

5150 - Chemical Use, Abuse, and Dependency

The School Board recognizes the existence of conditions such as chemical use, abuse, and dependency which impede the educational process. Therefore, the School District shall assist in the prevention, identification, and response to chemical use problems in the early stages.

1. Prevention

- a. Instruction at all levels is intended to enable students to make responsible decisions regarding chemical use.
- b. In addition to the student program, staff members will participate in on-going in-service programs related to the broad range of chemical health issues.

2. Identification

- a. The School District shall assist in the identification of abuse cases and facilitate professional evaluation, support, and rehabilitation services.
- b. Teachers and other staff members have a responsibility to observe behavior changes in students and document and report these observations.
- c. In secondary schools, the chemical dependency program shall be coordinated by the building student assistance team and at the elementary schools by the principal.
- d. When the behavior of a student jeopardizes his/her health, safety, welfare, or that of other students or staff, there will be an immediate intervention. Immediate intervention is mandated when a student is observed possessing, consuming, or distributing chemical substances on school grounds or at school events. Appropriate action shall be taken by school personnel to deal with alleged violators.

3. Response

- a. Students who become chemically dependent are subject to the same educational standards and expectations as students with other health problems.
- b. The school will assist in a system of support upon the return of a student from the treatment of his/her problem.
- c. Programs shall be designed not only for a student who is chemically dependent but for the student whose academic performance is affected by a family member who is chemically dependent. Such students shall be advised as to the availability of community assistance programs.
- d. All records pertaining to a student's chemical dependency problem shall be private data on individuals and retained apart from other school records. Access shall be limited to the student, individuals with the School District whose work assignment reasonably requires access, entities who are authorized by statute or federal law to have access and entities or individuals given access by the express written direction of the data subject pursuant to Minnesota Statute Section 13.01 to 13.87 and State Rules Part 1205.400, Subd. 2.

Adopted: 09-08-1981 ISD 709

Revised: 01-21-1986

06-20-1995 ISD 709

5085 - School Discipline Policy

The School Board believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and other school personnel.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, use of controlled substances, or any other violations of the law be tolerated, condoned, or excused. Immediate steps will be taken to discipline any student involved in such behavior.

Because of its major importance, the complete text of the School District's School Discipline Policy for Elementary and Secondary Schools follows the above policy statement and should be considered as included as School Board Regulation 5085R.

References: MSA 121A.47 - 121A.55

Adopted: 06-10-1975 ISD 709
Revised: 06-14-1983
08-17-1993
01-18-1994
06-20-1995
07-16-1996
07-15-1997
07-21-1998
07-20-1999
07-18-2000
07-17-2001
06-17-2003
07-20-2004
07-19-2005
07-18-2006
07-17-2007
07-15-2014 ISD 709

5060 - Collection, Maintenance, Dissemination, and Retention of Student Records and Information

Schools maintain extensive and intimate information about students and their families for legitimate educational purposes, including instructional, guidance, evaluation, and research. The collection and maintenance of information about students or their families constitutes an intrusion into their privacy. Therefore, efficient administration of student records is a fundamental responsibility of the School District.

The internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/ guardians, and the students' teachers.

The Duluth Public Schools manages student information electronically and will make the education records available for viewing only to authorized parents/guardians and students with a secure connection over the internet. All parents/guardians and students will comply with the internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

The purpose of a Records Retention policy is to provide a plan for managing student records by giving continuing authority to dispose of records under Minn. Statute 138.17. The responsible authority for the maintenance and security of student records shall be the Superintendent of Schools.

Previously, the School District adopted the Student Records section of the School District General Records Retention Schedule as developed and published by the Minnesota Department of Administration (School Board Resolution B-7-99-1913 dated July 20, 1999). The District will comply with all of the minimum standards set out in the Retention Schedule. Although the District reserves the right to retain certain records for a period longer than the State proposes, it will not shorten any retention period to less than what is recommended by the Department of Administration.

Special Education Records

All records of students receiving special education services will be retained for at least seven years following the last date of eligibility for services to the student. The "last date of eligibility for services" means either the student's graduation or the last day on which the student was eligible for services from the District, whichever is later.

Reference: MN Data Practices Act, Chap 13

Adopted: 06-09-1970 ISD 709
Revised: 05-20-2014 ISD 709
09-21-2010
05-17-2005
06-20-1995
05-09-1989
06-10-1986
05-11-1976

1140 - Tobacco-Free School District

Information and Purpose

The School Board has a responsibility to promote a safe and healthy environment for students, staff, and community members. Tobacco use is identified as a major health risk for both the users and the non-users. It is the intention of the School Board to provide school district sites that are tobacco-free and, consistent with the messages of health education programs. The School Board believes this policy decision regarding tobacco accommodates the concerns expressed by parents, students, and community officials.

