

## Tumwater School District Procedures

### DRUG AND ALCOHOL USE/ABUSE

#### **Building Based Programs**

Buildings will have in place the following:

1. Segments of the health curriculum that addresses substance use/abuse.
2. A trained Student Assistance CORE Team to identify students who are either substance users or at-risk for substance use/abuse.
  - A. At the elementary level, the Student Assistance CORE Team will consist of at least the principal, nurse and one other certificated staff member. (With Training, other possible members could include the secretary or service aide, some schools may choose to use their Multi-disciplinary Team or MDT process.)
  - B. At the secondary level, the Student Assistance CORE Team may consist of an administrator, counselor, nurse, and other certificated staff members.
3. At the secondary level, a continuum of care to serve students who are identified as at-risk for substance use/abuse could include weekly contact with an in-school support system that fosters recovery and is not a substitute for community recovery programs.

#### **Suspected Student Substance Use/Abuse**

Staff trained to identify substance use/abuse will refer such information through appropriate building procedures as established by the building Student Assistance CORE Team. The following procedures will be followed when physical signs of substance use/abuse are evidenced or other reasonable cause exists.

1. Document behaviors that indicate substance use/abuse.
2. Examine for physical signs and evidence using any or all of the following:
  - A. If two of five elements of the Rapid Eye Exam (R.E.E.) are present; parents are to be notified and a laboratory confirmation is to be recommended to eliminate the possibility of severe medical problems.
  - B. ALCO-Stick or Breathalyzer may be used to give a reading for alcohol use/abuse.
  - C. Possession of alcohol or other drugs or that which purports to be.
3. The above procedures are to be performed with discretion and are to be documented and reported to the appropriate school officials.
4. Advise the parent(s) or guardian(s) that a district-provided Student Assistance Program is available to help them.

5. Laboratory confirmation - Documented behaviors in addition to physical signs are reasonable cause to request a voluntary and timely urinalysis, at a district-approved laboratory and/or at district expense, if necessary, to be arranged by the parent(s).

**Refusal to submit to any of the above procedures may result in disciplinary action and possible police involvement.**

### **Student Assistance Program (SAP)**

The SAP in the Tumwater School District will contract the services of a state-accredited, district-approved substance use/abuse agency or program (pursuant to RCW 28A.170.080), which is responsible for the screening assessment, evaluation and health care recommendations of referred students.

Students and/or their parent(s) may voluntarily request screening/assessment through the SAP or students subject to disciplinary action may choose to be screened/assessed as an alternative corrective action and may have the length of a suspension reduced. Compliance with any health care recommendations is required where the screening/assessment is made as an alternative to disciplinary action. Notification of suspension is to be through the use of the standard long-term or emergency expulsion letters per district policy.

1. The screening/assessment will include a release of information for the parents, school district, and all appropriate individuals/agencies. The evaluation results and health care recommendations will be presented.
2. All disciplinary actions that are changed or modified pending completion of a screening/assessment and follow-up and treatment must have a release of information form signed by the student and/or parent(s)/guardian(s). If a student or parent(s)/guardian(s) refuses to sign a release, the original disciplinary sanctions will be imposed.
3. Transportation of students participating in the SAP is the responsibility of parent(s) or guardian(s).
4. The SAP Screening/assessment will be done within current ethical standards regarding chemical dependency use/abuse and follow current placement criteria. Screening/assessment will provide specific recommendations.
5. In the case of referrals arising out of disciplinary action, failure to comply with the SAP recommendations will result in the imposition of the disciplinary sanction.
6. Students wishing to enroll in the District or any alternative programs may be asked to have a screening/assessment prior to entry. The screening/assessments will be done by the district-contracted agency. Participation will be voluntary, but parents will be encouraged to follow the recommendations in order to assist with the well-being and success of the student.
7. Confidentiality of SAP records: The screening/assessment and health care recommendations for students will be handled in a confidential manner as dictated by State/federal confidentiality statutes.
8. Responsibilities of school district personnel: The designated counselor/administrator will perform the following services for the District schools and referred clientele:
  - A. Schedule and verify all screening/assessment appointments.
  - B. Be a participant in all screening/assessment.
  - C. Facilitate student assistance program core team meetings.

9. Responsibilities of the approved agency:
  - A. Track and report attendance at education and therapy groups to the student's school administrator and/or counselor.
  - B. Make phone or mail contact with parent(s) or guardian(s) one week after the screening/assessment conference to assist with arrangements for the treatment plan.
10. Treatment: When students are diagnosed as chemically dependent and need intensive outpatient or inpatient treatment, there should be immediate action to obtain appropriate treatment. However, because the cost of treatment may be beyond the means of a family, and because there is a waiting period for public assistance, some alternative action must be taken while waiting for placement, especially in the case of a disciplinary referral.

If a student is to remain on the school site while waiting for treatment, participation in SAP will be required as per recommendations of prevention/intervention specialist and may include elements of the following:

- A. Proof of abstinence with urinalysis at regular intervals at a district-approved facility.
- B. Proof of abstinence by use of physician-supervised antabuse or parent(s) or guardian(s) supervised ALCO-Stick.
- C. Verified attendance at community support groups.
- D. Attendance at education classes or pre-treatment groups for students and their families.
- E. Other elements, as determined by the building administrator.

### **Disciplinary Referral**

In the case of disciplinary referral, the building administrator, or designee, has the ultimate responsibility of tracking and determining if the recommendations have been followed. Participation in a treatment program from a state-accredited, district-approved substance use/abuse treatment agency other than the agency contracted by Tumwater School District will be reviewed on a case by case bases by the building administrator. If approved, the parents must sign a release of information form and provide the administrator with proof of treatment, attendance and completion.

In a discipline referral, if a parent chooses not to follow the recommendations, the administrator will impose the original disciplinary sanctions. The family is responsible for all expenses associated with treatment.