

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION C: STUDENTS**

<b>TOBACCO, ALCOHOL AND DRUG ABUSE</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 2000 12 01 / 2006 02 01 / 2013 03 05	

**ADMINISTRATIVE PROCEDURES:**

**1.0 Responsibility**

It is the intent of the Board that the use of tobacco, and the use or possession of alcohol, illicit and non-illicit drugs in the school environment will not be tolerated and is a breach of school rules.

The Tobacco Control Act prohibits smoking on all Board property, including buildings and grounds, at all times. This law applies equally to students, staff and visitors.

In any of the following situations, school personnel should ensure that the student and parents or legal guardians (if under 18 years of age) are made aware of the nature and potential consequences of his/her actions. Students 18 years of age and older are legally responsible. At all times, any action taken must first safeguard the life and health of the student(s).

**1.1 Smoking on School Property**

The principal will:

- i) Record and communicate the following information to the Health Unit:
  - a) student's name
  - b) location/date/time of offence
  - c) name of witness (reporting teacher) to the offence
  - d) name, address and phone number of student's parents
  
- ii) Inform student:
  - a) that his/her name along with his/her parents' names and phone number will be communicated to the Health Unit
  - b) of the consequences of smoking on school property for the second time

The Health Unit upon receiving the above information may:

- a) prepare a summons, offence notice or ticket
- b) deliver summons or ticket to student (school will be asked to call student to the office)
- c) notify parents by phone, accompanied by a letter. A copy of the summons will be delivered to the parent as soon as practical (copy of letter will be sent to school)
- d) If the student is 18 years or over, he/she will be dealt with as an adult

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION C: STUDENTS

#### 1.2 Use of Alcohol and Other Illicit and Non-Illicit Drugs

The principal will:

- a) confiscate any alcohol or other drugs present (refer to Procedures for Seizure of Drugs)
- b) contact the parents or legal guardians to advise of the situation and disciplinary procedures
- c) advise the student of the consequences should there be a subsequent infraction
- d) conduct a search of the student's locker and personal effects if necessary
- e) contact the police for assistance or advice
- f) arrange for the safe departure of the student from the school property by either parents or legal guardians, ambulance or police
- g) arrange a meeting with the parents or legal guardians to share further information and to discuss available school-based and/or community-based counselling services
- h) contact appropriate superintendent
- i) document the student's infraction of the Tobacco Alcohol and Drug Abuse Policy
- j) suspend the student 1- 20 days according to the Board's Suspension and/or Expulsion Policy

#### 1.3 Possession of Alcohol/Illicit Drugs and Non-Illicit Drugs

The principal will:

- a) advise the student of the consequences should there be a subsequent infraction
- b) conduct a search of the student's locker and personal effects if it is felt necessary
- c) contact the police for assistance or advice if it is felt necessary
- d) arrange for the safe departure of the student from the school property if required by either the parents or legal guardians or the police
- e) arrange a meeting with the parents or legal guardians to share further information and to discuss available school-based and/or community-based counselling services
- f) contact appropriate superintendent
- g) document the student's infraction of the Tobacco, Alcohol and Drug Abuse Policy
- h) suspend the student for 1 - 20 days, according to Board Suspension and/or Expulsion Policy

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION C: STUDENTS

#### 1.4 Supplying/Selling of Alcohol and Illicit and Non-Illicit Drugs

The principal will:

- a) confiscate any alcohol and other drugs present (refer to Procedures for Seizure of Drugs)
- b) contact the parents or legal guardians to advise of the situation and disciplinary procedures
- c) advise the student of the consequences should there be a subsequent infraction
- d) conduct a search of the student's locker and personal effects if it is felt necessary
- e) contact the police for assistance or advice
- f) arrange for the safe departure of the student from the school property by the parents or legal guardians or the police
- g) arrange a meeting with the parents or legal guardians to share further information and to discuss available school-based and/or community-based counselling services
- h) contact appropriate superintendent
- i) document the student's infraction of the Sec. C Policy – Tobacco, Alcohol & Drug Abuse
- j) suspend the student for up to 20 days
- k) conduct an inquiry per Sec. C Policy – Student Discipline
- l) having given consideration to all mitigating circumstances per the Student Discipline Policy, the principal, in consultation with the superintendent, will make one or more of the following determinations:
  - i. student will not be expelled
  - ii. impose a limited expulsion
  - iii. refer the matter to the Board for a full expulsion

*Subsequent Infractions:* The principal will consult with the Supervisory Officer and determine the appropriate course of action.

## 2.0 Early Intervention

2.1 The objectives for an early intervention program are:

- a) to reduce harmful and illegal consumption practices among students
- b) to support the school-based student services staff with appropriate assessment, counselling and referral skills relating to student alcohol and drug use problems
- c) to provide alcohol and drug awareness for all teaching staff
- d) to annually inform all students and their parents of the Tobacco, Alcohol and Drug Use Policy

2.2 Access to early intervention support may be gained through:

- a) self-referral
- b) parent/guardian referral
- c) teacher/principal referral

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION C: STUDENTS

All information gained in an interview will remain confidential within the definition of confidentiality.

