

This Administrative Procedure (AP) is based on the following:

- The use of prohibited substances is against the law.
- Schools will promote an alcohol and drug free environment.
- Dealing with the abuse of alcohol and drugs is a shared responsibility between family, community and school.
- Schools will promote a weapons free, safe and caring environment.
- The Division supports the creation of a tobacco free environment in its schools and facilities and on all school and Division property.

Violators of this AP will incur simultaneous disciplinary action and may include a referral to a student assistance program. A student assistance program is a school-based, short-term educational counselling and referral service for students and their families. The use of this program along with disciplinary action is part of the school's effort to address this problem.

## Scope

This AP aligns to the Student Code of Conduct (AP 50-09, Section III) relative to when and where students are accountable for their behavior and conduct. This AP also refers to unauthorized/illegal/stolen substances/items, and any other unlisted criminal activities:

- Alcohol
- Restricted drugs (misused prescription or over-the-counter)
- Illegal drugs (including steroids, marijuana (cannabis), cocaine)
- Look-alike drugs
- Pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs
- Products misused for the purpose of mind-altering effect (aerosols, solvents, glues, etc.)
- Weapons examples: guns, knives, look-alike weapons or such restricted items
- Tobacco and tobacco products (see Number 6 below)

## Procedures

1. All staff members shall advise the School Principals of all suspected cases of drug misuse or of drug trafficking or possessing weapon(s) or stolen property, on school property or at any time while representing the school.
2. If a student approached school staff seeking help for substance abuse, and is found to be in possession of, or is under the influence of a prohibited substance, the student shall be dealt with in their best interest.
3. Where a student's unusual pattern of behaviour indicates possible drug use, school personnel and the School Principal shall attempt to ascertain the reasons for such behaviour and are obligated to inform the parents/guardians.
  - 3.1. NOTE: At this stage parents are being informed of the student's changed behaviour, not possible drug use. Possible indicators include: significant drop in school marks, attendance, moodiness, personal hygiene, and/or change in peer group.
4. If a student is suspected of, or observed to:

- be under the influence of alcohol or drugs (to any degree of intoxication)
- have possession of alcohol, drugs, drug paraphernalia, weapons (knives, guns, replicas), or stolen property
- be committing any criminal offense
- under arrest by police
- (not including the use of tobacco – see Number 6 below)

the school personnel directly involved shall make the report to the School Principal. The School Principal (not the school staff member) has the authority to take the following actions:

- 4.1. When students are found to be in possession of a weapon, or a replica, or a look-a-like, the school and Division shall initiate phase one of the Violence Threat Risk Assessment (VTRA) Protocol.
  - 4.1.1. The student must remain under direct supervision and released only to the parents/guardians or police.
- 4.2. The principal will determine if conditions warrant the involvement of the parents/guardians and/or RCMP (considering the quantity and substance).
  - 4.2.1. When weapons, stolen property or significant quantities of drugs, potentially for the purpose of distribution, are involved, parents/guardians and the RCMP must be contacted.
- 4.3. Parents or guardians shall be informed by phone and registered letters.
- 4.4. The School Principal shall report to the RCMP the names of all persons suspected of trafficking in drugs or possessing weapon(s) or stolen property, on school property or at any time while representing the school.
  - 4.4.1. The RCMP may investigate. Note that they are only able to proceed with charges if there is physical evidence. The RCMP may choose to press charges. This is not a decision of the School Principal.
- 4.5. When a student is suspected of being under the influence of drugs or alcohol, they must remain under supervision at the school until the parent/guardian or parent's/guardian's adult (non student) designate picks up the student. The student shall not be released to travel on the school bus or to leave the school alone or with others.
- 4.6. The student shall be immediately suspended (AP 50-10 Student Suspension and Expulsion)
  - 4.6.1. The suspension shall extend to all field trips, excursions, national and international tours and extra-curricular activities, a condition that may be applied for the remainder of the school year.
  - 4.6.2. If this is a subsequent offence of the same nature, in the same school year, the incident may be grounds for expulsion and the expulsion process should be initiated, at the principal's discretion.
5. Conditions for re-entry after expulsion for behaviors in this AP:
  - 5.1. No student, under expulsion for the remainder of the school year in this or another school system because of drug use or trafficking, or possessing weapon(s) or stolen property, or for other criminal activity, shall be accepted in any regular school setting within the Division for the balance of the school year, without the review and approval of a special committee of the Board.
  - 5.2. A student convicted in criminal court for trafficking prohibited substances or possessing weapon(s) or stolen property, or for other criminal activity, shall not be allowed to attend any regular school setting until they and their parents or guardians have had an interview with the School Principal to ensure that this AP is clearly outlined and understood by both student and parent or guardian.

