

SUBJECT: COMPREHENSIVE SCHOOL POLICY CONCERNING ALCOHOL, TOBACCO AND OTHER SUBSTANCES

The Washington-Saratoga-Warren-Hamilton-Essex (WSWHE) BOCES recognizes its responsibility to promote the health, welfare and safety of students, staff and others while on school property and at school related events and activities, on and off campus.

Prevention programs in schools are most effective when supplemented by strong policies and when they are part of a broader school, community and state effort. In light of this information and to be consistent with school curriculum and federal and state law, it is the intent of BOCES to establish an alcohol-free, tobacco-free and substance-free environment.

No person, including students, staff or visitors may use, possess, sell or distribute alcohol, tobacco or other substances, nor may use or possess drug paraphernalia on school grounds, in school vehicles, or at school-sponsored events or activities on or off school grounds.

The only exception concerns drugs prescribed by a physician. The terms "alcohol, tobacco and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

"Tobacco" means any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products as well as spit tobacco, also known as smokeless, dip, chew and snuff and any other spit tobacco product in any form.

Philosophy

The BOCES will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- a) Alcohol, tobacco products, and other substance use/abuse is preventable and treatable.
- b) Alcohol, tobacco and other substance use/abuse inhibits BOCES from carrying out its central mission of educating students.
- c) The behavior of the Board of Education, the Administration, and all school staff should model the behavior asked of students.
- d) While BOCES can and must assume a leadership role in alcohol, tobacco and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff and the community as a whole.

Promotion

Alcohol, tobacco and other substances are prohibited on school property, grounds or at any school-related event or activity on or off campus.

Prevention Curriculum

The intent of primary prevention programming is to prevent or delay the onset of alcohol, tobacco, and other substance use by students. Such programming will be provided in collaboration with a variety of human service organizations. The components of this programming shall include:

1. A sequential K-12 prevention curriculum that provides for:
 - Accurate and age-appropriate information about alcohol, tobacco and other substances, including the physical, psychological, social and legal consequences of their use/abuse.
 - Information about the relationship of alcohol, tobacco and other substance use/abuse to other health compromising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide and dropping out of school.
 - Helping students develop appropriate life skills to resist the use of alcohol, tobacco and other substances and to promote healthy life styles. These skills include: communication skills, decision-making and problem-solving, assertiveness training, refusal skills and consumer education.
 - Helping students identify personal risk factors for alcohol, tobacco and other substances use/abuse and the steps needed for at-risk education.
 - Helping students develop a positive self-concept.
 - Helping students identify when they are under stress and how to manage or reduce stress through non-chemical means.
2. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy in the home, school and community. Such training is an on-going process, which involves collaboration with a variety of human service agencies and private consultants.
3. Community education about the issues of alcohol, tobacco and other substances use/abuse as a basis for providing a consistent message to BOCES and youth of component districts.
4. Positive alternatives to alcohol, tobacco and other substances use/abuse such as peer leadership programs, service projects and recreational and extracurricular activities. Such activities will be planned collaboratively by students, school staff, parents, community members and agencies.

Intervention and Aftercare

The intent of intervention programming is to eliminate any use/abuse of alcohol, tobacco and other substances and to identify and provide supportive services to kindergarten through twelfth grade students at high risk for such use/abuse. BOCES staff does provide actual intervention services, including:

1. Identifying students involved with or at risk of using alcohol, tobacco and other substances through classroom presentations and informal interviews.
2. Tobacco cessation – referrals and access to community resources and programs to help students and staff overcome tobacco addiction shall be provided to staff and students.

3. Passing relevant information on to teachers and school administrators along with recommendations for follow-up and referral.
4. Communicating with treatment providers.
5. Providing component school districts with appropriate suggestions to develop their own intervention and aftercare programs.
6. Maintaining confidentiality.

Employee Assistance Program

The BOCES Board of Education recognizes that the problems of alcohol, tobacco and other substance use/abuse are not limited to the student population, but affect every segment of society. As such, the Board will maintain an Employee Assistance Program (EAP). The EAP will provide appropriate and confidential prevention, intervention, assessment, referral, support, and follow-up services for BOCES staff and family members who seek assistance with alcohol, tobacco and other substance use/abuse related problems, emotional problems, mental illness and other human problems. BOCES staff will be kept informed about the services they can receive through the EAP and encouraged to seek such assistance voluntarily.

Enforcement

Enforcement of this policy shall be equitable and consistent, in accordance with the Alcohol, Tobacco and Other Substances Enforcement Procedures, student code of conduct and employees personnel policies.

Disciplinary Measures

Disciplinary measures for students and staff members found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances, and for possessing drug paraphernalia are outlined and addressed in Education Law 1711(5)(e), 2508(5), 3012, 3020-a, 3031, 913 and Civil Service Law 75 and Board Policy 5005. Paraphernalia is defined as any item which in/or of itself is not illegal, but may be used to facilitate the use of an illegal drug or alcohol (i.e. pipes, tubing, syringes, etc.) Students who are in need of discipline will be referred to their home district for disciplinary action.

Staff Development

The BOCES Board recognizes that if the administrative, instructional and non-instructional staff are to be responsible for understanding, implementing, and modeling this policy, they must be trained regarding the components of an effective alcohol, tobacco and other substance prevention program. Staff training will be an on-going process provided in collaboration with community-based organizations and consultants and will include the following:

1. For all staff:
 - A. An understanding of why individuals use and abuse alcohol, tobacco and other substances.

- B. Their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing tobacco and other substances, and how to refer these students to appropriate services.
 - C. Awareness of personal risk factors for alcohol, tobacco and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance.
 - D. Awareness of the special needs of students returning from treatment.
2. Additionally, for teachers: the knowledge and skills necessary to implement the K-12 alcohol, tobacco and other substance prevention curriculum.
 3. For prevention staff: provide appropriate staff training to assure they have the necessary knowledge and skills to support the application of prevention concepts through programming targeted at the school, home, and community.
 4. For supervisory staff: the knowledge and skills necessary to pursue appropriate disciplinary measures and referral procedures within BOCES and, when necessary, with other component school districts.

Notice

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all building entrances, grounds and vehicles.

Implementation, Dissemination and Monitoring

The BOCES Board of Education charges the District Superintendent to collaborate with staff, parents, students, community members, organizations, and agencies, including alcohol, tobacco and other substances, abuse service providers, in developing the specific programs and strategies necessary to implement this policy.

Upon adoption, copies of this policy will be distributed on an annual basis and reviewed with BOCES staff. Students and parents will also be made aware of the contents of this policy.

The District Superintendent is responsible for providing the Board with a review of this policy, the programs and strategies implementing it, and his or her recommendations for revisions in the policy.

This policy shall be in force at all times.

Drug-Free Workplace Act (DFWA), 41 U.S.C. §§702-707
Controlled Substances Act, 21 U.S.C. §812
21 CFR §§1300.11-1300.15
34 CFR Part 85 (U.S. Dept. of Ed. Regulations under the DFWA)
Civil Service Law §75
Education Law §3020-a
Drug-Free Schools and Communities Act (20 U.S.C. §§3171 et seq.)

Adopted: February 13, 2002
Revised: November 10, 2009