

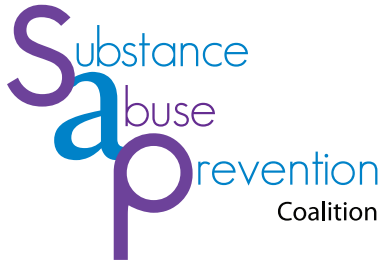
Jackson County Substance Abuse Resources Toolkit

2009



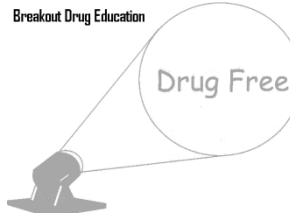
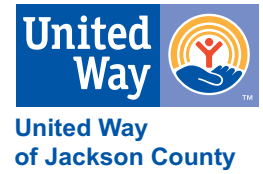
Kelsey Haynes, CPS

Jackson County



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This document is provided to you by the Jackson County Substance Abuse Prevention Coalition, a collaboration of community agencies, organizations and individuals.



Rhonda Rudolph

Coalition Chair,
Jackson County Health Department

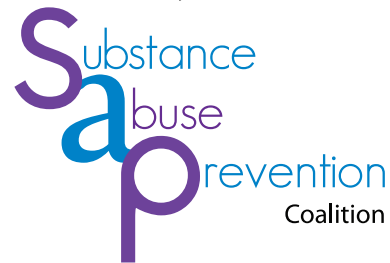
Steve Sukta

Coalition Vice-Chair,
Jackson County Intermediate School
District

Kelsey Haynes

Coordinator,
JCSAPC

Jackson County



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September 8, 2009

MEMBERSHIP

- Allegiance Employee Assistance Programs
and Allegiance Substance Abuse Services
- Big Brother Big Sisters
- Breakout Drug Education Program
- Catholic Charities of Jackson
- Circuit Court – Family Division
- Community Action Agency
- Family Service & Children’s Aid
- First Time Offenders Program
- Home of New Vision
- Jackson Area Association of Realtors
- Jackson County Health Department
- Jackson County Intermediate School District
- Jackson County Youth Center
- Jackson Police Department
- Jackson Public Schools
- Jackson Radio Works
- Jackson Tobacco Reduction Coalition
- LifeWays, MCO
- South Central Michigan Works
- Supportive Techniques and New Directions
- United Way of Jackson County

PARTNERS

- Central Michigan 2-1-1
- Jackson Community GIS
- Jackson County Circuit & Probate Court
- Jackson County Office of the Sheriff
- Jackson Narcotics Enforcement Team
- Jackson Traffic Safety Program
- Michigan Prisoner Re-Entry Program
- Michigan State Police

Dear School Administrator:

The Jackson County Substance Abuse Prevention Coalition (JCSAPC) is pleased to provide the enclosed Substance Abuse Resource Toolkit. The toolkit can assist you in reviewing, updating or revising your current school policies, procedures and enforcement practices regarding substance abuse.

The idea for this toolkit resulted from a review of Jackson County school districts current policies and procedures. This toolkit can provide you with the most current information or policy language to ensure your policies meet state and federally mandated laws as well as meeting the needs of your staff, students and parents. *This document and all sample policies have been reviewed by Raymond M. Davis of the Thrun Law Firm.* Additionally, the toolkit and sample policies are available by CD, email, and at www.drugfreejackson.com for easy access. If adopted in whole or part, you should assure that the policies are made consistent with existing district policies, student handbooks and athletic codes.

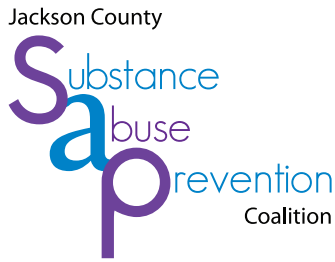
If you need assistance using this toolkit, please do not hesitate to call the JCSAPC Coordinator, Kelsey Haynes at (517) 796-5133. We have members who would be willing to meet with your school board, designated representative, or committee members to discuss any section in the kit.

Thank you for this opportunity to work with your school district and to serve as your resource in the community for substance abuse issues.

Sincerely,

Rhonda L. Rudolph
JCSAPC Chair
Jackson County Substance Abuse Prevention Coalition

Enclosure



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OVERVIEW

Background

This toolkit was created through partnerships and collaboration with member agencies of the Jackson County Substance Abuse Prevention Coalition (JCSAPC). The Coalition identified a need to understand local school policies around substance abuse prevention. In reviewing school policies, the coalition found inconsistencies in discipline, prevention strategies, policies and practices. Working with local school districts, such as the Jackson County Intermediate School District, Jackson Public School District, and Hanover-Horton School District, the coalition created this toolkit for all local schools to use as they see fit in enhancing their current policies and practices.

Purpose

The purpose of this toolkit is to provide Jackson County schools with technical assistance in updating and strengthening their substance abuse prevention policies and practices. We would encourage you to use this toolkit to reexamine your policies and practices in the following areas:

- Clarification of the Student Assistance Program (*see Appendix D on page 21*)
- Update your list of community resources (*see page 9*)
- Verify that consequences match policy recommendations
- Enhance current efforts through best practices and enforcement
- Ensure annual review of policies, consequences and community resources

Additionally, please make note that South Central Michigan Substance Abuse Commission (SCMSAC) and the local Student Assistance Program (SAP) no longer exist and have been replaced by Mid-South Substance Abuse Commission (MSSAC).

Mid-South Substance Abuse Commission
2875 Northwind Drive, Suite 215
East Lansing, MI 48823
(517) 337-4406
www.mssac.com

The toolkit is designed to help strengthen your district's substance abuse prevention policies and provide parents, school officials and students a better understanding of your district's views on prevention. All documents in this toolkit are available in Word format on CD for ease of use in district by-laws, parent-student handbooks and other school resources.

This document and all sample policies have been reviewed by Raymond M. Davis of the Thrun Law Firm.

Thrun Law Firm
East Lansing Office
2900 West Road, Suite 400
PO Box 2575
East Lansing, MI 48826-2575
(517) 374-8831
www.thrunlaw.com

ENFORCEMENT AND FOLLOW THROUGH

The information included in this toolkit, including policies and provisions, are only as good as their enforcement. Implementation and follow-through are the keys to any policy. Schools alone cannot prevent and defeat substance abuse. The following are helpful strategies in effectively enforcing school policies.

- Schools should encourage *key individuals* and *agencies* to get involved in helping them prevent substance abuse.
 - *Key individuals* include: parents, students, coordinated school health programs, law enforcement, drug courts, treatment providers, local substance abuse prevention coalitions, community non-profits, and other local agencies related to substance abuse prevention.
 - *Agencies* include: See the Substance Abuse Community Resource List on page 9.
- Produce and provide posters, flyers, etc., which emphasizes the school's commitment to drug prevention (especially around high incidence times: dances, spring break, summer break, etc.)
- Have school administrators, teachers, staff, parents and students, at least annually, review the schools policies and make a commitment to follow them.
- Districts should review their substance abuse policies annually to make sure they still are effective, accurate and up-to-date.



