

Monsignor Donovan High School

SUBSTANCE ABUSE POLICY

Monsignor Donovan High School, acting upon the community's and parents' expectation that the school will provide the most conducive learning environment, recognized that unless schools and their students are substance (drug and alcohol) free, optimum conditions for learning will not exist. Monsignor Donovan High School pledges not only to meet, but to exceed state mandates for a substance free school by providing the best programs possible for prevention and intervention.

Students may not possess, consume or distribute drugs or alcohol in any form while at school, in co-curricular and extracurricular programs, on school grounds, at school-related functions on or off campus, and while coming to and going from school. Students may not smoke cigarettes or use tobacco products in any form on school grounds or in the building.

In accordance with NJSA 18A:40.1, students may be subject to medical examination, suspension and other disciplinary measures as established by this policy. Students and their parents/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds. A summary of these laws and their penalties will be available to students and their parents or guardians. Any student violating the school rules and/or state laws regarding the use of tobacco, alcohol, or illegal drugs IN OR OUT of school, shall be subject to the policy as outlined in the school's SUBSTANCE ABUSE HANDBOOK, (available in the Main Office and the school website) and to the Discipline Policy of the PARENT-STUDENT HANDBOOK. Suspension from classes and all activities may result until the severity of the situation is determined.

Monsignor Donovan High School makes every effort to prevent student involvement with drugs, alcohol, tobacco and other harmful behavioral-health concerns by providing age appropriate education, programs and supportive counseling. The community and staff receive detailed information and training about the procedures and consequences, legal and health-related, of the use of controlled dangerous substances and tobacco.

In establishing this policy, Monsignor Donovan High School directs the Principal to develop programs and to implement procedures for the purpose of assisting students who experience problematic drug or alcohol use. It is the school's intention to use the disciplinary sanction of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this policy is intended.

THE STUDENT ASSISTANCE PROGRAM

The major motivation for implementing a Student Assistance Program at Monsignor Donovan High School resides in the nature and scope of the alcohol and other drug abuse related problems of young people. The past four decades have witnessed the progression from a time when a handful of young people became involved with drugs, to a period when approximately one-third to one-half of all school-aged youth are harmed either by their own use of mood-altering chemicals, or by their use by family members.

The program will concentrate on the areas of education, prevention, intervention, rehabilitation and support. Being drug-free takes more than "just saying no." We must teach our students to **know**, and how to say **no**. It takes time and effort; it involves everyone the student relates to: teachers, administrators, staff and most importantly, parents. After all, parents are a child's first and most important teachers. We encourage parental involvement as much as possible.

The administration requests that parents support this no-use policy regarding dangerous and illegal substances. MDHS encourages all families to provide ample opportunities for discussion on all issues relating to underage drinking, drug and dangerous substance abuse, as well as to the dangers of drinking and driving.

Under the laws of the State of New Jersey, an adult who knowingly serves, provides, or approves of the consumption of alcoholic beverages or illegal drugs to a minor in the home, can be liable for any injury incurred or damage resulting from usage. This liability may continue even after the minor has left the premises. The administration and staff urge all students and their parents to obey the law as well as use common sense in these matters. Prevention, rather than punishment, is the program's goal.

We believe that every effort should be made to promote the development of healthy chemical free lifestyles, to respond to problems and situations, and where necessary, to recommend constructive referrals to appropriate resources.

SUBSTANCE ABUSE POLICIES AND PROCEDURES

I. PREVENTION

An education curriculum emphasizing primary prevention of alcohol and/or substance abuse (including the use and abuse of anabolic steroids) will be used in order to provide students with information and developmental exercises, which will encourage responsible decision-making skills regarding the use of alcohol and/or other drugs. All school personnel will be instructed in the nature of alcohol and/or other drug problems with particular emphasis to their potential negative impact in the classroom as well as to the appropriate referral procedures for students whom they may suspect are experiencing problems related to alcohol and/or other drugs. Substance abuse educational and training programs will be provided for parents and teachers on a regular basis at various times and locations.

