAT members will be assigned as student's contact, and will gather information to review at SAT meeting, and interview student once he/she returns to school. SAT will develop and monitor an appropriate action plan. Other actions may include:
- a. Monitor by SAT; review at SAT meeting.
 - b. Counseling with guidance counselor, social worker, or psychologist.
 - c. Parent conference.
 - d. Referral to student support group or other educational group.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

- e. Referral to Insight Group or other in-school substance abuse group.
- f. Referral to outside agency or therapist for counseling.

Situation #4

- 5.4 A student demonstrates symptoms of possible drug or alcohol overdose. Such behavior may be emotionally, organically, or chemically induced and an immediate explanation as to the cause may not be possible. This situation shall be handled as a medical emergency and 911 shall be called if deemed appropriate by the principal and/or the school nurse, if available. (See Appendix B)
- 5.41 Immediate Action: Staff member shall inform the principal and/or his designee and school nurse as soon as possible. All standard health and first aid procedures will be followed. The student shall not be left alone. All follow-up procedures are the same as in Situation #3. The safety and health of the student takes precedence over all other procedures.

Situation #5

- 5.5 A student is in possession of drugs, or discloses after the fact in a disciplinary hearing that he/she was in possession of drugs.
- 5.51 Immediate Action: Staff member will escort student to the principal's office or summon the principal who will confiscate the drug or drug paraphernalia. The possibility that the student may have ingested drugs shall be considered. See Situation #4.
- 5.52 Investigation: The principal will request that the student empty his/her pockets, and/or purse and volunteer all drug-like substances or drug paraphernalia. The student's person, locker, desk, motor vehicle and all personal property will be searched. For the purpose of this regulation, a search may include a breathalyzer test, urinalysis and/or drug test.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

5.53 Notification of Parents/Guardians: The principal will make a reasonable effort to contact the parents/guardians immediately to describe the situation and arrange a meeting. Parent/guardian should come to school immediately. If parents/guardian are unavailable, the emergency contact person designated by parents shall be notified and asked to do the same. Student shall be referred to certified substance abuse agency/counselor for substance abuse evaluation. Student will be referred to Child Study SAT.

5.54 Notification of Police: Required, if student is currently in possession.

5.55 Confidentiality: Confined to those with a need to know as mandated by school policy.

5.56 Disposition of Substance: Any drug-like substance or drug paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt.

5.57 Consequences/Disciplinary Procedure:

First Violation: Immediate 5 day suspension and up to 45 days social exclusion. Penalty may be reduced if student participates in the above-mentioned substance abuse evaluation.

Second and Subsequent Violations: Immediate 10 day suspension and up to 90 days social exclusion, to be reviewed and extended by administrators if needed. Referral will be made to the Board of Education for an expulsion hearing. Penalty may be reduced if the student participates in the above-mentioned substance abuse evaluation.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

- 5.58 Follow-up Actions: SAT member will be assigned as student's contact, and will gather information to be reviewed as SAT, and will interview student once he/she returns to school. SAT will develop and monitor an appropriate action plan. Other actions may include:
- a. Monitor by SAT; review at SAT meetings.
 - b. Counseling with guidance counselor, social worker, or psychologist.
 - c. Parent conference.
 - d. Referral to student support group or other psychoeducational group.
 - e. Referral to Insight Group or other in-school substance abuse group.
 - f. Referral to outside agency or therapist for counseling.

Situation #6

- 5.6 A student is in possession of any type of paraphernalia normally associated with the use of drugs, or discloses after the fact in a disciplinary hearing that he/she was in possession of drug paraphernalia.
- 5.61 Immediate Action: Staff member will escort student to the principal's office or summon the principal, who will confiscate the paraphernalia.
- 5.62 Investigation: The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug paraphernalia. The student's person, locker, desk, motor vehicle and all personal property will be searched. For the purpose of this regulation, a search may include a breathalyzer test, urinalysis and/or other drug test.
- 5.64 Notification of Parents/Guardians: The principal will make a reasonable effort to contact the parents/guardians immediately to describe the situation and arrange a meeting. Student will be referred to Child Study SAT.
- 5.65 Confidentiality: Confined to those with a need to know as mandated by school policy.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

- 5.66 Disposition of Substance: Any drug-like substance or drug paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt.
- 5.67 Consequences/Disciplinary Procedure: If drug use or possession is confirmed, follow procedures for Situation #3, 4 and/or 5. If no drug use or possession is confirmed, follow procedures for Situation #2.
- 5.68 Follow-up Action: A meeting will be held with the administrator, parents/guardians, student, and possibly police to discuss the seriousness of the situation. Further follow-up action will be determined by results of police analysis of the drug paraphernalia. If drug use or possession is confirmed by testing or student admission, follow procedures for Situation #3, 4 or 5. If no drug use or possession is confirmed, follow procedures for Situation #2.