BEST PRACTICES: ENHANCING YOUR CURRENT EFFORTS

- Establishing a policy to use alcohol breathalyzers during school when reasonable suspicion exists; or even randomly at after school functions such as dances
- Student lockers, desks, personal vehicles on school property, purses, and backpacks, etc., can be searched at any point with reasonable suspicion. If clearly announced there is “no expectation of privacy,” periodic general inspections of desks and lockers may occur.
- Written report/assignment given when a student violates a drug prevention policy. The report would be specific to the drug that was used and its *negative* effects. (e.g., A student is found smoking cigarettes in the school parking lot; the student must write a report on the *negative* effects, including references, on the effects smoking has on the body.)
- Inclusion of a policy about announcing random drug-sniffing dog inspections on school property
- In the presence of school officials, students who violate school policy must call their parent/guardian or write a letter home explaining what happened.
- Drug testing when allowed by law
- Community service
- Extend the same substance abuse policies in the athletic code to other school groups that represent the school (e.g., student government, National Honors Society, etc.)
- Incentives for following through with substance abuse assessments and treatment (e.g., reduce a 10 day suspension from 10 unexcused absences to five or remove from record.)
- Develop a process with treatment providers to acknowledge if a referred student has received an assessment (e.g., create a HIPAA compliant release of information form whereby local treatment providers can provide information back to the school)
- Include information about a re-entry process for students

Some of the common practices currently being used by Jackson County schools include:

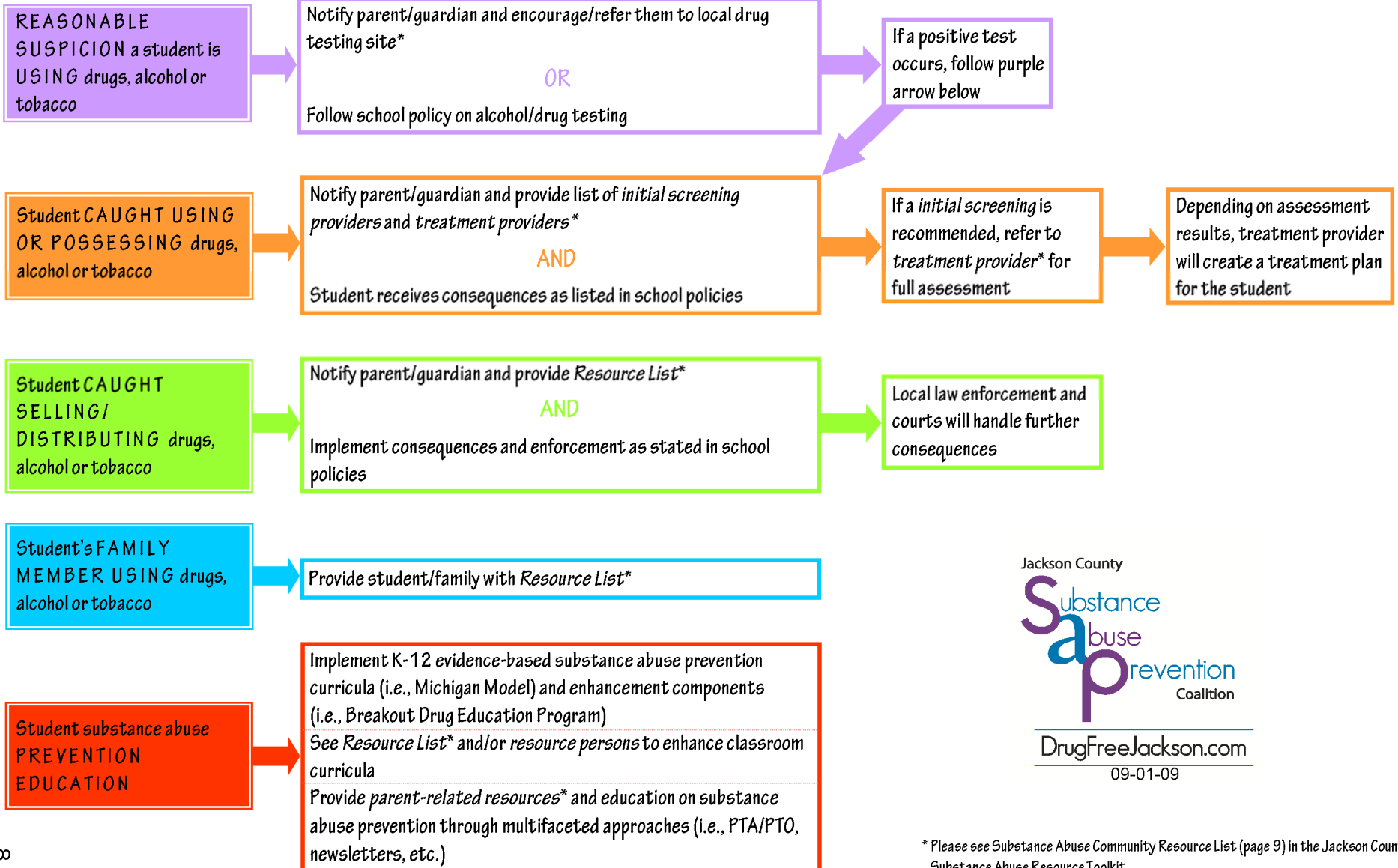
- Detention
- In-school suspensions
- Out-of-school suspensions
- Parent conference/notification
- Law enforcement notification
- Substance abuse referral
- Fines
- Locker inspections
- Behavior plans
- Expulsion

Note: No single strategy is comprehensive. The most successful drug prevention uses a multi-prong approach.

SUBSTANCE ABUSE ISSUES: "WHERE DO I TURN?" FLOW CHART

SCHOOL INVOLVEMENT

COMMUNITY INVOLVEMENT



* Please see Substance Abuse Community Resource List (page 9) in the Jackson County Substance Abuse Resource Toolkit

