

5530 SUBSTANCE ABUSE (M)

The Board of Education is committed to providing the pupils of the Jefferson Township School District with a learning environment free of drugs and drug trafficking. To that end, the Board will cooperate with all law enforcement agencies in accordance with the law and rules of the N.J. State Board of Education.

The Board may enter into a memorandum of agreement with the Jefferson Township Police Department governing the roles and responsibilities of school employees and law enforcement officers with respect to controlled dangerous substances, as well as the planning and conduct of law enforcement activities and operations occurring on school property. Any such memorandum will be reviewed periodically and revised as necessary to comply with the requirements of the law and the changing needs of the community.

Students are prohibited from being under the influence of, possessing, consuming, purchasing, or distributing a substance in any form while at school, in co-curricular and extra-curricular programs, on school grounds, in attendance at a school-related function on or off campus, and/or in traveling to and from school. The possession, purchase, or distribution of drug paraphernalia is also prohibited. When a student is found, admits to, or is strongly suspected of being in violation of this Drug and Alcohol Policy, with regard to any of the above-mentioned prohibitions, the Drug and Alcohol Administrative Procedures will be followed in accordance with state statutes and due process procedures.

The Board of Education supports the following procedures in this Regulation, which have been developed to ensure the physical and emotional well-being of every student. Policies, Regulations and procedures for implementation will be reviewed annually and will be made available to staff, students and parents/guardians at the start of each year.

A. Superintendent Responsibilities

The Superintendent will be responsible for the district's efforts to:

1. Encourage education and prevention in all areas of substance abuse.
2. Establish and maintain a realistic, meaningful substance abuse education program in accordance with the Chemical Health Guidelines of the New Jersey Department of Education.
3. Establish and maintain an ongoing faculty substance abuse education program
4. Develop procedures for the evaluation, intervention and referral to treatment of students who are affected by substance abuse problems.
5. Counsel students affected by substance abuse.
6. Cooperate with local, state, federal, and approved private agencies that are involved with student health.



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7. Encourage and support student-run organizations and activities that will develop a positive peer influence in the area of substance abuse.
8. Comply with the confidentiality requirements established in federal regulations.

B. Terms used in the Regulation are defined as follows:

Substance - means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Drug - any chemical substance (e.g. alcohol, marijuana, steroids, cocaine, inhalants, Valium, etc.) taken orally, intravenously, intramuscularly, smoked, or inhaled for the purpose of abuse, including any prescriptions, illicit drugs, and look-alikes. Also, any over-the-counter product including, but not limited to, diet pills, herbal supplements, caffeine pills, Tylenol, Advil, aspirin and performance-enhancing substances.

Drug Paraphernalia – any equipment, product, or material of any kind which is intended or designed for use in manufacturing, compounding, converting, or otherwise introducing a controlled substance into the body. Any equipment or accessories that are commonly used with a controlled substance, including, but not limited to, pipes, bongs, scales, plastic baggies, rolling papers, syringes, cutting agents, grinders, E-cigarettes, electronic smoking devices, or vapes (and their parts).

Abuse - the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Evaluation - those procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services that extends beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.

Intervention - means those programs, services, and actions taken to identify and offer help to a student at risk for learning, behavior, or health difficulties.



Referral for treatment - means those programs and services offered to a student or his or her family to help implement the recommendations of an evaluation or in response to the family's request for assistance with a learning, behavior, or health difficulty.

Parent - means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency that has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Principal - may include principal's administrative designee

SAC – (Student Assistance Counselor) an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners

CDE – Chemical Dependency Evaluation

Core Team – an interdisciplinary committee, which provides the school with a systematic process for helping students who are having school-related difficulties due to alcohol or other drug use and associated behavioral, psychosocial, and health problems.

C. Admission of Use

Voluntary admission of use to SAC and/or staff member.

1. The staff member should demonstrate concern for the student and suggest that a self-referral be made to the SAC.
2. If the student refuses to make a self-referral, the staff member will consult with the SAC and/or the Core Team.

D. Core Team / Referrals

A referral is made for a possible substance abuse problem

1. When there are observable physical or behavioral changes that may be indicative of experimentation or abuse, the staff member will make a referral to the SAC, who will process the referral for the Core Team. The parent will be notified of the Core referral.
2. A behavioral checklist will be given to appropriate staff members. The Core Team will review collected data.
3. If, as a result of the Core Team's assessment of collected data, an evaluation is not recommended:



- a. The Principal and/or SAC will determine any further action.
 - b. The parent will be contacted.
4. If, as a result of the Core Team's assessment of the collected data, possible experimentation or abuse may be indicated.
 - a. The SAC will contact the parent to discuss the results of the referral and strongly encourage that the student undergo a chemical dependency evaluation (CDE).
 - b. The CDE is not mandatory and will be at the discretion of the parent/guardian.
 - c. A list of providers will be offered, as well as a Release of Information form.
 - d. The parent will be requested to notify the SAC of the place, date and time of any scheduled appointment.
5. Procedures for the Comprehensive Chemical Dependency Evaluation (CDE) include:
 - a. Signed release forms
 - b. Substance abuse history
 - c. Drug screen urinalysis
 - d. Behavioral history
 - e. Developmental history
 - f. Family/social history
 - g. Academic history and school behaviors
 - h. Mental status evaluation
 - i. Coordination with other systems
 - j. Intensive team review
 - k. Individual treatment plan
 - l. Psychiatric evaluation (if indicated)
 - m. After the CDE, the clinician/agency will send a written report outlining findings and therapeutic recommendations to the parent and the SAC.

E. Under the Influence

When a student is suspected of, or admits to being under the influence of a substance:

1. The referring staff member reports his/her concern to the Principal, who notifies the school nurse.
2. The school nurse performs a physical assessment. At all times, the school nurse is to be involved in order to protect the health and safety of the student and not to justify the required medical exam by a doctor.
3. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student's property and student's locker will be conducted.
4. Jefferson Township Police will be contacted and an assessment of the student will be made according to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (N.J.A.C. 6A:16-6.2(b)13-15).



5. The Principal will:
 - a. Notify the parent and require that he/she report immediately to the school;
 - b. Inform the parent of the district's legal obligation for the student to have an immediate medical examination within 2 hours, including a drug screen urinalysis for the purpose of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs other than anabolic steroids. If the medical exam is conducted by a physician selected by the parent, the exam shall be at the expense of the parent and shall not be at the expense of the Board.
 - c. Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal.
6. If the parent or emergency contact cannot be reached, the student will be taken to the school physician or the emergency room of the nearest hospital for a medical exam, including a drug screen urinalysis. When the medical exam is conducted by the school physician or by a physician at the emergency room of the nearest hospital, such exam shall be at the expense of the parent and any cost not covered by the family's insurance will be paid by the district board of education.
7. The student will be permitted to return to school only with a signed physician's release form submitted to the Principal/SAC. The student will continue to attend school until the drug screen urinalysis results are received.
8. Non-compliance with the procedures outlined will be treated as a positive screen and procedures required for a positive screening will be implemented.
9. Negative Screening (unless student has admitted to being under the influence)
 - a. The SAC will discuss with the parent(s) additional resources, remedial measures, and/or interventions as deemed appropriate.
10. Positive Screening, Screens Tampered With or Adulterated, Admission and/or Failure to Comply with the procedures:
 - a. Return student to the care of parent.
 - b. Principal or designee notifies the Superintendent of Schools.
 - c. Complete the Student Safety Data System (SSDS) Incident Form.
 - d. Require CDE completed by a Licensed Clinical Alcohol and Drug Counselor (LCADC) (at parent expense) with results submitted to the SAC.
 - e. Within five (5) business days, parent must provide SAC with confirmation of appointment for CDE. Failure to schedule required CDE appointment will result in student being ineligible to attend school.
 - f. Require a signed release form from the parent to allow the school and evaluating agency to exchange information.
 - g. Review the clinician's/agency's written report on findings and therapeutic recommendations.
 - h. Payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.



- i. If treatment is recommended, student must begin treatment within 2 weeks of recommendation. Failure to comply with treatment recommendations will result in the student being ineligible to attend school.
- j. Follow disciplinary procedures as follows:

Students in Grades 6 – 12:

1st Offense: 3-day In-School Suspension, loss of extra-curricular, co-curricular and athletic privileges for 10 calendar days. The loss of extra-curricular, co-curricular, and athletic privileges does not expire at the end of the school year and will be enforced appropriately through the summer.

2nd Offense: 5-day Out-of-School Suspension, loss of extra-curricular, co-curricular and athletic privileges for 20 calendar days. The loss of extra-curricular, co-curricular, and athletic privileges does not expire at the end of the school year and will be enforced appropriately through the summer.

3rd Offense: 10-day Out-of-School Suspension, conference with central office, loss of extra-curricular, co-curricular and athletic privileges for the remainder of the school year, **but no less than 90 calendar days if this offense occurs on or after May 15**. The loss of extra-curricular, co-curricular, and athletic privileges does not expire at the end of the school year and will be enforced appropriately through the summer.

- k. Continue educational program if the student is enrolled in an in-patient facility for diagnosed chemical dependency.
- l. Schedule a Re-Entry meeting for the student to return to school after the completion of requirements and disciplinary which may occur as per “Treatment” section.

