

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 506.7.3AR Adopted August 1979 Revised June 2014

Title Student Chemical Abuse

1. **Preassessment Team** -- Every school will have a student assistance team, which will also serve as the school's chemical abuse preassessment team.
 - 1.1 The student assistance team will be composed of classroom teachers, administrators and, to the extent they exist in each school, a school nurse, counselor, psychologist and other appropriate professional staff.
 - 1.2 The student assistance team is responsible for addressing the reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
 - 1.3 Students may be asked by members of the student assistance team for information which may aid in the detection or apprehension of other people possessing, using or distributing chemicals in the school or on school property. In pursuing this information, the rights of the student being questioned will not be abrogated or jeopardized.
2. **Observed Use or Possession** -- When a staff member other than a transportation employee observes a student using or possessing chemicals or attempting to use or possess chemicals (including alcohol), on school grounds, in a district-owned or leased vehicle or at a school-sponsored activity, the staff member will take the student to an appropriate administrator or notify an appropriate administrator of the observed use, and will continue to observe the student until the administrator arrives. When a transportation employee observes a student using or possessing chemicals or attempting to use or possess chemicals, the employee will contact the Coordinator of Transportation or designee as soon as possible, who will then contact the appropriate school administrator.
 - 2.1 The administrator will notify the student's parent(s) or guardian(s). If there is a medical emergency, the administrator will also notify the school nurse and proceed according to *Medical Emergency Guidelines for a Student with a Chemical Overdose* in Section 5 of this regulation.
 - 2.1.1 If there is a reason to believe that the student is in possession of chemicals, the administrator will confiscate the chemicals and turn them over to law enforcement officials, and/or conduct a search in accordance with District Administrative Regulation 503.1AR, Searches and Interviews.
 - 2.1.2 The administrator will notify law enforcement officials, the student's counselor and the student assistance team of the incident, including circumstances surrounding use, and respond to the misbehavior in accordance with District Administrative Regulation 503.3AR, Student Behavior Expectations and Consequences for Misbehavior. The welfare and rehabilitation of the student should be a primary concern.
 - 2.1.3 The administrator shall also schedule (as soon as possible) a conference with the student's parents or guardians, counselor and other appropriate personnel; recommend professional chemical abuse evaluation before reinstatement, and schedule a reinstatement conference for the student, parent(s) or guardian(s), counselor, administrator and other concerned personnel.

- 2.2 The student's counselor or other designee of the student assistance team will gather data regarding the student's school performance and behavior, especially behaviors that may be related to the use of chemicals.
 - 2.2.1 The counselor or other designee of the student assistance team will also take part in an initial conference, take part in a reinstatement conference, and help the student, administrator and parent(s) or guardian(s) agree on a recommended course of action. This may include periodic visits with a counselor, recommendation for professional chemical abuse evaluation, participation in a group to discuss chemical use behaviors and/or other courses of action deemed appropriate in individual situations.
 - 2.2.2 The counselor or other designee of the student assistance team will arrange for follow-up on the student, which may include ascertaining whether the student has carried out actions agreed to in the reinstatement conference and/or checking with the student about his or her progress in dealing with chemical use.
 - 2.2.3 If the student enters treatment, the counselor or other designee of the student assistance team will work with appropriate staff when the student returns to school to assist with the student's normal assimilation into the school setting; to the extent possible, try to work with treatment center staff and request a conference with them prior to the student's reentry to facilitate the student's readjustment to school; encourage the student to attend a support group and meet periodically with the student to provide support.
3. **Suspected Use** -- When a staff member other than a transportation employee suspects a student of using chemicals (including alcohol or volatile substances that can be inhaled such as glue, paint thinner, etc.) in ways which interfere with his or her health and/or school performance, the staff member will notify a school counselor, nurse or administrator who is a member of the student assistance team of the behavior thought to indicate chemical abuse, and the student assistance team will discuss appropriate action. When a transportation employee suspects a student of using chemicals, the employee will contact the Coordinator of Transportation or designee, as soon as possible, who will contact the appropriate school administrator.
 - 3.1 This action may include contacting other staff members and/or administrators, to discuss the student's behavior; scheduling a conference with the student, notifying the student's parent(s) or guardian(s) and scheduling a conference, and/or waiting until more data can be gathered about the student.
 - 3.2 If a conference is scheduled, the counselor, as the designee of the student assistance team, will discuss with the student the behaviors that have been noted and attempt to ascertain the student's level of chemical use. This may be followed by recommendations of periodic visits with a counselor, professional chemical abuse evaluation, participation in a group to discuss chemical use behaviors and/or other courses of action deemed appropriate in individual situations.

