

PROCEDURAL GUIDELINES 5530

Substance Abuse

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Vision

“The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community.”

Orange Public Schools Mission Statement

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional and personal success of all students.
- With a commitment to academic excellence, the District provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The District serves all students in our school, acknowledging their unique backgrounds, cultural perspectives and learning styles.
- The District recognizes that curiosity, discipline, integrity, responsibility and respect are necessary for success.
- The Orange School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

No Alibis, No Exceptions, No Excuses!

PROCEDURAL GUIDELINES 5530

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The following procedures are established in implementation of Policy No. 5530, Substance Abuse.

A. Definitions

1. “Evaluation” means those procedures used by a certified or licensed professional to make a positive determination of a pupil’s need for programs and services which extend beyond the general school program by virtue of learning, behavior or health difficulties of the pupil or the pupil’s family.
2. “Intervention” means those programs, services and actions taken to identify and offer help to a pupil at risk for learning, behavior or health difficulties.
3. “Referral for evaluation” means those programs and services offered to a pupil or his or her family in order to make a positive determination regarding a pupil’s need for services which extend beyond the general school program.
4. “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 who 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.
5. “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.
6. “Substance abuse” means 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.
7. “Under the influence” of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be

disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

1. Voluntarily admitting to being under the influence of substances – First Offense
 - a. Immediate contact with parent(s) or legal guardian(s) is initiated by the Principal or his/her designee, except in cases where a pupil is eighteen years old and has not waived his/her rights. A medical exam with blood & urine testing will be used to verify the actual substance being used even though the pupil has declared use. The parent(s) or legal guardian(s) shall be given the option of having the pupil tested at an approved site on their own for which the Board assumes no financial liability.
 - b. The pupil will be given an immediate medical dismissal for the remainder of the school day. When parent(s) or legal guardian(s) are contacted, the pupil will be picked up at school as soon as possible. If the pupil is in a condition requiring medical attention and no parent(s) or legal guardian(s) or emergency contact can be made within one hour, the school administrator will enact emergency procedures by having the pupil immediately transported to the appropriate medical facility for medical examination.
 - c. "Readmission Criteria" Return to school is prohibited until the pupil can present an evaluation or other documentation which demonstrates enrollment in an approved treatment program, unless, in the judgment of the Substance Awareness Coordinator or CORE Team, the pupil's history and self-disclosure appears to indicate experimentation at this time. The length of suspension from school shall not exceed ten days.

When a professional evaluation suggests that a pupil is "experimenting" but not chemically dependent, a program will be developed to assist the pupil resolve "experimentation" difficulties by the Substance Awareness Coordinator.

The CORE Team reserves the option of requesting a professional Treatment Evaluation at a later date if increased substance use, questionable behavior, or deteriorating condition is noted. Classified pupils may also have their educational placement and Individualized Education Plan reviewed by their Child Study Team on an "as needed" basis.

The SAC will monitor pupils enrolled in an approved outpatient treatment program. Pupils may continue to attend school only as long as participation can be documented. Parent(s) or legal guardian(s) and the

pupil treatment program may communicate about a pupil's progress without breaching confidentiality.

Pupils not enrolled in a program (who is recommended to such) or leaving a program against the recommendation of that program will be reviewed by the SAC for inpatient treatment. Pupils who fail to cooperate and continue to be truant will be dis-enrolled and recommended to an alternative school setting or if underage, will be evaluated for out-of-district placement.

When a treatment evaluation is not appropriate at this time, the pupil will be required to:

- (1) Participate in school program for a least six weeks during which time aspects of chemical awareness, social skills, and personal insight will be addressed or documented. Alcoholics Anonymous or Narcotics Anonymous meeting attendance may be substituted for these "sessions" if approved by the Substance Awareness Coordinator.
- (2) Complete random urine testing sometime in the conclusion of the six week period, not to exceed three times within six weeks, with positive results causing a referral for a treatment evaluation. Such testing shall be done at the expense of the parent(s) or legal guardian(s).

Parent or legal guardian, who, upon the school's recommendation, fails to seek treatment for the child, may have a report filed with the Division of Youth and Family Services for medical neglect. Subsequent offenses will follow outlined disciplinary sanctions for second and third offenses under the disciplinary sanctions for pupils denying use.