SUBSTANCE ABUSE RESOURCES

Substance Abuse Community Resource List*

Community Resources	Focus	Services
ADAM Drug Testing 517-787-5571 312 S. Jackson St Jackson, MI 49201-2231	• Drug testing site	• Drug Testing Hours: Mon-Fri, 6:30-9:30 a.m. and 4:00-7:00 p.m., Sat-Sun: 6:30-9:30 a.m. Open 365 days per year
Al-Anon & Alateen 517-937-9503 Spring Arbor, MI 49283 <i>local message svc</i> http://www.al-anon.alateen.org	• Alcohol self-help	• Provides support for teens and family members dealing with alcoholism
Alcoholics Anonymous 517-789-8883 Jackson, MI 49254 http://www.alcoholics-anonymous.org	• Alcohol self-help	• Provides self-help support for those dealing with alcoholism and recovering alcoholics
Allegiance Addiction Recovery Center 517-782-4001 (formerly Washington Way) 2424 W. Washington Ave, Jackson, MI 49203 http://allegiancehealth.org/	• Treatment provider	• Partial & full day treatment; residential treatment; sub-acute detoxification; family counseling & support; treatment of dual diagnosis; and medical, psychological and psychiatric support and consultation • Host 12 step support group meetings including narcotics anonymous, Al-Anon, Gamblers anonymous and CODA (18 & older only)
Allegiance Substance Abuse Services 517-783-2732 (formerly Bridgeway Center) 323 W. Michigan Ave, Jackson, MI 49201 http://allegiancehealth.org/	• Treatment provider	• Outpatient Treatment Services: (individual and group) for adolescents and adults, ages 12 and older, with substance abuse disorders OR who have concurrent substance abuse and mental health disorders; an intensive outpatient program for adults with both a substance abuse and a mental health disorder • License Restoration Evaluations (Secretary of State Evaluations) • Prevention Services: Breakthrough Weekend: 3-day program for older adolescents (no overnight stays). Generally court referred with no prior substance abuse treatment. Fee Involved. (Ages 17-22) • Alcohol Highway Safety Education & Drunk Driving Assessments
Allegiance Health Tobacco Cessation Services 517-788-4707 205 N. East Ave, Jackson, MI 49201 http://allegiancehealth.org/	• Tobacco treatment/referral resource	• Tobacco Cessation services and resources • Educational and secondhand smoke information
Catholic Charities of Jackson 517-782-2551 1522 Joy St., Jackson, MI 49203 http://www.ccjax.org	• Counseling & referral • Educational presenter • Prevention provider • Parent-related resource	• Monthly (4-week) Education Groups: (1) Adult and Adolescent Understanding Anger, (2) Effects of Marijuana, and (3) Charting Your Course (Making Better Decisions). • Violence Prevention Program: 12-week anger management program (for adult men and women) • Individual, family and marital counseling services related to: play therapy, domestic violence, abuse and neglect, ADHD, behavior issues, depression, anxiety, disorders, grief/loss, relationships, substance abuse, sexual offenses, eating disorder, self harmful behavior and a variety of other issues and/or disorders. • Takes many forms of insurance • Uses sliding fee scale for the uninsured
Central Michigan 2-1-1 211 (866) 561-2500 www.centralmichigan211.org	• Referral resource	• 24-hour link to over 2,000 health and human services
Child and Parent Center 517-788-4445 606 Greenwood Pl, Jackson, MI 49203	• Educational presenter	• Child abuse and neglect educational presenter
Care Coordinated Center 888-230-7629 2875 Northwind Dr., Ste 111 East Lansing, MI 48823 (517) 853-0495 www.mssac.com	• Initial screening provider	• Telephone interview and/or counseling related to: mental health, social, sex, drugs, alcohol, detox, residential treatment, methadone, etc. • Spanish speaking availability • Non emergency – 24/7/365 referral service • Call-ins welcome and scheduled phone calls available
Do'Chas II Counseling 517-788-4605 301 Alpine Ln., Jackson, MI 49203 Toll-Free-24 Hr Youth Crisis Line..... 800-292-4517 Toll-Free-24 Hr Parent Crisis Line..... 800-942-4357	• Youth in crisis	• Counseling, consulting, case management, assessment services for children ages 6-19 years • Primary population is middle and high school youth • 24/7 crisis intervention
Family Doctors	• Drug testing site	• Most family doctors will conduct a urine or blood test for drugs in the system at the individual's or parent's request.

* The Jackson County Substance Abuse Prevention Coalition does not endorse any one community resource agency or its services.

Substance Abuse Community Resource List *(continued)**

Community Resources	Focus	Services
Family Service & Children's Aid517-787-7920 330 W. Michigan Ave, Jackson, MI 49201 P.O. Box 6128 (49204) www.strong-families.org	<ul style="list-style-type: none"> • Educational presenter • Parent-related resource • Prevention provider • Treatment provider 	<ul style="list-style-type: none"> • Born Free: Counseling and treatment for females (age 14+) that integrates principles of a 12-step recovery program into daily life. Additionally, intro to Alcoholics & Narcotics Anonymous and Al-Anon • Families and Schools Together: Families attend an 8-week group focusing on family bonding, communication, discipline and nurturing (ages K-12, but typically elementary age). • Others services by referral only: drug screening, counseling (group and individual), First Time Offenders Program (youth and parent), and Breakout Drug Free Education Program in schools (6th-12th grade) • Child abuse and neglect educational presentations
Jackson County Health Department517-788-4420 1715 Lansing Ave., Ste 221, Jackson, MI 49202 http://www.co.jackson.mi.us/HD/	<ul style="list-style-type: none"> • Educational presenter • Prevention provider • Referral resources 	<ul style="list-style-type: none"> • Cessation information and resources • Tobacco education presentations • Group or classroom presentations • Safe and healthy environments information
Jackson County Intermediate School District517-768-5189 6700 Browns Lake Rd., Jackson, MI 49201 http://jacksoncisd.schoolwires.com	<ul style="list-style-type: none"> • Drinking & driving • Parent-related resource • Prevention provider 	<ul style="list-style-type: none"> • Reducing Underage Drinking and Driving (RUADD): Series of 3 sessions in 10th grade classes or driver's education to reinforce avoidance of drinking & driving, riding in a car with a driver under the influence, & driving under the influence of substances other than alcohol • Parent education
Jackson County Substance Abuse Prevention Coalition517-796-5133 536 N. Jackson St. Jackson, MI 49201 www.drugfreejackson.com	<ul style="list-style-type: none"> • Educational presenter • Parent-related resource • Prevention provider 	<ul style="list-style-type: none"> • County collaborative that addresses substance abuse through identifying prevention strategies for Jackson County • County substance abuse prevention resource
Jackson Tobacco Reduction Coalition517-768-2131 1715 Lansing Ave., Ste 221, Jackson, MI 49202 http://www.co.jackson.mi.us/HD/tobacco.htm	<ul style="list-style-type: none"> • Educational presenter • Prevention provider • Tobacco treatment/referral resource 	<ul style="list-style-type: none"> • Tobacco Cessation services and resources • Educational and secondhand smoke information • Tobacco-free and smoke-free policy development assistance
Narcotics Anonymous http://www.na.org	<ul style="list-style-type: none"> • Narcotics self-help 	<ul style="list-style-type: none"> • Provides support for members dealing with addiction recovery specifically narcotics (heroin, methadone, morphine, opium, etc.)
Occupational Health Programs of Jackson517-787-6907 500 Lansing, Jackson, MI 49201	<ul style="list-style-type: none"> • Drug testing site 	<ul style="list-style-type: none"> • Drug Testing Hours: Mon-Wed 8-7; Thu 8-6; Fri 8-5 • Walk-Ins welcome (no lab slip required) • Fee: \$28.50 5-panel drug test
Parenting Challenging Children517-784-8034 Cascades Fellowship Church 2390 W. High St., Jackson, MI 49203	<ul style="list-style-type: none"> • Parent-related resource • Self help support family group 	<ul style="list-style-type: none"> • Family support group meetings for families dealing with special needs children (e.g., autism, blind, deaf, drugs, etc.) and fetal alcohol syndrome
Recovery Technology 517-780-3336 1200 N. West Ave., Ste 400, Jackson, MI 49202 http://www.recoverytechnology.org/	<ul style="list-style-type: none"> • Treatment provider 	<ul style="list-style-type: none"> • Services to help address smoking addiction and counseling and case management for children with co-occurring disorders • Intervention for: anxiety, emotional distress, headaches, phobias, trauma issues, toxin release, stomach discomfort, TMJ, athletic performance, depression, weight control, anger and stress management • Additional Services: anger management therapy, case management (children/adults), dialectical behavior therapy, domestic violence (batterer's intervention) groups, drivers assessment evaluations, and individual therapy & crisis intervention (children/adults)
Satec 517-789-8328 511 S. Jackson St., Jackson, MI 49203	<ul style="list-style-type: none"> • Drug testing site 	<ul style="list-style-type: none"> • Drug Testing Hours: Mon-Fri, 7-10 a.m./4:30-7:00 p.m., Sat-Sun: 9-11 a.m. Open 365 days per year • Walk-Ins welcome (no lab required) • Fees between \$10-25
Victory Clinical Services III 517-784-2929 1949 Lansing Ave., Ste B, Jackson, MI 49202 http://www.victoryclinic.com	<ul style="list-style-type: none"> • Treatment provider 	<ul style="list-style-type: none"> • Medical & counseling services to individuals addicted to opiate drugs • Methadone & suboxone maintenance and medically supervised withdrawal

* The Jackson County Substance Abuse Prevention Coalition does not endorse any one community resource agency or its services.

