

CHESTER BOARD OF EDUCATION
Chester, New Jersey

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<u> X </u>	Monitored
<u> X </u>	Mandated
<u> X </u>	Other Reasons

Regulation

DRUGS, ALCOHOL, TOBACCO
(Substance Abuse)

In accordance with board policy, the following procedures are established for the instruction of students in drug, alcohol, tobacco and steroid abuse; the evaluation and treatment of students who possess drugs, alcohol, tobacco and steroids and for students who are suspected or found to be under the influence of drugs, alcohol, tobacco and/or steroids.

Instruction

- A. Teachers shall be guided by the drug, alcohol, tobacco and steroid program approved by the board of education as a part of the health education curriculum in accordance with state board rules and department of education guidelines.
- B. Teachers and administrators will be requested to evaluate annually the effectiveness of the drug, alcohol, tobacco and steroid education programs.

Reporting, Notification, and Examination Procedures for Students Suspected of Being Under the Influence

Teaching staff members will be alert to the signs of a student's involvement with drugs, alcohol, or steroids including; impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; appetite extremes, such as loss of appetite; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups; and mental confusion. A behavior checklist is provided for each referral that is made with reference to possible drug, alcohol or steroid use.

Concerns over student use of chemicals outside of school and away from school-related activities may be passed on, via use of the referral and/or behavior checklist, to a core team member, guidance counselor, substance awareness coordinator, the school nurse or any administrator who can follow through on the process of investigating nonemergency cases of suspected drug, alcohol, or steroid involvement.

Alcohol and Controlled Dangerous Substances

In instances involving intoxication either in school or at a school-sponsored activity by alcoholic beverages, controlled dangerous substances or any chemical or chemical compound as identified in N.J.A.C. 6A:16-4.1(a), the following shall apply:

- A. Any professional staff member to whom it appears that a student may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse or medical inspector and the principal. In the absence of the principal, his/her designee shall be notified; and in instances where the school nurse, medical inspector or the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
- B. The principal or his/her designee shall immediately notify the parent/guardian and the superintendent and arrange for an immediate examination of the student. The examination may be performed by a physician selected by the parent/guardian or by the medical inspector. If the chosen physician is not immediately available, the student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent/guardian should also accompany the student.

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- C. If, at the request of the parent/legal guardian, the medical examination is conducted by a physician other than the medical inspector, such examination shall not be at the expense of the district board of education.
- D. Provisions shall be made for the appropriate care of the student while awaiting the results of the medical examination.
- E. A written report of the medical examination shall be furnished to the parent/guardian of the student, the principal and the superintendent by the examining physician within 24 hours.
- F. If the written report of the medical examination is not submitted to the parent/guardian, principal and superintendent within 24 hours, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.
- G. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcoholic beverages or other drugs, the student shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent/guardian of the student, the principal and superintendent from a physician who has examined the student to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the student's physical and mental ability to perform in school. In addition, the staff member shall complete the violence, vandalism and substance abuse incident report.
- H. A student will be disciplined in accordance with guidelines outlined in the discipline procedure manual when involved in drug-related activities while in school or involved in a school-sponsored activity.
- I. The student and parent/guardian will be advised by the SAC of available counseling and support services in the community which are approved by the county LACADA or the state department of health. Individual referrals will be made as appropriate.
- J. The board of education shall provide for in-house assessment of student drug and alcohol concerns, as well as instruction, counseling, and related services for that student and/or family members. These counseling interventions will be offered by the substance awareness coordinator and/or core team members who are trained in drug and alcohol prevention, intervention, and after-care procedures.
- K. While the student is at home because of disciplinary and/or medical reasons, the child study team will intervene to determine the student's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the student's eligibility and need for special education and/or related services.
- L. The core team, substance awareness coordinator, crisis counselor, or other staff member assigned to monitor the student's stability, progress, and possible re-entry into the daily school routine shall be responsible to keep all appropriate school personnel informed of the status of the student referral. Staff should work in close cooperation with the student's parents/guardians in an effort to fully support the student.

Anabolic Steroids

In instances involving anabolic steroids:

- A. Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a student has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the principal or, in his or her absence, to his or her designee.

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- B. The principal or his/her designee, shall immediately notify the parent/guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an examination of the student by a doctor selected by the parent/guardian or by the medical inspector. The student shall be examined as soon as possible for the purpose of diagnosing whether or not the student has been using anabolic steroids.
- C. A written report of that examination shall be furnished by the examining physician to the parent/ guardian of the student and to the superintendent of schools or administrative principal.
- D. If it is determined that the student has been using anabolic steroids, the student shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the student's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the student's teachers and parents/guardians. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
- E. If it is determined that the student's involvement with and use of these substances represents a danger to the student's health and well-being, the coordinator or other teaching staff member shall refer the student to an appropriate treatment program which has been approved by the Commissioner of Health.

Implementation

- A. Transportation to a physician's office will be provided by the district, if parents/guardians are unable or unwilling to take their child to the physician's office.
- B. Service will be accessed by contacting the student support office.
- C. A minibus will be available within 30 - 60 minutes to transport student(s) who need medical interventions such as drug and alcohol examination, physicals for child study team placements, etc.
- D. A staff member must accompany the student being taken from school for any reason. The bus driver is responsible for transporting the student only.
- E. If the substance awareness coordinator is not available, an assistant principal shall escort the student to the physician's office for drug screening.
- F. No faculty member should transport a student in his/her own car, as coverage for damages incurred is not provided by the district.
- G. A parent/guardian notice of steps for re-entry must be given or mailed to the parents/guardians of students suspected of being "under the influence of drugs and/or alcohol" while in school.
- H. The physician will send the results of the drug screening to the substance awareness coordinator to disseminate to the administration for the implementation of board policies (drug-free school and discipline).

