

6.006. Policy Concerning Chemical Health and Student Substance Abuse

The indiscriminate use and abuse of drugs and alcohol is a major problem in our society. It affects virtually every segment of our population without regard to age, sex, race or economic condition. Within the context of this major social problem, Cooperative Educational Services commits itself and the resources of the agency to assuming its leadership role in working to create an educational environment which encourages and values freedom from drug and alcohol abuse.

Through the use of a chemical health curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, clear statements of conduct and disciplinary procedures and the provision of resource information about available drug and alcohol counseling and rehabilitation services, C.E.S., in cooperation with students, parents, local school districts, law enforcement officials and community agencies, will work to educate, prevent and intervene in the abuse of all drug, alcohol and mood altering substances by the entire student population.

Consistent with Connecticut General Statute Section 10-19(a) and the Drug-Free Schools and Communities Act of 1989 (20 U.S.C. §7101), C.E.S. endorses the concept of substance abuse prevention and will annually provide age-appropriate and developmentally-based drug and alcohol education and prevention programs which convey a "No Use" message and addresses the legal, (citizenship) social (character and personality development) and health consequences of drug and alcohol use. Consistent with Connecticut General Statute Section 10-221(d) and the 20 U.C.S. §7101, et seq., it is the policy of C.E.S. to prevent and prohibit the possession, use and/or distribution of any controlled substance, except as provided in the agency's Administration of Medication Policy/Procedures, alcohol or drug paraphernalia at any time on school property, at school-sponsored events or on C.E.S. transportation vehicles.

The Executive Director is authorized to establish administrative procedures, including annual parent, staff and student (as deemed appropriate) notification and appropriate staff training, so as to ensure that the rules, regulations and guidelines shall be consistently followed by all C.E.S. students and educational personnel consistent with agency policy and federal/state laws.

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6.006A. Administrative Regulations Concerning Chemical Health and Student Substance Abuse

I. Rules and Regulations:

A student on school grounds, during a school session, at a school-sponsored activity/event or on a school bus who is under the influence of alcohol, drugs or mood altering substances, or possesses, constructively possesses or holds, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, controlled substances restricted drugs, mood altering substances or any substance purported to be a restricted substance or demonstrates a significant abuse of over the counter drugs, shall be subjected to discipline up to and including referral for prosecution pursuant to the provisions, procedures and sanctions as outlined in the following administrative regulations. Inspection for the location of drugs, narcotics, or alcohol may be conducted in accordance with agency procedures pertaining to administrative searches and seizures (see Appendix A). Such search and seizure may involve 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 agreement to the search and to have the student present at the time of the search. All confiscated drugs/alcohol will be turned over to the police.

Prescription medications are to be construed as exceptions to this policy when used by the student for whom they are prescribed in the manner and amount prescribed. Consistent with C.E.S.' Policy and Procedures for Administration of Medication, requests for self-administration of medication during school hours/school sponsored activities must be accompanied by a an authorized prescriber's written order for self-administration and written authorization from the student's parent/guardian. Approval for self-administration of medication will be granted by the school nurse and program administrator only if a) it is determined appropriate for the student to self administer medication; b) the student can maintain control of the medication in a safe and appropriate manner; and c) a plan for general supervision by the school nurse of self-administration of medication by said student is established.

All C.E.S. educational personnel have a positive obligation to be aware of the condition of the students they serve. Staff members should be alert to behavior changes which signal that a student may be involved in substance abuse. Staff members should also be alert to student activities which may involve illegal possession, distribution or use of alcohol or drugs and should not be reluctant to confront students when actions are suspicious or warrant investigation. All C.E.S. educational personnel/professionals have a responsibility to immediately share with their program administrator any observations of student behavior which appear to be related to the possibility of possession, use, and/or distribution of any controlled substance, alcohol or drug paraphernalia. The program administrator in turn, has the responsibility to follow the regulations related to substance abuse.

Parents, students when deemed appropriate, and staff will receive information about the agency policy and administrative regulations on an annual basis via parent/student guides and staff guides, respectively. The parent/student guide will list all potential student violations and corresponding sanctions (see Appendix D). Parents may seek a copy of the full policy and administrative regulations by making a written request to their child's program administrator. Staff will receive training on substance abuse risk factors and agency regulations they must follow when suspecting a student of substance abuse. A copy of the full policy and administrative regulations will be available for review in the main office of each program, each classroom, and office area.

