



The district is committed to the delivery of school-based, age-appropriate programming designed to encourage the development of a lifestyle free from drug related problems, and to reduce the incidence of tobacco, alcohol, recreational marijuana and other drug use in its schools. In addition, the Director of Education encourages the partnership of students, parents and community agencies in the delivery of such programs.

System and school administrators, staff members and students shall eliminate the use, possession, sale or provision of tobacco, alcohol, recreational marijuana and other drugs at school, at school-sponsored activities in or outside of the Board's jurisdiction, and on vehicles operated for or by the Board. In addition, system and school administrators and staff members recognize the importance of identification and early intervention into problems among students for whom preventive efforts have been unsuccessful.

The use of alcohol and other drugs (recreational marijuana, tobacco products, illicit drugs, inhalants, non-authorized prescription drugs) at school or at school-sponsored activities is detrimental to education, injurious to the moral tone of the school, and harmful to the health and well-being of students, staff and families.

Intervention and support are critical. A wide range of community supports are available. Interventions, support, and disciplinary measures should be tailored to the circumstances and the student(s) involved.

To support this procedure, the Director of Education shall implement fair and equitable disciplinary measures which will provide a consistent approach across the system.

Since the knowledge, behaviour and attitudes of staff members have a major impact on students, the Director expects staff members to support the requirements outlined in this procedure and to comply with them.



1. Prevention of Tobacco, Alcohol, Recreational Marijuana and Other Drug Use through Education

1.1. The Director and designates shall develop an appropriate drug education curriculum for each division based on Ministry of Education Guidelines and policies.

1.1.1. This curriculum shall be reviewed on a regular basis.

1.2. Each school is strongly advised to develop and deliver a drug education curriculum implementation plan for each of its divisions.

1.2.1. This plan shall be reviewed regularly.

1.3. Each school may hold an information evening on drug education for its parents at least once every three years. The program shall include:

1.3.1. Information on the district's Administrative Procedure 164 Smoke-Free Environments;

1.3.2. Current information pertaining to the prevention of alcohol, recreational marijuana and other drug use;

1.3.3. Current information about community and agency alcohol, recreational marijuana and other drug use prevention materials, programs and services.

2. Early Intervention and Counselling

2.1. The identification of alcohol, recreational marijuana and other drug related problems may occur through:

2.1.1. Self-referral;

2.1.2. Referral from the administrators of a school;

2.1.3. Referral by others, including staff, parents, guardians or other students;



- 2.1.4. Referral by outside agencies such as the Children's Aid Society or the police.
- 2.2. Once a student is identified as being at risk, designated school personnel will interview the student.
 - 2.2.1. If school personnel feel that further intervention and assessment beyond what the school provides is necessary, the student shall be referred to appropriate community agencies.
- 2.3. Confidentiality shall be maintained for all components of any counseling.
 - 2.3.1. Notwithstanding Section 2.4.0, counsellors shall divulge information if there is a legal requirement to do so, if there is an immediate risk to the student's health or well-being or to the health and well-being of someone else.
- 2.4. In cases of school disciplinary action against students with alcohol, recreational marijuana and other drug related problems, the parents or guardians shall be notified immediately.
- 2.5. School personnel shall strongly encourage students who have alcohol, recreational marijuana and other drug-related problems to seek parental involvement and support.
- 2.6. Parents shall be encouraged to make use of the school's resources in dealing with a student's drug, recreational marijuana or alcohol problem.

3. Procedures for Dealing with Alcohol, Recreational Marijuana and Drug-Related Incidents

Under the Influence - First Instance

- 3.1. In the first instance where the principal or designate believes that a student is under the influence of alcohol, recreational marijuana and/or other illicit drugs on Board property or at a school-sanctioned activity, the principal or the designate shall:



- 3.1.1. Detain the student, if possible, to ascertain the nature of the problem and to make the person aware of the procedures to be followed, as outlined in this procedure;
- 3.1.2. Make all reasonable attempts to contact a parent or guardian and if unsuccessful, contact the police;
- 3.1.3. Arrange for the departure of the student from the school property or activity to the safety of parents, guardians, hospital, detox centre or police;
- 3.1.4. The principal or a designate, in the presence of a staff member, shall conduct a search of the student's locker and personal effects;
- 3.1.5. Arrange for a meeting with the parents and the student to inform them of the counselling services available from the school's designated substance abuse personnel, other potential community supports, and to discuss appropriate action;
- 3.1.6. Inform the school's designated substance abuse personnel;
- 3.1.7. Consider a suspension from school. If suspension is considered, suspend for 1-3 days for a first offence in a school year;
- 3.1.8. Consider involving the community police officer as part of the process;
- 3.1.9. Require normally that a parent or guardian accompany the student on the readmission interview with the school's administration.

Under the Influence - Second Instance

- 3.2. In the second instance where the principal or a designate believes that a student is under the influence of alcohol, recreational marijuana and/or other illicit drugs on Board property or at a school sanctioned activity, the principal or the designate shall:



- 3.2.1. Apply Section 3.1.1 to 3.1.9 of this procedure. If suspension has been used previously within the current school year for a drug/alcohol infraction, consider a suspension suspend for up to five (5) days.