Substance Abuse Prevention Program Services and Resource Persons*

Contact Person	Organization	Service Description	Phone
Jennifer Camburn	Allegiance Substance Abuse Services	Tobacco education and cessation	(517) 788-4707
Barbara O'Connor	Allegiance Substance Abuse Services	Breakthrough Weekend: 3-day program for older adolescents (no overnight stays). Generally court referred with no prior substance abuse treatment. Fee involved.	(517) 783-2732
Erica Vogel	Big Brothers Big Sisters	Mentoring services	(517) 784-7181
Kiernan Gamel	Catholic Charities of Jackson	Adult marijuana prevention program and counseling	(517) 782-2551
Shelly Milligan	Family Service and Children's Aid	Alcohol, tobacco and other drug prevention education for youth and adults	(517) 787-7920
Kellie Schiller	LifeWays, MCO	Alcohol, tobacco and other drug prevention education for youth and adults as it relates to mental health and co-occurring disorders	(517) 780-3384
Steve Sukta	Jackson County Intermediate School District (ISD)	Alcohol, tobacco and other drug prevention education for youth and adults; ISD services include FACT Backpack, Reducing Underage Drinking and Driving (RUADD), and Girl and Boy Quest	(517) 768-5189
Kelsey Haynes	Jackson County Substance Abuse Prevention Coalition	Community collaboration addressing substance abuse prevention needs & services	(517) 796-5133
Rhonda Rudolph	Jackson Tobacco Reduction Coalition	Tobacco education, prevention and cessation	(517) 768-2131
Bev Ward	Jackson Traffic Safety Program	Minor in possession and Victims Impact Panel – Victims share their personal stories. DVD's are shown about the affects of alcohol and driving.	(517) 768-6704
	Local Law Enforcement	Many local law enforcement agencies will provide officers for speaking engagements	Contact your local or county agency

* The Jackson County Substance Abuse Prevention Coalition does not endorse any one community resource agency or its services.

If you know of additional Substance Abuse Program (SAP) services and/or resources, please contact Kelsey Haynes at (517) 796-5133 or khaynes@uwjackson.org.

Safe and Drug-Free School Policy (District/ Handbook Policy)



District policy prohibits the use of (including being under the influence of), possession, manufacturing, concealment, distribution or intent of distribution of drugs in all school-related situations, on school grounds, within 1,000 feet of school boundaries, school-approved vehicles, or at any school-related event by any person at any time (24/7/365).

“Drugs” include any:

- *Alcoholic beverage (including alcoholic energy drinks)*
- *Abusable inhalant (glue, aerosol, lighter fluid, etc.)*
- *Over-the-counter medication used to induce a “high” or other physical/mental state not aligned with product indications (e.g. cough medicine, diet pills, pain relievers, etc.)*
- *Anabolic steroids or other performance-enhancing drugs*
- *Dangerous, controlled substances and illicit drugs as defined by State statute (e.g. marijuana, cocaine, ecstasy, PCP, etc.)*
- *“Look-a-like” substances (including O’Douls, Sharps or spices being sold as drugs)*
- *Any prescription or patent drugs except for those for which permission to use in school has been granted (e.g. Oxycotin, Vicodin, etc.)*

District policy also prohibits the advertising or promotion of tobacco and the above listed drugs. This policy includes, but is not limited to the following:

- *Signs or posters*
- *Clothing, t-shirts, hats, bags, etc.*
- *Sponsorship of school events*

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who violates District school policy(s) related to alcohol or other drug use, possession, manufacturing, concealment, distribution or intent of distribution and will notify parent(s)/guardian(s) and student of community programs and services available. In addition, these students will be required to take a substance abuse assessment from a certified treatment provider and follow the action plan set forth by the assessment.

Students who willingly come forward or seek alcohol or drug referral/treatment may avoid significant disciplinary consequence, but will be required to take a substance abuse assessment from a certified referral service and follow the action plan set forth by the assessment.

All schools within this District are “Safe and Drug Free Zones” which extends 1,000 feet beyond school property. Tobacco use is also prohibited in the Safe and Drug Free Zone. (see Tobacco Free Policy)

Please see section “X (school specified)” for the consequences of violating this policy.

See Appendix A on page 20 for additional resources

Tobacco-Free Policy (District/Handbook Policy)

District policy prohibits the use, possession, concealment, distribution or intent to distribute, or sale of any tobacco product in all school-related situations, by any person, at any time, in any location and at any event.

Policy includes, but is not limited to the following:

- *Any tobacco = chew, cigars, cigarettes, hookah use and loose tobacco*
- *Any Person = students, staff, visitors and all groups using school property*
- *Any Time = 24 hours a day, 7 days a week, 365 days a year*
- *Any Location = school parking lots, vehicles, dances, sporting events or events on school property*

Compliance with this policy is mandatory for all students, staff and visitors. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbook, up to and including expulsion from school. The District is concerned about any student who violates District school policies related to tobacco and will notify parent(s)/guardians and the student of community programs and services available. When necessary, local law enforcement may be contacted and fines assessed.

Please see section “X (school specified)” for the consequences of violating this policy.

Bus Policy (District/Handbook Policy)

(Applicable to schools with separate bus handbooks or special sections for bus etiquette.)

The District’s Safe and Drug Free and Tobacco Free Policy is in effect within all school vehicles, including buses. At any time, including driving to and from school and school-related events, students in school vehicles will be subject to the Safe and Drug Free and Tobacco Free Policy and their consequences. Please see the Parent-Student Handbook for more information on these policies.



Substance Abuse Prevention Policy (District Policy)

This District recognizes that the use and abuse of drugs is a serious problem with legal, physical and social implications for the entire school community. To address this concern, the Superintendent shall ensure comprehensive substance abuse prevention in the district including:

- *Emphasis on the prevention of drug use;*
- *Inclusion of clear drug and tobacco policies and discipline guidelines;*
- *Provision of information about drug and alcohol counseling available to students and procedures to direct students and their parents to appropriate programs;*
- *Requirement that all parents and students be given a copy of the District’s policies on alcohol, tobacco and drug use, possession, concealment and distribution at least annually or when changes are made;*
- *Requirement of prevention training for all staff; and*
- *Provision of comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program/curricula which:*
 - *Addresses the legal, social, psychological and health consequences of drug and alcohol use;*
 - *Provides information about effective techniques for resisting peer pressure to use drugs and alcohol;*
 - *Promotes positive emotional health, self-esteem and respect for one’s body; and*
 - *Meets the minimum objectives stated in the Grade Level Content Expectations (GLCE’s) and Merit Curriculum Guidelines for health education as established by the State’s Department of Education.*

In addition, the District will invite parents and the community as partners in the prevention of substance use through a Coordinated School Health Planning Team and process.