II. Definition of "Terms":

CONFIDENTIALITY - Program administrators, teachers, guidance counselors, school nurses, social workers and psychologists, pursuant to law, must respect the confidential communications and may not reveal them to any court or investigative agency without the permission of the student or his/her parent or guardian. Official actions taken by C.E.S. programs and program personnel in regards to the enforcement of this policy and not involving confidential communications may include communication with the police regarding illegal activity by student. In addition, program personnel should explain to students that they may not maintain confidentiality if student communications with respect to drug and alcohol abuse or any alcoholic or drug problem reveal that he/she is at risk of self-injury, posing an injury to another or if the student may be placing themselves or another in a life-threatening situation.

DISTRIBUTION - To give an illegal substance to another person, regardless of whether or not there is compensation.

DRUGS - Any alcoholic beverage, controlled substance, illegal substance, mood altering substance, narcotic or prescribed or over the counter medication for which the student does not have a prescription and physician/parent consent form on file in the school health office.

DRUG PARAPHERNALIA - Any object or device used, intended for use or designed for use in ingesting, inhaling, injecting or otherwise introducing a drug into the human body or any object or container used, intended for use or designed for use in storing, concealing or distributing controlled substances.

POSSESSION - Any possession of drugs which is unlawful under Connecticut State Law.

USE - To ingest, inhale, inject or otherwise use a drug to reach the bloodstream or digestive tract.

STUDENT ASSISTANCE TEAM - A team of specialists existent in a C.E.S. program who have been trained in the handling of substance abuse issues. Normally the team will include the school nurse, program administrator, school social worker and school psychologist.

SUSPENSION - A disciplinary action/decision defined as exclusion from regular school activity (in-school suspension) or exclusion from in school privileges or from transportation services.

III. Primary Prevention Procedures:

The following efforts will be undertaken in order to promote conditions that reduce the risk of possible substance abuse by students.

EDUCATION C.E.S. will foster a learning environment that conveys to students a "No Use" alcohol and drug message and that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

1. The effect of alcohol, nicotine or tobacco, and of drugs on health, character, citizenship and personality development shall be taught every academic year to all students in accordance with their individualized education program (IEP) and/or the agency's planned, ongoing and systematic program of instruction.
2. C.E.S. also recognizes the need to insure that its drug and alcohol education program is offered in the form of age-appropriate and developmentally based learning objectives and activities that will have meaning to the wide range of students served in its various special education programs.
3. Such instruction will be provided to all students served by the agency's school-based programs from early childhood level through grade/grade equivalency 12, except for those students who may be exempt from such instruction, due to the severity of their disability, by formal Planning and Placement Team (PPT) action by their responsible school district.

RESOURCES C.E.S. will develop and maintain a listing of available drug and alcohol assessment, counseling and rehabilitation and re-entry programs that are available to students and their families for the purposes of education and referral resources (Appendix B).

1. Pupil personnel staff will contact such agencies to familiarize them with C.E.S. student populations and to determine that they have appropriately certified personnel to provide substance abuse assessment and/or counseling services.
2. Pupil personnel staff will provide such agencies requested information about C.E.S. programs that will better enable school personnel and parents of students to access such resources.
3. C.E.S. administrative personnel will contact local law enforcement agencies in an effort to establish collaborative working relationships in the prevention and intervention of substance abuse by students.
4. C.E.S. will make pupil personnel staff resources available for students who may require prevention and intervention counseling as a result of disabilities that heighten the risk of substance abuse.

TRAINING C.E.S. will develop inservice programs for administrators, teachers, school paraprofessionals, certified and licensed pupil personnel and related services staff for purposes of enhancing their ability to recognize those students who may be vulnerable to, or at risk for substance abuse; to provide age-appropriate and developmentally based education and prevention programs to assigned students; and to carry-out prescribed administrative regulations pertaining to the use, possession or distribution of alcohol and drugs by students.

1. The agency policy and administrative procedures will be annually provided to all educational personnel/professionals and will be reviewed by Program Administrators at a staff meeting at the beginning of each school year.
2. The C.E.S. Professional Development Committee will plan inservice training programs to enhance the ability of staff to identify students at risk for substance abuse and the ability

of instructional personnel to provide age-appropriate developmentally based drug/alcohol education and prevention programs.

