

Policy 456 – Rule 2  
**Procedures for  
Alcohol and Other Drug Use - Suspected**

(A) 12-14-92

(R) 10-12-15

Description: Staff member, student, or concerned person suspects alcohol and drug use by a student.

I. Procedural Steps

- A. Staff, student, concerned person becomes concerned about **possible** chemical use because of the following:
  - 1. Class performance
  - 2. Tardiness - absenteeism
  - 3. Behavior - in and out of class
  - 4. Family or peer contact
  - 5. Observation of alcohol and other drug abuse signs and symptoms
  
- B. Staff member, student or concerned person contacts guidance counselor to share concerns.
  
- C. The guidance counselor would then contact student indicating that someone is concerned about the student. (The source can choose whether or not he/she wants to remain unnamed in referral process.)
  
- D. The counselor will provide the student with information concerning drugs and alcohol while maintaining confidentiality and offer services such as:
  - 1. Referral to outside agency
  - 2. Individual counseling
  - 3. Involvement in a support group or contacting significant others in an attempt to develop a support system
  - 4. An informal assessment may be conducted at this time
  
- E. The person who referred will be notified that a contact has been made, but no details will be released unless the student gives his/her permission.