

POLICY

No. 1035

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COMPREHENSIVE POLICY CONCERNING TOBACCO, ALCOHOL & OTHER SUBSTANCES

The Albany-Schoharie-Schenectady-Saratoga BOCES is committed to the prevention of tobacco, alcohol, and other substance abuse through the promotion of healthy life styles. This policy describes the philosophy of the BOCES and the program elements the BOCES will implement with its students and staff to inhibit the abuse of tobacco, alcohol, and other substances.

No person may use, possess, sell or distribute alcohol or other substances, nor may they use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term, "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, 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.

Additionally, the following persons shall be prohibited from entering BOCES' grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

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:

Adopted: September 21, 1992

Ratified: October 19, 1992

Amended:

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

Primary Prevention

The intent of primary prevention programming is to prevent the abuse of tobacco, alcohol, and other substance by students. The components of this programming should include:

1. A prevention curriculum for enrolled students that provides for:
 - Accurate and age-appropriate information about tobacco, alcohol, and other substances, including the physical, psychological, and social consequences of their use/abuse;
 - Information about the relationship of alcohol and other substance use/abuse to other health compromising issues such as workplace accidents, 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 and other substances and to promote healthy life styles;
 - Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction;
 - Helping students develop a positive self-concept.
 - Helping students identify when they are under stress and how to manage or reduce their stress through non-chemical means;
2. Training BOCES staff to use the information and skills contained in the curriculum to reinforce the components of this policy in the home, school, and community.
3. Training made available to parents and guardians which will provide them with the information and skills to reinforce the components of this policy in the home.

4. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extracurricular activities. Such activities will be planned collaboratively by students, BOCES staff, parents, community members, and agencies.

Intervention

The intent of intervention programming is to eliminate any existing abuse of alcohol and other substances, and to identify and provide/refer for supportive services, students at high risk for such abuse. The components of such programming should include:

1. Providing or referring for alcohol and other substance abuse assessment and counseling services for enrolled students.
2. Developing a referral process between the BOCES, home school district, and community-based services when assessment and counseling services are not provided by the BOCES to the enrolled student.
3. Providing support services to students returning from treatment to assure that the BOCES environment supports the process of recovery initiated in the treatment program.
4. Providing or referring enrolled students for individual, group, and family counseling when they are identified as being at high risk for alcohol and/or other substance use/abuse.
5. Training BOCES staff and parents on when and how to access the available intervention services.

Employee Assistance Program

The Board of Cooperative Educational Services recognizes that the problems of alcohol 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 that will provide appropriate and confidential prevention, intervention, assessment, referral, support, and follow-up services for BOCES staff who seek assistance with alcohol and other substance use/abuse related problems, emotional problems, mental illness, and other human problems. BOCES staff will be informed as to the services they can receive through the Employee Assistance Program and encouraged to seek such help voluntarily.

The BOCES recognizes that it has no right to intervene unless employees' personal problems adversely affect their job performance. When unsatisfactory performance does occur, the BOCES' supervisory personnel will encourage employees to manage and move toward a resolution of their problems on their own or with the help of the Employee Assistance Program.

Disciplinary Measures

Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the BOCES Student Conduct and Discipline Code. Similar disciplinary measures for BOCES staff are addressed in Education Law 1711 (5) (e), 2508 (5), 3020-a, and 913.

Students who are disciplined for any of these infractions will be mandated to the intervention services established by this policy, or, in the case of BOCES staff, will be referred to the Employee Assistance Program.

Staff Development

The 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 about the components of an effective alcohol and other substance prevention program. Staff training will be an ongoing process including the following:

1. For all staff: (a) an understanding of why individuals use and abuse alcohol 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 alcohol and other substances, and how to refer these students to the appropriate services established by this policy; (c) awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance; and, (d) awareness of the special needs of students returning from treatment.
2. Additionally for teachers: the knowledge and skills necessary to implement the BOCES' K-12 tobacco, alcohol, and other substance abuse prevention curriculum.
3. For those staff providing intervention services: appropriate staff training for those identified to carry out the intervention function to assure that their assessment, individual, group, and family counseling and referral skills support the needs of

high-risk, using, and abusing youth.

Implementation, Dissemination, and Monitoring

The Board of Cooperative Educational Services charges the District Superintendent or his/her designee to collaborate with BOCES staff, parents, students, community members, organizations and agencies, including alcohol and other substance abuse service providers, in developing the specific programs and strategies necessary to implement this policy.

Upon adoption, copies of this policy will be distributed to and reviewed with all BOCES staff, students, and parents annually. The District Superintendent is responsible for providing the Board with a biennial review of this policy, the programs and strategies implementing it, and his or her recommendations for revision in this policy.