



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	June 3, 1991
POLICY NAME:	Alcohol and Drugs	LAST REVISED:
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1. The Wellington Catholic District School Board recognizes that the consumption of alcohol and drugs can impair the health and welfare of its students, and can interfere with their ability to learn and to function in SOCIETY. In addition the Wellington Catholic District School Board acknowledges that students, who illegally use alcohol and/or drugs, either on Board property before or during its school sponsored events, interfere with the legitimate and co-instructional interests of other student and staff.
2. **OBJECTIVES**
This policy specifies three principal objectives by which schools will address the use of alcohol and drugs by its students:
 - a) the development and implementation of a curriculum guideline designed to address alcohol and drug problems and promote healthy school environments for all students.
 - b) the development and implementation of early intervention procedures and guidelines to help identify, assess and offer assistance through school board and community resources to students at risk.
 - c) the development and implementation guidelines for the administration of fair and equitable disciplinary action regarding alcohol and drug related infractions.
3. **ADMINISTRATIVE DETAIL**
 - a) It is the responsibility of the Director of Education to implement this policy in conjunction with the Superintendents of Education.
 - b) It is the responsibility of principals to administer this policy in accordance with the Alcohol and Drugs Procedures Manual.
 - c) It is the responsibility of principals to publicize this policy and its procedures to staff, students, and parents on at least an annual basis.
 - d) On an annual basis all staff will be oriented, by the Principal, to the procedures related to disciplinary action, and to the steps that must be taken in any related situation.
 - e) An Alcohol and Drug Policy committee, will report to the Director or designate at least annually regarding the progress and implementation of the policy.
 - f) This policy applies to day students who also register as Continuing Education students. Suspensions will apply for the 24 hour period beginning at 8:00 a.m. on the effective date, and cover both day and evening classes.
 - g) Students who are registered only in Continuing Education classes will be subject to the same disciplinary action as day students regarding the possession and use of alcohol and drugs on Board property or at Board-sponsored events.

4. EXPLANATION OF TERMS

- a) Alcohol is the drug most often used by students and most responsible for drug-related problems. The term “drug use” refers to drugs other than alcohol and includes tobacco, illicit drugs, inhalants, and prescription drugs used without the authority of a physician. It does not include drugs prescribed by a physician or over-the-counter medications used with the permission of a parent or legal guardian.
- b) The term “under the influence” refers to the consumption of alcohol or drugs by students. Students are not to consume alcohol or drugs, and subsequently participate in Board activities.
- c) The term “counselor” as used in this policy is used generically and refers to any member of the teaching, support, administrative staff including school nurse, chaplain, principal, vice-principal, clergy.

5. TYPES OF PROBLEMS RELATED TO ALCOHOL AND DRUG USE

Problems associated with alcohol and drug use by students generally falls into four categories: health, social, personal, and legal.

- a) Health problems most often involve injuries and other forms of disability which are primarily the result of accidents. In addition, they can include hangovers, general fatigue, and other impediments to learning. Continued use over time can lead to dependency.
- b) Social problems often involve deterioration in ability to function socially and academically. They can include alienation from family members and chronic conflicts with authority. Academic standing may fall, along with interest and accomplishment in co-instructional activities.
- c) Personal problems are often reflected in diminished self-esteem. These problems can lead to bouts of depression and to substantial losses in self-confidence which, in severe cases, can result in alienation from reality, or even in suicide.
- d) Legal problems arise from breaking the laws which govern the possession and use of alcohol or drugs. It is illegal for anyone under the age of 19 to possess or use alcohol, except in a residence under the supervision of a parent or guardian. Other alcohol laws which govern drinking and driving, public intoxication, places or consumption, and the transportation of alcohol apply to all age groups. Similarly, laws against the use or possession of illicit drugs apply to all ages.

6. PREVENTION CURRICULUM

The goal of preventive curriculum is to promote the development of responsible, decision-making individual whose self-esteem, confidence and sense of Christian values are firmly established. Such an individual would possess the knowledge, skills and attitudes necessary to cope with situations or substance abuse and actively choose healthy living alternatives. The curriculum would help students make responsible decisions about substance use and abuse in order to promote healthy lifestyle choices in a positive school environment.

