

**Brunswick County Schools Substance Use Policy Violation Referral  
For first-time offenders of BC Board of Education Policy 4325  
SCHOOL ADMINISTRATOR REFERRAL GUIDELINES**

1. ***A Substance Use Policy Violation Referral form and Authorization For Use And Disclosure Of Protected Health Information form is to be completed by the school administrator.*** Please fill in all of the requested information before having the parent/guardian and student sign the forms, and affirm their acceptance or non-acceptance of the referral. Please **DO NOT** give the form to the parent/guardian to complete or submit to Coastal Horizons Center.
2. **The school administrator is to fax the completed accepted referral and authorization forms to John Dail @ (910) 202-0843. This initiates the interviewing process.** A call may be made to (910) 202-0840 to provide notification that the fax is forthcoming; however, the referral is not complete until the fax is received.
3. **Supply the parent/guardian with the attached Parent/Guardian Information letter.** This letter is designed to answer some of the parents' questions about the interviewing process.
4. **The parent/guardian or child is to contact John Dail at (910) 202-0840 immediately to schedule an interview.** John Dail will contact the school administrator by phone when the appointment has been attended or missed. If the parent/student does not schedule the appointment within 7 days, John Dail will contact the school administrator to inform them of the student's non-compliance.
5. **The parent/guardian and child will attend the interview** and the family will be notified of the referral for a prevention/education program or for additional services. John Dail and the parent/student will both call the school administrator and inform them of the referral for a prevention/education program or for additional services.
6. **If the student and parent are referred to a prevention program,** Coastal Horizons Center (John Dail) will contact the school upon completion/termination. **If the student and parent are referred for additional services,** the family will be given a list of local providers to choose from. The list includes provider names, addresses, and phone numbers. The family is responsible for choosing a provider, paying appropriate fees, and notifying the school administrator once the appointment is scheduled.
7. **Once additional services begin, the provider shall contact the school administrator to inform them that the student is receiving services.** The provider should continually contact the school administrator to inform them of the student's compliance or non-compliance.
8. **Upon termination/completion or failure to comply with additional services, the provider will send written notification to the school administrator stating the reason for termination/completion.** This should be done immediately following termination/completion.
9. **If communication or other school-related issues arise,** contact Joyce Beatty, Safe and Drug Free School Coordinator, Brunswick County Schools, 35 Referendum Drive, Bolivia, NC 28422; Phone: 253-2956.