STUDENT ASSISTANCE TEAMS (SAT) C.E.S. programs may, where appropriate, establish a student assistance program for the purposes of handling substance abuse issues.

IV. INTERVENTION PROCEDURES/SANCTIONS:

The following administrative procedures and sanctions are intended to guide actions of C.E.S.' education personnel regarding student substance abuse situations or violations of standards of conduct by students related to alcohol or drug use, possession or distribution:

A. A student seeks alcohol or drug related help or advice for himself/herself or for a friend from a staff member.

Immediate Action - The staff member shall inform the student of the availability of professional help and his/her rights in receiving such help. The staff member shall encourage the student or friend via the student to meet with a pupil personnel staff member or Student Assistance Team member to access such help. The staff member should seek the student's approval to discuss the matter with the appropriate staff members including the program administrator so as to solicit their support in seeking assistance.

Investigation - Not applicable if student accepts referral to program administrator, pupil personnel staff member or Student Assistance Team member. If student does not except referral, the staff member should monitor the student and make continued attempts to have student seek assistance.

Notification of Parents/Guardian - Only with written consent of the student or when risk of injury to student or other requires that confidentiality not be maintained. However student should be encouraged to work with pupil personnel or SAT staff member to involve parents.

Notification of Police – While a professional employee may not be required to disclose any information acquired through a professional communication with a student when such information concerns alcohol or drug abuse or alcoholic or drug problem of such student, if such employee obtains physical evidence from such student indicating that a crime has been or is being committed by such student, such employee is required under Conn. Gen. Stat. §10-154a to turn such evidence over to school administrators or law enforcement officials within two schools days after receipt. Any physical evidence surrendered to a school administration shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.

Confidentiality - Confidentiality is to be maintained unless the safety of the student or others requires consultation with the program administrator. Such safety considerations would include observation of suicide warning signals, use of alcohol or drugs in such a manner as to constitute a threat to the student's life or a threat to the safety of others.

Disposition of Substances - When applicable, the staff member shall provide the alcohol/drugs to the program administrator who in turn will contact the local police department within 48 hours to request their assistance in the disposition of substances/paraphernalia.

Follow-Up Actions - The student will be monitored by staff members and if behavior suggests continued use, the staff member will refer student to pupil personnel or SAT staff member.

Sanctions - None, unless student actually violates agency substance abuse rules.

B. A staff member is concerned about student behavior, poor classroom performance, tardiness, absenteeism, persistent fatigue or persistent failure to perform required work which may suggest alcohol or drug abuse.

Immediate Action - Staff member should:

1. observe and record inappropriate behavior
2. discuss behavior with student
3. ask for change in student's behavior
4. evaluate behavior again two weeks or more immediately upon any concern for student safety
5. notify program administrator
6. if satisfactory change does not occur, and if the student exhibits numerous characteristics (i.e., 5 or more) in the Behavior Checklist in Appendix C, refer student to pupil personnel or SAT team member.

Investigation

1. Program administrator or his/her designee will meet with the student.
2. The pupil personnel or SAT staff member will interview student and based on information obtained take appropriate action(s).
3. Inform responsible school district as deemed necessary.

Notification of Parents/Guardian

1. Notify upon referral of student. Exceptions may be made at the discretion of program administrator.
2. Inform parents if pupil personnel or SAT staff member recommends outside referral be made.

Notification of Police - Not appropriate unless staff receives knowledge of illegal activity by student.

Confidential Information - Confined to those with a need to know as required by agency policy/procedures. When conversations with student reveals activity that might be harmful to himself/herself or others, the student is informed that information must be shared with the program administrator.

Disposition of Substance - When applicable, the program administrator will contact local police department within 48 hours to request their assistance in the disposition of substances/paraphernalia.

Follow-Up Action

1. If substance abuse/use is established, the program administrator in collaboration with pupil personnel or SAT staff member and in consultation with responsible school district will refer student for appropriate substance abuse assessment.

2. Other actions may include:

- a. monitor student with at least a monthly review
- b. school-based services by pupil personnel staff member
- c. parent conferences
- d. referral to school-based student support group
- e. request that responsible school district convene PPT meeting

Sanctions - None required, unless behavior exhibited by student violates C.E.S. Student Disciplinary Policy/Procedures.

