

CODIFICATION REFERENCE NUMBER: M 5530

Date: January 8, 2010

SUBSTANCE USE/PUPILS

RESPONSIBILITY:

In accordance with Board Policy, the Superintendent has established the following procedures for the instruction of pupils in the prevention of alcohol, tobacco and other drug abuse, for the early identification of at-risk pupils, and for the early intervention, evaluation and treatment of pupils who have substance use related problems. Procedures have also been developed to require the immediate medical examination of any pupil suspected of being under the influence of a dangerous substance.

"Substance" shall mean alcoholic beverages, anabolic steroids, and controlled dangerous substances as defined in N.J.S.A. 24: 21-2 and 2C: 35-2 or 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 in 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.

"Substance abuse" shall mean the consumption or use of any substance as defined herein 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.

"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.

"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 the 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.

"Assessment" means those procedures used by school staff to make a preliminary determination of a student's need for educational programs, supportive services or referral for outside services which extend beyond the general school program by virtue of learning, behavioral or health difficulties of the student or the student's family.

"Evaluation" means those procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend 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 pupil at risk for learning, behavior, or health difficulties.

“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.

PROCEDURES:

A. Instruction:

1. The professional staff shall use a comprehensive curriculum, including alcohol, drug, tobacco, anabolic steroids and HIV AIDS education based on the New Jersey Core Curriculum Content and Standards and approved by the Board of Education as part of its educational program for instruction in grades K through 12.
2. Teachers of this curriculum, under the direction of the district administrators, in consultation with the Substance Awareness Coordinator will be requested to evaluate this curriculum in accordance with the Bernards Board of Education Policy.

B. Comprehensive Alcohol, Tobacco, and other Drug Abuse Programs (6A: 16:3.1):

1. SAC’s shall assist the Bernards Township Board of Education in the effective implementation of the requirements of N.J.S.A. 6A: 9-13.2.
2. Prevention programs shall be developed to:
 - a. Keep students from using alcohol, tobacco or other drugs;
 - b. Reduce or eliminate the incidence and prevalence of student alcohol, tobacco and other drug abuse;
 - c. Increase the age of onset of students’ first use of alcohol, tobacco or other drugs;
 - d. Reduce the factors that place students at risk for involvement with alcohol, tobacco or other drugs through school and community-based planning processes;
 - e. Contribute to the development of school environments and alternative activities that are alcohol, tobacco and other drug-free;
 - f. Increase the knowledge and skills of students, staff and community members for avoiding the harmful effects of alcohol, tobacco and other drug use; and
 - g. Actively involve staff, parents and other community members in the development and implementation of prevention program plans.
3. Educational staff members will receive in-service training in alcohol, tobacco and other drug abuse prevention and intervention according to the requirements of N.J.S.A. 18A:40A-3 and 15. The in-service training shall be updated annually in order to ensure educational staff members have the most current information available on the subject of substance abuse and the school district’s comprehensive alcohol, tobacco and other drug abuse program, policies and procedures.

4. Educational programs on alcohol, tobacco and other drug abuse will be offered to parents according to the requirements of N.J.S.A. 18A:40A-16 and 17(a) at times and places convenient to the parents of enrolled students.

C. Identification and Remediation:

1. Early identification efforts shall include:
 - a. Identification of students who are risk for, or who have exhibited, alcohol, tobacco or other drug abuse or related problems;
 - b. Help students or their parents who have requested assistance for an alcohol, tobacco or other drug abuse problem;
 - c. Preliminary assessment of a student's need for educational programs, supportive services or treatment which extends beyond the general school program by virtue of the use of alcohol, tobacco or other drugs by the student or the student's parents.
2. Core teams for grades 6-12 shall consist of the S.A.C., a building administrator, a school nurse, a child study team member, a guidance counselor, and a teacher. Core teams will identify and intervene with students suspected of substance use. Core teams are an integral part of the Student Assistance Program and, as such, are bound by Federal Confidentiality Regulations 42 CFR part 2.
3. Professional staff members who suspect that a student is involved with a dangerous substance will complete a Core Team Referral Form (See Appendix I) or share their concerns in person with a member of the Core team. Staff members implementing this policy will be indemnified under N.J.S.A. 18A:40-40.2.
4. The S.A.C. and members of the Core team will review the referral and obtain additional information. They will also contact the student.
5. Informal interventions will be conducted. These may include collecting teacher anecdotes, consultation, student interviews, counseling, monitoring, parent contact, etc.
6. Student self-referrals and students who have been approached by and who have engaged in counseling with a Core team member will have their privacy and confidentiality protected according to Federal Regulation 42 CFR-Part 2. The Core team will decide the appropriate intervention.
7. If there is reasonable cause to believe the student has a substance-related problem and the student has not referred him/herself for services, the S.A.C. or other member of the Core team may:
 - a. **NOTIFY** the student's parents.
 - b. **MEET** with the student and his or her parents as soon as possible in order to provide further assessment and recommendations for intervention, which may include assessments by the S.A.C., examination by a physician or referral for

evaluation by a licensed or certified professional, or evaluations by the child study team to determine students' eligibility for special education and related services (N.J.A.C. 6A:14-3.5 and 3.6).

