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ABSTRACT

These guidelines were developed to assist administrators, teachers, and other staff members of the Los Angeles Public Schools in the formulation of an effective program designed to alleviate drug abuse. Staff responsibilities are spelled out. Specific attention is directed to the problems of drug abuse, drug possession and drug selling. The concluding section of the guidelines describes and pictures narcotics, dangerous drugs and other harmful substances, and lists their corresponding slang terms, properties, methods of use and effects. (TL)

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# DRUG ABUSE CONTROL

ADMINISTRATIVE  
GUIDELINES

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LOS ANGELES CITY SCHOOLS

ED0 46013

# **DRUG ABUSE CONTROL ADMINISTRATIVE GUIDELINES**

**Prepared by the  
DRUG ABUSE COUNCIL**

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Office of the Superintendent  
1970**

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## FOREWORD

Drug abuse by children and youth is one of the most critical problems confronting the public schools today. A pupil may become involved in drug abuse through the use, possession, or sale of narcotics, dangerous drugs, or other harmful substances. Cases of drug involvement occur in varying degrees among youth from all educational levels and all geographical areas throughout the school district. The degree of activity may range from initial experimentation to chronic abuse, resulting in an injurious effect upon the individual or other pupils.

The abuse of drugs is a complex problem for which there is no single approach nor solution. Measures for its prevention, treatment, and control demand a coordinated attack upon the causative factors by parents, the schools, and the community. It is imperative, therefore, that school and community personnel work cooperatively with parents to reduce the number of pupils who are involved in drug abuse. School staffs should consider each pupil's case on an individual basis and take remedial action that will safeguard both individual and group welfare.

The guidelines which appear on the following pages have been adopted by the Los Angeles City Board of Education. They were developed to assist administrators, teachers, and other staff members in the formulation of an effective program designed to alleviate drug abuse. Each administrator should develop specific procedures in his school to implement the guidelines. Emphasis should be placed upon providing a constructive program of rehabilitation in conjunction with an appropriate plan for continued schooling.

ROBERT E. KELLY  
Superintendent of Schools

## ACKNOWLEDGMENTS

The Los Angeles City Unified School District's Drug Abuse Council, composed of school personnel and representatives from community organizations and governmental agencies, has reviewed and accepted the guidelines which appear in this booklet. The Board of Education and Superintendent join me in expressing appreciation to the Council members and to the many other students, teachers, and community resource personnel who shared their points of view, ideas, and expertise in this joint endeavor.

Particular gratitude is conveyed to the following special committee of the Council, whose members devoted many hours of diligent study and careful deliberation in the formulation of these guidelines:

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Donald S. Grosh, Chairman of the Administrative Guidelines Committee, and Leon L. Kaplan, Chairman of the Drug Abuse Council, are especially commended for their invaluable leadership in the development of this publication.

**J. GRAHAM SULLIVAN**  
**Deputy Superintendent**

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## STAFF RESPONSIBILITIES

Teachers as well as other school personnel are in a strategic position to observe pupil behavior. When any member of the school staff has reasonable cause to suspect that a pupil may be involved in drug abuse activities, he shall report such information to a school administrator. The school administrator must confer with a parent or guardian of the pupil concerned. The administrator's course of action shall be based upon the guidelines contained in this publication.

Methods of controlling drug abuse and of assisting pupils involved in such activities may include:

1. Appropriate pupil counseling
2. Intra- or inter-school adjustment (e.g., opportunity program, opportunity class, and opportunity transfer)
3. Utilization of district guidance, counseling, health, and attendance services with appropriate regard for confidentiality and use of privileged information
4. Dissemination of information, in accordance with district policy, to parents or guardians regarding available public and private resource agencies for rehabilitation (*Administrative Guide*, Sections 2207, 2309, and 2310)
5. Referral to law-enforcement agency
6. Provision of information to Los Angeles County Probation Department or California Youth Authority regarding the drug involvement of pupils whose cases are active with these agencies
7. Suspension, exclusion, and/or expulsion
8. Provision of follow-up services as needed for reinstated pupils
9. Reporting of information regarding off-campus drug abuse activities to appropriate law-enforcement agency

A pupil who is involved in drug abuse may be in violation of one or more sections relating to narcotics and dangerous drugs which appear in the following State Codes: *Education, Health and Safety, Business and Professions, Motor Vehicle, and Penal*.

Specific procedures which pertain to the drug abuse activities of pupils are outlined on pages 1-6.



