

## 5530 SUBSTANCE ABUSE

It is the Board of Education's intent to provide a wholesome atmosphere in which pupils may develop and learn. Therefore, the Randolph Township Board of Education prohibits the use, possession and distribution of any controlled dangerous substance by pupils, staff, or others on school property at any time and at any school related activity.

In this policy substance abuse refers to the use, possession or distribution of the following controlled or dangerous substances:

1. All substances so designated and prohibited by New Jersey statutes; all chemicals which release toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes;
2. All alcoholic beverages;
3. All prescription drugs and controlled, dangerous substances, not prescribed for that person, except those for which permission for use in school has been granted pursuant to Board policy;
4. All non prescription drugs with the potential for abuse; and
5. All anabolic steroids.

In the absence of the Building Principal, all of the Principal's duties under this policy shall be performed by the Principal's designee.

The following are administrative procedures for:

- A. Referring a pupil who may be under the influence of drugs, alcohol, or certain toxic chemical compounds on the school property, at school sponsored functions off school premises, or on school sponsored transportation.
  1. Any teaching staff member, school nurse, or other educational personnel who believes that a pupil may be using or under the influence of drugs or substances designated in one thru five above shall report the name of the pupil as soon as possible to the school nurse, substance awareness coordinator, and/or the Building Principal or designee.



2. ~~The Principal shall have the pupil report immediately to the school office, or, if at a school sponsored function, to the person in charge. The Principal will contact the parent(s) and/or legal guardian(s) and request the parent(s) and/or legal guardian(s) to come to school. The Principal will also notify the Superintendent of schools.~~
- a. ~~The Principal shall arrange for an immediate examination/assessment of the pupil by a medical doctor/treatment center. If a parent/guardian so chooses he/she can visit a medical doctor/facility of his/her choice within two hours. In the event that anabolic steroid use is suspected, the medical assessment and examination shall be arranged as soon as possible. The parent(s) and/or legal guardian(s) shall be asked to take the pupil to the medical doctor or medical inspector for the examination. In all cases the pupil will be evaluated by a physician.~~
- b. ~~If the pupil's medical doctor/treatment center, or school physician/medical inspector is not immediately available, the pupil shall be taken to an emergency facility with comprehensive diagnostic services for examination. The pupil will be accompanied by a member of the school staff (nurse, guidance counselor, substance awareness coordinator, Principal or designee), and a parent(s) and/or legal guardian(s) of the pupil, if available.~~
- c. ~~If a pupil / parent refuses a drug alcohol screen or if a sample is tampered with or diluted, it will be considered a positive result.~~
- d. ~~A pupil who admits to being under the influence will be subject to the penalty provisions of this policy irrespective of the results.~~
- e. ~~If the parent or guardian cannot be located, the principal shall make the necessary arrangements to have the student examined by;~~
- ~~(1) Drug and alcohol treatment center with evaluation/assessment capabilities;~~
  - ~~(2) Family physician;~~
  - ~~(3) Medical inspector, or~~
  - ~~(4) Attending physician at the emergency facility.~~



- (a) ~~The school security guard, nurse, substance awareness coordinator, guidance counselor, or other school staff member, shall accompany the student to the place of examination.~~
- (b) ~~The Building Principal shall notify the parent as promptly as possible of the action taken.~~
- f. ~~Medical assessment of the pupil shall include level of consciousness and awareness, vital signs, urine testing, breathalyzer, pupil size and reaction to light, orientation to time and place, and any other medical attention deemed necessary for the welfare of the pupil.~~
- g. ~~Results of medical assessment~~
- (1) ~~If the physician returns a positive written report for anabolic steroids, the pupil will be referred to the substance awareness coordinator or other appropriately certified and trained staff member.~~
- (2) ~~Unless the examining physician reports that the examination is positive, the pupil shall be returned within twenty four hours to the school program. The pupil may stay in school until positive results are reported.~~
- (3) ~~If necessary, a referral to an appropriate treatment program will be made.~~
- (4) ~~If the drug screen returns a negative result, all costs will be at the district's expense. If the drug screen returns a positive result, costs will be paid by the parent/guardian.~~
- h. ~~If the written report of the examining physician indicates a positive diagnosis for alcohol; any substance so designated and prohibited by New Jersey statutes; any chemical which releases toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes; any prescription drug and controlled dangerous substance, the pupil shall be returned to his/her home as soon as possible and appropriate data shall be furnished to the Department of Health. The pupil shall not resume attendance at school until he/she submits to the Principal a written report certifying that he/she~~