II. INTERVENTION

In spite of such efforts, the school understands that a student may become harmfully involved with some drug, threatening the safety and well being of him/herself and/or others. The term "Drug" as used in this policy refers to: all controlled dangerous substances as defined by law in New Jersey Statutes; any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stratification, or dulling of the brain or nervous system; and alcoholic beverages, tobacco, anabolic steroids, "designer drugs," and any substance improperly used for the purpose of an altered physical or mental state.

In such cases where it appears that a student may be under the influence of substances as defined, the following procedural steps will occur. The subsequent courses of action taken by the administration of Monsignor Donovan High School will depend on the cooperation of the student and his/her parents/guardian as well as the nature of the circumstances. Lack of cooperation may lead to expulsion.

MONSIGNOR DONOVAN HIGH SCHOOL

Alcohol and other Drugs of Abuse Prevention and Intervention Procedures

Part I:

STUDENTS SUSPECTED OF HAVING INGESTED OR BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS

1. Any professional staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse and the Principal or his/her designee.

In instances where the school nurse or the principal are not in attendance, the staff member responsible for the school function shall be notified immediately.

2. The student shall be taken to a protective environment for observation by the school nurse. The nurse will visually and externally examine the student. A copy of the report shall be available for the parent/guardian, the Principal, the Director, and the SAC upon request.

The Principal/designee will immediately notify the parent/guardian and arrange for an immediate examination and urine testing of the pupil. By state law and school policy, **this examination must take place within 24 hours of the school's notification to you.** The following choices will be given to the parent/guardian:

- a. Have your child examined and urine tested by the school physician (at no cost to you).
- b. Have your child examined and urine tested by a physician of your choice (expenses to be absorbed by you).

The physician will select one of the following medical options:

1. The physician may send the student for a chemical screening and allow him or her to return to school pending the results.
2. The physician may send the student for a chemical screening and state that he or she may **NOT** return to school pending the results. This is not a suspension from school, but a "medical exclusion" until results are confirmed.

If the written report of the medical examination verifies **NEGATIVE RESULTS**, that alcohol or other DRUGS DO NOT INTERFERE WITH THE STUDENT'S PHYSICAL AND MENTAL ABILITY TO PERFORM IN SCHOOL, THE STUDENT SHALL BE IMMEDIATELY RETURNED TO SCHOOL. The Substance Awareness Coordinator will consider the need for a Child Study Team evaluation and/or another type of evaluation related to the behavior displayed by the student.

A **POSITIVE DIAGNOSIS** from the medical examination and or medical screening that indicates that the STUDENT IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS will mandate that the parent at that time will absorb the cost of the medical exam to Monsignor Donovan High School and/or if future testing is warranted.

If the parent/guardian is not available, the student will be accompanied by a staff member designated by the Principal to the school physician or emergency room of the nearest hospital for examination at the parent's expense. In addition:

- a. When a urine sample is determined to be diluted and/or tampered with, or the student refuses to cooperate and/or produce a sample of urine, it will be considered a positive result.

- b. The parent and student are required to sign a medical release form to release information to the school nurse/SAC.
 - c. Refusal or failure by a parent or legal guardian to comply with the provision of the N.J.S.A. 18A40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et.seq.) Laws. In these circumstances, the Division of Youth and Family Services will be notified of the failure to comply.
- 3 A written report of the medical examination which may include the chemical screening shall be furnished to the parent/guardian of the student and the Principal by the examining physician within 24 hours. The school, in cooperation with the school physician has established the minimum requirements for the medical report. The Principal shall determine, after considering all circumstances, whether the student shall be readmitted to the school pending the receipt of the results of the examination.
 - 4 Once it has been determined that a student was under the influence of alcohol and/or any other drug, either by the student's admission, or as a result of an examination, a conference will be scheduled with the SAC and the parent/guardian to develop a plan to address specific need of the students. In addition:
 - a. In compliance with disciplinary policies, the student shall be suspended from school for up to 10 days;
 - b. any readmission to school shall require continued counseling and support services from the Student Assistant Program for the purpose of determining the extent of the student's alcohol or other drug use and its effect of his/her school performance;
 - c. suspension from all extracurricular activities until the Administration deems it appropriate to return.