7. GUIDELINES

- a) The goal of preventive curriculum is to reduce the incidence of alcohol and drug-related problems thereby creating a drug free environment among students by implementing a preventive education program and associated activities.
- b) The curriculum will extend from the primary level through the senior divisions through an integration of subjects approach.
- c) The curriculum will be linked to the developmental stages of students and cross referenced with patterns of student alcohol and drug use so that lessons will be appropriately targeted and delivered.
- d) It is suggested that a cross-curricular integrated approach be employed. The curriculum will be developed for implementation in Health Education and supplemented by inclusion in other courses. It would be necessary to ensure that the content/focus would be different in the individual subjects.
- e) The curriculum will be developed by Board personnel. Consultation with parents, the parish community, community organizations and agencies serving the Wellington Catholic District

School Board is encouraged. Cooperative school/community efforts are encouraged to supplement the school board program and effective communication links will be provided for all staff.

- f) The curriculum component of this program will be updated on an ongoing basis to ensure relevancy and effectiveness.
- g) Schools are encouraged to enhance this program by offering a variety of informal activities such as Awareness Weeks, Student Activity Organizations (O.S.A.I.D.), Special Assemblies, Field Trips and Theatrical Performances.
- h) The implementation of this program will be under the direction of the principal and in consultation with the Substance Abuse Steering Committee and supported by appropriate in-service events.

8. INTERVENTION COMPONENT

- a) Despite the preventive intent of the curriculum, some students may develop alcohol and drug related problems. This experimentation will impair development of healthy lifestyles and a positive self-concept as well as impede the educational process. Consistent with the Board's concern for the physical, intellectual, spiritual, social and personal well-being of its students, an Early Intervention Program will be established to identify and assess students' problems and, where necessary, to provide appropriate counseling and referral service. The Early Intervention Program will be implemented by designated staff persons who have received training in conducting brief intervention for students.
- b) The goals of early intervention are:
 - i) to identify and reduce alcohol and drug use that is likely to cause problems.
 - ii) to identify and reduce the existing number of cases of alcohol and drug related problems.
 - iii) to inform students, parents, and staff of the existence of the Early Intervention program and how to gain access to it.
 - iv) to provide appropriate staff with assessment, counseling and referral skills relating to student alcohol and drug problems.

These goals will be met through implementation of accessible assessment, counseling and an effective communication network with local community referral services.

- c) Counseling
All members of the teaching, support or administrative staff are available for Counseling. Additional support may be provided through the "Peer Helper" program, the clergy, the school nurse and community resource personnel.
- d) Confidentiality
Students must be informed of the legal limits of confidentiality. With the exception of legal intervention or perceived existence of a personal threat to the safety of the student or others, information revealed during the counseling will not be disclosed without the student's consent or knowledge.
- e) Access to a school based intervention and referral service can occur in four ways:
 - i) employees of the Board or other interested persons can approach staff and express concerns about particular students. 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 and the designated staff person to establish whether a problem exists, and if so, the nature of the problem, and an appropriate course of action.
 - ii) students may be referred as a result of disciplinary action for the use of alcohol or drugs. Such infractions will result in students being encouraged to seek assistance.
 - iii) students who are encountering problems arising from alcohol and drug use by their parents, other family members, or friends can consult a counseling and referral service.
 - iv) students who believe they are developing problems associated with their use of alcohol or drugs can voluntarily approach the counseling staff for an interview. The counselor will encourage students to inform their parents or legal guardians and to seek their involvement and support.

- f) The first step in the Early Intervention component is a preliminary assessment interview. At this point, counseling staff will determine the nature and extent of any alcohol or drug use, associated problems and any contributing factors. By so doing, the counselor is able to identify the most appropriate type of assistance, be it further in-school counseling or referral to a community assessment centre.
- g) The counselor will offer counseling sessions designed to develop and reinforce positive levels of awareness and motivation. When the need arises the counselor, in conjunction with the Principal, will make a referral to the community agency best equipped to respond to the need of the students. In such cases, the counselor will maintain regular contact with the students to monitor progress and assist with difficulties.
- h) When referral to the counselor results from a disciplinary procedure, the parents of students less than 18 years of age will already have been informed of the infraction. In these and all other cases, parents or guardians will be encouraged to become involved in the process of helping the student.
- i) Counselors will be provided with the necessary training for preliminary assessment and intervention, and will develop links with community alcohol and drug assessment and treatment agencies.