8. Peer referrals and parent referrals will be handled in the same manner as professional staff referrals.

D. Students Suspected of Being Under the Influence of Alcohol or Other Drugs: (For Possession, See Section E)

1. Any professional staff member 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 or principal's designee and either the certified school nurse, non-certified nurse, the school physician or the S.A.C, pursuant of N.J.S.A. 18A:40A-12. The referring staff member shall also fill out a Suspicion of Use Form (Appendix II). In instances where the school nurse and the principal are not in attendance, the staff member responsible for the school function and the police officer in attendance shall be immediately notified, and follow appropriate procedures (Appendix III).
2. The Superintendent or his/her designee shall complete the Violence, Vandalism and Substance Abuse Incident Report, in accordance with N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The incident is reported as unconfirmed until confirmation is received by subsequent medical evaluation.
3. The principal shall request the assistance of the school nurse or school physician in assessing the physical state of the pupil, regarding need for emergency care. The diagnosis of substance use is only made by the thorough medical examination described in #6. The pupil shall be removed to a protective environment for observation and care by the school nurse or school physician until his or her parent(s) or guardian(s) can be contacted and medical evaluation can be arranged. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a pupil when acting in loco parentis, and as an agent of the parent(s) or guardian(s) and for the welfare of the pupil. The school nurse shall complete a Health Screening Form (Appendix IV) to be submitted to the evaluating physician.
4. The pupil's parent(s) or guardian(s) and the Superintendent or his/her designee shall be immediately notified of the incident and shall be provided a description of the situation and symptoms. In instances where the school nurse, school physician, and the principal are not in attendance, the staff member/advisor responsible for the school function and/or the police officer in attendance shall immediately notify the parent/guardian and principal.
5. The principal or his/her designee may, but need not, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

6. The principal or his or her designee shall arrange for an immediate examination of the pupil for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids. (Appendix V) This examination will be at the expense of the Bernards Township Board of Education. The examination may be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent or guardian. Such examination shall not be at the expense of the Board of Education. The parent will be provided with a letter from the principal (Appendix VI) explaining the procedures to be followed, a letter for the evaluating physician (Appendix VII), a Health Screening Form (Appendix IV) and Physician's Signature Form to return to school (Appendix XI).
7. The immediate medical examination must be initiated by a medical professional within 4 hours of the parent being contacted by a school official. If the chosen physician is not immediately available, the pupil shall be accompanied by his/her parent or guardian or by school staff, designated by the principal, to Priority Medical Care, Bridgewater, NJ (Appendix X) as per the Board of Education approved affiliation agreement for examination (Appendix VIII). If the parent is not available, transportation will be provided by the local first aid squad. The terms of the mandated evaluation and a copy of school procedures on Substance Use (5530) and Drug Free School Zones (9322) will be provided to the parents.
8. A memo outlining the evaluation requirements and a completed Health Screening Form will be provided to the examining physician. (Appendices VII and IV).
9. Provision for the appropriate care of the pupil shall be made by the parent or guardian while awaiting the results of the medical examination.
10. A written report of the medical examination (Appendix XI) shall be furnished by the examining physician to the parent or guardian of the pupil, the principal and the Superintendent within twenty-four (24) hours of the referral of the student for suspected alcohol or other drug use. The findings of the report shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
11. When the medical examination is performed by a physician other than the school physician or a physician at the emergency room of the nearest hospital, the parent will be required to verify within 24 hours of the notification that a medical evaluation was performed. The verification shall include, at a minimum, the signature and physician stamp, printed name, address and phone number of the examining physician, the date and time of the medical examination.
12. Medical examination, as well as specimen collection, must be completed within 4 hours of the parent being contacted by school officials whether their child is at school or at a school-sponsored event. If verification of such a timely medical examination is not provided, the student will be considered in violation of the substance abuse policy and the necessary disciplinary measures will be applied.