## USE

Pupils suspected of being under the influence of drugs, narcotics, or other harmful substances

### I. Determination of need for medical attention

- A. Evaluate observable symptoms. (Refer to chart on pp. 10-11.)
- B. Provide for examination by school nurse or physician.
- C. Interview pupil, if he is coherent, in presence of an adult witness.
  1. Question pupil regarding amount and type of drug or narcotic consumed or of harmful substance used.
  2. Attempt to determine if pupil is in possession of drug, narcotic, or harmful substance.
  3. Confiscate all physical evidence obtained as a result of investigation.
    - a. Seal evidence in an envelope bearing the name of the pupil from whom it was confiscated, the date and time it was confiscated, and the signature of the person who confiscated it.
    - b. Provide law-enforcement agency with all confiscated evidence.
- D. Provide for an appropriate period of observation in a supervised, non-classroom environment.
- E. Inform parent or guardian of reasons for the investigation even if pupil is found *not* to have been involved with illegal drugs, narcotics, or other harmful substances.
- F. Refer to procedures outlined below under II. if symptoms develop which indicate a need for emergency medical attention.

### II. Provision for necessary emergency medical attention

- A. Provide needed attention.
  1. Call ambulance, in accordance with emergency procedures listed on "Accident Instructions" card, Form 74-47, or
  2. Call law-enforcement agency, or
  3. Send pupil, accompanied by a certificated employee, to authorized medical facility listed on "Accident Instructions" card, Form 74-47, if procedure listed in 1. or 2. above is not followed.
- B. Notify parent, guardian, or authorized person listed on pupil's "Emergency Information" card, Form 31-EH-12.
  1. Call as soon as possible after emergency arrangements have been made.
  2. Request that school be informed regarding pupil's progress.
- C. Notify law-enforcement agency if such notification was not made when emergency arrangements were completed.
- D. Conduct a thorough investigation by interviewing witnesses and/or pupil's associates and by examining school records.
- E. Report information, limited to obvious symptoms, to the school nurse or physician for recording on pupil's confidential "Health Record" card, Form 31-EH-6.
- F. Suspend pupil, and schedule conference with parent and pupil after emergency medical attention has been provided and pupil has recovered from the incident.

- G. Consider taking one or more of the following additional actions:
1. Provide for a rehabilitation program within the local school, including the use of one or more of the following: medical supervision, individual and/or group counseling, parent education, opportunity class, opportunity program, etc.
  2. Utilize district guidance, counseling, health, and attendance services with appropriate regard for confidentiality and use of privileged information.
  3. Provide information, in accordance with district policy, to parent or guardian regarding the availability of public and private resource agencies for rehabilitation. (*Administrative Guide*, Sections 2207, 2309, and 2310. Refer to pp. 8-9.)
  4. Provide for inter-school adjustment (e.g., opportunity transfer, opportunity school).
  5. Notify Los Angeles County Probation Department or California Youth Authority regarding the drug involvement of pupils whose cases are active with these agencies.
  6. Refer to school physician for recommendation regarding possible need for medical exclusion.

### III. Procedures when emergency medical attention is not indicated

- A. Evaluate observable symptoms.
- B. Provide for examination by school nurse or physician.
- C. Interview pupil in presence of an adult witness.
  1. Question pupil regarding amount and type of drug or narcotic consumed or of harmful substance used.
  2. Attempt to determine if pupil is still in possession of drug, narcotic, or harmful substance.
  3. Confiscate all physical evidence obtained as a result of investigation.
    - a. Seal evidence in an envelope bearing the name of the pupil from whom it was confiscated, the date and time it was confiscated, and the signature of the person who confiscated it.
    - b. Provide law-enforcement agency with all confiscated evidence.
- D. Provide for a limited period of observation in a supervised, non-classroom environment.
- E. Refer to procedures outlined above under item II. (A. through G.) if symptoms develop which indicate a need for emergency medical attention.
- F. Utilize the following procedures for pupil if no further symptoms are discernible and pupil is not involved in possession nor sale:
  1. Inform parent or guardian, and consult with law-enforcement agency at the time of the incident. (If pupil does not have a known history of drug abuse nor significant delinquent behavior, further involvement by law-enforcement agency may not be necessary unless additional information is obtained relative to the incident and such action is in the best interest of pupil and school.)
  2. Schedule an early conference with parent and pupil at school.
  3. Consider suspension of pupil, pending formulation of an individualized plan to aid in the solution of pupil's drug abuse problem.
  4. Refer to II.G. above for additional follow-up procedures, and verify pupil's participation in a rehabilitation program.
- G. Determine all related aspects of incident by interviewing witnesses and/or pupil's associates and examining school records for background information.
- H. Report information, limited to obvious symptoms, to the school nurse or physician for recording on pupil's confidential "Health Record" card, Form 31-EH-6.