~~is physically and mentally able to return to school. Student's personal physician, medical inspector or the attending physician who examined the student shall prepare the written report, and a copy thereof shall be given to the parent or guardian of the student. The principal shall notify the Superintendent of the report.~~

~~i. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40 A 12 for medical assessment 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.~~

~~3. Where a search of pupil's person or property is necessary; to include search of a vehicle parked on school grounds or at a school sponsored event or activity, will be conducted in conformity with Board Policy.~~

~~4. Pupils found to be under the influence of illegal drugs, alcohol, or other toxic chemical compounds:~~

~~a. Will be suspended as follows:~~

~~1st offense up to 5 days External / Internal Suspension  
Complete substance evaluation recommended.~~

~~2nd offense up to 10 days External / Internal Suspension  
Must have a complete substance evaluation and show evidence of following through with recommendations. Failure to comply will result in further consequences / Superintendent review. After a second offense, administration reserves the right to ask for a random drug test at any point during that school year.~~

~~3rd and subsequent offenses Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion~~

~~Additional random test will be required within a month to prove compliance. Any positive result will be considered another offense.~~



- b. ~~During the period of suspension, the student will lose privilege to participate in school activities including, but not limited to clubs, sports, field trips, dances, prom.~~
- c. ~~After the examination by a medical professional for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs, the pupil may be referred for an:~~
  - (1) ~~Evaluation by the Child Study Team to determine a pupil's eligibility for special education and/or related services when the pupil has been identified as potentially educationally handicapped;~~
  - (2) ~~Assessment by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention; and/or~~
  - (3) ~~Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.~~
- 5. ~~Every referral of substance abuse is to be reported as part of the district's Annual Report of Violence, Vandalism and Substance Abuse.~~
- B. ~~Pupils suspected of possessing vapor cigarettes, e cigarettes, alcohol, illegal drugs, toxic chemical compounds/drug paraphernalia.~~
  - 1. ~~Any pupil who possesses illegal drugs or toxic compounds in school, on the school grounds, or at school sponsored functions is in violation of the law. The Principal will immediately call the appropriate law enforcement agency so that the proper investigation may be conducted. If the parent(s) and/or legal guardian(s) are not available, the police will be contacted and the parent(s) and/or legal guardian(s) then will be informed as soon as they are available.~~
  - 2. ~~If the Principal suspects vapor cigarettes, e cigarettes, alcohol, illegal drugs or toxic chemical components are contained in a locker or on a pupil person, the Principal may, in the presence of a teaching staff member, conduct a search of the locker or the person, or the vehicle parked on school grounds or at school sponsored event or activity.~~



3. ~~Any pupil in possession of illegal substances will be sent for a drug screen and be subject to consequences as listed in #A4 above.~~
  4. ~~The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.~~
  5. ~~Any pupil found to be in possession of illegal drugs, alcohol, or other toxic chemical compounds will be suspended as follows:~~
    - ~~1<sup>st</sup> offense up to 10 days External / Internal Suspension~~
    - ~~2<sup>nd</sup> offense External Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion~~

~~During the period of suspension, the student will lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.~~
- C. ~~Sale or Distribution of Drugs on School Property~~
1. ~~The parent(s) and/or legal guardian(s) will be apprised that the Principal will inform the local police department of the pupil's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.~~
  2. ~~When the school Principal or any staff member has reasonable cause to believe that a pupil is selling or distributing drugs on school property, the Principal shall inform the pupil of the basis of the belief. Also, the pupil shall be advised of the school's intention to inform the pupil's parent(s) and/or legal guardian(s) as soon as possible of this suspected activity.~~
  3. ~~The Principal, in the presence of a staff member, may conduct a search of the pupil's locker or of a pupil's person if the Principal suspects illegal drugs, alcohol, or toxic chemical compounds are contained in the locker or on the pupil, including vehicles on school property or at school sponsored event or activity.~~



4. ~~Any pupil found selling or distributing drugs on school property will be suspended as follows:~~

~~All consequences ranging from suspension to expulsion are at the discretion of administration.~~

- D. ~~Non-pupils on the school grounds under the influence of drugs or certain toxic chemical compounds.~~

~~Any teaching staff member or other employee who believes that a non-Randolph pupil on school property is under the influence of drugs or certain toxic chemical compounds shall report the same to the Principal of the school who in turn shall immediately report the incident to the Randolph Police Department for investigation.~~