13. If the results of the laboratory tests are not available to the parent or guardian, principal or Superintendent within 24 hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of substance use is received.
14. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of a controlled dangerous substance or alcohol, the pupil shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the principal, and Superintendent from a physician who has examined the pupil to diagnose alcohol or other drug use.
15. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the Compulsory Education (N.J.S.A. 9:6-1 et seq.) laws and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws. The principal shall notify the Division of Youth and Family Services (DYFS) of the parent's refusal to comply.
16. A student found to be under the influence of mind altering substances will be disciplined as follows:
 - a. First Offense
 - School suspension not less than 4 or more than 10 school days and exclusion from co-curricular activities;
 - Loss of parking privileges for the remainder of the semester;
 - Mandatory student and parent conference with the S.A.C. for alcohol and other drug assessment of the student;
 - If it is determined that a pupil's use of substances presents a danger to the pupil's health and well-being, the S.A.C. shall initiate a referral for further evaluation for alcohol or other drug abuse, and possible treatment. (Appendix IX) The evaluation and treatment shall be conducted by a facility approved by the Commissioner of Health for this purpose;
 - Results of this evaluation shall be shared with the S.A.C. and held in confidentiality. This additional evaluation and treatment shall not be at the expense of the Bernards Township Board of Education.
 - b. Second Offense
 - School suspension not less than 4 or more than 10 school days and exclusion from co-curricular activities;
 - Loss of parking privileges for the remainder of the academic year;
 - Mandatory student and parent conference with the S.A.C. for alcohol and other drug assessment of the student;
 - The S.A.C. shall initiate a referral for further evaluation and treatment for alcohol or other drug use. The evaluation and treatment shall be conducted by a facility approved by the Commissioner of Health for this purpose;
 - Results of this evaluation shall be shared with the S.A.C. and held in confidentiality. This additional evaluation and treatment shall not be at the expense of the Bernards Township Board of Education.

- Refusal or failure by a parent to comply with an evaluation and treatment recommendations may be considered child neglect (N.J.S.A. 9:6-1 et seq.). The principal may notify the Division of Youth and Family Services (DYFS) of the parent's refusal to comply.
- c. Additional Offenses
- For subsequent offenses, disciplinary actions will be recommended by the administration. The principal may recommend that the School Board conduct a hearing for possible expulsion.
17. The school shall provide continuity of care services, including
- a. The provision of educational programs and services for students in treatment; and
 - b. Supportive services for students who are returning from treatment.
18. Any educational or non-educational school staff member who in good faith reports a student to the principal or his or her designee in compliance with the provisions of this subsection 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 N.J.S.A. 18A:40A-14.
19. A Violence, Vandalism and Substance Use Incident Report shall be completed by the Superintendent or his/her designee.

E. Anabolic Steroids (N.J.S.A. 18A:40A-12(b))

1. In instances involving anabolic steroids, the following shall apply: whenever any teaching staff member, school nurse, or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, certified or non-certified school nurse, or other educational personnel shall report the matter as soon as possible to the principal or, in his/her absence, to his/her designee school nurse or school physician or the S.A.C.
 2. The principal or his/her designee, shall immediately notify the parent or guardian and the Superintendent of Schools and shall arrange for an examination of the pupil by Priority Medical Care, Bridgewater, N.J. (Appendix X) as per the Bernards Township Board of Education approved affiliation agreement, or a doctor selected by the parent or guardian. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
 3. A written report of that examination shall be furnished by the examining physician (Appendix XI) to the parent or guardian of the pupil and to the Superintendent of Schools or principal.
- Consequences
- School suspension not less than 4 or more than 10 school days and exclusion from co-curricular activities;
 - Loss of parking privileges for the remainder of the semester;

- Mandatory student and parent conference with the S.A.C. for alcohol and other drug assessment of the student;
 - If it is determined that a pupil's use of substances presents a danger to the pupil's health and well-being, the S.A.C. shall initiate a referral for further evaluation for alcohol or other drug abuse, and possible treatment. The evaluation and treatment shall be conducted by a facility approved by the Commissioner of Health for this purpose;
 - Results of this evaluation shall be shared with the S.A.C. and held in confidentiality. This additional evaluation and treatment shall not be at the expense of the Bernards Township Board of Education.
4. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection 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 N.J.S.A. 18A:40A-14.
 5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the Compulsory Education (N.J.S.A. 9:6-1 et seq.) laws and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws. The principal shall notify the Division of Youth and Family Services (DYFS) of the parent's refusal to comply.
 6. A Violence, Vandalism and Substance Use Incident Report shall be completed by the Superintendent or his/her designee.

F. Possession, and/or Distribution:

1. A school employee who has reason to believe that a pupil has possessed or has in any way been involved in the distribution of a dangerous substance or related paraphernalia on or near school property or at a school function shall report the matter as soon as possible to the principal or his/her designee.
2. A search conducted by a school employee of a pupil or a pupil's personal property or a place in which a pupil has a reasonable expectation of privacy must comply with the standards prescribed by the U.S. Court in N.J. v. T.L.O., U.S. 325 (1985).
3. The principal may also request that a law enforcement officer assume the responsibility for conducting a search or seizure. Refer to **Drug Free School Zones** Procedure #9322 (II). "Searches on School Premises."
4. The principal or other school officer conducting the search shall confiscate as evidence any dangerous substance or related paraphernalia found in the pupil's possession.
5. The principal shall immediately notify the Superintendent, and shall notify the Bernards Township Police Department. The Superintendent shall then notify the county prosecutor or his/her designee.