# POSSESSION

Pupils suspected of possessing drugs, narcotics, or other harmful substances which are illegal or have the potential for abuse

## I. Determination of pupil involvement

- A. Interview pupil in presence of an adult witness.
- B. Request pupil's cooperation in conducting a search of his person and possessions.
  1. Search may include pupil's lockers and other locations at school where it is suspected that illegal drugs, narcotics, or other harmful substances may be hidden.
    - a. The search should be made by a school administrator or his delegated certificated representative in the presence of an adult witness.
    - b. The search should not be conducted by a security agent unless the pupil has been placed under arrest.
    - c. Security agents should not be present when searches are conducted by other school personnel.
  2. Law-enforcement agency should be notified if the pupil continues to be uncooperative after a reasonable effort has been made to gain his cooperation. (A reasonable effort may include requesting parental assistance in gaining pupil's cooperation.)
- C. Determine all related aspects of incident by interviewing witnesses and/or pupil's associates and examining school records for background information.
- D. Confiscate all physical evidence obtained as a result of investigation.
  1. Seal evidence in an envelope bearing the name of the pupil from whom it was confiscated, the date and time it was confiscated, and the signature of the person who confiscated it.
  2. Provide law-enforcement agency with all confiscated evidence.
- E. Inform parent or guardian of reasons for the investigation even if pupil is found *not* to have been in possession at school of illegal drugs, narcotics, or other harmful substances.

## II. Procedures when possession is established

- A. Notify law-enforcement agency.
- B. Notify parent or guardian.
  1. If an arrest is made and the pupil is removed from school, a representative of the law-enforcement agency should notify the parent or guardian prior to the time that the pupil would normally return home from school.
  2. A member of the school staff also may notify the parent or guardian if a pupil is in the custody of a law-enforcement agency.
- C. Suspend pupil, and schedule an early conference with parent and pupil.
- D. Examine pupil's records to aid in determining an appropriate course of action, which may include one or more of the following:
  1. Provide for a rehabilitation program within the local school, such as medical supervision, individual and/or group counseling, parent education, opportunity class, opportunity program, etc.

2. Utilize district guidance, counseling, health, and attendance services with appropriate regard for confidentiality and use of privileged information.
  3. Provide information to parent or guardian, in accordance with district policy, regarding the availability of public and private resource agencies for rehabilitation. (*Administrative Guide*, Sections 2207, 2309, and 2310. Refer to pp. 8-9.)
  4. Provide for inter-school adjustment (e.g., opportunity transfer, opportunity school).
  5. Notify Los Angeles County Probation Department or California Youth Authority regarding the drug involvement of pupils whose cases are active with these agencies.
  6. Request Zone Superintendent to initiate expulsion proceedings.
- E. Follow procedures referred to in "Sale" section (item II., page 5) if it is established that the pupil sold or furnished a dangerous drug, narcotic, or other harmful substance to another person, or persons.

## SALE

Pupils suspected of selling or furnishing a dangerous drug,  
narcotic, or other harmful substance to another person, or persons

### I. Determination of pupil involvement

- A. Interview pupil in presence of an adult witness.
- B. Request pupil's cooperation in conducting a search of his person and possessions.
  - 1. Search may include pupil's lockers and other locations on campus where it is suspected that illegal drugs, narcotics, or other harmful substances may be hidden.
    - a. Search should be made by a school administrator or his delegated certificated representative in the presence of an adult witness.
    - b. Search should not be conducted by a security agent unless the pupil has been placed under arrest.
    - c. Security agents should not be present when searches are conducted by other school personnel.
  - 2. Law-enforcement agency should be notified if the pupil continues to be uncooperative after a reasonable effort has been made to gain his cooperation. (A reasonable effort may include requesting parental assistance in gaining pupil's cooperation.)
- C. Determine all related aspects of incident by interviewing witnesses and/or pupil's associates and examining school records for background information.
- D. Confiscate all physical evidence obtained as a result of investigation.
  - 1. Seal evidence in an envelope bearing the name of the pupil from whom it was confiscated, the date and time it was confiscated, and the signature of the person who confiscated it.
  - 2. Provide law-enforcement agency with all confiscated evidence.
- E. Inform parent or guardian of reasons for the investigation even if pupil is found *not* to have been selling or furnishing a dangerous drug, narcotic, or other harmful substance to another person, or persons.
- F. Follow procedures referred to in the sections on "Use" and/or "Possession" if it is determined that pupil was involved in use and/or possession.

### II. Procedures when sale is verified

- A. Notify law-enforcement agency.
- B. Notify parent or guardian.
  - 1. If an arrest is made and the pupil is removed from school, a representative of the law-enforcement agency should notify the parent or guardian prior to the time that the pupil would normally return home from school.
  - 2. A member of the school staff also may notify the parent or guardian if a pupil is in the custody of a law-enforcement agency.
- C. Suspend pupil, and schedule an early conference with parent and pupil.
  - 1. Provide information, in accordance with district policy, to parent or guardian regarding the availability of public and private resource agencies for rehabilitation. (*Administrative Guide*, Sections 2207, 2309, and 2310. Refer to pp. 8-9.)
  - 2. Inform parent or guardian that pupil will continue to be suspended pending further investigation and final disposition of the case.
- D. Request Zone Superintendent to initiate expulsion proceedings when facts warrant such action.