Situation #7

- 5.7 Distribution of drugs.
- 5.71 Immediate Action: Staff member will escort student to the principal's office or summon the principal who will confiscate the drug or drug paraphernalia. The possibility that the student may have ingested drugs prior to being caught shall be considered. See Situation #4.
- 5.72 Investigation: The principal will request that the student empty his/her pockets and/or volunteer all drug-like substances or drug paraphernalia. The student's person, locker, desk, motor vehicle and all personal property will be searched. For the purpose of this regulation, a search may include a breathalyzer test, urinalysis and/or other drug test.
- 5.73 Notification of Parents/Guardians: The principal will contact the parents/guardians immediately to describe the situation and arrange a meeting. Parent/guardians should come to school immediately. If parents/guardians are unable to come to school, the emergency contact person designated by parents/guardians shall do the same. Student will be referred to a certified substance abuse counselor/agency for substance abuse evaluation. Student shall be referred to Child Study SAT.
- 5.74 Notification of Police: Required.

Students

Drugs and Alcohol (continued)

Topic: Dealing with Substance Abuse Situations (continued)

V. Common Situations and Appropriate Actions (continued)

- 5.75 Confidentiality: Confined to those with a need to know as mandated by school policy.
- 5.76 Disposition of Substance: Any drug-like substance or drug paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings. The principal will give the student a signed, dated receipt.
- 5.77 Consequences/Disciplinary Procedures: Immediate 10 day suspension and social exclusion for up to 90 days. Referral to the Board of Education for an expulsion hearing.
- 5.78 Follow-up Action: SAT member will be assigned as the student's contact, will gather information to be reviewed at SAT meeting, and will interview student once he/she returns to school. Other actions may include:
- a. Monitor by SAT; review at SAT meetings.
 - b. Counseling with guidance counselor, social worker, or psychologist.
 - c. Parent conference.
 - d. Referral to student support group or other psychoeducational group.
 - e. Referral to Insight Group or other in-school substance abuse group.
 - f. Referral to outside agency or therapist for counseling.

Students

Drugs and Alcohol

BEHAVIOR CHECKLIST

These are some of the school-related behavior signs of an adolescent who may be substance-involved, depressed or experiencing personal problems over a period of time. See Appendix B for signs of adolescent currently under the influence.

Academic Performance

drop in grades
failure to complete assignments
decrease in class participation
cheating
lack of motivation or effort

School Attendance

absenteeism
frequent lateness to class or school
frequent visits to nurse or bathroom
class cuts
wandering in halls
suspensions, detentions

Physical Symptoms

deteriorating personal appearance
sleeping in class
frequent complaints of nausea
drug-related clothing, messages, etc.
possession of paraphernalia

Disruptive Behavior

defiance of rules
emotional highs and lows
argumentative, defiant attitude
physically aggressive behavior
verbal abuse
blaming, denying
uncontrolled giggling

Atypical Behavior

change in friends
peers express concern
possession of or spending of unusually large amounts of money
erratic behavior
casual discussion of personal substance use
association with significantly older or younger social group
isolation

Illicit Activities

vandalism
involvement in theft of money, alcohol, or other drugs
sexual behavior in public
carrying a weapon
legal problems
possession of substance

Extracurricular Activities

loss of eligibility
dropped out

Students

Drugs and Alcohol

The following are some signs that might indicate a person is currently under the influence (ranging in severity from mild to overdose). See Situations #3 or #4 for follow-up.

- smell of alcohol or marijuana
- bloodshot eyes/dilated or constricted pupils, glazed eyes
- slurred speech
- inappropriate or uncontrolled behavior
- stumbling
- disorientation
- falling asleep, extreme lethargy
- passing out
- vomiting
- seizures, tremors
- euphoria
- agitation, restlessness, over-excitement, extreme anxiety
- hallucinations
- poor coordination
- aggressiveness
- giddiness

If a staff member has observed these or has any other reason to think a person is under the influence or overdosed, he should follow-up according to Situation #3 or #4.

Students

Drugs and Alcohol

SUBSTANCE ABUSE EVALUATION REFERRAL SOURCES

Substance abuse evaluations differ in terms of expense, amount of time spent, depth of the evaluation, components of the evaluation, etc. A substance abuse evaluation may include interview(s) with the student and/or parent(s) to gather information, some written testing, and urinalysis. We suggest you discuss this with the evaluator prior to making the arrangements.

Because of the limited amount of time allowed, please proceed with your arrangements immediately as there may be a delay in obtaining appointments and in urinalysis.

The following are recommended resources for substance abuse evaluations. You may also use a substance counselor of your own choice as long as he/she is a Certified Alcohol Counselor (CAC) or Certified Drug and Alcohol Counselor (C.D.A.C.).

Center for Child and
Adolescent Treatment Services (CCATS)
152 West Street
Danbury, CT
Tel. 830-6082

The Center
4920 Main Street
Bridgeport, CT
Tel. 365-8400

Midwestern CT Council on Alcoholism
238 Main Street
Danbury, CT
Tel. 792-4515

Wendy Davenson, C.D.A.C.
88 Church Hill Road
Newtown, CT 06470
Tel. 203-426-1997

Sheila Levine, LADC, LMFT
Psychological Health Associates
72 North Street
Suite 205
Danbury, CT
Tel. 794-1044

Sharon Shea, LCSW, LADC
Greenknoll Professional Center
60 Old Milford Road
Suite 3B
Brookfield, CT
Tel. 775-5149

Elizabeth Jorgensen, CDAC
Insight Counseling
109 Danbury Road
Ridgefield, CT 06877
Tel. 431-9726