4. **Observed Intent to Sell, Give or Share**- When a staff member other than a transportation employee observes a student distributing and/or selling chemicals or attempting to engage in behavior demonstrating an intent to sell, give or share chemicals on school grounds, in a district-owned or leased vehicle or at a school-sponsored activity, the staff member will take the student to an appropriate administrator or notify an appropriate administrator of the observed violation, and will continue to observe the student until the administrator arrives. When a transportation employee observes a student engage in behavior demonstrating an intent to sell, give or share or attempting to distribute and/or sell chemicals, the employee will contact the Coordinator of Transportation or designee, as soon as possible, who will contact the appropriate school administrator.
 - 4.1 The administrator will notify law enforcement officials and respond to the misbehavior in accordance with District Administrative Regulation 503.3AR, Student Behavior Expectations and Consequences for Misbehavior. The welfare and rehabilitation of the student should be a primary concern.
 - 4.2 The student's parent(s) or guardian(s) will be notified of any action taken.
 - 4.3 When law enforcement procedures have been carried out and the student returns to school, a conference will be held and appropriate recommendations will be developed for the student.

5. **Medical Emergency Guidelines for a Student With a Chemical Overdose** -- For the purpose of this document, a chemical overdose is defined as a situation in which a person, due to their ingestion of chemicals, cannot perform normal functions (walking, talking, etc.).
 - 5.1 When a student who has overdosed on chemicals is reported and/or discovered on school grounds by a staff member other than a transportation employee, the following actions will be taken:
 - 5.1.1 The staff member discovering the student will immediately notify the school nurse and an appropriate administrator and remain with the student.
 - 5.1.2 The nurse will work with the student, and follow standard medical emergency procedures (checking pulse, blood pressure, breathing rate, calling 911 as appropriate, etc.) in accordance with District Administrative Regulation 506.2.1AR, Student, Community Education Participant or Visitor Medical Emergencies.
 - 5.1.3 An administrator will notify the student's parent(s) or guardian(s) and find out to which medical facility the parent(s) or guardian(s) want the student taken. If the parent(s) or guardian(s) cannot be reached, police should be notified as in any medical emergency.
 - 5.2 When a transportation employee discovers a student with a chemical overdose in a district vehicle, the employee will radio the Transportation Department Dispatcher who will call 911.

6. **Guidelines for Responses to a Student Under the Influence of Chemicals** - "Under the influence" means that a chemical has been consumed in an amount sufficient to have a noticeable effect on behavior and/or ability to perform.

- 6.1 A staff member other than a transportation employee who sees a student under the influence of chemicals will notify the school nurse of the situation. The student should not be left alone at any time. A transportation employee who sees a student under the influence of chemicals shall contact the Coordinator of Transportation or designee, as soon as possible, who will notify the appropriate school administrator.
 - 6.2 The nurse or a staff member will notify an administrator.
 - 6.3 The administrator will respond to the misbehavior in accordance with District Administrative Regulation 503.3AR, Student Behavior Expectations and Consequences for Misbehavior.
 - 6.4 The administrator will notify the parent(s) or guardian(s) of the suspension and ask them to come and pick up the student, and will schedule a conference with the parent(s) or guardian(s) to discuss counseling, treatment, etc.
 - 6.5 The nurse will observe the student until the student's parent(s) or guardian(s) comes to pick up the student.
7. **Incident Report Form** - When a school receives an "Incident Report Form - Student Alcohol or Drug Offenses" about chemical abuse by a student from a law enforcement agency, the administrator, counselor or other designee of the student assistance team will notify the student and his or her parent(s) or guardian(s), as per Minnesota Statute 121A.26.
- 7.1 Within 45 days of receiving an individual reported case, the student assistance team will determine whether to provide the student and, in the case of a minor, the student's parent(s) or guardian(s) with information about school and community services in connection with chemical abuse.
 - 7.1.1 The student assistance team will gather appropriate information and data about the student to facilitate this decision.
 - 7.1.2 This information will be shared with the school administrator in charge of cocurricular activities governed by the Minnesota State High School League if it appears a possible violation of league rules has taken place.
 - 7.2 If it is decided to share information about school or community services, the following steps will be taken:
 - 7.2.1 The student will be contacted by a designated member of the student assistance team to set up a conference.
 - 7.2.2 If the student is a minor, the student's parent(s) or guardian(s) will also be notified of this conference and options.
 - 7.2.3 During the conference, the student will be notified of various options. This may include periodic visits with a counselor, recommendation for professional chemical abuse evaluation, participation in a group to discuss chemical use behaviors and/or other courses of action deemed appropriate in individual situations.

- 7.3 Records -- The student assistance team will handle the reports received by law enforcement agencies in the following manner:
- 7.3.1 Keep the records in a secure place separate from cumulative and child study records. (The records are the responsibility of the administrator responsible for the student assistance team.)
 - 7.3.2 If no referral is made by the student assistance team as a result of the report, destroy the records within six months after this determination has been made.
 - 7.3.3 If a conference is held and referral made as a result of the report, destroy the records not later than six months after the student is no longer enrolled in the district.
- 7.4 Schools will not establish rules or regulations, or get involved in law enforcement activities relating to the possessing, selling or use of chemicals, off school property except as they relate to public statutes and rules established by the Minnesota State High School League.

References: - Minnesota Statute 121A.25, Chemical Abuse Preassessment Teams; Definitions
- Minnesota Statute 121A.26, School Preassessment Teams
- Minnesota Statute 121A.28, Law Enforcement Records
- Minnesota Statute 121A.29, Reporting; Chemical Abuse