## **STUDENTS ENROLLED IN DIVISION OF ADULT EDUCATION PROGRAMS**

Students suspected of being under the influence of, or of possessing,  
selling, or furnishing illegal drugs, narcotics, or other harmful substances

### **I. Adult Students**

Follow those procedures outlined on pp. 1-5 which apply to adult students who are involved in drug abuse activities. (When necessary, refer to registration card to contact responsible person at student's home.)

### **II. High School Pupils**

A. Follow procedures outlined on pp. 1-5 to aid in the solution of drug abuse problems of high school pupils who are enrolled with special permits in community adult school classes or as part-time pupils in regional occupational centers. Confer with principal of pupil's resident high school regarding appropriate disposition of case.

B. Follow procedures outlined on pp. 1-5 to aid in the solution of drug abuse problems of high school pupils who are enrolled in regional occupational centers on a full-time basis and youth under 18 years of age who participate in MDTA skill center programs.

## **APPENDIX**

### **RESOURCE AGENCIES**

School Guidance Centers  
County of Los Angeles Health Department  
County of Los Angeles Department of Mental Health  
County of Los Angeles Department of Hospitals  
Additional Public Hospital Resource

### **IDENTIFICATION OF NARCOTICS, DANGEROUS DRUGS, AND OTHER HARMFUL SUBSTANCES**

Amphetamines  
Barbiturates  
Cocaine  
Heroin  
LSD  
Marijuana  
Hashish  
Peyote  
Volatile Chemicals

### **PHOTOGRAPHS OF STIMULANTS, DEPRESSANTS, HEROIN AND HALLUCINOGENS**

## RESOURCE AGENCIES

The parent or guardian should contact a private physician, medical clinic, or counseling service to aid in the solution of a pupil's drug abuse problem. Additional resources are listed in each school's copy of the *Narcotics and Dangerous Drugs Information Directory* and the *Directory of Health, Welfare, Vocational, and Recreation Services in the Los Angeles County*.

Rehabilitation services are also provided by the following public agencies:

### SCHOOL GUIDANCE CENTERS (Mental Health Services Section, Los Angeles City Schools)

Main Office: 322 W. 21st St., Los Angeles 90007 . . . . .	747-4265
North Hollywood Branch: 11818 Weddington St., No. Hollywood 91607 . . . . .	763-7427
San Pedro Branch: 704 W. 8th St., San Pedro 90731 . . . . .	833-5464
Sequoia Branch: 18644 Victory Blvd., Reseda 91335 . . . . .	342-3146
Venice Branch: 303 Westminster Ave., Venice 90291 . . . . .	399-3617

### COUNTY OF LOS ANGELES HEALTH DEPARTMENT

313 N. Figueroa St., Los Angeles 90012 . . . . .	625-3212 Ext. 387
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#### Drug Treatment Clinics

Southeast: 4920 S. Avalon Blvd., Los Angeles 90011 . . . . .	233-6145 (2-10 p.m., M-F)
San Vicente: 621 N. San Vicente Blvd., Los Angeles 90069 . . . . .	278-6572 (2-10 p.m., M-F)
Northeast: 2032 Marengo St., Los Angeles 90033 . . . . .	225-5971 (1-9 p.m., M-F)

(For information regarding additional clinics to be opened during 1970, call Drug Treatment Program, 625-3212, Ext. 387.)

#### Youth Clinics

West Hollywood (San Vicente): 621 N. San Vicente Blvd., Los Angeles 90069 . . . . .	278-5361 (4-9 p.m., M-F)
Venice: 905 Venice Blvd., Venice 90291 . . . . .	399-7743 (6-10 p.m., M-F)
Northeast: 2032 Marengo St., Los Angeles 90033 . . . . .	223-1105 (6-10 p.m., MWF)
Van Nuys: 14340 Sylvan St., Van Nuys 91401 . . . . .	787-5892 (6-10 p.m., M-F)
Hawaiian Gardens: 22101 Norwalk Blvd., Hawaiian Gardens 90701 . . . . .	420-2420 (5:30-9:30 p.m., TTh)



**COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH**

1106 S. Crenshaw Blvd., Los Angeles 90019 . . . . . 937-2380

**Regional Mental Health Services**

East Los Angeles: 512 S. Indiana St., Los Angeles 90063 . . . . . 268-9161

South Central: 4471 S. Main St., Los Angeles 90037 . . . . . 231-9157

West Central: 1090 S. La Brea Ave., Los Angeles 90019 . . . . . 933-7261

South Bay: 13543 S. Hawthorne Blvd., Hawthorne 90250 . . . . . 679-0441

Long Beach: 236 E. 3rd St., Long Beach 90812 . . . . . 432-8744

Southeast: 1600 E. Compton Blvd., Compton 90221 . . . . . 631-8675

San Fernando Valley: 12148 Victory Blvd., No. Hollywood 91606 . . . . . 985-6550

Santa Monica-West: 1525 Euclid Ave., Santa Monica 90404 . . . . . 451-8731

**COUNTY OF LOS ANGELES DEPARTMENT OF HOSPITALS**

Los Angeles County - USC Medical Center, 1200 N. State St.,  
Los Angeles 90033 . . . . . 225-3115

