

**LEBANON PUBLIC SCHOOLS  
DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

| SITUATIONAL/<br>CATEGORY   | IMMEDIATE ACTION   | INVESTIGATION   | NOTIFICATION OF PARENTS | NOTIFICATION OF POLICE | DISPOSITION OF SUBSTANCE        | REHABILITATION/<br>DISCIPLINE |
|--|--|---|-------------------------|------------------------|---------------------------------|-------------------------------|
| 1. A student is suspected of possible drug or alcohol use on or off school premises. There is no violation or physical evidence. | The student is informed of available help and encouraged to seek assistance. Staff member may contact the counselor, nurse or administration for assistance.   | Limited to behavior problems.   | Not applicable          | Not applicable         | None. Referral to the SAM Team. |                               |
| 2. A student contacts a staff member in regard to the drug or alcohol use of another student.                                    | The student who contacts a staff member is assisted and encouraged to convince the student with a problem to seek assistance. The counselor, nurse or administrator may be contacted for assistance. | Not applicable  | Not applicable          | Not applicable         | None. Referral to the SAM Team  |                               |
| 3. A student volunteers information about personal drug or alcohol use and asks for help.  | The student is informed of services available and encouraged to seek assistance. A staff member may request advice from the counselor, nurse, administrator, social worker or psychologist.          | Only with the consent of the student unless there is a clear and imminent danger. | Not applicable.         | Not applicable.        | None. Referral to the SAM team. |                               |

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|---|---|--|--|--|--|--|
| 4. The student has a drug or alcohol related medical emergency.   | The nurse will be summoned. Student may be transported to medical facility.                                       | The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk or other possessions in accordance with board policy. | Yes  | Yes, especially in cases where the safety of the emergency victim or school population is at risk. | Analysis will be made if warranted.                    | Referral to SAM Team. If there is evidence of violation, see appropriate situational category.   |
| 5. The student possesses drug paraphernalia. No evidence of use.  | Administrator is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident. | Same as #4   | Yes  | If warranted   | Analysis, if warranted.                                | Referral to SAM Team. Informal hearing, up to ten day suspension or one hundred eighty-day expulsion in accordance with student disciplinary policy. |
| 6. A student is suspected of possessing, using, or being under the influence of drugs or alcohol on school premises during school hours. First offense, cooperative behavior. | Administrator is summoned. Staff member writes an anecdotal report of the incident.                               | Same as #4   | Yes, parental conference arranged as soon as possible. | Yes  | Analysis will be made at the discretion of the police. | Referral to SAM Team. Informal hearing, up to ten day suspension or one hundred eighty-day expulsion in accordance with student disciplinary policy. |

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|---|--|----------------------|---|-----------------------------------|--|---|
| 7. A student possesses, uses or is under the influence of drugs or alcohol on school premises during school hours. First offense. Uncooperative behavior. | Administrator is summoned. Staff member writes an anecdotal report of the incident.  | Same as #4           | Yes, requested to come to the school as soon as possible.   | Yes                               | Analysis will be made at the discretion of the police. | Referral to SAM Team. Informal hearing, up to ten day suspension or one hundred eighty-day expulsion in accordance with student disciplinary policy.                      |
| 8. A student possesses, uses, or is under the influence of drugs or alcohol at a school related activity on/off school property.                          | Chaperone will contact the group advisor and administrator. The chaperone or group advisor will write an anecdotal report of the incident.                     | Same as #4           | Yes. The student may be sent home immediately at parental expense or detained until a parent can accompany the student. | Yes                               | Analysis will be made at the discretion of the police. | Referral to SAM Team. Further action as provided by the appropriate situational categories 6, 7, 11, 12 will be administered following the administrator's investigation. |
| 9. A student possesses, uses or is under the influence of drugs or alcohol on the school bus.   | The bus driver will bring the student to school and will contact the appropriate administrator. The bus driver will write an anecdotal report of the incident. | Same as #4.          | Yes, requested to come to the school immediately.   | Yes                               | Analysis will be made at the discretion of the police. | Referral to SAM Team. Informal hearing. Refer to situational category numbers 6, 7, or 11.  |

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|--|---|----------------------|---|-----------------------------------|--|--|
| 10. A student possesses, uses or is under the influence of drugs or alcohol at another school within the district. | Staff member will contact the building administrator or staff member in charge.     | Same as #4           | Yes   | Yes                               | Analysis will be made at the discretion of the police. | Appropriate administrator will be contacted. Informal hearing. Further action as provided by appropriate situational categories may follow.          |
| 11. Repeat offense of student in possession, use, or under the influence of alcohol or other drugs.                | Administrator is summoned. Staff member writes an anecdotal report on the incident. | Same as #4           | Yes, requested to come to the administrator's office immediately. | Yes                               | Analysis will be made at the discretion of the police. | Referral to SAM Team. Informal hearing, up to ten day suspension or one hundred eighty-day expulsion in accordance with student disciplinary policy. |
| 12. A student is distributing a drug, alcohol or controlled substance.   | Administrator is summoned. Staff member writes an anecdotal report of the incident. | Same as #4.          | Yes, requested to come to the administrator's office immediately. | Yes                               | Analysis will be made at the discretion of the police. | Same as in #11.  |
| 13. A non-student possesses, uses, is under the influence or is distributing drugs or alcohol.                     | Administrator or his/her designee will be contacted immediately.                    | Same as #4           | Not applicable  | Immediate action.                 | Analysis will be made at the discretion of the police. | Not applicable.  |
| 14. A student is in possession or using a tobacco product.   | Staff member notifies administration and writes a misconduct report.                | Same as #4           | If suspension is involved.  | Not applicable.                   | Product removed and disposed of by administrator.      | Refer to SAM Team. Refer to board policy on use of tobacco products in Student/Parent Handbook.  |