

# East Orange School District

## Safe & Drug-Free Schools Program Procedures For Student ATOD Referrals

As the people in the best position to observe and note changes in student conduct on a regular basis, staff plays the most vital role in the early identification of students, who may have alcohol and other drugs of abuse (ATOD) related problems. In accordance with N.J.A.C. 6A:16-6.5 "All information concerning a student's or staff member's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential, according to the requirements of 42 CRF Part 2, N.J.S.A. 18A:40A-7 and 7.2 and N.J.A.C 6A:16-3.2".

The following procedures should be followed when referring a student to the Safe & Drug-Free Schools Program

1. Contact the SDFS at 973-266-5652 and complete the SDFS student ATOD referral form.
2. Give the form to the responding staff person or route the form to the Safe & Drug-Free Schools Program either online, via fax, or in a sealed envelope.

Upon receipt of the form, program staff will:

1. Notify you of the receipt of the referral form
2. Discuss the referral with you
3. Assess the referral, the situation, speak with the parent/guardian, and the student in a time frame as determined by SDFS program staff

Based upon the results of the assessment, and the nature and severity of the problem, the student may be directed toward a number of options such as:

1. Short-term individual or group counseling provided through the Safe & Drug-Free Schools Program or their designee.
2. Referral to another school support service based on the presenting problem.
3. Referral to a community resource appropriate to the student's needs.

All referrals **MUST** be submitted on the *Request for ATOD Intervention/Consultation* form **prior to** or at the time of intervention except an alcohol/drug related **medical emergency** which would follow District Health/Medical protocols in collaboration with SDFS procedures. A copy of the Intervention/Consultation form must be completed within 24 hours of the emergency.

Notification Guidelines:

1. A student suspected of being under the influence of drugs or alcohol may require police notification and **always** requires suspension and parental notification\*. Students under the influence **are not** allowed to leave the building unless accompanied by a parent/guardian or their designee or unless under medical or law enforcement supervision.
2. A student suspected of possessing drugs or alcohol requires suspension **and** police **and** parental notification. Possession requires referral to Educational Support Services & Parent Relation Department for a Pre-Expulsion Hearing\*
3. An alcohol/drug related **medical emergency** requires involvement of the nurse/medical inspector, parental notification and suspension.\*

Staff should contact an administrator at the time of the incident and follow the applicable procedures. In cases which involve the police, a written summary of the incident **MUST** be forward to the Assistant Superintendent of Operations on the school security incident form with a copy to ESSPR within 24 hours of the incident. The summary should include a copy of the police report, suspension form, referral form, and other pertinent information.

Please note that **no student** should be referred outside the district for alcohol or substance abuse treatment or assessment without consultation with the Safe & Drug-Free Schools Program staff.

For additional information contact the Safe & Drug-Free Schools Program staff at (973) 266-5652.

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**\*All of these incidents must be reflected in the school Violence & Vandalism Report.**