Harbor General Hospital, 1000 W. Carson St., Torrance 90509 . . . . . 775-7711

John Wesley County Hospital, 2826 S. Hope St., Los Angeles 90007 . . . . . 749-5211

Los Angeles County-Olive View Medical Center, 14445 Olive View Dr.,  
Sylmar 91342 . . . . . 367-2231

Martin Luther King Jr. General Hospital, 12012 Compton Ave.,  
Los Angeles 90059 (to open 1971)

Rancho Los Amigos Hospital, 7601 E. Imperial Hwy., Downey 90242 . . . 773-4331

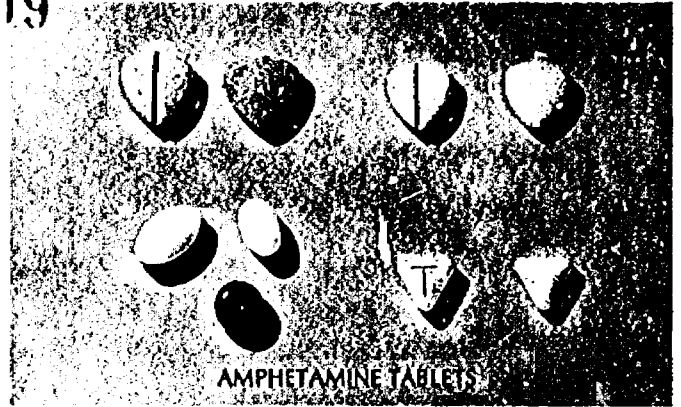
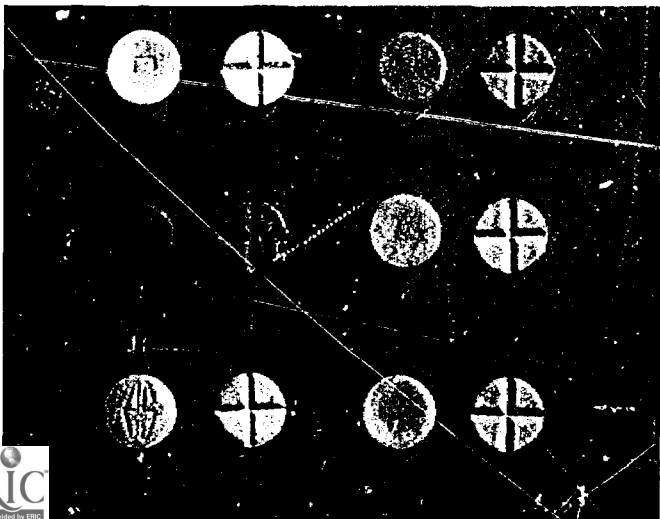
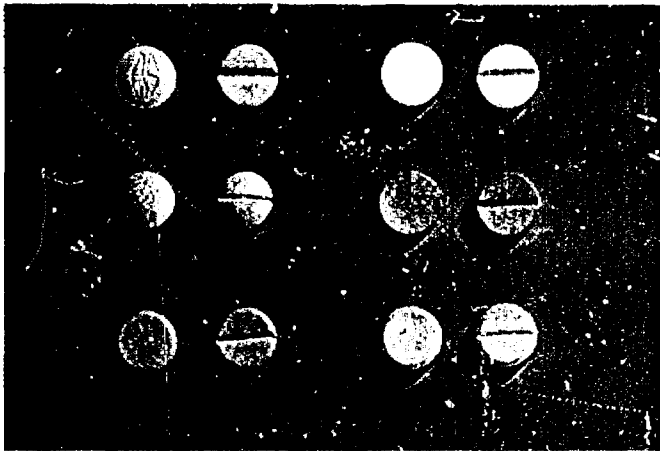
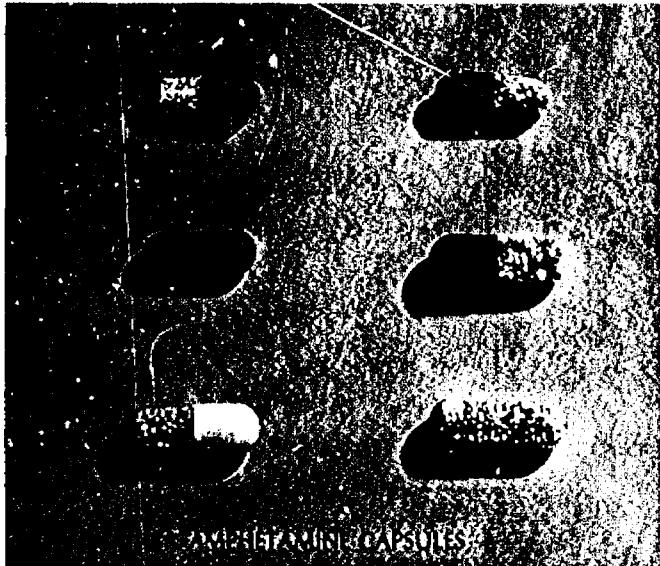
**ADDITIONAL PUBLIC HOSPITAL RESOURCE**

