

No. 227-AR

NORTHERN LEHIGH
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

STUDENT SUPPORT SERVICES PROGRAM

The student support services program is designed to identify and refer students having problems because of drug or alcohol use. It is an intervention, not a treatment program. The Student Support Services Program provides two methods for dealing with student drug and alcohol problems. One, it offers early intervention, assessment and appropriate referral to support services. Two, it provides for drug and alcohol prevention through the enforcement of a comprehensive discipline policy.

The Student Support Services Program is an adolescent drug and alcohol intervention program set up within the Northern Lehigh School District. It has two specific purposes: facilitate the educational process in Northern Lehigh High School by creating and maintaining a chemically-free academic environment and identify and refer "high risk" chemically dependent students into a drug and alcohol treatment system. It is considered a "helping mechanism" which works within the structure of the school's disciplinary system to provide a response to the problems of adolescents in school which are a direct manifestation of the students' chemical lifestyle.

The Northern Lehigh Student Support Services (NLSSS) is composed of a team of concerned faculty and school administrators trained in the process of identifying and documenting behaviors of chemically dependent adolescents, gathering information related to the adolescents school performance, and making determinations as to the most appropriate response to the findings. This "pre-assessment" process permits the school to distinguish between adolescent problems which can be resolved internally through counseling, special education programs or disciplinary action and those problems which require resolution through a human service's agency. The NLSSS "core team" does not diagnose students as chemically dependent. Their function is to assess whether behavioral patterns are indicative of chemical abuse and initiate action accordingly.

A high school guidance counselor, two high school teachers, a school nurse, a high school administrator, and a district office administrator (ad hoc team member) comprise the NLSSS "CORE TEAM" functioning at Northern Lehigh High School. Members of the "CORE TEAM" have a common base knowledge of the mechanics of a student support service, adolescent chemical dependency, and the treatment, recovery and aftercare process. Training is an ongoing process. The initial in-depth training was received through the Pennsylvania Department of Education and the Department of Health.

The School District currently offers the following services to high school students and their families.

Informal Intervention

Participation: Required, as a condition of reinstatement, for all students caught using chemicals or with chemicals in their possession. Voluntary participation for those students who are referred to the core team as a result of behaviors of concern.

Facilitator: Core team member(s) and/or staff.

Structure: One session during suspension or other appropriate time.

Content: Present concerns to student. If appropriate, administer the Drug and Alcohol Questionnaire to determine the seriousness of the student's chemical involvement.

Result: A recommendation is made to the entire Core Team for review and disposition.

Formal Intervention

Participation: Required, as a condition of reinstatement, for all students caught using chemicals or with chemicals in their possession, or as deemed necessary by the Core Team.

Facilitator: The Core Team.

Structure: Formal meeting planned by the Core Team to include parents, and other appropriate staff.

Content: Basic information concerning drug/alcohol use, and/or behaviors of concern, academic record, attendance record and any other appropriate information.

Support

Chemically free students meet together and support each other in their effort to remain drug free.

Participation: Any student who is involved in rehabilitation.

Facilitator: Core team member(s).

Structure: Group meets once a week after normal school day. This is a condition of return.

Parent Information Session

Participation: Required of parents as a condition of reinstatement of students found under the influence of and/or in possession of drugs/alcohol.

Facilitators: Building administrator and Core Team member(s).

Structure: One session.

Content: Programs offered by the school and community to assist parents are outlined. Contracting procedures are explained.

Definition Of Terms

Drugs, Mood Altering Chemicals, And Alcohol shall include any alcohol or malt beverage controlled substance, look-alikes, or illegal or abused substance or medication not approved and registered by the health office, or any substance which is intended to alter mood.

Core Team is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Cooperative Behavior shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff.

Confiscation will occur when there is reasonable cause to believe that a student is in the possession of drugs or mood-altering chemicals, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

Confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, staff and/or CORE team shall be respected and no confidential communication shall be made relative thereto without the consent of the student or his/her parents/guardians unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to self and to the school community.

Enabling is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not allowing them to face the consequences of their own actions (helping, fixing, placating, and ignoring). This includes failure to take appropriate action when aware of a difficulty.

School Property shall include not only the actual buildings, facilities and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function.

School Personnel/Staff shall be defined as any administrator, nurse, teacher, guidance counselor, support staff (custodians, cafeteria staff, and bus drivers), secretaries, employees of any contracted groups who work with students, athletic coach or other educational or medical employee employed by the School District.

Student Contract Procedure indicates any written agreement between a student and a teacher which is intended to help the student improve some aspect of classroom performance.

Uncooperative Behavior shall be defined as any resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable requests or recommendation of a staff member at the time that a student is apprehended using, or in the possession of drugs/alcohol. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior. In addition, failure to abide by recommendations of the drug and alcohol referral shall constitute uncooperative behavior.

ARTICLE I

STUDENT BEHAVIOR

A student volunteers information about personal drug or alcohol usage and asks for help.

Immediate Action

The student is informed of the services available and that a referral will be made to the Core Team. The student is also informed that no punitive action will be taken as a result of this referral.

