

Procedure #5100
Title: STUDENT SUBSTANCE ABUSE
Category: Students
Date of Initial Approval: 07/01/1996 (Procedure #3010)
Revision/Reauthorization Dates: 04/22/1999; 11/07/2012; 06/18/2025
Reviewers: MSA Directors

I. PURPOSE

The Minnesota State Academies (MSA) are committed to helping students realize their full potential. The use of mood-altering chemicals can interfere with attaining this goal because involvement with chemicals can impair the ability to learn and function. Although the primary responsibility for helping students who are involved with chemicals lies with their parents, MSA seeks to work with parents in efforts of education, prevention, intervention and, when necessary, treatment. MSA seeks to provide a chemically free and healthy environment for all students. In keeping with this goal, the following procedure will be in effect for all students at MSA.

II. PROCESS

This process deals with mood altering chemicals – MSA responses may include the following:

1. suspected use
2. use or distribution
3. overdose
4. recovery support.

Suspected use: A student suspected of using mood-altering chemicals by a staff member.

Immediate Response:

- A. The staff member should document behaviors which cause suspicion and any conversations with the student.
- B. The staff member should contact their supervisor/on-call administrator for further evaluation.
- C. The supervisor/on-call administrator is responsible for:
 1. Contacting medical or support services personnel as needed for assessment and determine immediate response (discipline/medical follow up).
 2. Contacting/working with local law enforcement for a search of premises if deemed necessary.
 3. Notify parent/guardians by phone as soon as possible.
 4. Notify superintendent.

Follow Up Response:

- A. The campus director, in conjunction with staff involved in incident, will make a referral to the mental health team.
- B. The mental health team will determine the necessary follow-up actions and communicate any needs/challenges with the campus director and the Director of Student Support Services. Internal/external referrals for

additional support may be requested using the usual channels for approval.

Use/Distribution—Chemical use and/or distribution by a student and/or possession of paraphernalia witnessed by a staff member.

- A. Staff Responsibility
 - 1) Immediately inform student of the observed violation
 - 2) If possible, confiscate the chemical and/or the evidence substantiating its use. When possible, a second staff member should be present.
 - 3) Student should be escorted to the Director/Student Life Director's office. During evening/nighttime hours, the on-call administrator should be contacted.
 - 4) Any evidence should be given to the Director/Student Life Director/on-call administrator.
- B. The Director/Student Life Director/On-call Administrator should take the following immediate action:
 - 1) Contact health clinic staff to assess student's physical condition in order to determine if medical assistance is necessary.
 - 2) The following will be notified as soon as possible:
 - 1. Superintendent
 - 2. Law enforcement authority
 - 3. Parents/Guardians
 - 3) A referral will be made to assigned mental health team members.
 - 4) After confirming the facts of the use/distribution, the student should be suspended according to the correct suspension procedures.

Overdose (refer to MSA Policy 516.5 - Overdose Medication and MSA Procedure 5103 – Overdose Medication)

- A. Students with apparent or possible chemical overdoses represent a medical emergency. Immediately call 911 for medical intervention. If needed, secure assistance by contacting the nurse (when on duty).
- B. At first possible opportunity, contact the Campus Director, Student Life Director, and the On-Call administrator.
- C. Following the handling of the life-threatening emergency, the portion of this procedure governing chemical use above will be implemented.

Recovery— MSA will provide support to recovering students who struggle with chemical abuse. MSA can be of support in the following ways:

- A. The mental health team will work with external treatment program staff and parents in developing and implementing an aftercare plan.
- B. MSA can provide contact information for professional services to support the student and provide in-school counseling services.
- C. MSA may develop and monitor abstinence contracts or other types of agreements intended to assist in the recovery process.