UCLA Medical Center - Neuropsychiatric Institute, 760 Westwood Plaza,  
Los Angeles 90024 . . . . . 825-0293

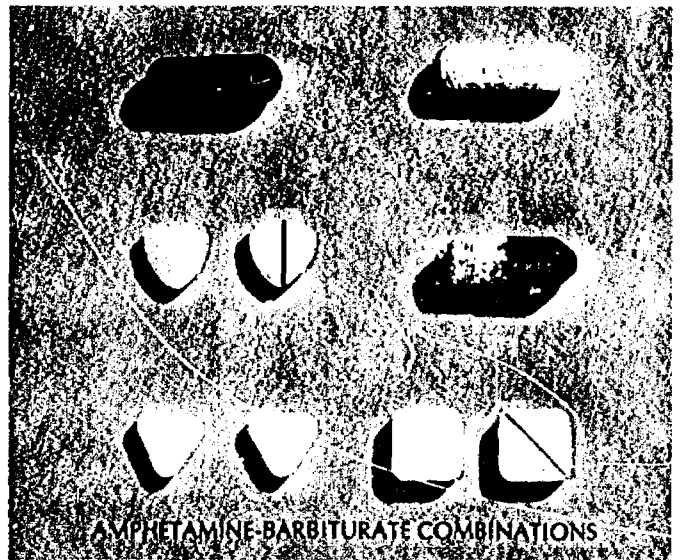
## IDENTIFICATION OF NARCOTICS, DANGEROUS DRUGS, AND OTHER HARMFUL SUBSTANCES

DRUG, NARCOTIC, SUBSTANCE	SLANG TERM	PROPERTIES	METHODS OF USE	EFFECTS
<b>Amphetamines</b> Benzedrine Dexedrine Methedrine	Bennies, Dexies, Hearts, Lid Proppers, Meth, Pep Pills, Speed, Uppers, Wake-Ups	Capsules or tablets of various colors and in liquid form	Swallowed or injected (methamphetamine)	Dilated pupils; rapid speech; excitability; nervousness; sleeplessness; false sense of pep and mental alertness; habit-forming; tolerance through repeated use. Misuse may cause loss of mental powers, illness, or death.
<b>Barbiturates</b> Amytal Luminal Nembutal Seconal Tuinal	Barbs, Blue Heavens, Candy, Downers, Peanuts, Phennies, Rainbows, Reds, Yellow Jackets	White powder sold in colored capsules	Swallowed or injected	Constricted pupils; slurred speech; symptoms similar to those caused by intoxi- cation. Create addiction and painful withdrawal illness; user may become unconscious. Users in a groggy state may take fatal overdose. Chronic misuse of barbiturates may cause serious mental illness or death. Use with alcohol is frequently fatal.
<b>Cocaine</b>	Flake, Bernice, Coke, Corrine, Gold Dust, Snow, Star Dust	Flaky, snowlike substance, resembling epsom salts or camphor. Sold in containers similar to those used for morphine or heroin	Usually sniffed because mucous membrane is especially responsive to the drug. May be injected	Excitability; tremors. Alleviates pain; constricts tissues; dilates pupils; creates euphoria. Is habit forming; produces physical and mental deterioration (para- noid behavior with continued use).
<b>Heroin</b>	H., Harry, Horse, Junk, Scag, Scat, Smack, Stuff	White powder resembling powdered sugar. Sold in capsules and other forms	Sniffed, or injected under skin or into vein	Constricted pupils, watery eyes, running nose; drowsiness to stupor; chills, sweating on withdrawal. Physical and psychological dependencies are produced in brief period and are difficult to cure.
<b>LSD</b>	Acid, Big D, Cubes, Sugar, Trips	Liquid which is colorless, odorless, and tasteless. Available in capsules, tablets, or cubes	Swallowed	Dilated pupils, laughing-crying; incoherent speech; optical and auditory hallucina- tions; psychological dependence; possible chromosomal damage as well as chronic brain damage and suicidal tendencies.

