

GUIDELINES FOR IMPLEMENTATION OF CHEMICAL/CONTROLLED SUBSTANCES PROCEDURES

Use/Exposure Suspected

Description: A staff member suspects a student is involved with chemical/controlled substance use/exposure.

1. A staff member becomes concerned about possible chemical use because of:

- A. Class performance
- B. Attendance problems
- C. Behavior: in and/or out of classroom
- D. Physical problems
- E. Family or peer contact
- F. Legal problems

For more specific behavioral data see appendix (Chemical/Controlled Substance Behavior of Concern Screening).

2. The staff member contacts the pre-assessment team and discusses the reasons for suspecting chemical use.
3. The pre-assessment team gathers behavioral data concerning the student by contacting staff members that see the student on a regular daily basis.
4. Members of the pre-assessment team meet to discuss the implications of the data and decide upon a subsequent course of action which may include:
 - A. A possible conference involving the student, principal/assistant principal, staff member, parent(s), concerned person, or any combination of the above
 - B. Continued observation of the student
 - C. Based upon the outcome of the conference, if needed the pre-assessment team will provide a list of resources for the family. It is the family's responsibility to make a decision regarding the need for a professional assessment by an outside agency.

*No record of chemical use, evaluation, or treatment will be stored in the student's cumulative folder or health record for a period longer than two years and will not be transferred.

In-School Use or Transmission Witnessed

Description: A staff member witnesses chemical/controlled substances use and/or transmission by a student and/or witnesses a student in possession of paraphernalia.

The staff member immediately informs the administration of the observed violation, obtains the name of the student, and asks the student to accompany him/her to the office. If possible, the staff member confiscates the chemical and/or the evidence substantiating its use. If the condition of the student or other circumstances makes it inadvisable or impossible to bring the student to the office, an effort should be made to confiscate the chemical and/or the paraphernalia and to obtain the name of the student. The chemical or paraphernalia should be turned over to the administration.

* In case of a medical emergency, the staff member should bring the student to the nurse's office. (Refer to chemical/controlled substances overdose/medical emergency procedure.)

1. The administrator should consider the following immediate action:
 - A. Consult with the school nurse.
 - B. Suspend the student after confirming the facts of the situation pending a reinstatement conference
 - C. Notify the parents immediately of the suspension and schedule a reinstatement conference as soon as possible
 - D. Notify the school support staff and/or Prevention Specialist of the suspension including the circumstances surrounding the incident
 - E. Notify the school police liaison officer or the police department in your community of the facts in the situation
 - F. Consider recommending the student for expulsion based on behavior for which a student may be excluded or expelled as defined in the Student Dismissal Section of the Anoka-Hennepin Policy Manual.

At the reinstatement conference, the administrator will outline the school policy in relation to this incident. The student will be informed of the conditions for reinstatement which may include student participation in a meeting with a school support person or group for a minimum of three sessions.

Chemical/Controlled Substances Overdose/Medical Emergency

Description: The staff action to insure pupil safety when confronted with a student experiencing a suspected chemical/controlled substances overdose.

1. Secure assistance by contacting the health service office and/or building principal immediately and seek the assistance of other staff members if it is necessary in order to separate the student from the student body. Students with apparent or possible chemical overdose represent a medical emergency and should be brought to the school health service office.
2. The nurse and/or building principal will determine the type of medical emergency action required. The nurse will complete the chemical/controlled substance behavior of concern documentation form.
 - A. For the unconscious student
 - i. Call for an ambulance and immediate removal from the building for emergency medical treatment for all unconscious and/or hallucinating students, those with abnormal vital signs (i.e., dropping blood pressure, altered breathing, etc.).
 - ii. Determine whether or not breathing has stopped and administer appropriate first aid to maintain an open airway if needed. Position student on the side to prevent aspiration of body fluid.
 - iii. Contact parent and advise of the crisis situation. Indicate whether there is need for immediate transfer to a medical facility.
 - B. For the conscious student

- i. Keep him/her calm by giving reassurance. Attempt to ascertain the nature of the chemical overdose. If indicated, contact the poison control center.
- ii. If student's condition permits and does not constitute a life-threatening emergency, hold in the nurse's office pending parents' arrival.
- iii. If parents cannot be reached and it is not a medical emergency, refer to the emergency card for additional contact persons.

Following the handling of the medical emergency, the policy governing witnessed chemical abuse will be implemented.

Services for Recovering Students

Description: Services available to students who are working on becoming chemically free.

1. The following services are offered by the school:
 - A. Individual counseling
 - B. Support group
 - C. Liaison with community agencies
2. Students going into or returning from treatment will be brought to the attention of the school support staff and/or Prevention Specialist in one of the following ways: The coordinator's personal involvement and knowledge of student
 - A. Notification by a staff member
 - B. Contact by the family
 - C. Information from peers or other sources
3. For students entering treatment the counselor may: Notify the student's classroom teachers and other concerned staff members regarding an estimated length of absence and the day of return to school.
 - A. Assist in obtaining homework for the student.
 - B. Maintain contact with the treatment agency and students during the treatment.
4. A reentry staffing will be held for each student successfully completing treatment.
5. Students returning from treatment will be informed of services for recovering students by the school support staff and/or Prevention Specialist.
6. For students released from treatment facility before completion of the program, a reinstatement conference will be attended by the administrator, Prevention Specialist, student, parent(s), and concerned staff persons. At the conference the following procedure is recommended:

The school policy governing chemical use will be outlined by the administrator.

- A. A recommendation will be made to the student concerning participation in an appropriate group for a specified time.
- B. A recommendation will be made to the student for counseling sessions on a continuing basis with the school support staff and/or Prevention Specialist.

Services for Students from Chemically Dependent Families

Description: Services available to students who are affected by the harmful chemical involvement of family member(s) and/or significant others.

1. The following services are available to students:
 - A. Individual counseling using school resources
 - B. Concerned person support group
 - C. Identification of appropriate community resources available to the family.

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