Part II:

POSSESSION OR DISTRIBUTION OF ALCOHOL OR OTHER DRUGS

The following steps will be taken if a student is found in possession of or distributing alcohol, other drugs, or any other related paraphernalia:

1. The staff member shall report the suspected incident to the Principal or his/her designee.
2. The Principal/designee will remove the student from other students and shall detain him in an inconspicuous place.
3. The Principal/designee shall have the student's personal effects and school storage places searched.
4. Any evidence found will be sealed in an appropriate container, labeled with the date, name of the student, and the name of the school official who conducted the search.
5. The parent/guardian and law enforcement officials shall be notified.
6. The student shall be suspended from school for up to 10 days and subjected to expulsion based on findings by the Administration and/or police.

Part III:

STUDENT VOLUNTARILY SEEKING HELP FOR ALCOHOL OR OTHER DRUG-RELATED PROBLEMS

Students are encouraged to seek help for problems with or related to substance use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with substance abuse or other problems related to their substance use or use by someone in a close relationship with them. Staff members shall encourage students to speak with SAC.

At the initial meeting with a student, the Substance Awareness Coordinator will provide full disclosure, orally and in writing, of the guidelines governing confidentiality of conversations with students. The student will be advised that the conversation with the Sac will be treated as confidential provided that:

1. the student's health is not in imminent danger;
2. the information does not indicate that the health or safety of another individual is threatened.

The student's age, quantity/frequency of alcohol/other drug use, and the length of time a student continues to use substances should be given consideration when a decision to initiate a referral to a community agency or parent/guardian contact is being weighted. Consultation with the SAC may also be specified. The SAC will continue to work with a student seeking help voluntarily for an extended period of time. However, when no progress is apparent, the Substance Awareness Coordinator will refer the student to a community agency after consultation with the Principal.

Part IV:

STUDENTS RETURNING FROM TREATMENT: VOLUNTARY AND POLICY ORDERED

Students attending a treatment program causing extended absence will be readmitted only upon receipt, by the SAC, or verbal confirmation followed within 5 days of the written recommendation from the treatment program. The absences will be considered in the same manner as other "chronically ill" students and shall not be treated in a manner different from any other student returning from hospitalization, the exception of aftercare arrangements for treatment. Parents should contact the Substance Awareness Coordinator of all treatment including after care programs. The SAC will notify the school nurse of treatment and any medical concerns.

The best way to maintain sobriety is through participation in any AA/NA step program design; therefore, the school will make every effort to assist students returning from treatment. Programs may include issues of peer pressure, maintaining sobriety, behavior and attitudes contributing to relapse and other personal concerns. Participation in programs at school simultaneous with treatment aftercare may be at the discretion of the treatment agency. Students not participating in treatment program aftercare will be required to participate in an on-site program designed by the SAC.

Students who demonstrate, through a Behavioral Checklist, a deteriorating condition which may be substance related, will have an on-site assessment conducted by the SAC or staff member; the results will be shared with the parent/guardian.

Part V:

STUDENT WEEKEND USE OF SUBSTANCES OR SUSPECTED USE

The school has a moral and legal obligation to identify and assist students whose substance use is affecting school performance or behavior, regardless of when it occurs. In addition, a student who is exhibiting deteriorating behavior may need intervention from concerned adults. Such behavior as poor school performance, disciplinary problems, negative personality changes and sickness could be symptomatic of a substance abuse problem. If substance abuse is suspected, the school may recommend a drug screening urinalysis and request an assessment by a provider certified by the New Jersey Board of Examiners and trained in alcohol or substance and drug abuse prevention, to determine the extent of the student's drug or alcohol use and/or dependency. The intent of this intervention is to assist the parent/guardian to deal effectively with a

substance-affected child. Positive test results will not necessarily result in academic or disciplinary measure due to the voluntary nature of the assessment. To assure the physical safety of the student, however, a physician's release will be required to allow the student to participate in extracurricular activities. In addition, a student athlete will be held to their signed contract with the Athletic Department.