6. The principal shall safeguard the substance or item against further use, loss, or destruction until a law enforcement officer takes custody of it.
7. The principal shall place the substance or item in a protective container (such as an envelope or box) and shall seal the container.
8. The principal shall record or cause to be recorded on the container or on a document attached to the container:
 - A description of the substance or item;
 - The name and signature of the person who found or seized the substance or item;
 - The date, time, and place the substance or item was found or seized;
 - The circumstances under which the substance or item was found or seized; and
 - The name of the pupil or staff member believed to be in possession of the substance or item when it was found or seized.
9. The container will be placed in a secure location under lock and key and under the principal's direct control.
10. In the event any person other than the principal is permitted access to the substance or item prior to its retrieval by a law enforcement officer, that person shall enter his or her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the substance or item will be permitted only in the presence of the principal.
11. The law enforcement officer who takes custody of the substance or item shall be required to sign and date the record to indicate his or her receipt of the substance or item.
12. The principal shall provide to the law enforcement officer who takes custody of the substance or item:
 - a. The identity of all persons who had custody of the substance or item following its discovery or seizure; and
 - b. All information concerning the manner in which it was found or seized.
13. Procedures for parental notification, medical evaluation, assessment for alcohol and other drug use, consequences, and reentry into school will be as stated in section C of this policy, Identification and Remediation.
14. A Violence, Vandalism and Substance Use Incident Report shall be completed by the Superintendent or his/her designee.

G. Pupils convicted of substance use violations out of school:

1. If the principal has become aware of a student's conviction of a substance use violation out of school, he/she will refer the student to the S.A.C.

H. Confidentiality and Records (6A:16-3.2):

§408 of the Drug Abuse Prevention, Treatment and Rehabilitation Act, 42 U.S.C.290 ee-3, and Implementing Regulations, 42 CFR Part 2.

1. 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.
2. If a secondary pupil involved in a school intervention or treatment program provides information during the course of a counseling session in that program which indicates that the pupil's parent or legal guardian 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 to another person or entity whom the pupil specifies in writing; pursuant to a court order; 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 use the information was provided shall be made available to the researcher; or 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 secondary pupil or another child may be an abused or neglected child.

APPENDIX I

BERNARDS TOWNSHIP SCHOOLS
Student Assistance Program
Secondary Behavior Information Form

CONFIDENTIAL

Please keep out of sight and return in an envelope.

Student: _____ Grade: _____ Date: _____

Completed by: _____ Period: _____

Has there been Parent contact? _____ Phone: _____ Conference: _____

Please check those patterns of behavior that you have observed and forward this to the Core Team Coordinator.

ACADEMIC PERFORMANCE

- Drop in grades
- Academic failure
- Inconsistent daily work
- Does not follow directions
- Decline in motivation
- Change in student/teacher relationship
- Change in level of participation

CLASS ATTENDANCE

- Patterns of absences
- Absenteeism
- Tardiness
- Truancy
- Frequent requests to leave class

PHYSICAL CONCERNS

- Frequently fatigued
- Staggering or stumbling
- Runny nose or eyes
- Poor hygiene
- Rapid change in weight
- Frequent physical complaints
- Burn marks, bruises, or cuts
- Slurred speech

EXTRA CURRICULAR ACTIVITIES

- Loss of eligibility
- Decreased involvement
- Quit or dropped activity
- Misses practice without reason

CLASSROOM BEHAVIORS

- Defiance of rules
- Cheating
- Disruptive in class
- Argumentative
- Inattentiveness
- Verbally abusive
- Attention seeking
- Defensive
- Appears depressed
- Mood swings
- Obscene gestures or language
- Vandalism
- Frequent sleeping in class
- Changes in friendship patterns
- Withdrawal from others
- Difficulty accepting mistakes
- Hyperactive or nervous
- Rigid obedience
- Extreme negative
- Fighting

STUDENT STRENGTHS:

Have you spoken to the student regarding your concerns:	Yes	No
Are you willing to participate in an intervention with the parents:	Yes	No
Request feedback on student:	Yes	No
Number of discipline referrals: _____		
Has discipline worked:	Yes	No

APPENDIX II

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600

DRUG AND ALCOHOL POLICY #5530
STUDENT BEHAVIORAL REPORT

REPORTING TEACHER: _____ **DATE:** _____ **TIME:** _____

STUDENT: _____ **GRADE:** _____

I witnessed today at William Annin / Ridge High the following behaviors from the above identified student:

(PLEASE CIRCLE THE CORRESPONDING Y / N IDENTIFYING THE SIGNS AND SYMPTOMS DEMONSTRATED BY THE ABOVE STUDENT WHICH LED YOU TO SUSPECT THAT HE / SHE MAY BE UNDER THE INFLUENCE OF A DANGEROUS / MIND-ALTERING SUBSTANCE TODAY).