- E. ~~Evaluation services for pupils who are affected by substance abuse.~~

1. ~~All substance abuse offenses shall require the involvement of a district Substance Awareness Coordinator.~~
2. ~~Upon completion of treatment, further assessment can be made by the Intervention and Referral Services (I&RS) Team regarding the extent of the effect of the pupil's substance use or dependency on his/her educational performance and program. Recommendations by the Intervention and Referral Services (I&RS) Team may be made for additional medical and/or educational testing.~~

- F. ~~Treatment services for pupils who are affected by substance abuse.~~

1. ~~All pupils will be instructed about substance abuse as part of the health curriculum. Pupils who have identified substance abuse problems will be included in sessions conducted by the Substance Awareness Coordinator.~~
2. ~~Pupils and/or parent(s) and/or legal guardian(s) will be provided with the names of local or county agencies that will assist them in dealing with substance abuse dependency, as well as names of appropriate rehabilitation programs.~~
3. ~~Counseling services will be provided to pupils by support personnel such as a substance awareness coordinator, Intervention and Referral Services (I&RS) Team, and guidance counselors.~~



4. ~~Liaison will be maintained with the rehabilitation center by school personnel regarding the enrolled pupil. Counseling will be provided to pupils who are discharged or who participate in part time rehabilitation programs.~~
5. ~~Pupils who have been identified as being involved with, in possession of, distribution of, under the influence of controlled dangerous substance, or in possession of drug paraphernalia will be required to participate in a program designed to address substance abuse issues.~~
6. ~~Refusal to participate in a substance abuse treatment program will result in referral to the Superintendent or designee for appropriate placement.~~

G. ~~Annual review of district's substance abuse policy.~~

~~The annual review of the district's substance abuse policy will be completed annually. The final report and recommendations for revision will then be presented to the Policy Committee and the Board of Education for consideration and approval. The following groups and individuals may have input into the annual review process:~~

1. ~~Administrators, guidance counselors, student assistance counselors, school resource officers, School Physician/Medical Inspector.~~
2. ~~Pupil government representatives and the pupil representative seated on the Board of Education.~~
3. ~~Appropriate community agencies.~~

H. ~~Dissemination procedures for substance abuse policy and procedures.~~

~~The Substance Abuse Policy and Procedures shall be distributed on an annual basis to staff, pupils, and parent(s) and/or legal guardian(s) through electronic distribution and on the website.~~

I. ~~Violence, vandalism and substance abuse incident report.~~

1. ~~Each substance abuse incident will be reported immediately by the respective Building Principal to the Superintendent of Schools.~~
2. ~~At the end of each school year, the Superintendent of Schools will review and compile all data necessary to properly complete the Violence, Vandalism, and~~





~~Substance Abuse Incident Report. This report will be reviewed by the Board of Education and then be sent to the county and State authorities.~~

J. ~~Legal Compliance~~

- ~~1. The district will comply with all legal requirements such as the Drug Free School Zones Act.~~
- ~~2. The district will provide for compliance with the confidentiality requirements established in federal regulations found at 42CFR Part 2.~~

K. ~~Pupil Curriculum Standards~~

- ~~1. Randolph Township Schools serving Kindergarten through grade five shall incorporate into its curriculum, at each grade level, alcohol and other drug education, including tobacco and anabolic steroids, appropriate for the pupil's age and maturity, in accordance with Department of Education Chemical Health Guidelines.~~
- ~~2. Randolph Township Schools serving grades six through twelve shall incorporate into its curriculum, alcohol and other drug education, including tobacco and anabolic steroids.~~

L. ~~Parental Education~~

~~Parent(s) and/or legal guardian(s) are provided with substance awareness education programs throughout the school year.~~

~~N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.~~

~~N.J.A.C. 6A:16-4.1 et seq.~~



## 5530 SUBSTANCE ABUSE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

### A. Definitions

N.J.S.A. 18A:40A-9  
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

### B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11  
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school busses or at school sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.



**C. Instruction**

N.J.S.A. 18A:40A-1 et seq.  
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

**D. Reporting, Notification, and Examination**

N.J.S.A. 18A:40A-11 through 18A:40A-17  
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

**1. Alcohol or Other Drugs**

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds, including on a school bus or at a school sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use



interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school and the consequences have been served.

- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment of a second offense, a complete substance evaluation must be completed by an outside agency and said recommendations followed in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

## 2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine



- whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
  - d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
  - e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
  - f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
  4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
  5. Refusal or failure by a parent 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 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
  6. Refusal or failure of a student 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 by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.