2. Pupil suspected of being under the influence and denying any substance use – First Offense
 - a. All requirements in "Voluntarily Admitting" section.
 - b. The pupil will be readmitted to school the following day by reporting to the Principal and remain in school until verification for the "suspicion" by lab test results. The CORE team secretary will gather data from teachers and review behavior and performance to determine possible effects of substance abuse. The results shall be shared with parent(s) or legal guardian(s).

- c. Positive lab results will cause the pupil to be suspended immediately for a period not to exceed ten days to a drug awareness program to be designated annually. The pupil will not be readmitted until he/she meets the readmission criteria. Meeting said criteria may result in reduction in length of suspension. A new suspension may be requested each time the pupil does not meet the criteria.

All pupils confirmed to have been under the influence of drugs or alcohol at school will be required to document completion of at least six hours of substance abuse educational programming on their own time, at school or by an approved agency, which may include AA/NA meetings and treatment programs.

Second Offense

- a. Completion of all procedures outlined under First Offense.
- b. Confirmation of being under the influence will require the pupil to complete, at the parent(s) or legal guardian(s)' expense, an assessment by a residential treatment center or, if acceptable to the Student Assistant Counselor (under the advisement of the CORE Team and with approval by the Board of Education), continued participation in an outpatient drug/alcohol program. Formal release at the program's recommendation will be the only reason accepted for termination of treatment.

Third Offense

Third offenders will automatically be presented to the Board for expulsion hearing as a danger to him/herself and others. If the pupil is not expelled, an individual program shall be developed for said pupil by the SAC.

3. Pupils suspected of being in possession or intent to distribute

When illegal substances are found, it shall be the responsibility of the police to complete their normal reported procedures and any other legal actions such as complaints, depending on the quality of substances. It shall also be the responsibility of the police to determine whether the quality and circumstances will be considered "possession" or "distribution", in accordance with New Jersey law.

Pupils found in "possession" will be subjected to the same policy as outlined. However, the Board of Education maintains the right to conduct an expulsion hearing on any pupil found selling, possessing or distributing illegal substances, as outlined in this policy.

Pupils charged with distribution or intent to distribute drugs or when a pupil is neither treatment appropriate or tests positive on a lab screen, will receive the following additional disciplinary measures:

- a. Out-of school suspension for ten days.
- b. Appear at an automatic expulsion hearing before the Board of Education to determine to what extent the pupil is a danger to him/herself and/or the school community.
- c. If reinstated, a monitoring program and monthly reports to the Board of Education shall be written and submitted by the SAC consisting of case conferences and input from parent(s) or legal guardian(s) and appropriate school personnel.

Second, and any subsequent offenses, or those which involve actions by the Court due to the quantity of substances involved, shall cause an expulsion hearing by the Board of Education to be held.

If the pupil is not expelled, an individual program shall be developed for said pupil by the SAC.

Pupils arrested for drug or alcohol violations shall be permitted to attend school unless it is felt that the pupil is a danger to him/herself or to the other pupils in the school.

If the school Building Principal determines that the pupil's continued attendance represents danger to the health and welfare of other pupils in the building, the offending pupil shall:

1. Be suspended immediately for a maximum of ten days or in accordance with Child Study Team guideline for classified pupils.
2. Have a written recommendation or program by the Student Assistance Counselor.
3. A pupil may be subjected to a Child Study Team referral, if the current educational placement appears inappropriate.

Return to school will be conditional upon meeting criteria established by the Substance Awareness Coordinator and the Building Principal.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent and staff will cooperate with the law enforcement officials and provide the access to the office of a school administrator or some other area away from the general pupil population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or the Principal shall immediately notify the

pupil's parent(s) or legal guardian(s) whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the Principal/Superintendent, the Superintendent shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

C. Identification and Remediation of Pupils Involved with Substances.

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.
3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

D. Reporting and Examination of Pupils under the Influence of Anabolic Steroids

1. Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to the Principal (or, in the Principal's absence, to a person designated by the Principal) and either the certified or non-certified school nurse or the school physician or the Substance Awareness Coordinator.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.