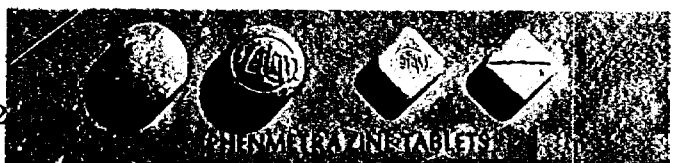
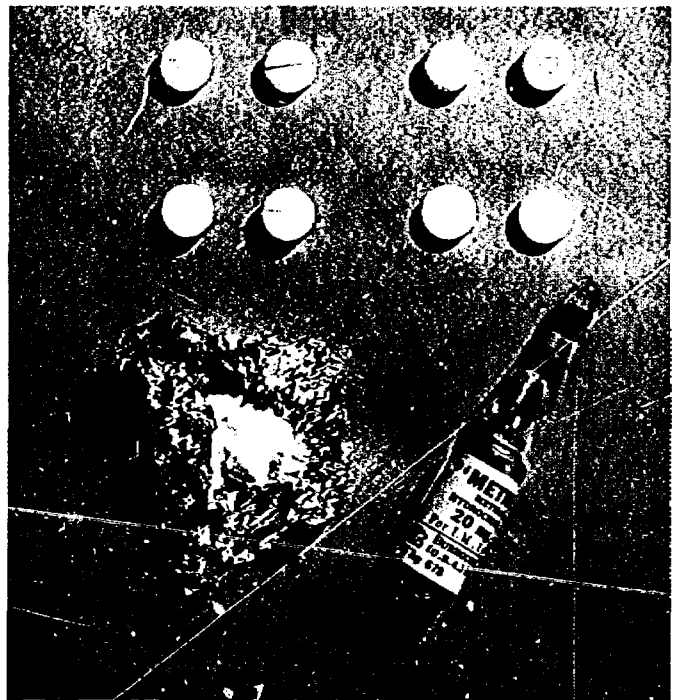
DRUG, NARCOTIC, SUBSTANCE	SLANG TERM	PROPERTIES	METHODS OF USE	EFFECTS
<b>Marijuana</b>	Gage, Grass, Pot, Reefer, Roach, Tea, Weed	Leaves and flowers dried into grasslike form; rolled into paper cigarettes, folded in, or twisted at both ends. Strong odor of fresh-cut alfalfa hay	Smoked in cigarettes, pipes, or water pipes (hookah)	Reddening of eyes; talkative; laugher; euphoria; intoxication. Distortion of time and space perception. Large doses and chronic use may produce hallucinations and paranoia and result in lowered motivation and unpredictable behavior.
<b>Hashish</b>	Hash	Resin from leaves of <i>Ferula</i> Eastern plant	Smoked in pipes or eaten	Effects similar to those of marijuana, but more extreme (hashish 7-10 times greater potency).
<b>Peyote</b>	Buttons	Mescaline from button-shaped growth; closely resembles mushrooms. After being plucked, mescaline buttons are dried	Chewed and swallowed; ground and placed in cap- sules; boiled in water as tea	Dilated pupils; laughing-crying; incoherent speech; optical and auditory hallucina- tions; nausea, vomiting, cramps; tolerance through use.
<b>Volatile Chemicals</b> Aerosol products Airplane glue Freon Gasoline Paint thinner Plastic cement Toluene	Sniff It	Fumes, gas, or liquid	Inhaled through mouth	Dilated pupils; sneezing, coughing; chest pain; dizziness, vomiting; euphoria; psychological dependence; brain cell damage; cardiac arrest; lung damage caused from asphyxiation.