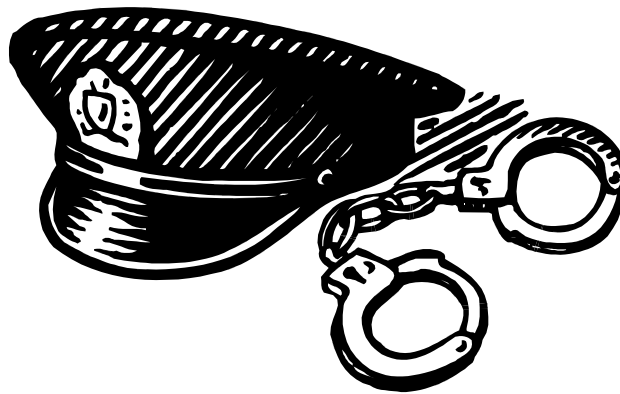
See Appendix B on page 20 for additional resources

Reporting Offenses to Local Police (District Policy)

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, this District reports certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act. Listed below are examples of offenses that **must** be reported to police and other offenses that **may** be reported depending on individual circumstances.

In judging whether to report an offense to local police, administrators consider multiple criteria, including current law, severity of the incident, student's behavior pattern over time and school safety and specific context of each incident. Whenever police are contacted, central administration is notified and a record of the contact is kept.

<u>Must Report under MCL 380.1308</u>		<u>May Report under MCL 380.1308</u>	<u>May Report pursuant to district policies</u>
<ul style="list-style-type: none"> • Minor in Possession (MIP) of alcohol and tobacco, including under the influence of • Possession, use, dealing drugs or other controlled substances (illicit drugs) • Arson • Explosion • Vandalism – intentional destruction of property over \$100 • Theft over \$100 • Robbery or extortion • Bomb threat • Criminal sexual conduct • Suicide threat or attempt • Suspected armed student/hostage 	<ul style="list-style-type: none"> • Drive-by shooting • Reportable weapons: firearms; bombs; silencers; double-edged, non-folding stabbing instruments; a switchblade; blackjack; slingshot; billy club; bludgeon; metallic knuckles; sand club; sand bag; taser or stun gun; gas ejecting device that is not a self-defense spray device; or any other article carried or possessed for use as a weapon, e.g., a tire iron or baseball bat carried for the purposes of assault or defense • Intruder if he/she refuses to leave • Death or homicide 	<ul style="list-style-type: none"> • Physical or verbal assault against another student • Vandalism – intentional destruction of property under \$100 • Theft under \$100 • Bus with students involved in accident or incident 	<ul style="list-style-type: none"> • Gang or other hate-related activity • Hazing • Other weapons not required by MCL 380.1308 • Illegal gambling • A student on campus during an out-of-school suspension • Other activities that the school administrators deem advisable • Unauthorized student removal



Discipline and Consequences Template for Policy Violation (Handbook Policy)

SAMPLE DEFINITIONS OF CONSEQUENCES: Listed below are consequences that are used within our school district

Detention – A period of time other than regular instructional school hours.

In-School Suspension – Removal of the student from the regular school routine while remaining in the building. This involves a specified period of time away from peers, classroom activities, lunchroom privileges and hall passing. During the in-school suspension it is expected that the student will be engaged in schoolwork (unexcused absence).

Loss/Restriction of Extracurricular Privileges – Extracurricular activities are for the enjoyment of all students. It is important that every student understands that participation and attendance in such activities is a privilege, not a right. Such activities include, but are not limited to: dances, field trips, clubs and sporting events. Loss of athletic privileges is addressed in the athletic code of conduct.

Out-of-School Suspension – Removal of the student from all school related rights and privileges including, but not limited to: attending school and participating in extracurricular activities and practices (unexcused absence).

Parent Conference – A scheduled meeting with school staff, parent/guardian and possibly the student or other staff.

Parent Notification – A staff member will notify a parent/guardian of student behavior. Initial attempts to contact will be made via phone, but other forms of communication will be used as necessary.

Referral for Treatment and Action Plan – Students who violate the Safe and Drug Free and/or Tobacco Free Policies are subject to referral. These students will be required to participate in a substance abuse assessment from a certified referral service and follow the action plan set forth by the assessment.

Saturday School – Arranged by school staff for disciplinary infractions of a more serious nature. Students will be scheduled for a 2 or 4 hour Saturday school where individuals will work with a staff member on homework assignments, silent reading or other productive activity.

Others – Per school district decision

SAMPLE POLICY VIOLATION TEMPLATE

Below is a sample template for your policy violation section of a parent-student handbook. Please feel free to use this section as a guideline. It is arranged in four levels where the consequences intensify as the level increases. This sample anticipates that all other school policies would fall under one of the four levels as well.

LEVEL 1 DISCIPLINE GUIDELINES

The following infractions are considered Level 1. If a student commits a violation on school grounds or buses, at any school-related event, or coming to or leaving from school or a school event, consequences will be imposed based on the discipline guidelines at the discretion of the school staff within the parameters of district policies. School staff and parents/guardians may determine alternative consequences. Athletic penalties shall be additional. More than three offenses will result in increased consequences. When applicable, law enforcement will be contacted.

Grade Level	1 st Offense	2 nd Offense	3 rd Offense
K-6	• School determined guidelines here	• School determined guidelines here	• School determined guidelines here
7-8	• “	• “	• “
9-12	• “	• “	• “
Transit K-12	• Should a student commit a violation on a school bus or other school transportation, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines above for their grade level. In addition, school administrators have the right to impose a suspension of bus riding privileges.		

LEVEL 1 POLICIES

SCHOOL DETERMINED POLICIES HERE (e.g., attendance, dress code, etc.)

LEVEL 2 DISCIPLINE GUIDELINES

The following infractions are considered Level 2. If a student commits a violation on school grounds or buses, at any school-related event, or coming to or leaving from school or a school event, consequences will be imposed based on the discipline guidelines at the discretion of the school staff within the parameters of district policies. School staff and parents/guardians may determine alternative consequences. Athletic penalties shall be additional. More than three offenses will result in increased consequences. When applicable, law enforcement will be contacted.

Grade Level	1st Offense	2nd Offense	3rd Offense
K-6	<ul style="list-style-type: none">• School determined guidelines that are stronger than Level 1	<ul style="list-style-type: none">• School determined guidelines that are stronger than Level 1	<ul style="list-style-type: none">• School determined guidelines that are stronger than Level 1
7-8	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “
9-12	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “
Transit K-12	<ul style="list-style-type: none">• Should a student commit a violations on a school bus or other school transportation, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines above for their grade level. In addition, school staff has the right to impose a suspension of bus riding privileges.		

LEVEL 2 POLICIES

ADDITIONAL SCHOOL DETERMINED POLICIES HERE (e.g., bullying, cheating, tobacco-free policy, etc.)

LEVEL 3 DISCIPLINE GUIDELINES

The following infractions are considered Level 3. If a student commits a violation on school grounds or buses, at any school-related event, or coming to or leaving from school or a school event, consequences will be imposed based on the discipline guidelines at the discretion of the school staff within the parameters of district policies. School staff and parents/guardians may determine alternative consequences. Athletic penalties shall be additional. More than three offenses will result in increased consequences. When applicable, law enforcement will be contacted.