C. A student demonstrates symptoms of possibly being under the influence of alcohol or drugs.

Immediate Action - The staff member shall immediately inform the program administrator and school nurse. The student will be escorted to the school nurse's office. All standard health and first aid procedures will be followed. When the school nurse determines that alcohol or drug use is potentially involved the situation will be handled as a medical emergency and the student will be transported immediately to an area hospital following C.E.S. medical emergency procedures.

Investigation

1. If drug use is suspected, the program administrator will initiate the investigation procedures normally employed when a student is apprehended for drug possession.
2. The school nurse will document physiological symptoms exhibited by student.

Notification of Parents/Guardian - The program administrator or his/her designee will contact the parents/guardians immediately to describe the situation and request that the parent come to school immediately or to the local hospital where the student has been transported for medical assistance. If parents/guardians are unavailable the emergency contact person designated by the parents/guardian will be contacted.

Notification of Police - The local police department will be contacted when drug use is suspected.

Confidential Information - Confidentiality will be confined to those with a need to know as required by agency policy/procedures.

Disposition of Substances - If a substance is discovered it will be provided to appropriate medical personnel to assist in determining appropriate treatment. It will then be sealed, documented and submitted to the police for analysis and possible use in further proceedings.

Follow-Up Activities

1. If substance abuse/use is established the program administrator in collaboration with pupil personnel or SAT staff members and in consultation with the responsible school district will refer the student for a substance abuse assessment and/or counseling services.
2. Other actions may include:
 - a. monitor student with at least a monthly review
 - b. school based services by pupil personnel staff member
 - c. parent conferences
 - d. referral to school-based support groups
 - e. request that responsible school district convene a PPT meeting

Sanctions

1. 1st Offense - Immediate 3 day suspension and a referral to an appropriate agency for a substance abuse assessment. The scheduling of the evaluation must take place within 3 school days of the offense or the student will receive an additional 3 day suspension.
2. 2nd Offense - Immediate 5 day suspension and a referral to an appropriate agency for a substance abuse assessment and/or counseling. The scheduling of this service must take place within 5 school days of the offense or the student will receive an additional 5 day suspension. C.E.S. will also request that the responsible school district convene a PPT meeting to discuss the 2nd offense and that future violations of the agency substance abuse policy/rules/regulations will result in dismissal from the C.E.S. program.
3. 3rd Offense - Immediate 10 day suspension and a referral to an appropriate agency for a substance abuse assessment and/or counseling. During the period of suspension, C.E.S. will request that the responsible school district convene a PPT meeting at which time C.E.S.

will recommend that the student be dismissed from his/her C.E.S. program.

D. A student is caught in possession of alcohol or drugs or distributing alcohol.

Immediate Action - The staff member will escort the student to the program administrator's office or summon the program administrator to their location to confiscate the alcohol/drug.

Investigation - The program administrator will request that the student voluntarily hand over all alcohol, drugs or drug-like substances. If the student does not voluntarily hand over the substances, the student's person, locker, desk and all personal property may be searched in accordance with the agency search/seizure regulations. The student shall not be left alone.

Notification of Parents/Guardian - The program administrator will contact the parents/guardian immediately to describe the situation and request that the parent come to the school immediately or sooner if police investigation reveals presence of drugs in paraphernalia.

Notification of Police - The program administrator will contact the local police department to inform them of the situation and request that they come to school to investigate the situation.

Confidential Information - Confidentiality will be confined to those with a need to know as required by agency policy/procedures.

Disposition of Substances - Any alcohol or drug-like substance discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings.

Follow-Up Action

1. The student will be referred to an appropriate agency for substance abuse assessment and/or counseling services.
2. Other actions may include:
 - a. monitor student with at least a monthly review
 - b. school based services by pupil personnel staff member
 - c. parent conferences
 - d. referral to school-based support groups
 - e. request that responsible school district convene a PPT meeting

Sanctions

1. 1st Offense - Immediate suspension for a minimum of 5 days plus referral to an appropriate agency for a substance abuse assessment. Scheduling of this evaluation must take place within 5 school days of the offense or the student will receive an additional 5 day

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suspension. C.E.S. will request that the responsible school district convene a PPT meeting to

discuss the offense and that future violations of the agency substance abuse policy/rules/regulations will result in dismissal from the C.E.S. program.