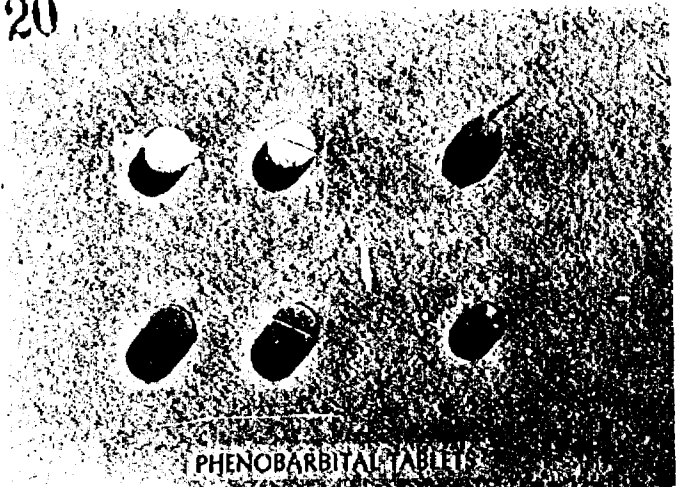
AMPHETAMINE TABLETS



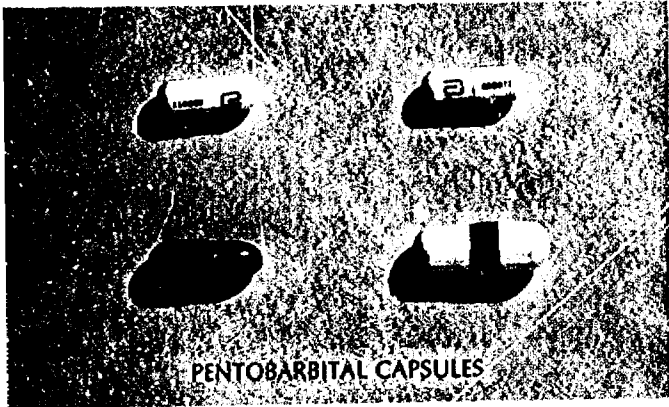
AMPHETAMINE-BARBITURATE COMBINATIONS



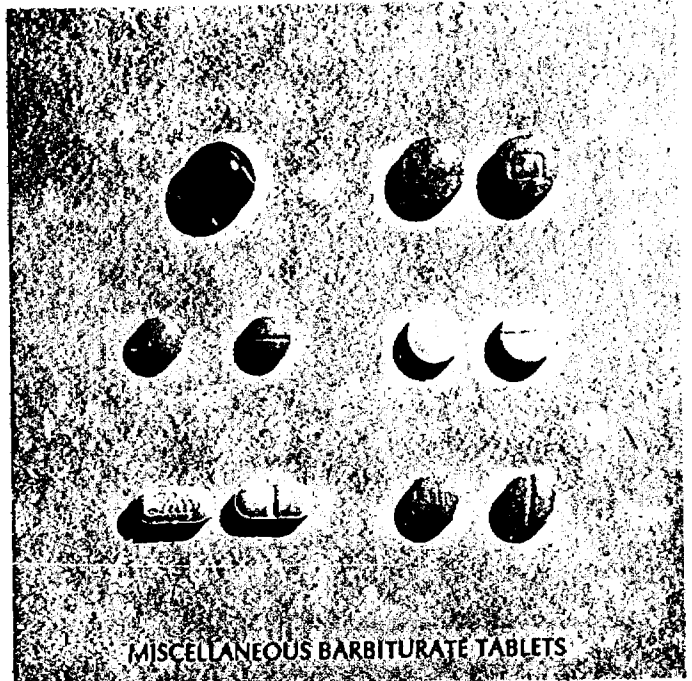
CHLORAZEPATE TABLETS



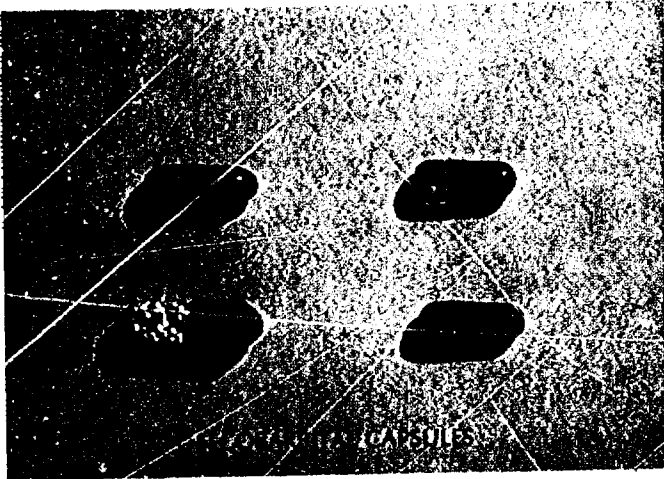
PHENOBARBITAL TABLETS



PENTOBARBITAL CAPSULES



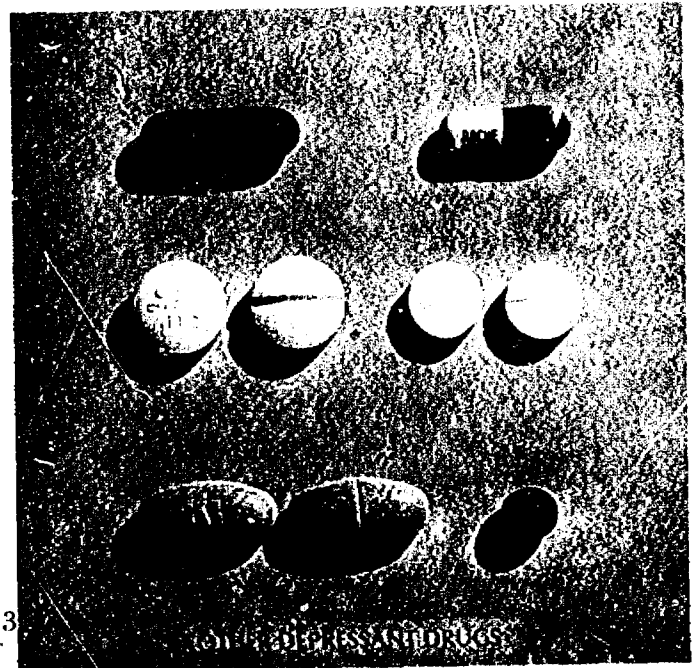
MISCELLANEOUS BARBITURATE TABLETS



BARBITURATE CAPSULES



PENTOBARBITAL CAPSULES



PHENOBARBITAL TABLETS