Investigation

The staff member must contact the member or the Core Team immediately. Appropriate intervention procedures will be followed by the Core Team.

Notification of Parents

Notification of parents only with the consent of the student, unless there is clear and imminent danger to the student.

ARTICLE II

STUDENT BEHAVIOR

A student volunteers information about personal drug/alcohol use of another student.

Immediate Action

The referred student is informed of the services available and that a referral will be made to the Core Team. Student is also informed that no punitive action will be taken as a result of this referral.

Investigation

The staff member must contact a member of the Core Team immediately. Appropriate intervention procedures will be followed by the Core Team.

Notification of Parents

Notification of parents only with the consent of student, unless there is a clear and imminent danger to the student.

Confidentiality

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

Discipline

None. Assistance available.

Notification of Police

Not applicable.

ARTICLE III

STUDENT BEHAVIOR

A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to chemical use.

Immediate Action

The staff member determines whether s/he can handle the situation or should refer it to the principal. If the teacher can handle the problem, s/he shall:

1. Observe and record inappropriate behaviors.
2. Discuss concerns (inappropriate behavior) with student.
3. Ask for a change in the student's behavior(s). In order to facilitate this, the teacher may consider using a student contract procedure.
4. Evaluate behavior again in two to four weeks.
5. If no satisfactory change, confer with student's Guidance Counselor regarding his/her specific behavioral problem.
6. Refer to Core Team if behavioral problems remain unresolved and chemical use is suspected.

Investigation

Core Team will investigate.

Notification of Parents

Yes.

Confidentiality

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

Disposition of Substance

Not applicable.

Disposition of Student

Core Team referral and recommendations.

Discipline

Not mandated unless behavior is in violation of school discipline policy.
Discipline will be administered according to discipline code.

Notification of Police

Notified in circumstances required by the discipline code.

ARTICLE IV

STUDENT BEHAVIOR

The student demonstrates symptoms of possible drug/alcohol overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.) This situation will be handled as a medical emergency.

Immediate Action

All standard health and first aid procedures will be followed. The student shall not be left alone.

Investigation

If drug/alcohol use is confirmed, the principal or authorized delegate is responsible for initiating procedures normally employed when a student is apprehended for drug/alcohol use or possession. See Articles III, IV, or V. The student's person, locker, desk and all personal property (including vehicles) will be searched according to policy.

Notification of Parents

The parents/guardians will be contacted immediately and the situation described.

Confidentiality

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

Disposition of Substance

If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student

If no confirmed chemical involvement, follow standard school health procedures. If chemical use is confirmed, follow procedures outlined in Articles V, VI, or VIII.

Discipline

If chemical use, discipline will be determined by whether this is a first, second offense, etc. Refer to Articles V, VI, or VIII as appropriate.

Notification of Police

As required by discipline code.

ARTICLE V

STUDENT BEHAVIOR

The student is caught with drugs/alcohol for the first time and is cooperative with the investigation.

Immediate Action

School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation

The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug- like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents

The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality

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

Disposition of Substance

If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student

Refer to Core Team to investigate student's background and make finding known to parents/guardians, counselors, assessment counselor and principal.

Discipline

Ten (10) days full suspension and/or expulsion hearing Board meeting.

Notification of Police

ARTICLE VI

STUDENT BEHAVIOR

The student is caught with drugs/alcohol for the first time and is uncooperative with the investigation.

Immediate Action

School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation

The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents

The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality

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

Disposition of Substance

If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student

Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline

Ten (10) days full suspension and/or possible referral to the Board for expulsion hearing.

Notification of Police

Required.

**ARTICLE VII
STUDENT BEHAVIOR**

The student is found using, in possession of, or suspected to be under the influence of a drug while attending or participating in any school-sponsored function on or off school property, including any athletic event at another school district, school or public/private location.

Immediate Action

The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary.

Investigation

Notify police or security for assistance. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents

The parents/guardians will be contacted immediately and the situation will be described. The parents/guardians will be requested to transport the student home. If parents/guardians are unable or unwilling to transport student, police will be contacted and the student will be placed in their custody.

Confidentiality

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

Disposition of Substance

If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student

Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline

Discipline will be determined by whether this is only the first offense, second offense, etc. as described in Articles V, VI, or VIII.

ARTICLE VIII

STUDENT BEHAVIOR

The student is caught with drugs/alcohol for the second time.

Immediate Action

School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation

The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug- like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents

The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality

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

Disposition of Substance

If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student

Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline

Ten (10) days full suspension and referral for an expulsion hearing.

Notification of Police

Required.

ARTICLE IX

STUDENT BEHAVIOR

The student is caught in the process of distributing drugs/alcohol to anyone.

Immediate Action

School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation

Police will handle from legal points of view. Core Team will gather data, assess and plan for intervention process with all involved.

Notification of Parents

The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality

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

Disposition of Substance

If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student

Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline

Ten (10) days full suspension and referral for an expulsion hearing.

Notification of Police

Required.