2. 2nd Offense - Immediate suspension for a minimum of 10 days plus referral to an appropriate agency for a substance abuse assessment. During the period of suspension C.E.S. will request that the responsible school district convene a PPT at which time C.E.S. will recommend that the student be dismissed from his/her C.E.S. program.

E. A student is caught with any type of paraphernalia normally associated with the use of drugs.

Immediate Action - The staff member will escort the student to the program administrator's office or summon the program administrator to their location to confiscate the paraphernalia.

Investigation - The program administrator will request that the student voluntarily hand over all paraphernalia in his/her possession. If the student does not voluntarily hand over the paraphernalia, the student's person, locker, desk and all personal property will be searched in accordance with the agency's search/seizure regulations. The student shall not be left alone.

Notification of Parent/Guardian - The program administrator will contact the parent/guardian immediate to describe the situation and to arrange for a meeting within 3 days of the date of the offense.

Notification of Police - The program administrator will contact the local police department to request that they come to the school to take possession of the paraphernalia and analyze it for possible presence of drugs. The police may be asked to meet with the student and parent/guardian to discuss the seriousness of the situation.

Confidential Information - Confidentiality will be confined to those with a need to know as required by agency policy/procedures.

Disposition of Substance - Any paraphernalia discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings.

Follow-Up Actions - A meeting will be held with the student's parent/guardian and student (and police if deemed necessary) to discuss the seriousness of the situation. 1. If drug use or possession is confirmed by the police analysis of paraphernalia confiscated, follow-up actions for situations D will be followed. 2. If no drug use or possession is confirmed or there is a significant delay in analysis procedures, other actions may include:

- a. monitor student with at least a monthly review
- b. school-based services by pupil personnel staff member
- c. additional parent conferences
- d. referral to school-based student support groups
- e. request that responsible school district convene a PPT meeting

Sanctions - If drug use or possession is confirmed follow sanctions for situation D. If no drug use or possession is confirmed sanctions will be as follows:

1. 1st Offense - Immediate two day suspension plus a referral to an appropriate agency for a substance abuse assessment.
2. 2nd Offense - Immediate suspension for a minimum of 3 school days plus a referral to an appropriate agency for a substance abuse assessment. The scheduling of this evaluation must take place within 3 school days of offense or the student will receive an additional 3 day suspension. C.E.S. will request that the responsible school district convene a PPT meeting to discuss the 2nd offense and that future violations of the agency substance abuse policy/rules/regulations will result in dismissal from the C.E.S. program.
3. 3rd Offense - Immediate 5 day suspension and a referral to an appropriate agency for a substance abuse assessment and/or counseling. C.E.S. will request that the responsible school district convene a PPT meeting at which time C.E.S. will recommend that the student be dismissed from his/her C.E.S. program.

F. A student is caught distributing drugs.

Immediate Action - The staff member will escort the student to the program administrator's office or summon the program administrator to their location to confiscate the alcohol/drug.

Investigation - The program administrator will request that the student voluntarily hand over all alcohol or drugs, or drug like substances. If the student does not voluntarily hand over the substances, the students' person, locker, desk and all personal property may be searched in accordance with the agency search/seizure regulations. The student shall not be left alone.

Notification of Parent/Guardian - The program administrator will contact the parent/guardian immediately to describe the situation and request that the parent come to the school immediately.

Notification of Police - The program administrator will contact the local police department, inform them of the situation and request that they come to school to investigate the situation for possible prosecution.

Confidential Information - Confidentiality will be confined to those with a need to know as required by agency policy/procedures.

Disposition of Substances - Any alcohol or drug-like substance discovered will be sealed, documented and submitted to the police for analysis and possible use in further proceedings.

Follow-Up Actions

1. The student will be referred to an appropriate agency for a substance abuse assessment and/or counseling services.
2. Other actions may include:
 - a. parent conferences
 - b. request that responsible school district convene a PPT meeting

Sanctions - Immediate suspension for up to 10 days and referral to an appropriate agency for a substance abuse assessment. Regardless of this being a first offense while in attendance at a C.E.S. program, C.E.S. will request that the responsible school district convene a PPT meeting at which time C.E.S. will recommend that the student be dismissed from his/her C.E.S. program.