For the purpose of this policy, the terms "tobacco" and "tobacco related devices" shall have the meanings given them in Section 609.685 of the Minnesota Statutes and, as state statutes, may be amended by legislative action. Tobacco related devices include electronic cigarettes, electronic cigars, electronic pipes, or any other like products. Electronic cigarettes are defined as any electronic smoking device that can be used to deliver nicotine or any other substance to the person inhaling from the device.

Duluth City Code, Chapter 11 Section 9

- A. The smoking or use of tobacco or tobacco related devices within the city by any person below the age of eighteen (18) years is hereby prohibited. Any person of such minor age found smoking or using tobacco or tobacco related devices shall be guilty of a misdemeanor;
- B. No person under eighteen (18) years of age shall possess any tobacco or tobacco related devices on his or her person.

Policy Statement

Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on School District facilities. School District facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the School District. No one will use tobacco products or tobacco related devices while in or on School District facilities. In addition, it is prohibited to have tobacco products or tobacco related devices in public sight while in or on School District facilities..

Exception

(MN Statue 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support.

It shall not be a violation of this policy for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.

Enforcement Procedures

Students (K-12)

Students violating any part of this policy, which includes the city code cited above, will be referred to the School District site administrator or designated staff members. Students who are referred to the administration for violation will experience the following disciplinary procedures:

1. **First Violation:** Mandatory police notification; student conference; parent(s) or guardian(s) notification; tobacco ticket.
2. **Second Violation:** 1 day in-or out-of-school suspension.
3. **Third Violation:** 1 to 3 days out-of-school suspension.

Staff

Staff members who are in violation will experience the following disciplinary procedures:

1. **First Violation:** a verbal warning by the immediate supervisor.
2. **Second Violation:** a referral to the Employee Assistance Program and a written warning placed in the staff member's personnel file.
3. **Third Violation:** will be cause for dismissal.

Other Citizens

Citizens in violation of this policy will experience the following:

1. A verbal request to stop the use of tobacco related products on the School District site.
2. Upon refusal to comply, a report will be made to the School District site supervisor who will issue a second verbal warning.
3. If the second warning is ignored, the site supervisor will direct the citizen to leave the site. Should non-compliance continue, local law enforcement personnel will be called.

School Neighborhoods

It is not the intention of a Tobacco-Free School District Policy to move student tobacco use from the School District site to the immediate neighborhoods; however, School District jurisdiction is limited to the designated School District sites. Should neighbors request assistance, school staff may be dispatched by the site administrator to counsel the students using tobacco in the neighborhood. In addition, local law enforcement personnel may be called to assist.

Adopted: 08-11-1987 ISD 709

Revised: 12-12-1989

07-17-1990

06-20-1995

04-23-2013

12-17-2013 ISD 709

Alcohol and Other Drugs: Duluth Public Schools

Three Applicable Policies:	5150 Chemical Use, Abuse, and Dependency, 5085 School Discipline, and 5060 Student Records and Information
Memorandum of Understanding:	Formal agreement of roles and responsibilities between organizations working in partnership
Regulations and Procedures:	Day to day actions taken by Duluth Public Schools to meet requirements of policy
Aims & Strategic Plan (dw-cip):	High Achievement, Safe & Welcoming, Efficient & Effective; 12 goals = district wide continuous improvement plan
OSS Goal Info:	Targets: Reduce days of use by 10% each year for four years Baseline: 1440 days of use in 2012-13 Top 3 Behaviors leading to OSS: Alcohol/Drug Use, Fights/Assaults, & Disruption/Disorderly
Additional ATOD Data:	MN and Duluth Public School Student Survey Data
Idea:	Partner with local community agencies to: Enhance our ATOD prevention Train and assist with intervention and education Provide assessment and referral to treatment as needed Determine to what degree we will include tobacco

ISD 709 School Board	Community Partners	District Coordinator	ATOD Team & DW-CIP OSS Teams	Community Groups and Stakeholders	Schools and District
Review Policy Advise Policy Adopt Policy Share feedback	Advise policy, proc. Provide Services Share Information MOU Agreements	Coordinate process Write policy & proc. Support schools Develop MOUs	Develop procedures Aid implementation Progress monitor Adjust as needed	Participate in process Share insight and info Collaborate with DPS	Implement policy, proc. Do prevention & intervention Accommodate assessment Maybe provide education

