

ELEMENTARY SCHOOL PROCEDURES
FOR IMPLEMENTATION OF CHEMICAL AWARENESS POLICY

When a staff member suspects chemical use by an elementary student, these procedures will be followed:

1. A staff member becomes concerned about possible chemical use because of:
 - a. Behavior in and/or out of classroom
 - b. Family or peer contact
 - c. Class performance
 - d. Attendance problems
 - e. Physical problems
 - f. Legal problems

For more specific behavioral data see the early intervention referral form.

The staff member contacts the school nurse and discusses the reasons for suspecting chemical use.

The school nurse will gather behavioral data concerning the student by contacting staff members who see the student on a regular basis.

Based on the information provided to the school nurse, a course of action may include:

- a. A pre-assessment interview with student
- b. A conference involving the student, nurse, staff member, parent(s), principal, concerned person, or any combination of the above
- c. Continued observation of the student

Based upon the outcome of the interview or conference, a decision is made by the principal and the school nurse regarding whether a professional outside assessment will be recommended.

The school nurse contacts the student and parent(s) regarding a pre-assessment interview and any recommendations for an outside assessment. A course of action is then agreed upon and implementation begins.

The school nurse or principal informs, when appropriate, concerned staff members of the recommendations.

The school nurse meets with the student, parent(s), concerned staff, and the principal as needed to assess progress and keep all informed.*

* No record of chemical use, evaluation, or treatment will be stored in the student's cumulative folder or health record.