**E. In-Service Training**

**N.J.S.A. 18A:40A-15**

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

**F. Parent Training Program/Outreach Program**

**N.J.S.A. 18A:40A-16; 18A:40A-17**

**N.J.A.C. 6A:16-4.1(c)8**

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

**G. Records and Confidentiality of Records**

**42 CFR Part 2**

**N.J.S.A. 18A:40A-7.1; 18A:40A-7.2**

**N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.**

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student'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 in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.



**H. Nonpublic School Students**

**N.J.S.A. 18A:40A-5; 18A:40A-17(c)**

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

**I. Civil Immunity**

**N.J.S.A. 18A:40A-13; 18A:40A-14  
N.J.A.C. 6A:16-4.3(c)**

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 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.

**J. Reporting Students to Law Enforcement Authorities**

**N.J.A.C. 6A:16-4.1; 6A:16-6.3**

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.



The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

**K. Policy Review and Accessibility**

N.J.S.A. 18A:40A-10; 18A:40A-11  
N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.  
N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.;  
6A:16-6.1 et seq.

Adopted: 17 July 2012  
Revised:





## R 5530 SUBSTANCE ABUSE

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~~

1. ~~Pupils found to be under the influence of illegal drugs, alcohol, or other toxic chemical compounds:~~

a. ~~Will be suspended as follows: (in same academic year)~~

~~First offense — Five days Alternative Educational placement~~

~~Second offense — Ten days Alternative Educational placement~~

~~Third offense and subsequent offenses — Suspension until Superintendent’s review and/or Board of Education hearing to consider expulsion~~

~~After every offense all pupils found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.~~

b. ~~Will lose co-curricular participation privileges as follows: (in same academic year)~~

~~First offense — One month suspension~~

~~Second offense — Two months suspension~~

~~Third offense and subsequent offenses — Suspension until Superintendent’s review and/or Board of Education hearing to consider expulsion~~

~~External suspensions are included in time frame.~~

~~Note: See Athletic Training Rules for athletes.~~

c. ~~After the examination by a medical professional for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs, the pupil may be referred for an:~~



# REGULATION

# RANDOLPH BOARD OF EDUCATION

PUPILS  
R-5530/page 3 of 12  
Substance Abuse

- ~~(1) Evaluation by the Child Study Team to determine a pupil's eligibility for special education and/or related services when the pupil has been identified as potentially educationally handicapped;~~
- ~~(2) Assessment by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention; and/or~~
- ~~(3) Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.~~

~~2. Any pupil found to be in possession of illegal drugs, alcohol, or other toxic chemical compounds:~~

~~a. Will be suspended as follows: (in same academic year)~~

<del>First offense</del>	<del>Five days Alternative Educational placement</del>
<del>Second offense</del>	<del>Ten days Alternative Educational placement</del>
<del>Third offense and above</del>	<del>Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion</del>

~~After every offense all pupils found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.~~

~~b. Will lose co-curricular participation privileges as follows: (in same academic year)~~

<del>First offense</del>	<del>One month suspension</del>
<del>Second offense</del>	<del>Two months suspension</del>
<del>Third offense and subsequent offenses</del>	<del>Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion</del>

~~External suspensions are included in time frame.~~

~~Note: See Athletic Training Rules Policy for athletes.~~



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.



# REGULATION

# RANDOLPH BOARD OF EDUCATION

## PUPILS

R-5530/page 5 of 12

Substance Abuse

- ~~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.~~



# REGULATION

# RANDOLPH BOARD OF EDUCATION

PUPILS

R-5530/page 8 of 12

Substance Abuse

- ~~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.~~



# REGULATION

# RANDOLPH BOARD OF EDUCATION

PUPILS  
R-5530/page 11 of 12  
Substance Abuse

## 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~~

# REGULATION

## RANDOLPH BOARD OF EDUCATION

PUPILS

R-5530/page 12 of 12

Substance Abuse

~~Superintendent 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.~~

Adopted: 15 January 2013



## R 5530 SUBSTANCE ABUSE

The following procedures are established in implementation of Policy 5530, Substance Abuse.

### A. Definitions

1. “Evaluation” means 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.
2. “Other drugs” mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. “Referral for evaluation” means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student’s need for services that extend beyond the general school program.
5. “Referral for treatment” means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family’s request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of



academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) 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 that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. "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.
9. "Under the influence" of substances means that the student 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

1. Any violation of Board rules prohibiting the use, ~~possession,~~ ~~and/or distribution~~ of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures.