Grade Level	1st Offense	2nd Offense	3rd Offense
K-6	<ul style="list-style-type: none">• School determined guidelines that are stronger than Level 2	<ul style="list-style-type: none">• School determined guidelines that are stronger than Level 2	<ul style="list-style-type: none">• School determined guidelines that are stronger than Level 2
7-8	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “
9-12	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “	<ul style="list-style-type: none">• “
Transit K-12	<ul style="list-style-type: none">• Should a student commit a violations on a school bus or other school transportation, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines above for their grade level. In addition, school administrators have the right to impose a suspension of bus riding privileges.		

LEVEL 3 POLICIES

ADDITIONAL SCHOOL DETERMINED POLICIES HERE (e.g., physical fight, drug-free policy/use, etc.)

LEVEL 4 DISCIPLINE GUIDELINES

The following infractions are considered Level 4. If a student commits a violation on school grounds or buses, at any school-related event, or coming to or leaving from school or a school event, consequences will be imposed based on the discipline guidelines at the discretion of the school staff within the parameters of district policies. School staff and parents/guardians may determine alternative consequences. Athletic penalties shall be additional. More than three offenses will result in increased consequences. When applicable, law enforcement will be contacted.

Grade Level	1st Offense	2nd Offense	3rd Offense
K-6	<ul style="list-style-type: none"> School determined guidelines that are stronger than Level 3 	<ul style="list-style-type: none"> School determined guidelines that are stronger than Level 3 	<ul style="list-style-type: none"> School determined guidelines that are stronger than Level 3
7-8	<ul style="list-style-type: none"> " 		
9-12	<ul style="list-style-type: none"> " 		
Transit K-12	<ul style="list-style-type: none"> Should a student commit a violation(s) on a school bus or other school transportation, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines above for their grade level. In addition, school administrators have the right to impose a suspension of bus riding privileges. 		

LEVEL 4 POLICIES

ADDITIONAL SCHOOL DETERMINED POLICIES HERE (e.g., weapon possession, drug sales, etc.)

See Appendix C on page 20 for additional resources

Athletic Code of Conduct (Athletic Handbook Policy)

Both Michigan and Federal case law provides substantial authority for school officials to promulgate rules regarding student conduct because there is no constitutional "right" to participate (unlike the constitutional property interest students have in attending school). Athletic rules can provide substantial consequences to students resulting in significant life lessons without jeopardizing education.

Below is a list of headings commonly found in an athletic policy. Additionally, there is a sample code of conduct with consequences.

1. Athletic Program Overview/Message to Parent and Students
2. List of Athletic Programs Offered
3. Requirements for Participation
4. Sportsmanship
5. Eligibility (academic and others)
6. Attendance Policy
7. Transportation Policy
8. Practice Policy
9. Severe Weather/School Closed Policy
10. Additional Policies
11. Behaviors and Consequences
12. Permission Form

ATHLETIC CODE OF CONDUCT

Representing {school district name} in interscholastic athletics is a privilege and not a right. Our athletes are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship and good training, which includes abstaining from the use of tobacco, alcohol, steroids, drugs or any controlled substance.

The {school district name} Athletic Code of Conduct defines eligibility, explains attendance procedures and identifies behavior expectations and disciplinary consequences for all district student athletes. It must be signed by all students at the beginning of the school year, or upon admittance of a new student.

IMPORTANT NOTE: *The Athletic Code of Conduct is in effect from the first day a student joins a {school district name} athletic team. The Code of Conduct remains in effect 24 hours a day, 365 days a year (regardless of the time of day, week, month or year, location of the event/place of the event, and/or particular sport season) until completion of a student's participation in {school district name} athletics. Any violation(s) of the Code of Conduct that occurs on school property, at school events or during school hours, will be additionally subject to the school's discipline and consequences policies.*

DEFINITIONS OF CONSEQUENCES

Suspension – Athlete will not be able to participate in a specific percentage of scheduled games. Any fractions of games are rounded up to the nearest whole number. If applicable, the period of suspension from school supersedes the athletic game suspension (i.e., additional games may be missed during school suspension that will not count in the athletic game suspension). Game suspensions not fulfilled during the season in which the incident occurred are carried over into the next athletic season.

Expulsion - Athlete will be unable to participate in any district school sports. The athlete may petition the Athletic Director for re-admittance to the athletic program after a period of 12 months, if the athlete participates (at her/his own expense) in a pre-approved and certified treatment program. The treatment center must provide a written recommendation for re-admittance before the petition can be considered.

BEHAVIORS AND CONSEQUENCES

Grade Level	Policy Violation	1 st Offense *	2 nd Offense *	3 rd Offense *
All	<ul style="list-style-type: none"> Drug-Free Policy 	<ul style="list-style-type: none"> Suspension from participation in 50% of season 	<ul style="list-style-type: none"> Suspension from one full season 	<ul style="list-style-type: none"> Expulsion from participation in all athletic activities for the remainder of student's school career
All	<ul style="list-style-type: none"> Tobacco-Free Policy 	<ul style="list-style-type: none"> *Referral for assessment/treatment; must follow referral action plan to be reinstated (at own cost) 	<ul style="list-style-type: none"> *Referral for assessment/treatment; must follow referral action plan to be reinstated (at own cost) 	<ul style="list-style-type: none"> *Referral for assessment/treatment; must follow referral action plan to be reinstated (at own cost)

*These are examples of district consequences schools should hold

IMPORTANT NOTE REGARDING TRANSFER STUDENTS: This district will honor any disciplinary consequences imposed by a previous school district before a transfer student becomes eligible to compete at any level in any athletic activity for any district school.

See Appendix E on page 22 for additional resources

CONCLUSION

Overall, high-quality school/district prevention policies that are enforced will help students, parents, schools and the community to be a safer and healthier place.

Please feel free to contact the Jackson County Substance Abuse Prevention Coalition with any questions you may have. We are a resource for substance abuse prevention activities in Jackson County. The Coalition is a collaborative body of local community agencies and organizations including: schools, law enforcement, treatment providers, non-profits, community agencies and other substance abuse prevention services.

Jackson County



DrugFreeJackson.com

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Appendix A – Safe and Drug Free School Zone

In addition to, or as part of a Safe and Drug-Free Policy, many schools implement Safe and Drug Free Zones. A Safe and Drug Free Zone is any specific location in the community, especially an area where children congregate, where citizens perceive as being a place where drug trafficking or alcohol availability problems could exist, and the citizens decide to take action.

Many Jackson County schools have set up a 24/7/365 Safe and Drug-Free Policy that extends 1,000 feet beyond the school's property.

Please visit the following address for help developing a Safe and Drug Free School Zone:
<http://www.ed.gov/about/offices/list/osdfs/index.html> or <http://www.ncjrs.gov/pdffiles/safescho.pdf>

Appendix B – Substance Abuse Prevention Policy

The inclusion of a substance abuse prevention education policy in parent-student handbooks and by-laws allows families and staff to know that the district sees prevention as a *priority*. This type of policy goes beyond the Safe and Drug-Free and Tobacco-Free policies; it puts its prime focus on *prevention*. The following are some helpful tools in developing a district/school prevention policy.