Drowsiness	Y /	Odor on Breath	Y /
Agitation	Y /	In coordination or Ataxia	Y /
Abnormal Pupils	Y /	Inappropriate Ideas	Y /
Hallucinations	Y /	Confusion	Y /
Slurred Speech	Y /	Uncharacteristically Hostile or Argumentative	Y /

BRIEFLY SUMMARIZE THE SITUATION THAT LED YOU TO SUSPECT THE AFOREMENTIONED STUDENT OF BEING UNDER THE INFLUENCE OF A MIND-ALTERING SUBSTANCE. PLEASE BE AS **BEHAVIORALLY SPECIFIC AS POSSIBLE IN YOUR DESCRIPTION OF YOUR INTERACTION WITH THE STUDENT:**

Faculty Signature _____ Date _____

* Please complete this summary report and return it to your grade level administrator in a sealed envelope on the date of the referral.

Thank you for your prompt attention to this serious matter

APPENDIX III

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600

DRUG AND ALCOHOL POLICY CHECKLIST FOR
ADMINISTRATOR / SUPERVISOR RESPONSIBLE FOR SITE
SUPERVISION OF ON / OFF-CAMPUS SCHOOL SPONSORED
EVENTS

If an event supervisor or administrator in charge suspects that a student is under the influence of a mind-altering substance at a school sponsored event either on / off campus the following procedures are to be followed:

1. In instances where the school nurse, school physician, and the principal are not in attendance, the staff member/advisor responsible for the school function and/or the police officer in attendance shall immediately notify the parent/guardian and principal.
2. The staff member and / or police officer should attempt to secure the name and identifying information of the student suspected of being under the influence and the police should seek to secure the student in order to determine if he / she is a danger to themselves or others.
3. Once the principal is notified, the codification procedures outlined in M 5530 shall be carried out by having the parents of the student notified and instructed that they shall bring their child for an immediate medical evaluation and urine screen at either :
 - their personal physician,
 - Priority Medical Care, 350 Grove Street and Rt. 22 East, Bridgewater, NJ, 908- 231-0777 (M – Fr., 8 a.m. – 9 p.m., Sat.& Sun. 9 a.m. – 4 p.m.), or
 - the emergency room of the nearest hospital.
 - Medical examination must occur within 4 hours of a parent being notified by a school official. If the parent fails to have their child medically examined by a physician and urine screened within the time mandated, the student will be considered in violation of the substance abuse policy.
4. Follow up contact will be made by the building principal and / or his / her designee on the next successive school day.

APPENDIX IV

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600
FAX: (908) 766-7641

NAME: _____

DATE: _____

D.O.B.: _____

TIME: _____

Dear Physician,

The referring staff at William Annin / Ridge High has noticed the following behaviors:

Drowsiness	Y N	Odor on Breath	Y N
Agitation	Y N	In coordination or Ataxia	Y N
Abnormal Pupils	Y N	Inappropriate Ideas	Y N
Hallucinations	Y N	Confusion	Y N
Slurred Speech	Y N	Irregular Vital Signs	Y N

T	P	R	BP
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In keeping with Bernards Township Board of Education policy, the physician is requested to perform a medical examination of the above named student and also test for the following substances:

- | | |
|--|--|
| <input type="checkbox"/> 12 Panel Drug Screen
Amphetamines
Methamphetamines
Barbiturates
Benzodiazepines
Cocaine
MDMA
Methadone
Opiates
Oxycodone
Phencyclidine (PCP)
Marijuana
Propoxyphene | <input type="checkbox"/> Anabolic Steroids
<input type="checkbox"/> Hallucinogens
<input type="checkbox"/> Evidential Breath Testing (EBT) Alcohol |
|--|--|