Under the Influence - Third Instance

- 3.3. In the third instance where the principal or a designate believes that a student is under the influence of alcohol, recreational marijuana and/or other illicit drugs on Board property or at a school sanctioned activity, the principal or the designate shall:

- 3.3.1. Apply Section 3.2.0 and 3.2.1 of this procedure except:

- 3.3.2. If suspension has been used previously for two drug/alcohol infractions within the current school year, consider a suspension suspend for up to seven (7) days;

- 3.3.3. The letter of suspension shall include the expectation for readmission, of a monitored involvement in an appropriate counselling program; and

- 3.3.4. The police shall be contacted on this matter.

Under the Influence - Subsequent Instances

- 3.4. On any subsequent instance where the principal or a designate believes that a student is under the influence of alcohol, recreational marijuana and/or other illicit drugs on Board property or at a school-sanctioned activity, the principal or the designate shall apply Section 3.3.1 to 3.3.4 of this procedure, except that the suspension and further interventions should follow the progressive discipline model.

Possession - First Instance

- 3.5. In the first instance where a principal or a designate believes that a student on Board property or at a school sanctioned activity is in possession of alcohol,



recreational marijuana and/or other illicit drugs, the principal or the designate shall:

- 3.5.1. Detain the student, to ascertain the nature of the problem and to make the student aware of the procedures to be followed, as outlined in this administrative procedure;
- 3.5.2. Make all attempts to contact a parent or guardian and if unsuccessful, contact the police;
- 3.5.3. Arrange for a meeting with the parent(s) or guardian(s) and the student to inform them of the counselling services available from the school's designated substance abuse personnel, other potential community supports, and to discuss appropriate action;
- 3.5.4. Inform the school's designated substance abuse personnel;
- 3.5.5. Retain the substance in secure custody in the school and in the case of recreational marijuana, let police know that you would like assistance in disposing of the product; if Police are unable to assist with disposal and there is a significant amount of confiscated product, contact the Associate Superintendent of Safe Schools for assistance
- 3.5.6. And in the case of illegal drugs, police must be contacted to seize the substance and potentially identify it;
- 3.5.7. In the presence of another staff member, conduct a search of the student's locker and personal effects;
- 3.5.8. Consider suspension. If suspension is used as a consequence, suspend the student for 1-3 school days for a violation of this procedure;
- 3.5.9. Require normally that a parent or guardian accompany the student on the readmission interview with the school's administration;
- 3.5.10. The suspension letter shall include a statement that the student, prior to re-



admission, should consider a substance abuse counselling program that is recognized by the district

- 3.5.11. Consider involving mental health supports and the community police officer as part of the process.

Possession - Second Instance

- 3.6. In the second instance where a principal or designate believes that a student on Board property or at a school sanctioned activity is in possession of alcohol, recreational marijuana and/or other illicit drugs, the principal or the designate shall:

- 3.6.1. Consult with the police regarding the laying of charges; and
- 3.6.2. Apply Section 3.5.1 to 3.5.9 of this procedure; except
- 3.6.3. If suspension has been used previously for a drug/alcohol incident in the current school year, consider a suspension suspend for up to five (5) days;

Possession - Third Instance or Further Subsequent Instances

- 3.7. In the third instance where a principal or a designate believes that a student on Board property or at a school sanctioned activity is in possession of alcohol, recreational marijuana and/or other illicit drugs, the principal shall:

- 3.7.1. Apply Section 3.5.1, 3.5.2, 3.5.5, 3.5.6 and 3.6.1 of this procedure; and
- 3.7.2. If suspension has been used for a previous drug/alcohol incident in the current school year, consider a suspension suspend for 5-7 days.
- 3.7.3. If a student has a fourth or further drug/alcohol incidents in the same school year, further progressive discipline should be applied.

Trafficking

- 3.8. Where the principal or a designate believes that a student on Board property or at a



school sanctioned activity is trafficking in alcohol, recreational marijuana and/or other illicit drugs, the principal or the designate shall;

3.8.1. Detain the student, to ascertain the nature of the problem and to make the person aware of the procedures to be followed, as outlined in this procedure;

3.8.2. Contact the police;

3.8.3. Make all reasonable attempts to contact a parent or guardian;

3.8.4. Arrange for a meeting with the parents and the student to inform them of the counselling services available from the school's designated substance abuse personnel, other potential community supports, and to discuss appropriate action;

3.8.5. Inform the school's designated substance abuse personnel;

3.8.6. Retain the substance in secure custody in the school and request the police to identify and seize the substance; if the substance in question is recreational marijuana and police will not take it, contact the Associate Superintendent of Safe Schools for assistance

3.8.7. Provide all information to the police;

3.8.8. Consult with the police regarding the laying of charges;

3.8.9. Suspend the student for up to 20 school days for a violation of this procedure, pending a possible recommendation for expulsion;

3.8.10. Where a charge of trafficking and/or possession for the purpose of trafficking has been laid by the police, the principal shall suspend the student for 20 days and refer the matter to the Board, through the Director of Education, to conduct a hearing for either an expulsion in accordance with Board Policy No. 13 (Student Suspension Appeals, Expulsion Hearings, Expulsion Appeals).