Goals of a Prevention Policy

- A Prevention Education Policy should state desired prevention goals and the types of prevention efforts the district will support (A specific prevention curriculum can even be authorized.)
- Inclusion of evidence-based prevention curricula for all levels of education - elementary, middle and high school, such as the *Michigan Model for Health*
- Policy should require drug awareness and prevention training for **all** staff

Points to Consider When Developing Policy

- Schools alone cannot defeat substance abuse. The support of parents, staff and the community is critical to success; thus involving all parties in policy development is a positive investment of time and energy.
 - Schools may consider using their Coordinated School Health program as a mechanism for developing the school's prevention policy
 - Additional individuals to consider: teachers, administrators, parents, students, law enforcement, juvenile justice agencies, treatment providers, community organizations and other local agencies related to substance abuse prevention
- Assure that in-school searches of personal property only occur with reasonable suspicion.

Appendix C – Discipline and Consequences for Policy Violation

The Jackson County Substance Abuse Prevention Coalition encourages every school/district to review their disciplinary action for violation of drug policies. The following includes questions schools/districts may want to ask themselves when reviewing their disciplinary process. A list of common consequences of local school districts is included below.

Questions

- Does our drug/tobacco disciplinary process complement and enhance our drug policy/tobacco policy?
- Is our disciplinary process for violating our drug/tobacco policy comprehensive and progressive?

- Do the repercussions increase for second and third offenses?
- Are all necessary parties contacted about the violation? (i.e., teachers, parents/guardians, law enforcement, school administration, etc.)
- Are our district policies consistent with our student and athletic handbook policies?
- Does our disciplinary process help keep students from wanting to use again? Does it have prevention components included?
- Does our disciplinary process for violating our drug/tobacco policy include contacting parents/guardian for any type of drug related offense and/or warning?

Sample Consequences

- Parental/guardian notification
- Law enforcement notification
- In-school suspension
- Out-of-school suspension
- Problem identifications/referral/counseling
- Parent-administrator-teacher-student conference and signed plan of action
- Written assignment
- Restrictions from participating in school sports, after-school activities and clubs
- Expulsion (no credit for semester) by the Board of Education

Appendix D – Substance Abuse Resources

The Jackson County Substance Abuse Prevention Coalition encourages schools to annually contact the following locations for an updated list of Jackson County treatment, referral and prevention providers:

- Mid-South Substance Abuse Commission at (517) 337-4406
- Central Michigan 2-1-1
- Agencies currently listed in the Substance Abuse Community Resource List (see page 9)



ADDITIONAL RESOURCE: *National Student Assistance Program (SAP)*

An additional program that many schools can, and already do, provide is a modified version of the 1990's local *Student Assistance Program (SAP)*, formerly provided by South Central Michigan Substance Abuse Commission (SCMSAC). **Please Note: SCMSAC no longer exists and has been replaced by Mid-South Substance Abuse Commission. The local SAP provider is no longer in existence as well, but some services under the SAP program still exist.**

Many of the components of SAP can easily be incorporated into a school's system and go hand-in-hand with the components of the Coordinated School Health Model and Safe and Drug Free Schools.

National Student Assistance Program Components

1. **A 'zero tolerance' school board policy** for crimes and offenses related to alcohol, drugs, tobacco, weapons and violence. The relationship of student assistance services to policies regarding other co-curricular activities, including athletics, plus the involvement of law enforcement, juvenile justice and mental health professionals, are explained in a school board policy.
2. **Staff development** that is customized for the culture of the local community, based on a thorough needs assessment.
3. **Community involvement and program awareness** which includes involving parents, students, agency personnel and community members. Parents and community members are educated about the school's alcohol, tobacco and other drugs (ATOD) policies and SAP program.

4. **Internal referral process** that refers students with concerns to a problem-solving management team that will help identify solutions and next steps. A student may be referred to the problem-solving team by school administrators, parents, staff, peers or through self-referral.
5. **SAP evaluation** should be conducted periodically to assess progress towards its goals and use the evaluation results to refine the objectives and improve program activities and services. The process of the evaluation is a partnership between student assistance professionals, school administrators, students, parents and community members. Evaluation can measure changes in attitudes, substance use, violence, grades, attendance, discipline and/or disruptive behavior.
6. **Educational support groups or peer listeners** who have received training and can help address issues like grief, anger management, family problems and other concerns.
7. **Incorporation of SAP into other school-based programs** to provide a comprehensive multi-disciplinary approach to prevention, intervention and support services.

For more information, visit the National Student Assistance Program's website: <http://www.nasap.org/>

Appendix E – Athletic Code of Conduct

Effective Codes of Conduct

“The reason for developing a school's code of conduct is not to punish those who break the rules. A code of conduct, which is well thought out, clearly written and effectively communicated in a variety of ways, sets behavioral standards to assist youth in making good decisions. It also sets the clear and consistent boundaries for your programs. The five essential elements to effective codes of conduct are:

- *Certainty* - the enforcement of consequences must follow all violations;
- *Severity* - the consequence must be a fair penalty for the act committed;
- *Speed* - the process must be prompt;
- *Consistency* - the process must be consistent for all participants;
- *Due process* - students' rights must not be violated, and they must be given due process as required by law.”

The above information is taken from the American Athletic Institute. For more information about dealing with drugs and athletes please visit <http://www.americanathleticinstitute.org>.

Please contact the Michigan High School Athletic Association (MHSAA) for specific rules and regulations for Michigan school athletics (www.MHSAA.com). Additional school athletic polices to use as references include Dewitt Public Schools (www.dewittschools.net/athletics) and Grosse Pointe North High School (<http://north.gpschools.org/Athletics/>).

Appendix F – Laws and Legislation

The following State and National laws may be helpful when creating school/district policies.

Anti-Drug Abuse Act of 1988

- This Act seeks to "increase to the greatest extent possible the availability and quality of treatment services so that treatment on request may be provided to all individuals desiring to rid themselves of their substance abuse problem." It also created the Office of National Drug Control Policy (ONDCP) to better plan a nationwide drug control effort and assist Congress in overseeing that effort. *It includes revisions to the Drug Free Schools and Communities Act of 1986.*
- <http://thomas.loc.gov/cgi-bin/bdquery/z?d100:HR05210:@@L&summ2=m&TOM:/bss/d100query.html>

Drug-Free Schools and Community Act

- Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
- <http://www.higheredcenter.org/dfsca/>
- <http://www.higheredcenter.org/files/mandates/dfsca/compliance-checklist.pdf>
- <http://www.higheredcenter.org/files/mandates/dfsca/supplemental-checklist.pdf>

Drug-Free Workplace Act of 1988

- This Act requires grantees of federal funds, other than individuals, to certify to the granting agency that it will provide a drug-free workplace.
- <http://www4.law.cornell.edu/uscode/41/702.html>

Family Educational Rights & Privacy Act

- This Act stipulates that parents and their children have the right to inspect and review (and suggest corrections if necessary) all education records of said student(s). Furthermore, a provision is specified requiring written permission from the parent or eligible student prior to the release of any information, with certain exceptions (such as law enforcement, court subpoena and financial aid organizations).
- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Freedom of Information Act (FOIA)

- Any person has the right to request access to federal agency records or information.
- All agencies of the U.S. Government are required to disclose records upon receiving a written request for them.
- <http://www.ed.gov/policy/gen/leg/foia/foiatoc.html>