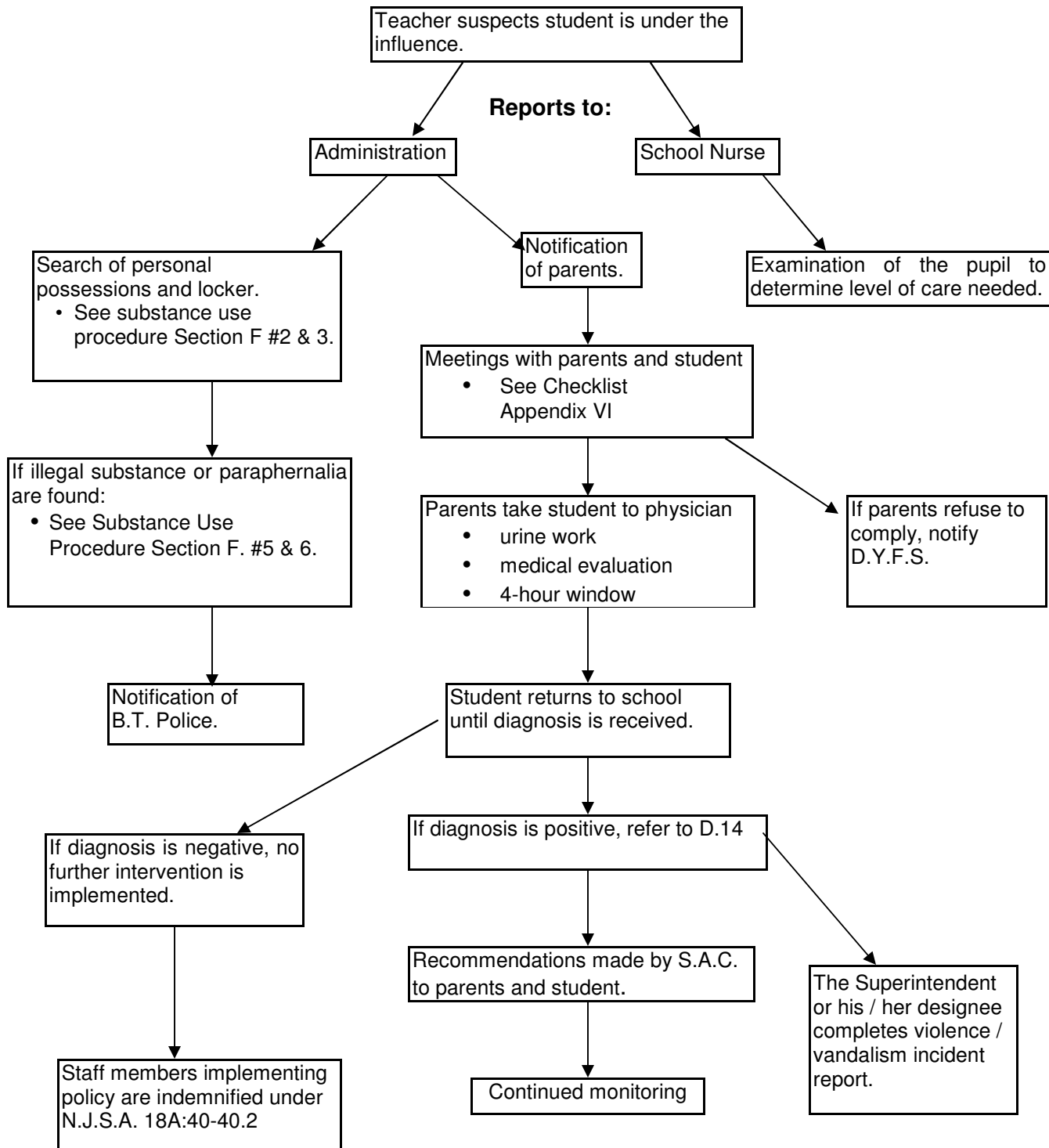
*All drug screenings include Auto GCMS.

Sincerely,

School Administrator
cc: Guarantor of Bill

APPENDIX V

FLOW CHART
SUSPICION OF SUBSTANCE USE DURING SCHOOL OR SCHOOL EVENTS



APPENDIX VI

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600
FAX: (908) 766-7641

Dear Parents/Guardians:

Your son or daughter is suspected of being under the influence of a mind-altering substance at school or at a school – sponsored event. This is a serious matter and we seek your cooperation in complying with the Board of Education policy #5530 and the Administrative Code 6A:16-4.3 of the State of New Jersey.

The requirements of the Board of Education and the State of New Jersey are as follows:

1. Your son/daughter must receive an examination to determine if he/she is under the influence of dangerous substances and/or alcohol.
2. The Bernards Township Board of Education requires a physical exam and a urine test for any student suspected of substance use.
3. In obtaining the physical exam and the urine test:
 - a. You may take your son or daughter to Priority Medical Care, 350 Grove Street at Route 22 East, Bridgewater, New Jersey 08807, 908-231-0777. Testing at this facility is at the expense of our District's Board of Education.
 - b. You may take your son or daughter to your personal physician. If you select this option, the school will give you a letter to take to your personal physician outlining the requirements of the tests. If you choose to have the medical examination by your personal physician, such examination shall **not be** at the expense of our District's Board of Education.

We want to stress the following immediate actions to be taken:

- The test must be done **immediately**, as required by New Jersey Administrative Code;
- By Board Policy, the **medical examination must be initiated within 4 hours** of being contacted by a school official.
- Both a physical exam and a urine test are required.
- The examining physician must submit a written statement asserting that your child is not in any medical danger and is able to return to school with no restrictions. This statement must be returned to the Principal within 24 hours.
- As soon as laboratory results are available, they must be shared with the school nurse and principal.
- Your child, if testing positive, will be subject to disciplinary action by the school.
- Your child, if testing positive, will meet with the school's S.A.C. The S.A.C. shall initiate a referral for a drug and alcohol evaluation conducted by a licensed professional at an approved drug and alcohol treatment program if deemed necessary for the health and well-being of the student. This evaluation shall not be at the expense of the Bernards Township Board of Education.
- Failure to comply with the 4-hour mandate will result in your child being considered in violation of the substance abuse policy.

We appreciate your cooperation. Should you have any questions, we stand ready to respond and to assist you.