Persons Not Registered in the School

3.9. Where the principal or a designate believes that any person not registered in the school is in violation of this procedure, the principal or the designate shall:

3.9.1. Refuse the person entry to the school property or to any school sanctioned activity;

3.9.2. Refuse to release a student to the person's care;

3.9.3. Ask the person to leave the school property or the school sanctioned activity;

3.9.4. Contact the police for removal and/or charges, if necessary; and

3.9.5. If the person presents a threat or is aggressive or violent, consider putting in place a Hold and Secure.

Possession of Tobacco Products

3.10. Where the principal or a designate believes that a student under the age of 19 is in possession of tobacco products, the principal or the designate:

3.10.1 May confiscate the tobacco product;

3.10.2. Shall review the section on tobacco products of this procedure with the student; and

3.10.3. Contact the student's parent/guardian.

3.10.4. If it is a large quantity of tobacco product or contraband, contact police and KFL&A bylaw enforcement.

Tobacco Products Used in Prohibited Area - First Instance

3.11. In the first instance where the principal or a designate believes that a student is using a tobacco product in a prohibited area, the principal or the designate shall:



3.11.1. Inform the student of this procedure; and

3.11.2. Contact the student's parent/guardian.

Tobacco Products Used in Prohibited Area - Second Instance

3.12. In the second instance during a school year, where the principal or a designate believes that a student is using a tobacco product in a prohibited area, the principal or the designate shall:

3.12.1. Apply Sections 3.11.1 and 3.11.2, and consider a suspension of one (1) school day, and;

3.12.2. In the letter of suspension, encourage the student to enroll in a district-approved tobacco-use cessation program.

Tobacco Products Used in Prohibited Area - Third and Subsequent Instances

3.13. In the third and subsequent instances during the same school year, where the principal or a designate believes that a student is using a tobacco product in a prohibited area, the principal or the designate shall:

3.13.1. Apply Sections 3.11.1 and 3.11.2 of this procedure, and consider a suspension of 1-3 school days, and:

3.13.2. Refer the student to an appropriate counselling program.

Students 18 Years of Age and Older or Students (age 16-17) that Have Withdrawn from Parental Control

3.14. For all students 18 years of age and older and students that have withdrawn from parental control, this procedure shall apply with the appropriate modifications afforded them under the provisions of the age of majority legislation.

3.15. Notwithstanding Section 3.14.0 of this procedure, every effort shall be made to



encourage students 18 years of age and older or students that have withdrawn from parental control, to involve their parents or guardians in these proceedings.

4. Development of Partnerships

- 4.1. School administrators and staff members shall have the primary responsibility to articulate clearly this administrative procedure to students, parents and the community.
- 4.2. When interacting with students professionally, staff members shall have a responsibility in modelling healthy drug-free life styles.
- 4.3. On school field trips and at school functions, the same restrictions that apply to students concerning alcohol, recreational marijuana and other drug use including tobacco products, apply also to staff and community volunteers.
- 4.4. Schools shall have current information relating to community agencies that specialize in help for young people who use or abuse substances.
- 4.5. Schools, in partnership with appropriate community agencies, shall develop and implement a program of drug, and alcohol, and recreational marijuana awareness for students.
- 4.6. Schools shall provide opportunities for community agencies to make staff, students and parents aware of community services in the area of alcohol, recreational marijuana and other drug use.
- 4.7. Schools shall encourage parents in their role in modelling responsible behaviour concerning the use of alcohol, recreational marijuana and other drugs.
- 4.8. Parents shall be invited to collaborate in the implementation of school alcohol, recreational marijuana and other drug use programs aimed at prevention, intervention and discipline.
- 4.9. The desirability of confidentiality notwithstanding, counselling of students shall be



oriented toward encouraging students to include parents in the solution to alcohol, recreational marijuana or other drug-related problems.

4.10. At least annually, students shall be made aware of:

4.10.1. This administrative procedure;

4.10.2. Their responsibility to model appropriate behaviour for other students;

4.10.3. Their responsibilities and ways in which they can support peers to lead healthy lives, free from the problems that can be associated with alcohol, recreational marijuana and other drug use.

5. Monitoring and Evaluation of this Procedure

5.1. The Director of Education and designates shall monitor this administrative procedure regularly and review it at least once every three years.

5.1.1. This review shall be done in co-operation with students, teachers, school councils and the community.



Legal References:

Education Act S. 306 Activities leading to possible suspension;

S. 310 Activities leading to suspension, investigation and possible expulsion

Guideline—Ontario Schools Code of Conduct

Cannabis Act, July 1, 2018 (tentative)

Smoke Free Ontario Act (SFOA) 2017