Students who are found to be under the influence will be disciplined as follows:

1 <sup>st</sup> offense up to 5 days	External / Internal Suspension
2 <sup>nd</sup> offense up to 10 days	External / Suspension Suspension. Must have complete substance evaluation and provide evidence of follow through regarding any recommendations. Administration reserves the right to request random drug screens up to one (1) year after the date of the second positive screen.
3 <sup>rd</sup> offense	Suspension pending Superintendent review and/or Board hearing.

During the period of suspension, the student will lose all privileges to participate in school activities.

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

- a. Consequence:

Student will remain on suspension pending evidence of compliance.

### C. Possession

Pupils suspected of possessing a substance.

1. Any pupil who possesses a substance is in violation of the law. The Principal will immediately call the appropriate law enforcement agency so that the proper investigation may be conducted. If the parent(s) and/or legal guardian(s) are not available, the police will be contacted and the parent(s) and/or legal guardian(s) then will be informed as soon as they are available.
2. If the Principal suspects substances are contained in a locker or on a pupil person, the Principal may, in the presence of a teaching staff member,



conduct a search of the locker or the person, or the vehicle parked on school grounds or at school sponsored event or activity.

3. Any pupil in possession of illegal substances will be sent for a drug screen and be subject to consequences as listed in #A4 B.1 above.
4. The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
5. Any pupil found to be in possession of a substance will be suspended as follows:

1<sup>st</sup> offense up to 10 days      External / Internal Suspension

2<sup>nd</sup> offense      External Suspension until  
Superintendent's review and/or Board of  
Education hearing to consider expulsion

During the period of suspension, the student will lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.

## D. Sale or Distribution of Substances on School Property

1. The parent(s) and/or legal guardian(s) will be apprised that the Principal will inform the local police department of the pupil's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
2. When the school Principal or any staff member has reasonable cause to believe that a pupil is selling or distributing substances on school property, the Principal shall inform the pupil of the basis of the belief. Also, the pupil shall be advised of the school's intention to inform the pupil's parent(s) and/or legal guardian(s) as soon as possible of this suspected activity.





3. **The Principal, in the presence of a staff member, may conduct a search of the pupil's locker or of a pupil's person if the Principal suspects substances are contained in the locker or on the pupil, including vehicles on school property or at school sponsored event or activity.**
  4. **Any pupil found selling or distributing substances on school property will be suspended as follows:**

**All consequences ranging from suspension to expulsion are at the discretion of Administration.**
- E. Non-pupils on the school grounds under the influence of substances.**
- Any teaching staff member or other employee who believes that a non-Randolph pupil on school property is under the influence of substances shall report the same to the Principal of the school who in turn shall immediately report the incident to the Randolph Police Department for investigation.**
- C. F. Intervention, Referral for Evaluation, and Referral for Treatment Services**
1. **The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.**
    - a. **The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:**
      - (1) **Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;**
      - (2) **Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;**
      - (3) **Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or**



- (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

## **D. G. Reporting, Notification, and Examination Procedures**

### **1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)**

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall 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 student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
  - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
  - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
  - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved



or implicated in distribution activities involving anabolic steroids.

- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
  - e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
  - f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in DG.1.e. above who is trained to assess alcohol and other drug abuse 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 the appropriate drug and alcohol licensing board.
2. **Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)**
    - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
      - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the



student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.

- (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
- b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
  - (1) Immediately notify the student's parent and the Superintendent or designee;
  - (2) Arrange for an immediate medical examination within two (2) hours of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
  - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy.
  - (1) If the drug screen returns a negative result, the cost of the screen will be paid by the District Board of Education. If the



drug screen returns a positive result, all costs will be the responsibility of the parent.

- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician or the medical facility used by the District.
  - (1) In the event that the school chosen facility is unavailable, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
  - (2) The student's parent, if available, shall accompany the student in lieu of school personnel.
  
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
  - (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
  - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
  
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours, when possible, of the referral of the student for suspected alcohol or other drug use.
  - (1) ~~The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.~~
  - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.



- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
  - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
- (1) The student will be returned as soon as possible to the care of the parent;
  - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine



whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

- (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
    - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
  - l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
    - (1) Conduct Coordinate an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.
      - (a) The findings of the assessment alone shall not prevent a student from attending school; and
    - (2) 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 alcohol or other drug abuse treatment.
  - m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the



student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

- (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

## **E H. Handling of Alcohol or Other Drugs**

1. A student's person, vehicle on school property, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
  - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify ~~the County Prosecutor or other~~ law enforcement officials designated by the County Prosecutor to receive such information.
  - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to ~~the County Prosecutor or designee~~ local law enforcement.





