

# Drug/Alcohol Referral Policy and Intervention Protocol Checklist

School \_\_\_\_\_ Date \_\_\_\_\_  
NAME \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle Initial)  
Home Room \_\_\_\_\_ Birthdate \_\_\_\_\_

SFUSD is a drug and alcohol free district. A student MAY be suspended and/or expelled for possessing, using, selling\*, furnishing or being under the influence of alcohol or drugs, and the school administration is required to report such conduct to the police within one schoolday of a suspension or expulsion for such offenses. (Cal. Ed. Code 48900(c),(d) and 48902(b). Unlawful possession of drugs (other than a first offense for no more than an ounce of marijuana) requires an expulsion referral **unless the principal determines that expulsion is inappropriate given the particular circumstances.** (Cal. Ed. Code 48915(a)(3). Ultimately, the principal can decide whether alternatives to an expulsion referral are appropriate, such as BIS and/or suspension.

In addition to these disciplinary consequences, SFUSD would like to assist students by providing them with support services (Brief Intervention Sessions) that can address potential substance abuse issues.

\*The sale of a controlled substance at school or at a school sponsored activity off school grounds requires a mandatory suspension and expulsion referral. (Ed. Code 48915(c)(3).

Utilizing the usual site referral process, students suspected of alcohol or drug use should be referred to the Wellness Program, Learning Support Professional (LSP) or other designated trained Brief Intervention Staff Member for on-site counseling intervention or for referral to other substance abuse program. Please indicate date and initials next to each step of the checklist.

- \_\_\_\_\_ Student is found using or in possession of alcohol or controlled substances on a school site.
- \_\_\_\_\_ Student is referred to Head Counselor and/or Site Administrator (who is responsible for implementing disciplinary consequences).
- \_\_\_\_\_ The Head Counselor/Site Administrator's office implements disciplinary consequences and informs parents/caregivers of the violation, consequences and the Mandatory Brief Intervention Sessions (BIS). Parents are requested to take student to their primary care provider.
- \_\_\_\_\_ Head Counselor/Site Administrator places referral into the mailbox of onsite Wellness Program, LSP or other designated trained Brief Intervention Staff Member, to schedule the student for mandatory participation in the Brief Intervention Sessions.
- \_\_\_\_\_ Head Counselor/Site Administrator and/ staff meet with parents/guardians of students to discuss Brief Intervention Session (BIS) expectations.
- \_\_\_\_\_ Staff sends a notice to students informing them that they will be required to attend BIS in lieu of, or in addition to, suspension with date/time/location information.
- \_\_\_\_\_ Reminder notice sent to the student the day before or on the day the class is to take place.
- \_\_\_\_\_ Staff (Wellness Coordinator, Counselor, LSP, Head Counselor) informs parents of schedule of BIS sessions.
- \_\_\_\_\_ Staff conducts BIS.

If student does not attend the BIS:

- \_\_\_\_\_ Head Counselor/Site Administrator follows up with student and his/her parent/caregiver. Student is offered one more opportunity to attend the next scheduled BIS.
- \_\_\_\_\_ Head Counselor/Site Administrator sends another referral form to Wellness Program, LSP or other designated trained Brief Intervention Staff Member.
- \_\_\_\_\_ Student misses the BIS a second time.
- \_\_\_\_\_ Student is referred to the Head Counselor/Site Administrator for appropriate disciplinary action (suspension, etc.).

Note: Student can be referred to BIS more than once. By the third incident, if a student is caught drinking or in possession of alcohol/drug products on school grounds, he/she is not automatically given option of mandatory BIS. As appropriate, disciplinary action may follow.