1. The SAC may pass on any information deemed reliable to the affected parent/guardian in a manner that ensures the confidentiality of each student and/or family.
2. The SAC may pass any such information to the Principal providing such information does not violate any federal regulations of confidentiality (42 CFR Part 2) or private school policies.
3. The Substance Awareness Coordinator may call in a student to express concern about "use" when a parent/guardian or fellow student issues a statement of concern, or to discuss parent/guardian chemical dependency. The contents of the meeting will remain confidential; however, this will not protect the student from future sanctions under existing procedures of this policy.
4. An assessment of the student may be conducted in order to determine to what extent chemical use may be affecting performance or behavior. Students who appear to be "at risk" may require formal or informal intervention by the SAC.

Part VI: **CONFIDENTIALITY**

The confidentiality of alcohol and drug abuse student records maintained by Monsignor Donovan High School is protected by Federal Law and Regulations. Generally, the Student Assistance Program, or any employee thereof, may not disclose any information identifying a student as an alcohol or drug user, unless:

1. the student consents in writing;
2. the disclosure is allowed by a court order; or, that disclosure is made to medical personnel and a medical emergency exists;
3. qualified personnel use it for research purposes or program evaluation in which case no names will be given.

Federal Law and Regulations do not protect any information about a crime committed by a student or the threat to commit a crime that is disclosed to a member of the Student Assistance Program (42 CFR Part II).

Part VII: **STAFF MEMBERS' RESPONSIBILITIES**

Staff members are required by law to report any student suspected of being under the influence of, or having problems related to alcohol/other drugs through the school procedures. A standard reporting form such as the Behavioral checklist shall be used by all staff members in identifying students in need of assessment.

Staff members unsure about a student's possible use are encouraged to consult with the Substance Awareness Coordinator.

No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a Substance Awareness Coordinator/Counselor, any school nurse or other educational personnel, or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, education personnel, physician, or other emergency room personnel (42CFR Part II).

SIGNS OF DRUG INVOLVEMENT

Educational Symptoms

- Truancy
- Class skipping
- Constant tardiness to school
- General loss of interest in school
- Poor school performance
- Complaints about poor class conduct and attitude
- Dropping out of organized activities
- Dropping out of school

Social Symptoms

- Changes in personality and behavior
- Changes in friends
- Unknown friends
- Changes in hangouts
- Always going nowhere special
- Secretive phone conversation
- Callers who refuse to identify themselves
- Hang-up phone calls
- Overt hostility and outbursts
- Constant lying
- Stealing of small items
- Disappearance of clothing and money
- Constant money manipulation
- Unexplained appearance or disappearance of money

Psychological Symptoms

- Depression or over activity
- Talkativeness
- Loss/increase of appetite
- Mood swings
- Confusion
- Anxiety
- Hallucinations
- Unpredictable behavior
- Lack of ambition and drive
- No motivation – apathy

Physical Symptoms

- Loss of physical coordination
- Eye changes
- Slurred speech
- Overall changes in physical appearance
- Dreamy – blank expression
- Loss of memory
- Trembling
- Needle marks
- Disappearance of drugs from the medicine cabinet
- Unexplained appearance of pills, seeds, drug paraphernalia

MENTAL STATUS EXAM

APPEARANCE: What do they look like?

- Disheveled
- Psychedelic dress
- Tremor / in-coordination
- Dilated pupils
- Unsteady gait
- Excessive sweating
- Abnormal eye movements
- Jaw clenching
- Attitude reflecting lack of concern
- Hyperactive or agitated
- Suspicious / guarded
- Eye contact

SPEECH: What do they sound like?

- Too fast
- Slurred
- Not logical
- Not coherent
- Disorganized

THOUGHT CONTENT: What do they think like?

- Responding to hallucinations
- Paranoia
- Confused

MOOD AND AFFECT: What do they feel like?

- Depressed
- Anxious
- Euphoric
- Neutral
- Constricted
- Exaggerated
- Silly

COGNITION: What is their memory like?

- Orientation to place, time, person, your identity
- Destination and how to get there, specifically
- Names of those with the person