F. Anabolic Steroids

When a student is suspected of using anabolic steroids:

- 1. The referring staff member reports his/her concern to the Principal, who notifies the school nurse.
- 2. The school nurse performs a physical assessment. At all times, the school nurse is to be involved in order to protect the health and safety of the student and not to justify the required medical exam by a doctor.
- 3. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student’s property and student’s locker will be conducted
- 4. The Principal or designee will:
 - 1. Notify the parent and require that he/she report immediately to the school.



2. Inform the parent of the district's legal obligation for the student to have an immediate medical examination for the purpose of providing appropriate health care for the pupil and for determining whether the pupil is using anabolic steroids. If the medical exam is conducted by a physician selected by the parent, the exam shall be at the expense of the parent and shall not be at the expense of the district board of education.
3. Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal or designee.
5. If the parent or emergency contact cannot be reached, the student will be taken to the school physician for the purpose of determining whether the student has been using anabolic steroids. When the medical exam is conducted by the school physician, such exams shall be at the expense of the Board.
6. The student will be permitted to return to school only with the signed physician's release form submitted to the Principal/SAC. The student will continue to attend school until the drug screen urinalysis results are received.
7. Non-compliance with the procedures outlined will be treated as a positive screen and procedures required for a positive screening will be implemented.
8. Negative Screening
 1. The SAC will determine if any further action should be taken (e.g.: CDE, Core Team referral, monitoring).
 2. An administration of the SASSI may be scheduled.
9. Positive Screening, Screens Tampered With Or Adulterated Admission and/or Failure to Comply:
 - a. Return student to the care of the parent.
 - b. The Principal or designee will notify the Superintendent of Schools.
 - c. Complete the Student Safety Data System (SSDS) Incident Form.
 - d. Require a CDE (at parent expense) with the results submitted to the SAC.
 - e. Within five (5) business days parent must provide SAC with confirmation of appointment for CDE. Failure to schedule required CDE appointment will result in student being ineligible to attend school.
 - f. Require a signed release form from the parent to allow the school and evaluating agency to exchange information.
 - g. Review the clinician's/agencies written report on findings and therapeutic recommendations.
 - h. Payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.
 - i. If treatment is recommended, student must begin treatment within 2 weeks of recommendation. Failure to comply with treatment recommendations will result in the student being ineligible to attend school.
 - j. Follow disciplinary procedures as outlined in Board of Education policies, as appropriate, following Policy No. 5600 Pupil Discipline/Code of Conduct.



- k. Continue educational program if the student is enrolled in an in-patient facility for diagnosed chemical dependency.
- l. Schedule a Re-Entry meeting for the student to return to school after the completion of requirements and disciplinary consequences which may occur as per "Treatment" section.

G. Possession or Distribution

When a student is found to be in possession of and/or distributing a substance, drug, or drug paraphernalia:

1. In consultation with the SAC and the Principal, the school nurse performs a physical assessment.
2. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student's property and student's locker will be conducted.
3. The Principal will:
 - a. Notify the parent and require that he/she report immediately to the school.
 - b. Inform the parent of the district's requirement for the student to have an immediate medical exam including a drug screen urinalysis (When the medical exam and drug screen urinalysis is conducted by the school physician or by a physician at the emergency room of the nearest hospital, such exam shall be at the expense of the parent and any cost not covered by the family's insurance will be paid by the Board of Education); the appointment with a physician must be verified by the school.
 - c. Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal. If the parent cannot be reached, the student will be taken to the school physician or emergency room of the nearest hospital for a medical exam, including a drug screen urinalysis.
 - d. The student will be permitted to return to school only with a signed physician's release form submitted to the Principal/SAC.
 - e. Notify the Superintendent of Schools.
 - f. Law enforcement authorities will be contacted.
 - g. Complete the Student Safety Data System (SSDS) Incident Form.
 - h. Follow appropriate disciplinary procedures as determined by the Principal.
 - i. Requirement of a CDE (at parent expense), with the results submitted to the SAC.
 - j. Within five (5) business days, parent must provide SAC with confirmation of appointment for CDE. Failure to schedule required CDE appointment will result in student being ineligible to attend school.
 - k. Require a signed release form from the parent in order for the school and evaluating agency to exchange information.



- l. Review the clinician's/agency's written report on findings and therapeutic recommendations.
 - m. Payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.
 - n. If treatment is recommended, student must begin treatment within 2 weeks of recommendation. Failure to comply with treatment recommendations will result in the student being ineligible to attend school.
 - o. The educational program will continue if the student is enrolled in an in-patient facility for diagnosed chemical dependency.
 - p. Schedule a Re-Entry meeting for the student to return to school after the completion of requirements and disciplinary consequences which may occur as per "Treatment" section.
4. Non-compliance with the procedures outlined will be treated as a positive screen and procedures required for a positive screening will be implemented.

