EXHIBIT 403.5E2

ALCOHOL/DRUG USE REPORT

Employee/Guest _____ Date _____

School Official _____

OBSERVATION/CONDUCT – Circle those that apply:

CLOTHING: Casual Business Attire Formal Neat Clean Disheveled
Torn Wrinkled Uniformed Partially Clothed

FACE: Normal Flushed Pale

EYES: Normal Bloodshot Watery Red Eyelids Dilated Pupils Constricted Pupils

SPEECH: Good Slurred Mush Mouthed Thick Tongued Mumbled
Confused Quiet Spoken Accent Talked To Self Silent
Difficult To Understand

ODOR OF ALCOHOLIC BEVERAGE: Very Strong Strong Moderate Faint None

BALANCE: Good Fair Unsure Swaying Staggering Stumbling Falling
Needed Support Other _____

ATTITUDE: Cooperative Uncooperative Talkative Polite Cocky Insulting Argumentative
Profane Repetitive Upset Sarcastic Nervous Excited
Carefree Indifferent Non-Sensical Combative Threatening Demanding
Happy

UNUSUAL ACTIONS: None Fighting Crying Hysterical Laughing
Other _____

COMMENTS: _____

_____

_____

_____

I personally observed this person in the above-described state which I believe to be indicative of use of alcohol and/or drugs.

_____ _____
Signature Date

Witnesses: _____

Adopted: 03/17/2003
Modified: 04/19/2021
Reviewed: 12/15/2025