- 5.3. If the expulsion was for drug related behavior, the student and possibly his/her parents shall be required to attend Alberta Health Services – Addiction and Mental Health’s substance abuse counselling/assessment program before re-admission to school.
  - 5.3.1. Consent should be obtained for school personnel to communicate with Alberta Health Services - Addiction and Mental Health to confirm attendance at this appointment and to collaborate regarding support for the student (Form 5-12-A - Release of information Alberta Health Services - Addiction and Mental Health).
- 5.4. A specific and defined behavior expectation contract will be developed to guide the student’s re-entry into the learning environment.
  - 5.4.1. School based and/or community counselling services will be made available and strongly encouraged.
6. Use of Tobacco Products [Return to Scope](#) [Return to Number 4](#)
  - 6.1. For the purpose of this AP, tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe or other smoking products, and all smokeless products referred to as spit tobacco, dip, chew, snuff and vaporizers (e-cigarettes).
    - 6.1.1. Note: Alberta Health Services has indicated that Health Canada has approved stop-smoking medicine, including over-the-counter nicotine patches, gum, lozenges and the inhaler. Prescription medicine is also available. These products have been proven to be safe and help tobacco users reduce or quit. For this reason, these nicotine products are not considered in this AP.
    - 6.1.2. To date, there is no evidence that using e-cigarettes helps people quit smoking. Health Canada, the U.S. Food and Drug Administration, and the World Health Organization do not support e-cigarettes as stop-smoking products. Therefore, e-cigarettes ARE included in this AP and subject to the provisions described below along with the rest of the tobacco products.
  - 6.2. No student or staff member or supervisor is permitted to use tobacco products for the purpose of smoking or ingesting at any time, including non-school hours where students are involved, while under the care, custody and control of the Division:
    - 6.2.1. in any building, facility or vehicle owned, leased, rented or chartered by the Division or its schools
    - 6.2.2. on school grounds, athletic grounds or parking lots
    - 6.2.3. at any school-sponsored event off campus
  - 6.3. Smoking and use of tobacco products will be prohibited in all Division facilities and grounds.
    - 6.3.1. Appropriate signs will be placed in conspicuous places in all Division facilities and grounds, and suitable notification will be made in all student handbooks.
    - 6.3.2. Upon reservation of Division facilities, community groups will be advised of this expectation.
    - 6.3.3. The School Principal must ensure that all adult user group participants are advised that school facilities are smoke free.
  - 6.4. Schools are encouraged to implement education programs for students and staff designed to inform participants of the health risks associated with the use of tobacco products.

## Reference

Criminal Code of Canada, [Youth Criminal Justice Act](#)

[School Act – Section 24](#)

[Violence Risk Threat Assessment \(VTRA\) Protocol](#)

[Alberta Health Services \(June 2013\) \*Let's Talk About... Electronic Cigarettes\*](#)

[AP 50-09 Student Code of Conduct](#)

[AP 50-10 Student Suspension and Expulsion](#)

[AP 50-17 Student Health and Safety](#)

[AP 50-19 Interrogation by Outside Agencies and Searches](#)

[Form 5-12-A Consent for Release of Confidential Information – Alberta Health services –  
Addiction and Mental Health](#)