9. DISCIPLINARY COMPONENT

Intent

It is the intent of the Wellington Catholic District School Board that the use, possession or sale and distribution of alcohol, narcotics, restricted drugs and other harmful substances will not be tolerated. The purpose of this policy is to eliminate from the total context of school life the use of alcohol and non-prescribed drugs, and to provide assistance to students involved detrimentally with the use of these substances.

10. DISCIPLINARY ACTION

10.1 General

- a) The goal of disciplinary action is to protect the health and safety of all students by deterring students from using alcohol or drugs on Board property or at Board-sponsored events, and from coming onto Board property or attending such events while under the influence of alcohol or the non-medical use of drugs.
- b) Three exceptions regarding possession exist: the lawful possession (but not use) of tobacco and tobacco products, the possession of inhalants (such as glue or solvents) which are being used for legitimate purposes and the lawful possession of prescribed drugs.
- c) Violations of Board policy can occur in five ways:
 - i) use of tobacco by students
 - ii) use or possession of alcohol;
 - iii) use or inhalants for the purpose of intoxication;
 - iv) use or possession of illicit drugs;
 - v) being under the influence of alcohol or drugs.
 - vi) sale or distribution of alcohol, narcotics, restricted drugs and other harmful substances.
- d) All recorded information will be subject to the Board's O.S.R. Policy Manual.
- e) A parent or a guardian will be informed immediately of an infraction and or disciplinary action
 - i) if the student is under 18 years of age or
 - ii) if prior written consent to contact the parent or guardian is received from a student 18 years of age or older

10.2 Use and Possession of Tobacco

- a) Smoking is not permitted in Board buildings or at Board-sponsored events.
- b) Principals will take the following disciplinary action when dealing with the first infraction by students:

- i) students are informed that their behaviour is an infraction of Board policy, and the infraction is recorded for future reference.
 - ii) students are advised of the further disciplinary action which will be taken for a subsequent infraction. Students are also to be informed that a subsequent infraction may lead to a referral to a Tobacco Enforcement Officer who may levy fines that range from \$115-\$210. These fines are subject to annual change. Students are asked to acknowledge that they understand this action.
 - iii) parents are informed of the infraction.
 - iv) the tobacco will be turned over to parents or disposed of, whatever option the parents select. Records of seizure and disposal will be maintained in the school office. This procedure does not endorse searching students or their property for concealed tobacco, but suggests that visible or immediately apparent tobacco products can be confiscated.
 - v) students may receive a suspension for a minimum of one day and will be referred to a school counsellor, a local Community Resource Person or the Public Health Nurse.
- c) Principals will take the following disciplinary action when dealing with subsequent infractions by students:
- i) students are informed that their behaviour is an infraction of Board policy, and the infraction will be recorded for future reference.
 - ii) parents are advised of the repeated violation of Board policy.
 - iii) the tobacco will be turned over to parents or disposed of, whatever option the parents select. Records of seizure and disposal will be maintained in the school office.
 - iv) students will be encouraged to enter a smoking cessation program.
 - v) students may receive a suspension for a minimum of three days and will be referred to a school counsellor, a local Community Resource Person, the Public Health Nurse or a Tobacco Enforcement Officer.

10.3 Use and Possession of Alcohol

- a) Principals will take the following disciplinary action when dealing with the first infraction by students:
- i) students are informed that their behaviour is an infraction of Board policy and the infraction is recorded for future reference.
 - ii) students are advised of the further disciplinary action which will be taken for a subsequent infraction, and are asked to acknowledge that they understand.
 - iii) parents are informed of the infraction.
 - iv) the alcohol will be turned over to parents or disposed of, whatever option the parents select. Records of seizure and disposal will be maintained in the school office.
 - v) students will be suspended for a minimum of three days and will be referred to a school counsellor or a local Community Resource Person.
- b) Principals will take the following disciplinary action when dealing with subsequent infractions by students:
- i) students are informed that their behaviour is an infraction of Board policy, and the infraction is recorded for future reference.
 - ii) parents are advised of the repeated violation of Board policy.
 - iii) the alcohol will be turned over to parents, or disposed of, whatever option the parents select. Records of seizure and disposal will be maintained in the school office.
 - iv) students will be suspended for a minimum of five days with a recommendation to accept a referral to counselling for a preliminary assessment interview. They will not be compelled to accept this referral, but will be advised that compliance is in their best interest.

10.4 Use of Inhalants for the Purpose of Intoxication

- a) Principals will take the following disciplinary action when dealing with the first infraction by students:
 - i) students are informed that their behaviour is an infraction of Board policy, and the infraction is recorded for future reference.
 - ii) students are advised of the further disciplinary action which will be taken for a subsequent infraction, and are asked to acknowledge that they understand.
 - iii) parents are informed of the infraction.
 - iv) the inhalant will be turned over to parents, or disposed of, whatever option the parents select. Records of seizure and disposal will be maintained in the school office.
 - v) students will be suspended for a minimum of three days and will be referred to a school counsellor or a local Community Resource Person.
- b) Principals will take the following disciplinary action when dealing with subsequent infractions by students:
 - i) students are informed that their behaviour is an infraction of Board policy, and the infraction is recorded for future reference.
 - ii) parents are advised of the repeated violation of Board policy.
 - iii) the inhalant will be turned over to parents, or disposed of, whatever option the parents select. Records of seizure and disposal will be maintained in the school office.
 - iv) students will be suspended for a minimum of five days with a recommendation to accept a referral to counselling for a preliminary assessment interview. They will not be compelled to accept this referral, but will be advised that compliance is in their best interest.

10.5 Use or Possession of Illicit Goods

- a) Principals will take the following disciplinary action when dealing with the first infraction by students:
 - i) students are informed that their behaviour is an infraction of Board policy, and the infraction is recorded for future reference.
 - ii) the illicit drug is confiscated and turned over to the police, who will decide whether charges will be laid.
 - iii) students are advised that further disciplinary action will be taken for a subsequent infraction and are asked to acknowledge that they understand. The students are advised of the harmful effects of the drug in question, and informed of the options for seeking assistance.
 - iv) parents are informed of the infraction.
 - v) students will be suspended for a minimum of three days and will be referred to a school counsellor or a local Community Resource Person.
- b) Principals will take the following disciplinary action when dealing with subsequent infractions by students:
 - i) students are informed that their behaviour is an infraction of Board policy, and the infraction is recorded for future reference.
 - ii) the illicit drug is confiscated and turned over to the police, who will decide whether charges will be laid.
 - iii) parents are advised of the repeated violation of Board policy.
 - iv) students will be suspended for a minimum of five days with a recommendation to accept a referral to counselling for a preliminary assessment interview. They will not be compelled to accept this referral, but will be advised that compliance is in their best interest.

10.6 Being Under the Influence of Alcohol or Drugs

- a) This infraction refers to situations in which:
 - i) students have not been apprehended using alcohol or drugs, but are on Board property or at Board-sponsored events following use.

- ii) students consumed the alcohol or drugs while away from school property, then returned while still under the influence.
- b) Principals will take the following disciplinary action when dealing with the first infraction by students:
 - i) students are detained at the school (or the event) under the supervision of a Board employee in order to ensure their safety. Their parents, or designated emergency contacts are called to retrieve their children. If no other option is available they are taken to a hospital or police station in order to ensure their safety. If students refuse to stay under supervision, the police are called to retrieve and take the students home. Parents are advised of the infraction as soon as possible.
 - ii) any alcohol or drugs are confiscated consistent with procedures previously described for each substance.
 - iii) on a later occasion when the students are no longer intoxicated, they are informed that their behaviour was an infraction of Board policy. The infraction is recorded for future reference.
 - iv) students are advised of the further disciplinary action which will be taken for a subsequent infraction and are asked to acknowledge that they understand. Students are advised of the harmful effects of the substance in question and informed of the options for seeking assistance.
 - v) students are suspended for a minimum of three days.
- c) Principals will take the following disciplinary action when dealing with subsequent infractions by students:
 - i) students are detained at the school (or the event) under the supervision of a Board employee in order to ensure their safety. Their parents, or designated emergency contacts are called to retrieve their children. If no other option is available they are taken to a hospital or police station in order to ensure their safety. If students refuse to stay under supervision, the police are called to retrieve and take the students home. Parents are advised of the infraction as soon as possible.
 - ii) any alcohol or drugs are confiscated consistent with procedures previously described for each substance.
 - iii) the infraction is recorded for future reference.
 - iv) students are to be suspended for a minimum of five days, with a recommendation to accept a referral to the counselling department for a preliminary assessment interview. They will not be compelled to accept this referral but will be advised that it is in their best interest, and will be favourably considered should future disciplinary measures be necessary.