G. A student is caught using alcohol or drugs or possessing alcohol or drugs in a student owned/operated vehicle.

Any student who owns and/or operates a vehicle on C.E.S. grounds or for C.E.S. sponsored activities must accept responsibility for the vehicle and the contents of the vehicle. This responsibility subjects the student operator/owner to the full ramifications of this policy, its rules and sanctions. Procedures and sanctions as outlined for use (C) and possession (D) will be followed.

V. READMISSION TO C.E.S. FOLLOWING DISMISSAL DUE TO SUBSTANCE ABUSE VIOLATION

The responsible school district PPT may refer the student for readmission to a C.E.S. program after 1 year from the date of dismissal. If such a request is made, the responsible school district will be required to provide written evidence that he/she has successfully completed a program that includes rehabilitation, treatment and counseling. If re-entry is approved, it will be understood that any subsequent offense will result in immediate dismissal without the privilege of readmission under this policy.

If C.E.S. offers a specific drug/alcohol rehabilitation program which is determined to potentially meet the student's individual needs, these time limits may be waived.

VI. DOCUMENTATION

All actions and sanctions taken with respect to investigation of alcohol or drug use, possession or distribution should be documented by staff members utilizing incident report forms. Minutes of all

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disciplinary hearings should be documented. These records should be maintained in accordance with the C.E.S. Confidentiality of Student Records policy and procedures.

VII. EVALUATION PROCEDURES

C.E.S. will undertake a planned periodic evaluation and updating of the agency policy and administrative procedures concerning chemical health and student substance abuse.

Appendix A

Search/Seizure Policies & Procedures

Appendix C

Listing of Risk Factors

Appendix B

Listing of Substance Abuse Resources

Appendix A

STUDENT: SEARCH AND SEIZURE REGULATIONS

A. Locker and Desk Searches: The C.E.S. Representative Council provides lockers, storage areas and desks as depositories for students' personal belongings and school-related materials. Students are required to store personal belongings and school-related materials exclusively in their desks or lockers/storage areas but have no privacy interest in their desks or lockers/storage areas. The Representative Council, through the C.E.S. school administration, maintains ultimate control over all student desks and lockers/storage areas.

Consistent with Connecticut Education law, the Representative Council authorizes C.E.S.' administration to perform searches of student desks, lockers/storage areas or other school property available for use by students if: 1) there is reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school; 2) the measures adopted to conduct the search are reasonably likely to produce evidence of a violation; and 3) the physical safety of members of the school community or the prevention of disruption to school operations warrant such action.

Students shall be responsible for maintaining desks and lockers/storage areas in an orderly and sanitary condition. The Representative Council, through the C.E.S. school administration, maintains ultimate control over all desks and lockers/storage areas. Consequently the school administration may open and examine any desk or locker/storage area when the physical safety of members of the school community or the prevention of disruption of school operations warrants such action.

B. Student Searches: In order to maintain safety in C.E.S. programs it may be necessary to conduct a search of the personal property or clothing of any student suspected of concealing any weapon, illegal substance or other dangerous object or material or other fruits of a crime. The program administrator or his/her designee is authorized to search a student's personal property or clothing where there exists reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating either the law or school rules. This type of search can occur when reasonable suspicion exists and may include a search of student's book bag, lunch bag, other personal belongings or outer clothing garments. Every effort will be made to encourage the student to cooperate with such a search. If the student becomes non-compliant, the clinical staff may be engaged to encourage the student to comply. If resistance persists, local police intervention may be requested to assist with such a search.

In cases of a proposed search of a student's person such a search will be limited to a "frisking" or "pat down". When feasible, the Division Director or Program Administrator will be consulted prior to a search of this kind. The administrator or his/her designee shall be expected to use sound professional judgement in deciding whether a search should be conducted. This form of search will only be conducted in a private area when deemed feasible and shall only be conducted by a clinical or certified staff member of the same sex of the student and in the presence of a second person of the same sex (if possible). Whenever possible the program administrator should be present.

In exercising a judgement to conduct such a search, the administrator or his/her designee shall

determine whether such a search would be intrusive in light of the student's age and the nature of the infraction/suspected infraction. The student will initially be asked to empty the contents of all pockets, remove shoes/socks or his/her coat and turn their pockets inside out. If they fail to comply, the staff member conducting the search may press his/her hands against the pockets to check for suspected objects. Additionally, the cuffs of the student's pants may be checked and/or the student's shoes/socks or coat may be removed.