#### 3.0 Procedures for Seizure of Drugs

- a) Any student suspected of being in possession of illicit drugs should be taken or reported to the principal immediately.
- b) A staff member, for his/her own protection, should have a reliable adult witness present when the staff member assumes possession of an illicit drug from a student. The student should not be left unattended.
- c) Seized illicit drugs must be reported to the police immediately and, where possible, kept in a locked designated location until the police take possession.
- d) Documentation of any seizure should occur as soon as possible. This information will be separate from the O.S.R. Students should be notified of the conditions of documentation and that, other than being released to parents and police, as required by this policy, this information is confidential.
- e) The principal should ask for the student's cooperation in emptying pockets, purses and knapsacks, etc.
- f) Police involvement should be used only when necessary, or if the well-being of the student is at risk.
- g) The search of the student's locker and personal effects within the locker should include a witness and the student when possible.

#### 4.0 Development of Partnerships

In its efforts to prevent and intervene, each school shall be responsible for identifying ways of involving students, parents, and the community in drug education.

##### 4.1 Involvement of Students

Students shall be informed of responsibilities and ways to help peers lead drug-free healthy lives. Sample processes and procedures:

- a) Peer counselling
- b) Peer education
- c) Addiction - awareness week
- d) Special assemblies
- e) Activity days and events

Sample positive concepts to be relayed:

- a) Large number of students do not get involved in drugs
- b) Healthy lifestyles
- c) Effects of drugs and ways to resist
- d) Provide support to help others avoid use
- e) Legislation related to drugs

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION C: STUDENTS

#### 4.2 Involvement of Parents

Each school shall attempt to involve parents in drug education and to gain their support in helping young people reject drugs. Parents should be encouraged to:

- a) Establish closer contact with school
- b) Learn about the variety of drugs and signs of drug use
- c) Respond promptly when symptoms are observed
- d) Explain dangers of drugs to their children at early age and reinforce later
- e) Teach their children to resist peer pressure
- f) Help their children resist peer pressure by supervising activities

#### 4.3 Involvement of the Community

Each school should involve community agencies in drug education.

Examples:

- a) Law enforcement agencies could visit school
- b) Addiction agencies could provide resource personnel or materials
- c) Counsellors could speak to groups of students or parents
- d) Community resource people could speak to parents or students
- e) Church personnel could be involved
- f) Wellness Fair

#### 5.0 Additional Information

- 5.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

#### DEFINITIONS:

*School Property* means not only a school building and property, but includes out-of-classroom programs, activities and facilities approved by or under the jurisdiction of the Board.

*Principal* means a principal or his/her designate.

*Parent* means a parent or person having legal custody of a student.

*Alcohol* means all substances defined as liquor in the Liquor Licence Act.

*Illicit Drugs* include:

- a) drugs named in the Narcotic Control Act, such as: opiates, cocaine and cannabis
- b) drugs in Part 4 of the Food and Drugs Act, such as: LSD, STP, MDA and other hallucinogenic drugs
- c) anabolic steroids and other performance enhancing drugs
- d) drugs in Part 3 of the Food and Drugs Act, such as: amphetamines and barbiturates and other prescription drugs not prescribed by a physician for the individual in question

*Non-illicit Drugs* include all solvents and inhalants, for example: glue, gasoline and some aerosol products.

# ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

## POLICIES AND PROCEDURES

### SECTION C: STUDENTS

*Search of the student's locker and the personal effects in the locker* means a search of the locker and of the student's personal belongings exclusive of the person of the student, with a witness present if possible. If possible the student should be requested to open the locker and empty all personal belongings.

*Search of the person of the student and student's personal effects not in the locker* means a voluntary search of all clothing, purses, knapsacks etc., of the student. School personnel, with a witness present, are to request the student to empty all personal effects from clothing and purses/knapsacks.

*Intoxication* means being under the influence of alcohol, drugs (illicit and non-illicit), and other substances such as glue, solvents and aerosol inhalants.

*Possession* means having in their possession or under their control alcohol, or non-medical or illicit drugs and other substances.

*Supplying or Selling* means selling or distributing alcohol, or drugs and other substances.

#### *Search and Seizure/Confiscation*

- a) A principal has an obligation to carrying out his/her duty to maintain proper order and discipline in the school, has a discretion to deal with minor incidents on his/her own, or to involve parents and/or police.
- b) In order to exercise this discretion the principal must know the nature and extent of the offence. This requires the principal to investigate any credible allegation of drug use/possession or selling.
- c) If the principal has reasonable grounds for believing that a search will turn up evidence that a student has violated, or is violating, either the law or the rules of the school, such a search may be justified. The search should not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

*Tobacco* means all tobacco products such as cigarettes, cigars, cut tobacco, chewing tobacco, snuff, etc.

*Confidentiality* refers to the obligation to refrain from voluntarily disclosing any information which has been received in confidence. This is mitigated by what is in the best interests of the student.