



Alcohol/Cannabis/Other Drugs Administrative Procedure 1.B.20

1.0 School Administration
1.B Students

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: *The Public Schools Act, Safe Schools Charter*

Date Adopted:

Date Amended: October 2006, January 2016, October 2016, September 2018, September 13, 2024

Student Alcohol/Cannabis/Other Drug Use

Evergreen School Division believes that “using, possessing or being under the influence of alcohol, cannabis, or illicit drugs at school” is unacceptable and prohibited. This includes school activities or school-related activities, on or off school property.

Evergreen School Division will invoke disciplinary measures for students found in contravention of this prohibition and will provide assistance to students involved illegally with alcohol, cannabis and other drugs. The major components of this approach to alcohol, cannabis and other drug use and their attendant problems are:

- **Prevention** – An educational process that encourages students to demonstrate knowledge, attitudes and skills that promote positive lifestyle behavior and well-being concerning alcohol, cannabis, other drugs.
- **Intervention** – An established process in which caring persons confront an individual with data regarding his/her alcohol/cannabis/other drug use behaviors in an attempt to help that individual see appropriate corrective measures.
- **Counselling and Rehabilitation** – An organized support system for student involved with alcohol, cannabis, other drugs.

Prevention of Alcohol, Cannabis and Drug Use

All schools are required to implement the Phys Ed/Health Curriculum.

Evergreen School Division supports awareness and prevention initiatives for students, parents, staff and communities. This may include:

- a. **For students** – annual review of Code of Conduct, Student Alcohol/Cannabis/Drug Use procedures, class projects, newsletter articles, activities, presentations, programs such as Teens Against Drunk Driving, Peer Helper Programs, Middle Years AFM Program, Crimestoppers, etc.
- b. **For parents** – newsletter articles, parent information packages, presentations, community forums, etc.
- c. **For staff** – staff training
- d. **For communities** – community programs and healthy activities for youth.

Intervention

1. For Possession, Use or Sale

- a. The use, possession and/or sale of alcohol, cannabis, illicit drugs or drug paraphernalia on school property or at any school-sponsored activity is prohibited.
- b. All staff are expected to report suspicion of student use or possession of alcohol, cannabis or drugs immediately to the school principal. This includes drug paraphernalia and misuse of prescription drugs. At all times, staff must first safeguard the life and health of the student(s) (e.g., not leave the student unattended or not allowing the student to drive under the influence of alcohol, cannabis or drugs).
- c. When a student is found to be using or in possession of or under the influence of and/or selling alcohol, cannabis or drugs, the school principal shall impose disciplinary measures.

2. Disciplinary Measures

- a. Principals may exercise discretion in selecting discipline for students in Grades K-8.
- b. Students in Grades 9-12 shall have the following consequences and offences are considered cumulative in these grades. In special circumstances, and in consultation with the Superintendent's department, principals may exercise discretion in the selection of discipline regarding suspensions for students in grades 9-12.
 - i) **First time offense** – The Principal will invoke these measures:
 - ◆ Contact and inform parents or guardian (Note: students 18 years of age and older are legally responsible and notification of parents or guardian is not required)
 - ◆ Suspend student from school and all school activities for three school days (Parents or guardian are required to accompany student to a school meeting prior to re-entry.)
 - ◆ Mandatory referral to a school or community alcohol and drug counseling program. (Refusal to participate in counseling will result in suspension from school and all school activities for a further period of ten school days and a requirement to appear before the Evergreen School Board.)
 - ◆ Report the incident and known details to the Superintendent.
 - ◆ Report the incident and known details to the police (for drug offenses).
 - ◆ The Principal is also authorized to suspend students for longer periods of time.
 - ◆ The Principal may also consult with Senior Administration re: possible expulsion by the Board.

- ii) **Second time offender – the Principal will invoke these** measures:
 - ◆ Contact and inform parents or guardian (Note: students 18 years of age and older are legally responsible and notification of parents or guardian is not required)
 - ◆ Suspend student from school and all school activities for five school days. (Parents or guardian are required to accompany student to a school meeting prior to re-entry)
 - ◆ Mandatory referral to a school or community alcohol and drug counseling program. (Refusal to participate in counseling will result in continued suspension until started.)
 - ◆ Mandatory appearance before Senior Administration and/or Evergreen School Board
 - ◆ Report the incident and known details to the Superintendent.
 - ◆ Report the incident and known details to the police (for drug offenses).
 - ◆ The Principal is also authorized to suspend students for longer periods of time.
 - ◆ The Principal may also consult with Senior Administration re: possible expulsion by the Board.

- iii) **Third time offender or student found to be selling or distributing alcohol or illicit drugs – the Principal will invoke the following** measures:
 - ◆ Immediate suspension and consultation with Senior Administration re: Board expulsion from the school division.
 - ◆ Student is not permitted to return to school until the Senior Administration and the Board have made a determination re: expulsion.

- c. Parent/guardian (or students age 18 or older) may appeal suspensions five (5) days or longer.

3. Guidelines for Search/Seizure of Alcohol and Other Drugs

- ◆ A staff member will assume possession of any alcohol, cannabis (recreational), or illicit drugs confiscated from a student and turn over to the principal.
- ◆ The Principal will ask for the student’s cooperation in emptying pockets, purses and knapsacks, etc. Police involvement will be requested if a student refuses to cooperate.
- ◆ School lockers are the property of the school and are subject to inspection or search by school staff. The search of lockers and personal effects within the locker should include a witness and, when possible, the student. Police involvement may be used at the discretion of the Principal.

- ◆ Any student suspected of being in possession of alcohol, cannabis (recreational), or illicit drugs will be reported to the police by the principal.
- ◆ Any seizures of alcohol, cannabis (recreational), or illicit drugs will be turned over to the police.
- ◆ Documentation of any seizure of alcohol, cannabis (recreational), or illicit drugs should occur as soon as possible.

4. Counselling and Rehabilitation

- a. Principals will advise all staff that they are responsible for identifying students who, as a result of irregular behavior patterns and/or declining personal performance, are suspected of alcohol, cannabis or drug use, and for bringing them to the attention of the Principal. If a student is suspected of use of alcohol, cannabis or other drugs, the school will consult with parents or guardian and may recommend counseling.
- b. When a student is found to be using, in possession of or under the influence of alcohol, cannabis or drugs, the Principal will refer the student for a recognized school or community alcohol and drug counseling program.
- c. Middle schools and High schools will cooperate with the Addictions Foundation of Manitoba in offering the services of AFM Youth Counselors.

5. Staff Training

Staff training is a critical part of addressing student alcohol, cannabis or drug use.

Training should include information to assist staff with the following:

- ◆ Recognition of the signs of students under the influence;
- ◆ Recognition of students affected by their own or others involvement with alcohol, cannabis or other drugs;
- ◆ Signs of students involved in trafficking;
- ◆ Recognition of direct student involvement with alcohol, cannabis or other drugs;
- ◆ Steps involved in the intervention process outlined above;
- ◆ Development of intervention skills and strategies;
- ◆ Reporting procedures.

Staff training and/or information for parents may come through in-servicing, awareness sessions, and delivery of the health curriculum and/or community forums.