Every effort will be made to encourage the student to cooperate with such a search. In addition, whenever possible a student's parents will be advised prior to conducting such a search. If the student becomes non-compliant or resistant, the local police may be contacted to assist with such a search.

A search of a student which is more intrusive than a "frisking/pat down", shall be conducted only when there exists a potential threat to the physical safety of the student or other members of the school community and/or there exists reasonable grounds that the search will turn up evidence that the student has violated or is violating C.E.S. policies or the law pertaining to the possession of weapons, dangerous objects, illegal substances or similar contraband. In such instances the local police will be contacted to assist the program administrator or his/her designee with the search. In addition, whenever possible a student's parents will be advised prior to conducting such a search.

In cases of a search of the student's belongings or person, an appropriate incident report shall be completed within one (1) school day of the event detailing the specific violation, the activities undertaken, all persons involved and the outcome of the search. The student's parent(s) will be contacted by telephone to explain the circumstances leading to the search as well as other pertinent information about the search. When deemed necessary, a meeting with the student's parent(s) will be arranged to help form a plan to prevent future issues and if necessary formulate a plan for including regular searches in the treatment plan for that student.

Appendix B - Resources for Assessments & Counseling

<u>Agency</u>	<u>Address</u>	<u>Phone</u>	<u>Services*</u>
Infoline		211	
Bridgeport Child Guidance Infocus	180 Fairfield Ave. Bridgeport	394-6529	E & C
Hall-Brooke Foundation	47 Long Lots Rd. Westport	227-1251	E & C
Norwalk Hospital	Maple St. Norwalk	852-2000	E & C
Silver Hill Foundation	208 Valley Rd. New Canaan	966-3561	E & C
Southwest Community Health	361 Bird St. Bridgeport	330-6000	E & C

* E – Evaluation; C – Counseling

CONN. & NATIONAL RESOURCES FOR INFORMATION:

American Council on Drug Education	(800) 488-DRUG
National Association for Children of Alcoholics	(888) 554-COAS
National Clearinghouse for Alcohol & Drug Info.	(800) 729-6686
National Federation of Parents for Drug Free Youth	(800) 554-5437
CT Communities for Drug Free Youth	(203) 838-3224
CT Clearinghouse	(800) 232-4424
Drugs Don't Work	(800) 422-5422
Narcotics Anonymous	(800) 627-3543
Alanon	(888) 825-2666
Alcoholics Anonymous – website	www.ct.aa.org

Bridgeport Police	332-5541 – Youth Division
Fairfield Police	254-4835 – Youth Division
Redding Police	938-2564
Easton Police	268-4111
Norwalk Police	854-3008 – Youth Division
Ridgefield Police	438-6531
Darien Police	662-5300
Stamford Police	977-4640 – Youth Division
Greenwich Police	622-8030 – Youth Division
Westport Police	341-6023 – Youth Division
Weston Police	222-2600
Wilton Police	834-6260
New Canaan Police	594-3523 – Youth Division
Trumbull Police	452-5057 – Youth Division
Stratford Police	385-4141 – Youth Division
Monroe Police	452-5446 – Youth Division

Appendix D
Summary of
Substance Abuse Sanctions

APPENDIX

SUBSTANCE ABUSE SANCTIONS

	1st Offense	2nd Offense	3rd Offense
Use of Alcohol Or Drugs	3-Day Suspension Substance Abuse Assessment	5-Day Suspension Substance Abuse Assessment Counseling PPT Meeting to Review Placement	10-Day Suspension Substance Abuse Assessment Counseling PPT Meeting to Discuss Program Dismissal
Possession of Drug Paraphernalia	2-Day Suspension Substance Abuse Assessment	3-Day Suspension Substance Abuse Assessment PPT Meeting to Review Placement	5-Day Suspension Substance Abuse Assessment Counseling PPT Meeting to Discuss Program Dismissal
Possession of Alcohol or Drugs Or Distribution/Selling Of Alcohol or Drug Paraphernalia	5-Day Suspension Substance Abuse Assessment Counseling PPT Meeting to Review Placement	10-Day Suspension Substance Abuse Assessment Counseling PPT Meeting to Discuss Program Dismissal	
Distribution or Selling of Drugs	10-Day Suspension Substance Abuse Assessment Counseling PPT Meeting to Discuss Program Dismissal		

