

RECORD OF OBSERVABLE BEHAVIOR**Attendance**

1. Frequently absent
2. Frequently tardy
3. Unexplained gaps of time (e.g., takes 15 minutes to get from one room to another)

Appearance - Health

1. Appears to neglect personal appearance (untidy)
2. Bloodshot eyes
3. Unexplained bruises
4. Changes in facial color and/or degree of alertness from day to day or hour to hour
5. Appears dazed, giddy or out of it
6. Coughs (constantly, persistently)
7. Dilated pupils
8. Needle or burn marks
9. Runny nose
10. Shaky hands
11. Skin eruptions (sudden change)
12. Glassy, bloodshot eyes, dark glasses
13. Weeping eyes
14. Weight loss or gain

Possible Alcohol/Drug Behavior

1. Selling or delivering drugs
2. Possession of alcohol or drugs
3. Use of alcohol or drugs in school
4. Under influence of alcohol or drugs
5. Odor of alcohol or drugs
6. Talks freely about use
7. Associates with known user(s)
8. Possession of drug paraphernalia

Work Performance

1. Declining quality of work
2. Incomplete work
3. Perfectionists or Workaholic

Disruptive Behavior

1. Verbal threats to other staff or student
2. Threatening behavior
3. Defiance of rules, constant discipline needed
4. Vandalism (actual or suspected)
5. Thefts or other illegal activity (suspected or actual)
6. Sudden outbursts
7. Obscene language or gestures
8. Frequent visits to lavatory
9. Aggressive sexually to staff or students
10. Observed fighting

Other Unusual Behavior

1. Erratic behavior
2. Sudden change in friends
3. Mood swings
4. Time disoriented
5. Depressed
6. Unrealistic goals
7. Changes in personal values

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF POLICE	DISCIPLINE REHABILITATION
1. Employee suspected of possible alcohol or other drug use. No violation or physical evidence.	Employee informed of available help and encouraged to seek assistance.	Limited to supervisor contacting counselor or nurse for assistance.	Not applicable	None. Referral to Substance Abuse Professional.
2. Employee contacts supervisor in regard to alcohol or other drug use of another employee.	Employee who contacts supervisor encouraged to get employee with problem to personally seek assistance.	Limited to supervisor, although, counselor or nurse may be contacted for assistance.	Not applicable	None. Referral to Substance Abuse Professional.
3. Employee voluntarily informs supervisor about personal alcohol or other drug use and asks for help.	Employee informed of services available and encouraged to seek assistance.	Supervisor may request advice from counselor or nurse.	Not applicable	None. Referral to Substance Abuse Professional.
4. Employee has alcohol or other drug related medical emergency.	Nurse summoned immediately. Employee transported to medical facility.	Supervisor will investigate incident. May include search of employee and possessions.	Only where safety of emergency victim or school population is at risk	Referral to Substance Abuse Professional. If further violation, see appropriate situational category.
5. Employee possesses drug related paraphernalia. No evidence of use.	Supervisor summoned; Personnel involved write anecdotal report of incident.	Supervisor will investigate incident.	At discretion of supervisor	Required meeting with counselor and/or supervisor. If further violation, see appropriate situational category.
6. Employee possesses, uses, or is under influence of alcohol or other drugs during workday. 1st offense. Cooperative behavior.	Supervisor summoned. Personnel involved write anecdotal report of incident. Employee relieved of duties for remainder of day if using or under influence.	Supervisor will investigate incident.	At discretion of supervisor	Notice given that repeated violation may result in recommendation for discharge. Required participation in chemical abuse program.
7. Employee possesses, uses, or is under influence of alcohol or other drugs during workday. 1st offense. Uncooperative behavior.	Supervisor summoned. Personnel involved write anecdotal report of incident. Employee relieved of duties for remainder of day if using or under influence.	Supervisor will investigate incident.	Yes	Notice given that repeated violation will result in recommendation for discharge. Required participation in chemical abuse program.
8. Employee possesses, uses, or is under influence of alcohol or other drugs at school related activity on or off school property in official capacity.	Supervisor will be contacted. Employee relieved of duties.	Supervisor will investigate incident	At discretion of supervisor	Discipline as provided by appropriate situational category following investigation.
9. Employee distributing alcohol, drugs, or controlled substance during duty time or on school property.	Police summoned. Personnel witnessing write anecdotal report of incident.	Supervisor will investigate and make recommendation.	Yes	Immediate recommendation for discharge.