- c. The Principal or designee shall provide to the ~~County Prosecutor~~ or designee local law enforcement all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
  - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
  - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
- d. ~~The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.~~
- d. For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment. Admissions of substance abuse will be consequenced.

## ~~F~~ I. Reporting Students to Law Enforcement Agencies

- 1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
- 2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible ~~the County~~



~~Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.~~

3. The Superintendent or designee shall provide to the ~~County Prosecutor or designee~~ law enforcement all known information concerning the matter, including the identity of the student involved.
4. ~~The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug distribution activities.~~
- 5 4. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment. Admissions will be consequence.
- 6 5. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, 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 or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
7. ~~Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.~~



## **G J. Parent Training Program/Outreach Programs**

- 1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.**
- 2. The program shall, at a minimum, provide:**
  - 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, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;**
  - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;**
  - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;**
  - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and**
  - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.**
- ~~3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.~~**
  - a f. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.**

## **H K. Records and Confidentiality of Records**



1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
  - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
  - 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 student 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 Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.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 student'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 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 or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student 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 student 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 Electronic Violence and Vandalism Reporting System (EVVRS).

Approved: 15 January 2013  
Revised/Reissued:



## 7230 GIFTS, GRANTS AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than ~~\$100~~ **2,500** in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the pupils and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with the Principal or Superintendent before appropriating funds to that end;
3. Report to the Board all gifts that have been accepted on behalf of the Board;
4. Acknowledge the receipt of any gift accepted by the Board; and



5. Prepare fitting means for recognizing or memorializing gifts to the school district.
6. Donors who fund more than 50% of the cost of a major capital project may be granted naming rights with the approval of the Board of Education.

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

Adopted: 17 July 2012  
Revised:



## 9191 BOOSTER CLUBS

*A Booster Club is a parent organization that is formed to support an associated co or extra curriculum group or team.*

The Board of Education recognizes that the support offered by booster clubs ~~can~~ benefits the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities ~~assist in the attainment of~~ **support** district goals and objectives.

~~A Booster club that is~~ **are** organized for the purpose of endorsing and supporting ~~a school sponsored activity~~ **ies shall defined as:**

- Staffed by employees of the board of education who are compensated for their services by the board;
- Approved by the board of education prior to the event

**It is the intent of the Board to eliminate any perception of “pay-to-play” requirements, mandatory membership, mandatory family contributions or mandatory sale levels per athletic team, marching band or club member in order to participate in an a district program.** ~~Parent/guardian participation in Booster Clubs must be voluntary.~~

**Booster clubs are strongly encouraged to be incorporated as a nonprofit and to be recognized by the IRS Code Section 501(c)(3) as a charitable organization.**

**Booster clubs *shall must:***

- ~~1. Be incorporated as a nonprofit organization;~~
- ~~2. Enter into a contract with this Board for the conduct of intended activities;~~
- ~~3~~ **2 1.** Obtain liability insurance **in the amount of \$ 1,000,000, which names the Board of Education as an additional insured on the policy. A copy of the policy shall be provided to the Business Administrator annually at the commencement of the policy term. indemnifying the Board against all suits arising from the conduct of club activities; parameters for which are established by the business office;**
- ~~4.~~ Account to the Board for all funds raised through the conduct of school related activities;





- ~~5 3.2. Utilize all funds raised through the conduct of school related activities for the benefit of school programs;~~
- 6 4.3 2. Certify Adherence to the policies of the school district;
- 7 5.4 3. Request permission of the Board before taking *any group of pupils one or more students* on a **school sponsored** trip; and
- ~~5. Not utilize the school name, mascot or logo to support any of their activities without written approval from the Superintendent or designee.~~
- 8 6 4. Obtain the approval of the Superintendent before raising funds in the name of the district. **Exercise the right to raise funds at a school sponsored activity or event, at the discretion of the Superintendent or her/his designee appropriate district authority.**

Nothing in this policy shall be construed as the Board's **assumption endorsement of responsibility for oversight** of responsibility for any activity conducted by a booster club. **In exchange for the benefits derived from the activities of a booster club, the board grants concessions to booster clubs, including, but not limited to, free use of district facilities as per Policy 7510. Such concessions are established at the discretion of the Superintendent or her/his designee.**

**The Superintendent or designee has the authority to stop any function or activity that they determined is in violation of this policy or any policy of the district.**

Adopted: 17 July 2012

Revised:

