



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES STUDENT USE OF DRUG AND ALCOHOL POLICY

*This Student Use of Drugs and Alcohol procedural guideline is intended to:*

- Maintain a safe school environment.
- Attempt to reduce and eliminate the incidents of drug and alcohol use by students during and after school hours.
- Provide opportunities for students and staff to develop the skills necessary to identify and access appropriate interventions.
- Ensure that staff develop the skills and knowledge necessary to identify students with alcohol or drug related problems and to recommend appropriate counselling.
- Promote healthy life choices through education.
- Help students understand what constitutes acceptable behaviour in the school and society at large, and to be aware of the consequences of using drugs and alcohol at school or school sanctioned events.

### **COMPONENTS:**

The following three components are addressed:

- A. ***Preventive Curriculum:*** This component includes the development and implementation of the curriculum designed to address alcohol and drug problems, and promote healthy school environments for all students.
- B. ***Intervention Component:*** This component includes the development and implementation of early intervention procedures and guidelines to help identify, assess and offer assistance to students at risk.
- C. ***Disciplinary Action:*** This component outlines the guidelines for the administration of fair and equitable disciplinary action regarding alcohol and drug related infractions.

### **IMPLEMENTATION PROCESS:**

- I. It is the responsibility of principals to implement this policy.
- II. At the beginning of each school year all students and their parents or legal guardians will be informed about the school policy, and key aspects of the policy and its procedural guidelines.
- III. A copy of the policy will be posted on the policies page of the board's website so that students and staff may review the policy when desired.
- IV. All staff will be oriented to the content of the policy and procedural guidelines, and the procedures and steps they must take in any related situation.

A. **PREVENTIVE CURRICULUM:**

The goal of preventive curriculum is to promote the development of responsible individuals whose self-esteem and sense of Christian values are firmly established. An effective prevention program helps students make wise decisions about substance use, and thereby reduces the incidents of alcohol and drug-related problems. The curriculum is intended to promote healthy lifestyle choices in a positive school environment.

**Expectations:**

- a) The curriculum will extend from the primary to senior grades, integrated in a variety of subjects and linked to students' developmental stages.
- b) Curriculum expectations will be derived from the Health and Physical Education curriculum documents and the Religion/Family Life Documents.
- c) Consultation with the Catholic School Council, the parish community, community organizations and agencies is encouraged.
- d) The curriculum component of this program will be reviewed on an ongoing basis to ensure relevancy and effectiveness.
- e) Schools are encouraged to enhance this program by offering a variety of informal activities such as awareness weeks, student activity organizations, special assemblies, field trips and theatrical performances.

B. **INTERVENTION COMPONENT:**

Consistent with the board's concern for the physical, intellectual, spiritual, social and personal well-being of its students, the goal of intervention is to reduce the use of alcohol and drugs likely to cause problems, and to provide assistance for students who have alcohol and drug-related problems. This intervention program will be assist in identifying and assessing these problems, and provide appropriate counselling and referral services.

**Identification:**

Access to school based intervention and referral services can occur in four ways:

- a) If a concern is brought forward about a particular student, the staff member, in conjunction with the principal, will determine whether further action is warranted. If so, an interview will be arranged with the student, the designated staff person and the principal to establish whether a problem exists, and if so, the nature of the problem, and an appropriate course of action.
- b) Students who believe they are developing problems associated with their use of alcohol or drugs can voluntarily approach the counselling staff for an interview. The student and family counselor will encourage students to inform their parents or legal guardians and to seek their involvement and support.
- c)
- d) Students may be referred as a result of a disciplinary action for the use of alcohol or drugs. Such infractions will result in students being encouraged to seek assistance.
- e) Students who are encountering problems arising from alcohol and drug use by their parents, other family members, or friends can consult a counselling and referral service.

### **Counselling:**

The first step in early intervention is an informal interview with a student and family counselor to explore the nature and extent of any alcohol or drug use and associated problems. The counselor will recommend the most appropriate type of assistance. The counselor may suggest one or more of the following types of intervention:

- a) Individual/group counseling with an external or community agency;
- b) Educational workshops; or
- c) Peer counseling.

### **Confidentiality:**

Students who receive assistance through self-referral, or in response to a request from a school counselor, will be assured confidentiality. Unless legally compelled to do so, the counselor will not divulge the fact that assistance is being provided without prior permission from the student. The counselor will encourage the student to inform his or her parents or legal guardians and to seek their involvement and support.

When assistance results from disciplinary procedure, the parents will already be involved. In such cases the counsellors will negotiate with the parents and the student the way in which progress reports will be made. Parents or legal guardians will be involved in the assistance process.

### **Communication:**

The availability of assistance for students will be communicated to students and their parents or legal guardians every year. Similarly, all teachers will receive an annual orientation with specific reference made to their role as referral agents. Counselors will be provided with the necessary training for assessment and intervention and will develop referral links with community agencies. Students and their parents/guardians will be made aware of alternative programs (e.g., Supervised Alternative Learning (SAL), Genesis) that may be available for those whose addictions are severe or debilitating.