Sincerely yours,
Principal

APPENDIX VII

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600
FAX: (908) 766-7641

TO: PHYSICIANS
FROM: Bernards Township School District Health Office
SUBJECT: DANGEROUS SUBSTANCE EVALUATION

The Board of Education and the Administrative Code of New Jersey require that Bernards Township Schools take responsibility for the health of our students. As per the publication of New Jersey Law (18A:40-4.1), the schools must require a medical examination for any student suspected of being under the influence of an intoxicating substance while on school property, on school transportation, or at any school-sponsored function.

The student for whom this letter is being sent is under suspicion of using alcohol or drugs. The parents/guardian, in bringing this student to your attention, have chosen to have the child evaluated by you.

In order to comply with the provisions of the law as outlined above and the Bernards Township Board policy #5530, we seek your cooperation in doing a physical exam and taking a urine sample which should be analyzed for the full range of intoxicating substances. This should include: amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, opiates, methadone, oxycodone, MDMA, methamphetamines, propoxyphene, and phencyclidine. If indicated also screen for: other hallucinogens, alcohol or steroids. Without a laboratory test, we do not feel that it is possible to determine if a student is under the influence.

"The pupil shall be examined as soon as possible for the purpose of diagnosing whether the pupil is under such influence. A written report must be provided within 24 hours by the attending physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal" (18A:40-4.1).

Bernards Township Board of Education policy also requires that you submit a written statement with your signature and physician's stamp certifying that the child is no longer in medical danger and is able to return to school with no restrictions. Laboratory results shall be shared with the school nurse within 5 business days from the date of when the urine specimen was collected. **Ridge High School Nurse's office FAX 908-630-0391, or to William Annin Middle School Nurse's office FAX 908-204-0131.**

If the student refuses to comply with this requirement, we will be unable to certify that he/she is physically and mentally able to continue his/her educational program and the school will be required to take further administrative action.

School Administrator

APPENDIX VIII

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600
FAX: (908) 766-7641

**AFFILIATION AGREEMENT FOR ALCOHOL/DRUG SCREENING
PROCEDURES BETWEEN PRIORITY MEDICAL CARE
AND THE BERNARDS TOWNSHIP BOARD OF EDUCATION**

I. PURPOSE

Priority Medical Care and the Bernards Township Board of Education have initiated a commitment to work cooperatively regarding the screening and assessment of students suspected of being under the influence of intoxicating, habit forming and/or mood altering drugs (including alcohol).

II. GOALS

1. To facilitate the process of intervention by school officials and assessment by Priority Medical Care.
2. To establish a means of communicating assessment results which protect the rights of students according to federal and state guidelines.
3. To affirm the primary importance of early intervention with children and adolescents who are involved in substance abuse or dependency.

III. CONSENT AND AUTHORIZATION

The school will make every effort to contact the parent or legal guardian if a student is suspected of being under the influence of alcohol or other drugs.

In the event that a parent or legal guardian is not available to consent and authorize screening procedures or the release of information to Priority Medical Care, a duly designated official of the Bernards Township Board of Education will grant such consent and authorization per N.J.S.A. 18A:40A 21 and will be the guarantor of reimbursement.

The Bernards Township Board of Education will be responsible for fees as stated in protocol.

IV. INSERVICE TRAINING

Priority Medical Care personnel will provide in-service training to the Board of Education designated personnel completely outlining the Priority Medical responsibilities pursuant to this Affiliation Agreement.

Priority Medical Care
Corporate Liaison

Valerie A. Goger
Superintendent
Bernards Township Board of Education

Date

Date

PROTOCOL - STUDENT SUBSTANCE ABUSE EVALUATION

PRIORITY MEDICAL CARE
350 GROVE STREET at ROUTE 22 EAST
BRIDGEWATER, NJ 08807
(908) 231-0777

- I. **AVAILABILITY:** Monday - Friday 8:00 A.M. to 9:00 P.M.
Saturday – Sunday 9:00 A.M. to 4:00 P.M.

II. SCOPE OF SERVICE

Physician examination and completion of medical form stating if student is mentally and physically able to return to school pending testing results.

COST: \$70.00

Drug Screen with Auto GCMS - non-witnessed expanded 12-panel urine screen by a medical professional.

*I.D. is required from the parent, and if available from the student, to sign the consent form.

	SCREEN	CONFIRMATION
Amphetamines	1,000	500
Barbiturates	300	300
Benzodiazepines	300	300
Cocaine	300	150
MDMA	1,000	500
Methamphetamines	1,000	500
Methadone	300	300
Opiates	300	300
Oxycodone	100	100
Phencyclidine (PCP)	25	25
Marijuana	20	10
Propoxyphene	300	300

Expanded 12-Panel Non-Witnessed

Cost: \$95.00

Reporting Time

- 2 days for a negative screen
- 5 business days if confirmation is required

The cost for a witnessed drug screen is an additional \$25.00.

If the temperature of the drug screen specimen is out of acceptable range, or the specimen has been adulterated, this will constitute circumstances for a witnessed drug screen. The witnessed drug screen is collected per our internal collection protocol and both specimens are sent to the lab. Priority Medical will waive the \$25 fee but will charge for two complete drug screens – i.e. two drug screens at \$95 each.

