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**CHEMICAL HEALTH PROCEDURES FOR SCHOOL FUNCTIONS  
(ON OR OFF SCHOOL GROUNDS)**

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**USE OR POSSESSION**

First Offense:

1. Remove the student from the school function and return the student to school grounds when appropriate.
2. Call parent(s) or guardian to assume responsibility.
3. Call police or sheriff's department to transport the student home if parent or guardian is not available.
4. Refer to Type I (Disciplinary Referral, First Offense, steps 1-5).

Second Offense: (During the same school year)

1. Same as First Offense, steps 1-3.
2. Same as Type I (Disciplinary Referral, Second Offense, steps 1-4).

Third Offense: (During the same school year)

1. Same as First Offense, steps 1-3.
2. Same as Type I (Disciplinary Referral, Third Offense)

**ALCOHOL ANALYZER PROTOCOL**

When using the School's alcohol analyzer, administrators should comply with the following procedures in order to ensure compliance with the reasonable suspicion standard (see Chemical Health Policy) for conducting student searches.

Individual Sensor Positive Result

Attempt to use the analyzer in a location where it will identify individual students, not groups of students.

1. If the analyzer's sensor is triggered by an individual student, ask the student if he/she has consumed alcohol.
2. If necessary, ask the student to take a breath test.
3. Document the sensor result, analyzer test, and any other observations of the tested student.

Group Sensor Positive Result

If the analyzer is used in a location where it identifies more than one student, then you do the following:

1. Question each student in the group whether he/she has consumed alcohol.
2. Test any student who admits to consuming alcohol by that student.
3. Test any student who denies consuming alcohol, but other observations raise a reasonable suspicion of alcohol consumption.

Examples: slurred speech, unsteady gait, smell of alcohol, glazed eyes.

4. Document the sensor result, analyzer test and any other observation of the tested student.

**SELLING OR FURNISHING**

First Offense:

1. Notify police.
2. Remove student from the school function and return the student to school grounds when appropriate.
3. Refer to Type IV, Selling or Furnishing, First Offense, steps 1-5.

Second Offense: (during the same school year)

1. Same as Type IV, Selling or Furnishing, Second Offense, step 2.

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