Pasco County Schools
TOOLS Referral Process
2016-2017

Identify the student for the TOOLS Program

The Tools program is offered to students who are involved in disciplinary action for substance involvement on campus or at school related events. Students with multiple drug/alcohol offenses within the same year and those involved in sales/distribution, are ineligible for the Tools program. Please refer to the Discipline Matrix and contact your Student Services team for additional support

Determine the TOOLS site location and facilitator based on the Parent Handout and TOOLS Referral Form

Complete the online TOOLS Referral Form:
TOOLS Referral Form
or
MIS #401

If using the MIS #401 distribute as indicated

The TOOLS Program consists of six 75-minute sessions plus an intake and exit interview

Students must return documentation of program completion to the administrator if OSS is to be changed

Contact the TOOLS Facilitator

Please **do not** instruct parent to go directly to the Tools site without an appointment.
Assist the parent/guardian with arranging the intake interview.

- As per, the Pasco Count Schools Discipline Matrix, the first alcohol/drug possession or alcohol/drug use discipline in any one year will result in referral to TOOLS program and 5 days OSS. If the student does not successfully complete the TOOLS program, they will serve and additional 5 days of OSS (for 10 days total). The second offense in any one year may lead to a DAP recommendation.
- If the student ***does not*** accept the referral to the TOOLS program, the student should receive the full consequence, as noted in the Student Code of Conduct

PLEASE NOTE: Students may attend TOOLS while serving OSS but may not be on any school campus for any other reason. When the student completes the TOOLS program or fails to complete the Tools program, the school will be notified. Students who **do not complete** the TOOLS program after agreeing to do so should receive the full consequence suspension.

(Please make this clear to the parents at the time they agree to the Tools program.)