3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician selected by the parent is not available to perform the examination, the examination will be conducted by the school physician or another physician identified by the Principal. An examination conducted, at parental request, by a physician other than the school physician or another physician identified by the Principal shall not be at the district's expense.
4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
5. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected or have used or who may be using anabolic steroids. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of anabolic steroids or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent.
7. If it is determined that the pupil has used anabolic steroids, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall interview the pupil and others, as necessary, for the purpose of determining the extent of the pupil's involvement with and use of anabolic steroids and the possible need for referral for treatment. To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse, as may be appropriate and necessary.
8. If the results of a referral for evaluation have positively determined that the pupil's use of anabolic steroids represents a danger to the pupil's health and well-being, the school staff member(s) identified in 7. above shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing board.

E. Evaluation and Treatment of Pupils under the Influence of a Substance Other Than Anabolic Steroids

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal and either the certified school nurse, non-certified school nurse, the school physician, or the substance awareness coordinator pursuant to N.J.S.A. 18A:40A-12. In the absence of the Principal, his or her designee shall be notified. In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified. The referring staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.
3. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol or other drugs. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
4. The Principal or designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes 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. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not immediately available, the medical examination shall be conducted by the school physician. If neither the parent's or legal guardian's physician nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in

the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.

5. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
7. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the notification that the pupil is suspected of alcohol or other drug use that the medical examination in accordance with this Policy was performed. The verification shall include, at a minimum, the printed name, address and phone number, date and time of the medical examination, signature of the examining physician and the date by which the written report of the examination will be provided.
8. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.
9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be immediately returned to school.
10. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), Principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.

11. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c) 2.
12. While the pupil is home because of the medical examination or after the pupil returns to school, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall:
 - a. Conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse as may be appropriate and necessary, for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and
 - b. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.
13. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.
14. If at any time it is determined a pupil's use of substances presents a danger to the pupil's health and well-being, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the

school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.

15. Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with N.J.A.C. 6A:16-4.3 and this Policy shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

F. Presence of Substances on School Premises

1. A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 5770.
2. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.
 - a. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations.
 - b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.

G. Outreach to Parents

1. An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parent(s) or legal guardian(s) and on school premises or at suitable facilities closer to pupil's residences or parents' workplaces.
2. The parents' outreach program will include:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year;

- b. Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;
- c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
- d. Instruction on the identification of the symptoms and behavioral patterns that might indicate a substance abuser;
- e. Information on the State and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and
- f. Review of Board policy and administrative regulations on substance abuse with attention to the role of parents.

H. Records

- 1. Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
- 2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.
- 3. If an elementary or secondary pupil involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to

whose substance abuse the information was provided, shall be made available to the researcher; or

- d. To the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

Any disclosure made pursuant to a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the pupil's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997,362 (N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this policy prevents the Division of Youth and Family Services or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this policy shall be construed as authorizing a violation of any federal law.

The prohibition on the disclosure of information provided by a pupil shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a pupil in violation of this policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Violence, Vandalism and Substance Abuse Incident Report form.

I. Prevention

The goal of our prevention program is to assist students and families in developing safe, disciplined and drug free environment. The prevention program is designed to help students and families with awareness campaigns, school and community based activities surrounding prevention, lifestyle choices, and the negative effects of substance use. Additionally, we aim to inform our students, parents and community stakeholders of the importance the impact of substance use and to live a healthy and safe lifestyle while gaining knowledge and continued awareness of the effects of substance abuse. The district provides ongoing professional development and workshops to students and district staff through our Student Assistance Coordinator in the following, but not limited to, areas:

A. Student and Staff Development:

1. District's substance abuse policy and procedures;
2. Prevention strategies;
3. Awareness activities and training;
4. Collaboration with community based organizations to promote awareness at our schools;
5. Promote student awareness by participating in the Annual Governor's Council on Alcoholism and Drug Abuse Summit; and
6. Provide classroom presentations through evidence based curriculum from National Institute for Drug and Alcohol Abuse

B. Partnerships:

1. Develop partnerships with community based organizations to help educate our school community regarding substance abuse; and
2. Partner with the Essex County Municipal Alliance to promote National Recovery Month (every September) by raising awareness of these disorders and educating the community about treatment opportunities and recovery resources.

The district will continue to support evidence based practices to bring about prevention and awareness for our students, parents and community stakeholders.