Students Suspected of Possessing, Buying, Selling and/or Distributing Drugs, Alcohol, or Steroids

Whenever it shall appear that a student may be in possession, buying, selling or distributing a controlled dangerous substance, chemicals or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, taken for

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purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings, the following procedures shall be followed:

- A. School personnel shall report the matter as soon as possible to the school principal, or in his/her absence, to his/her designee.
- B. The school principal, observing all due process procedures, shall then attempt to establish the truth of the actual possession or sale and/or distribution of drugs or alcohol.
- C. If so determined, the principal shall immediately notify the student's parent/guardian and the superintendent.
- D. The law enforcement authorities shall be notified in accordance with provisions established by N.J.A.C. 6A:16-6.1 et seq. In cases where a student has voluntarily requested assistance for a substance abuse concern, and has not been involved in distribution activities, he/she can be protected from disclosure to police if he/she agrees to participate in assessment, evaluation, treatment, counseling support services and/or after-care provided by in-house SAC and/or core team staff; referral to community treatment services may be warranted.
- E. The principal and/or superintendent of schools will initiate referral to the substance awareness coordinator, or to drug and alcohol members of the core team for purposes of documentation of all drug, alcohol, or steroid incidents. The substance awareness coordinator and/or core team will make appropriate student and family referrals to community agencies offering assistance for drug and alcohol related issues.
- F. While the student is at home because of disciplinary and/or medical reasons, a child study team may be convened to determine the student's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the student's eligibility and need for special education and/or related services.
- G. The violence, vandalism and substance abuse incident report is to be completed by the principal and forwarded to the superintendent of schools.

Recordkeeping Regarding Self-disclosure vs. Discovery of Student Substance Abuse Concerns

- A. In all cases involving drugs, alcohol, or steroids, voluntary student disclosures will be kept confidential and exchange of information will be kept between student, substance awareness coordinator, and core team, and the student support program director. Records will be confidential and kept separate and apart from general student files. These files will be kept locked. Feedback to referral sources will be limited to status of student progress only.
- B. Disciplinary referrals, or cases which involve discovery of student chemical use by students, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a substance awareness coordinator or core team member will be kept as a part of the confidential substance awareness treatment program records. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report a student whom they believe to:
 - 1. Be suicidal;
 - 2. Be assaultive (murder, rape, armed robbery intent);
 - 3. Have been abused;
 - 4. Be under the influence of drugs;
 - 5. Be in need of emergency medical treatment.

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Transporting Students for District-required Assessments

Those identified as drug and/or alcohol and/or steroid dependent will be referred to a community agency and required to complete a treatment program appropriate to their needs. We will make every effort to provide assessment, intervention and referral, including transportation to and from testing, if necessary, to ensure a thorough and comprehensive response to our students' addiction concerns.

Prohibition of Smoking by Students

Students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises. Students are not to carry cigarettes or other smoking materials such as tobacco, pipes or cigarette rolling papers while on school property.

Penalties for Involvement with Drugs, Alcohol, Steroids and/or Tobacco as Per Previously Adopted Policy

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco.

These steps will include:

- A. Locker and desk searches when there is reason to believe that inspection is warranted;
- B. Required urine screening and/or blood test to determine presence of alcohol and other drugs, when observations of student behavioral indicators suggest the possibility of intoxication.

Offense	First Offense	Second Offense	Third Offense
Smoking	<ul style="list-style-type: none"> • Parents/guardians notified; • Suspension and/or referral to SAC for quitting assessment 	<ul style="list-style-type: none"> • Parents/guardians notified; • Suspension; • Referral for counseling; • Law enforcement contacted and possible fine pursuant to <u>N.J.S.A. 26:3D-62</u> (\$250/first offense) 	
Possession of drug paraphernalia not containing any controlled dangerous substance otherwise identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<ul style="list-style-type: none"> • Parents/guardians notified; • Referral to SAC for assessment; and • Possible referral to core team 	Two-day in-school suspension plus all consequences list for first offence	Out of school suspension plus all consequences list for first offence
Possession of alcohol, drugs, steroids or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<ul style="list-style-type: none"> • Parents/guardians notified; • 9 day suspension; • Law enforcement contacted 	Expulsion hearing plus all consequences list for first offence	
Under the influence of	<ul style="list-style-type: none"> • Parents/guardians notified; 	Expulsion hearing plus	

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alcohol, drugs, steroids, or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<ul style="list-style-type: none"> • Immediate medical examination including urinalysis and/or blood test to verify use; and determine extent of use; • 9 day suspension; • Law enforcement contacted • Medical statement substantiating student's state of wellbeing is required before re-entry after positive diagnosis of chemical use; • Referral to the SAC for treatment, after-care, and reentry plan 	all consequences list for first offence	
Distribution, transferring, or selling	<ul style="list-style-type: none"> • Parents/guardians notified; • 10 day suspension and expulsion hearing; • Law enforcement contacted. 		

Key Words

Drugs, Alcohol, Tobacco, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

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