Detection Screen Anabolic Steroids including Auto GCMS confirmation

Cost: \$185.00

Reporting Time

- 10 business days

Hallucinogens - (LSD) with Auto GCMS Confirmation

Cost: \$90.00

Reporting Time

- 10 business days

Evidential Breath Testing (EBT)

Cost: \$30.00

Screening

Confirmation: \$35.00

Reporting Time:

- Immediate

Medical Review Officer Fee applicable only with positive test results.

Cost: \$30.00

Administrative/Staff/Handling Charge

Cost: \$25.00

The student must be accompanied by his/her parent unless prior arrangements have been made. The parent will provide all of the school's specific paperwork and tests required. A copy of the physician's completed medical status, stating whether the student is mentally and physically able to return to school pending testing results, will be given to the parent after the exam with verbal and fax notification to the designated school official. Verbal results will be called to the parent and designated school official once lab results are received. The original physical paperwork including test results will be sent to the school marked confidential to the attention of the designated school official.

The Bernards Township Board of Education will be billed directly for the above services to the attention of the principal.

III. PROCEDURE TO BE FOLLOWED:

- A designated school official will call Priority Medical Care detailing student's name, brief description of circumstances leading to the referral, and identification of the person who will accompany student.
- A school official will inform the student and the parent, if available, about the relevant state statute, the specific protocol followed by the Bernards Township Board of Education substance abuse policy and the procedures to be followed at Priority Medical Care.
- The evaluation protocol will again be discussed upon arrival at Priority Medical Care

- An Evidential Breath Test for alcohol (if indicated) and a urine collection for drug screen will be performed and handled with chain of custody technique.
- The physical examination at the time of referral will include a brief psychosocial evaluation that will focus on items potentially related to substance abuse such as suicidal ideation and will include a chemical use history and assessment. This exam will be conducted by a medical doctor.
- If medically cleared, the student will be given a written note stating that he/she may return to school. If urine tests are positive for alcohol/drug use, the school policy will be implemented.
- If not medically cleared, the student will be referred to their legal guardian and the family physician.
- A report of the drug test results will be given to the designated school official as soon as a written report is available from Priority Medical Care.

APPENDIX IX

**ADOLESCENT ALCOHOL & DRUG
EVALUATION AND TREATMENT FACILITIES**

Treatment Dynamics
Columbia Commons
North Tower
256 Columbia Turnpike
Florham Park, NJ 07932
973-593-0090

Catholic Charities
Bridgewater Family
Service Center
540 Route 22 East
Bridgewater, NJ 08807
908-722-1881

Choices For Change
171 Ridgedale Avenue
Suite B
Florham Park, NJ 07932
1-800-242-6430

High Focus Centers
1259 Route 46
Parsippany, NJ 07054
973-299-9919

Daytop
80 West Main Street
Mendham, NJ 07945
973-543-5656

SELF-HELP GROUPS

Alcoholics Anonymous Information Service
Al-Anon, Ala-Teen
973-744-8686
www.nnjaa.org

Narcotics Anonymous of New Jersey
1-800-992-0401
www.nanj.org

New Jersey Self-Help Clearinghouse
1-800-367-6274
www.medhelp.org/njgroups

Appendix X

**PRIORITY MEDICAL CARE
350 GROVE STREET AND RT. 22 EAST
BRIDGEWATER, NEW JERSEY 08807
908-231-0777**

Directions to Priority Medical Care from Ridge High School

Exit the Ridge High School parking lot and go straight down Lake Road. Follow Lake Road to the end (T). Make a right onto Mt. Airy Road. Get on Route 287 South and continue to exit 17 (Bridgewater Commons Mall exit) that is on the left hand side. This exit will take you by the mall. Stay in the right hand lane. Exit on the right to Route 22 East that is located after the State Police building. This exit will put you onto Route 22 East. You must get into the right lane as quickly as possible. Exit off onto Grove Street (there is a sign) that is located after the Wendy's and Kentucky Fried Chicken. Once you are on Grove Street, make the first left hand turn (next to United National Bank) into the parking lot.

(If you miss the Grove Street exit, you will see a sign for Priority Medical Care on Route 22 East. Make a right hand turn at the sign and enter the parking lot from the side and rear of the building).

Appendix XI

BERNARDS TOWNSHIP PUBLIC SCHOOLS

BASKING RIDGE, N.J. 07920

Board of Education Offices
101 Peachtree Road
Basking Ridge, N.J. 07920

Telephone: (908) 204-2600
FAX: (908) 766-7641

TO:

I have examined _____ on _____

at _____ A.M./P.M.

_____ He/she does not appear to be impaired at this time and is physically and mentally able to return to school pending laboratory results.

_____ He/she appears to be impaired as noted below.

COMMENTS:

Physician's Signature _____

Physician's Name (Print) _____

Physician's stamp