## **C. DISCIPLINARY ACTION:**

The goal of these guidelines is to clearly communicate the board's expectations regarding alcohol and drug use on board property or at board-sponsored events. Compliance with these guidelines is seen as a condition of student attendance at school and participation in school activities. The guidelines are also designed to protect the health and safety of all students by deterring student alcohol and drug use.

The *Provincial Tobacco Control Act*, as well as the *Safe Schools Act, 2000*, prohibits the use of tobacco or tobacco products, including vapes, on school property. As well, the board prohibits the use of alcohol or illicit drugs (see Policy 7004 – Student Use of Medical and Recreational Cannabis) by students while on board property or at events sponsored by the board and its constituent schools. The possession of these substances, with the exception of tobacco and tobacco products, including vapes, among secondary school students, is also prohibited.

### **VIOLATIONS:**

#### **First Infraction:**

- a) The student is informed that his or her behaviour is an infraction of board policy and that the infraction will be recorded.

- b) The infraction is reported to the principal or designate and documented.
- c) The student shall be suspended, for a minimum period of one (1) school day and up to five (5) days.
- d) The student is advised that a subsequent infraction will result in further disciplinary action and is asked to acknowledge that he or she understands.
- e) Parents or legal guardians are informed of the infraction.
- f) Any illegal substances, as well as tobacco products in the elementary schools, are confiscated and the local policing authority shall be notified.
- g) In the event of intoxication, the student is detained at the school (or event) under the supervision of a board employee in order to ensure his or her safety. If the student refuses to stay under supervision, the police are called to retrieve and return the student home. Otherwise, the student's parents or legal guardians are called upon to retrieve their child. Should parents or legal guardians not be available, attempts will be made to find other responsible adults who can take the student home or provide care. If no other option is available, the student will be taken to a detoxification centre, hospital or, if necessary, to a police station. Parents will be advised of the infraction as soon as possible.
- h) The student will be encouraged to see an appropriate counsellor or external agency for assistance. A list of agencies able to provide assistance will be available from the school office.

**Subsequent Infractions:**

- a) The student is informed that his or her behaviour is a second or subsequent infraction of the board policy, and that the infraction will be recorded as such.
- b) The infraction is reported to the principal or vice-principal and documented.
- c) The parents or legal guardians are advised that the student has repeated a violation of board policy. (Policies 7009 and 4024)
- d) Any illegal substances, as well as tobacco products in the elementary schools, are confiscated and the local policing authority shall be notified.
- e) The student is suspended for a period of five (5) days. . The principal may also deny participation in any board sponsored events (e.g. dances, trips, extra-curricular activities) for a period to be determined by the principal. The principal may also recommend expulsion.
- f) The student will be encouraged to see the appropriate counselor or external agency for assistance. A list of agencies able to provide assistance will be available from the school office.

**Further Disciplinary Action and Exceptions:**

- a) Should a student have two or more violations on record, the principal may, at his or her discretion, impose more severe sanctions, such as expulsion.
- b) If a first infraction of the policy is deemed to be of a serious nature, the provisions for the First Infraction and Subsequent Infractions may be superseded and more severe sanctions imposed.
- c) In making a decision regarding first infraction of a serious nature,, the school superintendent will be consulted, and three considerations will be taken into account:

- i) Indications that the student will continue using alcohol and drugs in violation of board policy.
- ii) Lack of serious concern on the part of the student about the consequences of his/her alcohol and drug use.
- iii) The level of disruption imposed on other students, staff and the educational process.

The imposition of more severe sanctions would be justified by an unfavourable assessment in any of these areas of consideration.

*Board-Sanctioned Events and Special Events on Board Property:*

- a) *Entry into an event:* Upon attempting to gain entry at special school events (e.g. dances, extra-curricular activities), any student who, in the opinion of the supervising staff, appears to be under the influence, or in possession of alcohol illicit drugs, will be denied entry to the event, and requested to leave Board property under the “Trespass to Property Act” and Safe Schools (Policy 4024). Police shall be notified.
- 4.1 *During the event:* Any student who, in the opinion of the supervising staff, appears to be under the influence, or in possession of alcohol or illicit drugs, will be considered in violation of board policy and provisions for a First Infraction would apply immediately. Should it be deemed appropriate, provisions for Subsequent Infractions and Further Disciplinary Action and Exceptions will be applicable after the event, at the discretion of the principal.
- b) *After the event:* Should it be deemed appropriate, Subsequent Infractions and Further Disciplinary Action and Exceptions as outlined in this procedural guideline will be applicable after the event at the discretion of the principal. If, in addition to the above infraction, the student causes harm to student, staff or property, or is otherwise disruptive, the student will not be permitted to participate further in any board sponsored events (e.g. dances, trips, extra-curricular activities) for a period to be determined by the principal, also following Policy 4024, and the “Safe Schools Act.”