



Tobacco, Cannabis, Alcohol and Drugs at School

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Administrative Procedures

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

The Smoke-Free Ontario Act, 2017 prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at schools, on school grounds, and all public areas within 20 metres of these grounds. Anyone smoking or vaping on school property is guilty of an offence and if convicted may result in a fine under the Smoke-Free Ontario Act, 2017.

The Smoke-Free Ontario Act, 2017 also prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the Smoke-Free Ontario Act, 2017.

1. Responsibilities

1.1 Tobacco Products, e-cigarettes (vapes) or Nicotine Products on School Property

The principal will:

- a) Record and communicate the following information to the Health Unit:
 - i. student's name
 - ii. location/date/time of offence
 - iii. name of witness (reporting teacher) to the offence
 - iv. name, address and phone number of student's parents
- b) Inform student:
 - i. that the student's name along with the name(s) of the student's parent(s) or Guardian(s) and phone number(s) will be communicated to the Health Unit
 - ii. of the consequences of using tobacco products on school property



The Health Unit upon receiving the above information may:

- iii. prepare a summons, offence notice or ticket
- iv. deliver summons or ticket to student (school will be asked to call student to the office)
- v. 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)

If the student is 18 years or over, he/she will be dealt with as an adult

vi. Use of Cannabis, Alcohol and Other Illicit and Non-Illicit Drugs

The principal will:

- a) confiscate any cannabis, 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 if determined necessary
- f) arrange for the safe departure of the student from the school property, if required, 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
- j) consider suspending the student

vii. Possession of Cannabis, 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 determined 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
- h) consider suspending the student

viii. Supplying/Selling of Cannabis, Alcohol and Illicit and Non-Illicit Drugs



The principal will:

- a) confiscate any cannabis, alcohol and other drugs present (refer to Procedures for Search and Seizure)
- 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 determined necessary
- e) contact the police for assistance
- f) arrange for the safe departure of the student from the school property, if required, 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
- j) consider suspending the student
- k) conduct an inquiry as per 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.

b) Procedures for Search and Seizure

- i. A staff member, for their own protection, should have a reliable adult witness present when the staff member assumes possession of an item from a student. The student should not be left unattended.
- ii. Seized items must be reported to the police immediately and, where possible, kept in a locked designated location until the police take possession.
- iii. 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.



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- iv. The principal should ask for the student's cooperation in emptying pockets, purses and knapsacks, etc.
 - v. Police involvement should be used only when necessary, or if the well-being of the student is at risk.
 - vi. The search of the student's locker and personal effects within the locker should include a witness and the student when possible.

c) Education

- i. Schools will implement aspects of the Ontario curriculum and the Religion and Family Life curriculum that address the impact of substance use on individuals and society.
- ii. Schools will participate in additional wellness programming provided to address substance use whenever determined appropriate.

d) Additional Information

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

Cannabis means any form of cannabis containing the active ingredient tetrahydrocannabinol (THC) and any items used to support the use of cannabis including but not limited to rolling papers or wraps, holders, pipes, water pipes, edibles, bongs and vaporizers, that is represented to be used in the consumption of cannabis



Drugs

a) Illicit Drugs include:

- i. drugs named in the Controlled Drugs and Substances Act, such as: opiates and cocaine;
- ii. anabolic steroids and other performance enhancing drugs;
- iii. 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.

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

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, 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, cannabis, 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, cannabis, or non-medical or illicit drugs and other substances.

Supplying or Selling means selling or distributing alcohol, cannabis 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, e-cigarettes, vape products, 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.