District Teams and Community Resources

Alcohol and Other Drugs (AOD/ATOD) District Team

Ed Crawford	Assistant Superintendent
Laura LaFontaine	Health Teacher
Ron Lake	Climate Coordinator
Mike Meyer	Mental Health Coordinator
Joan Sargent	School Social Worker on Special Assignment
Tonya Sconiers	Principal
Sue Sederberg	School Nurse
Paula Williams	School Counselor
Others	TBD

DW-CIP OSS Team

Jason Crane	Assistant Director of Special Services
Ed Crawford	Assistant Superintendent
John Flaa	Assistant Principal
Jacob Hintsala	Assistant Principal
William Howes	Coordinator Office of Education Equity
Christen Hull	Assistant Principal
Rachel Jackson	Assistant Principal
Ron Lake	Climate Coordinator
Adrian Norman	Principal
Joan Sargent	School Social Worker on Special Assignment
Tonya Sconiers	Principal

Potential ATOD District Partners

St. Louis County Health and Human Services
MN Dept Human Services Region 2 ATOD
Center for Alcohol and Drug Treatment
Arrowhead Regional Corrections (JDAI and AJC)
Truancy Action Project / Lutheran Social Services
Fond du Lac Health and Human Services
Center for American Indian Resources
Amber Wing / Essentia Health
Nystrom & Associates
Genesis Services LLC
Others TBD

Duluth Public Schools Student Survey Data

Student use of alcohol is a problem at this school (responded yes)

2011 29% of all surveyed students
2012 30% of all surveyed students
2013 26% of all surveyed students

2014 29% of all surveyed students
42% of surveyed middle school student &
61% of surveyed high school students

Student use of illegal drugs is a problem at this school (responded yes)

2011 35% of all surveyed students
2012 39% of all surveyed students
2013 34% of all surveyed students

2014 38% of all surveyed students
27% of surveyed middle school students &
47% of surveyed high school students

Used alcoholic beverage in past 30 days (responded yes)

2011 14% of all surveyed students
2012 13% of all surveyed students
2013 13% of all surveyed students

2014 10% of all surveyed students
8% of Surveyed middle school students &
18% of surveyed high school Students

Used cigarettes in past 30 days (responded yes)

2011 8% of all surveyed students
2012 6% of all surveyed students
2013 9% of all surveyed students

2014 5% of all surveyed students
5% of surveyed middle school students &
8% of surveyed high school students

Used Marijuana in past 30 days (responded yes)

2011 9% of all surveyed students
2012 7% of all surveyed students
2013 8% of all surveyed students

2014 7% of all surveyed students
7% of surveyed middle school students &
13% of surveyed high school students

2013 MN Student Survey							
Question	Answer Options	8th Gr Male %	8th Gr Female %	9th Gr Male %	9th Gr Female %	11th Gr Male %	11th Gr Female %
Use of any tobacco products during the past 30 days	Yes	6%	5%	12%	9%	24%	13%
Frequent (20+ days) use of any tobacco products during the past 30 days	Yes	1%	1%	3%	2%	9%	4%
Frequent binge drinking in the past year (typically drank 5 or more drinks at a time and drank on 10 or more occasions during the past year)	Yes	0%	0%	2%	1%	8%	4%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used only alcohol in the past year	10%	10%	12%	14%	20%	24%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used alcohol and marijuana in the past year, but not other drugs	3%	3%	6%	6%	15%	14%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used marijuana or other drugs in the past year, but not alcohol	4%	3%	5%	4%	6%	4%
Any alcohol, marijuana and/or other drug use during the past year (excluding tobacco)	Used alcohol and marijuana or other drugs in the past year	3%	4%	5%	7%	10%	8%

* These are all computed variables based on combinations of responses to two or more survey items.

AOD / ATOD Working Timeline

January 13, 2015	Present to Education Committee of School Board
January 27th, 2015	Joint District ATOD and OSS Meeting
Feb/Mar	Meet with Community Providers Consider needed support and training Draft recommendations for going forward
Mar/April	Report back to Education Committee of School Board
Apr/May	Establish MOUs as needed
Jun/Jul	Support curriculum work with Heath Teachers Potentially training on procedures, intervention, and education
Aug/Sep	Training on procedures, intervention, and education Initial implementation
Oct/Nov/Dec/Jan	Review and adjust Report back to Education Committee of School Board