H. Memorandum of Agreement

A Memorandum of Agreement exists between the Jefferson Township Board of Education and state and local law enforcement agencies to keep each party informed of any illegal activity. Based on this memorandum, all students will be held accountable to the district's Substance Abuse policy for incidents occurring outside of school.

1. When a student is determined to be under the influence of a substance or in possession of and/or distributing a substance or drug paraphernalia outside of school:
 - a. Require a CDE (at parent expense), with the results submitted to the SAC.
 - b. Within five (5) business days, parent must provide SAC with confirmation of appointment for CDE.
 - c. Non-compliance with the requirements of the CDE will result in the student being ineligible to attend school.
 - d. Require a signed release form from the parent in order for the school and evaluating agency to exchange information.
 - e. Review the clinician's/agency's written report on findings and therapeutic recommendations.
 - f. Payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.
 - g. If treatment is recommended, student must begin treatment within 2 weeks of recommendation. Failure to comply with treatment recommendations will result in the student being ineligible to attend school.
 - h. The educational program will continue if the student is enrolled in an in-patient facility for diagnosed chemical dependency.



- i. Schedule a Re-Entry meeting for the student to return to school after the completion of requirements and disciplinary which may occur as per "Treatment" section.

I. Voluntary Random Drug Testing

1. If a student tests positive for a substance during a voluntary random screen:
 - a. Require a CDE (at parent expense), with the results submitted to the SAC.
 - b. Within five (5) business days, parent must provide SAC with confirmation of appointment for CDE.
 - c. Require a signed release form from the parent in order for the school and evaluating agency to exchange information.
 - d. Review the clinician's/agency's written report on findings and therapeutic recommendations.
 - e. Payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.
 - f. If treatment is recommended, student must begin treatment within 2 weeks of recommendation. Failure to comply with treatment recommendations will result in the student being ineligible to attend school.
 - g. The educational program will continue if the student is enrolled in an in-patient facility for diagnosed chemical dependency.
 - h. Schedule a Re-Entry meeting for the student to return to school after the completion of requirements and disciplinary consequences which may occur as per "Treatment" section.

J. Treatment

1. Students recommended for treatment who do not enroll in a treatment program or leave a program before the completion date specified in the student's treatment plan and do not immediately enroll in another approved treatment program or are terminated from a treatment program due to non-compliance and do not immediately enroll in another approved treatment program will be ineligible to attend school.
2. The SAC and the Principal will meet with the student and the family in an effort to arrange for treatment to either begin or continue. In the event the student remains ineligible to attend school for 21 school days, a request for resolution will be made to the Superintendent of Schools and the Board of Education.
3. Non-compliance by any parent will result in a report of alleged child neglect being filed with the Division of Youth and Family Services. Refusal or failure by a parent to comply with the provisions of NJSA 18A:40A-12 shall be deemed a



violation of the Compulsory Education Act and NJSA 18A:38-25 and NJSA 18A:38-31 and/or Child Neglect NJSA 9:6-1 et. seq. laws.

4. If the parent chooses to take the student for a second opinion CDE, the school will require that the records from the first evaluating agency (evaluation, diagnosis, recommendations) be released to the second evaluating agency.

K. Students Returning from In-Patient Treatment

1. The Jefferson Township School District believes that in order to facilitate successful aftercare, the student and parent must work closely with the treatment center and the school to arrange for the most beneficial educational environment.
2. Attendance at the school will not resume until a written report from the treatment center has been submitted to, and reviewed by the SAC.
3. The treatment center's report must certify that the student is physically and mentally able to return to school.
4. The student and the parent will participate in a re-entry conference with the Principal, the SAC, and guidance counselor.
5. The school will require compliance with the treatment center's discharge recommendations.
6. Upon the student's return to school, his or her progress will be monitored by the SAC and guidance counselor and appropriate support services will be provided.

L. Search and Seizure

1. School officials have the authority to conduct reasonable searches necessary to maintain safety, order, and discipline within the school, on school property, or at school sponsored activities.
2. When a school official has reason to believe that a student possesses evidence and/or knowledge of illegal activity, which violates this policy, he/she has the right to conduct a reasonable search. These searches will follow the guidelines established for New Jersey schools in the New Jersey School Search Policy Manual and Memorandum of Agreement.
3. All students will be notified, at the beginning of each school year that lockers and desks are school property and, therefore, subject to search by school administration. cursory searches may include a visual inspection, and a request that students empty pockets, purses, and other belongings.
4. A parent will be contacted immediately if a student refuses to cooperate in searches. Possible police involvement in the incident will be stressed.

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