H.R. 1, the No Child Left Behind Act of 2001

- This Act speaks to the importance of continually improving the quality of the nation's educational system. A crucial component has to do with strengthening prevention, intervention, rehabilitation referral and educational programs that aim to prevent illegal substance use and abuse. Additionally, the Act specifies funding to be allotted towards this end.
- http://www.michigan.gov/documents/Title_IV_law_37304_7.pdf

Michigan Liquor Control Code – Act 58 of 1998 (436.1701 & 436.1703)

- This act prohibits the selling, furnishing, purchasing, consumption or possession of alcohol to persons under the age of 21. Additionally, the Act specifies consequences for violators.
- [http://www.legislature.mi.gov/\(S\(stldi245t2x5mhvazrlioeyz\)\)/mileg.aspx?page=getObject&objectName=mcl-436-1701](http://www.legislature.mi.gov/(S(stldi245t2x5mhvazrlioeyz))/mileg.aspx?page=getObject&objectName=mcl-436-1701)

Michigan Public Act 274 of 1999 (effective April 3, 2000)

- This Act amended the Liquor Control Act to create a misdemeanor offense for possession or consumption of alcohol on school property. This prohibition; however, does not apply to alcohol used in a religious ceremony or for a non-school function, if approved by the superintendent.

School Code Act 451 of 1976

- MCL 380.1306 – Addresses searching school lockers and desks
- [http://www.legislature.mi.gov/\(S\(prap2q3eta2xfoyc3zshytim\)\)/mileg.aspx?page=getObject&objectName=mcl-380-1306](http://www.legislature.mi.gov/(S(prap2q3eta2xfoyc3zshytim))/mileg.aspx?page=getObject&objectName=mcl-380-1306)

Youth Tobacco Act 31 of 1915

- This Act (last amendment eff. 9/1/2006) prohibits both the purchase of tobacco products by a minor under 18 years of age and the provision of tobacco products to a minor, as well as the presentation of a false or fraudulent proof of age. Furthermore, it prohibits the use of tobacco products by minors and the harboring of minors for the purpose of indulging in the use of tobacco products. This Act does permit youth to participate in compliance checks for the purpose of satisfying Federal Substance Abuse Block Grant Youth Tobacco

Access requirements. However, these checks must be conducted under the direction of a Substance Abuse Coordinating Agency and with the prior approval of the State Police or a local policing agency. Finally, the Act prescribes penalties for transgressions by both those who furnish and those youth who use tobacco products.

- [http://www.legislature.mi.gov/\(S\(3ywhe0nrfgnkbge3oitsk355\)\)/mileg.aspx?page=GetMCLDocument&objectname=mcl-Act-31-of-1915](http://www.legislature.mi.gov/(S(3ywhe0nrfgnkbge3oitsk355))/mileg.aspx?page=GetMCLDocument&objectname=mcl-Act-31-of-1915)



Appendix G – Additional School Policies

Below are additional school handbook policies legally reviewed and provided by Thrun Law.

School Lockers and Desks

Students' lockers and desks are school property and remain at all times under the control of the <School District's Name.> Student's assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding any item placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Distribution of Medication to Students

School officials should consider implementation of a policy and procedure for the administration of medication to students. In that regard, the following policy language is suggested:

The administration of medication by school personnel should be authorized and performed in those circumstances which render the administration of the medication at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. *The request for administration of medication form must be signed by the student's parent/guardian and filed with the building principal.*
2. *Written permission signed by the student's parent/guardian must be furnished and shall include:*
 - a. *Student's name, address, telephone number*
 - b. *Physician's name, address, telephone number*
 - c. *Date*
 - d. *Pharmacy name, address, telephone number*
 - e. *Name of medication*
 - f. *Prescribed dosage, frequency and instructions for the physician*
 - g. *Possible side effects*
 - h. *Termination date for the administration of the medication*
 - i. *Special handling and storage*
3. *The medication must be brought to school in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.*
4. *The school nurse or other designated school personnel will:*
 - a. *Inform appropriate school personnel of the medication*
 - b. *Keep a record of the administration of the medication*
 - c. *Keep the medication in a locked cabinet or other secure storage area*
 - d. *Return the unused medication only to the student's parent/guardian*

5. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any changes in the child's health affecting the dispensation of the medication or of any change in the medication, including the discontinuation or modification of medication.
6. The student's parent/guardian has sole responsibility to instruct the child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
7. A record shall be maintained which indicates the time/date of medication, the amount of medication and adult witness present. This form shall be signed by the adult designated to administer said medication.
8. Students who are able to self-administer specific medication (e.g. inhalers) shall be permitted to do so provided all of the following conditions are satisfied:
 - a. In the case of a prescription medication, a physician shall provide a written order for self-administration of the medication.
 - b. For prescription or non-prescription medication, the student's parent or guardian must provide written authorization for the student's self-administration of medication.
 - c. The parents, student and building administrator agree upon a plan for general supervision of self-administration of medication by the student.
 - d. Building administrators and appropriate teachers shall be informed that the student is permitted to self-administer medication.
 - e. The medication shall be transported to school and maintained exclusively under the student's control. Student permitted to self-administer medication shall not convey, transfer or distribute the medication to other students. Students violating this condition shall be subject to disciplinary penalties as specified in the Student Handbook.

The School District should also utilize a form entitled "Request for Administration of Medication to Students." Below is an example:

I have reviewed the <School District's Name> Policy entitled "Administration of Medication to Students" and agree to abide by its terms. The undersigned parent(s)/legal guardian(s) of _____, request that an administrator of the <School District's Name> designate a school employee to administer medication to said student. This medication is prescribed by Dr. _____ and will be furnished by me/us to the <School District's Name> as described in the School District's Policy. Administration of this medication shall be directed by this physician, and shall only be administered by the designated school employee in conformance with the physician's instructions, in the presence of another adult, and according to the School District's Policy.

Date: _____

Parent/Guardian Signature: _____

Drug Paraphernalia

School officials should consider including prohibition of drug paraphernalia. The following is typical for a high school student handbook:

Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

Athletic or Extracurricular Activities – Penalties for Violation

The matter of penalties for the violation of the athletic or extracurricular activities rules is a policy considered to be determined by the Board of Education. Schools can consider a rehabilitative component to the substance abuse penalties. Additionally, the following language about self disclosure is recommended for your consideration:

An athlete who, by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to <School District's Name> a need for assistance for alcohol or substance abuse prior to any reports, charge or complaints under the Athletic Code of Conduct shall be required to follow the chemical assessment/treatment procedures outline in the Athletic Code of Conduct. Under such circumstances, the athlete will not be charged with a violation of the Athletic Code of Conduct, unless it is determined that the athlete has used this self-disclosure opportunity primarily to avoid a penalty under the Athletic Code of Conduct. This self-disclosure exemption is available to an athlete only once during his/her high school career.

1. *Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency;*
2. *Any expenses incurred for the chemical assessment/treatment program will be the responsibility of the athlete and not the <School District's Name.>*

<School District's Name> please consider limitations, if any, of those persons to whom the athlete must make the disclosure. Without such limitations, an argument could be made that the athlete should be exempt if he/she discloses to non-school officials (e.g., doctor, parent, etc.). Possible terms for consideration include: school employee, school official, coach or administrator.

Sponsored by: Jackson County Substance Abuse Prevention Coalition, Jackson County Intermediate School District, and Mid-South Substance Abuse Commission

Legal Review by: Thrun Law Firm

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