10.7 Sale or Distribution of Alcohol, Narcotics, Restricted Drugs and Other Harmful Substances

- a) When dealing with the sale or distribution of alcohol, narcotics, restricted drugs and other harmful substances, principals will adhere to the following procedure.
 - i) Contact police immediately. Police will advise student of his/her rights and determine the nature of the charge.
 - ii) Contact the parents of the student as soon as possible.
 - iii) Confiscate illegal substances and give such substances to the police.
 - iv) The principal will inform the student that his/her actions are in contravention of Board policy.
 - v) The principal shall suspend the student for a minimum of 15 days.
 - vi) The principal, in cooperation with the appropriate superintendent may recommend that the student be expelled.
- b) In the event of subsequent infractions, the principal shall adhere to the following procedure:

- i) Contact police immediately. Police will advise student of his/her rights and determine the nature of the charge.
- ii) Contact the parents of the student as soon as possible.
- iii) Confiscate illegal substances and give such substances to the police.
- iv) The principal will inform the student that his/her actions are in contravention of Board policy.
- v) The principal shall suspend the student for a minimum of 20 days.
- vi) The principal, in cooperation with the appropriate superintendent, may recommend that the student be expelled.

10.8 The Involvement of the Police

- a) The Principal or designate may call the police for all infractions of this policy or for all violations of the law.
- b) The Principal or designate may elect to call the police for any violation of the law if, in their opinion, the particulars of the case warrant such action.
- c) The Principal or designate must call the police:
 - i) when students are caught with substantial quantities of alcohol, and in circumstances which suggest the possibility of selling or distributing. This procedure relies upon the assessment of the staff member.
 - ii) when students are apprehended possessing or using illicit drugs. The illicit drugs will be turned over to the Police officers, who can decide to lay charges regarding possession or distribution, depending on the particulars of the situation. In these instances, students may be subject to further disciplinary action pending the outcome of the charge.
 - iii) the Principal should attempt to contact the parents as soon as possible in order for the parents to play an active role in this process.
- d) the Principal or designated staff may call the police when the particulars of the infraction are such that the safety of students or staff is threatened. This suggests that Board staff must assess each incident for its relative threat to safety and act accordingly.

10.9 Further Disciplinary Action

- a) The Principal may impose more severe sanctions in consultation with the Superintendent of Education if students have two or more infractions. These may include additional suspensions of up to ten days and, in consultation with the Director of Education, the initiation of expulsion proceedings. Three considerations will be taken into account:
 - i) indications that the student will continue using alcohol or drugs;
 - ii) lack of serious concern on the part of the student about the consequences of alcohol or drug use;
 - iii) the level of disruption imposed on other students, school staff, and the educational process.
- b) The imposition of severe sanctions would be justified by an unfavourable assessment in any of the three above areas of consideration.

11. SPORTS PERFORMANCE AND/OR APPEARANCE ENHANCEMENT THROUGH DRUG ABUSE

- a) The use of sports performance and/or appearance enhancing drugs is one aspect of a much broader drug problem which many see as the greatest single threat to Canada's social future.
- b) The Wellington Catholic District School Board is opposed to the use of unprescribed drugs to improve athletic performance or enhance appearance since they are illegal and result in unequal and unsafe sports competition. Drugs which are used to improve athletic performance or appearance can endanger one's health. Some damage may appear immediately while other damage may not become apparent for years.
- c) A prevention program is offered in the senior elementary and secondary school physical and health education program to reduce the incidence of sports performance and/or appearance enhancing drugs.

- i) The Ontario Federation of School Athletic Associations' Unit which deals with performance and/or appearance enhancement through drug abuse entitled "Strong and Clean" may be used as the basis of the prevention program.
- ii) Teacher/coach in-service opportunities should be provided on an ongoing basis so that they may be kept up to date on the extent of the problem and their role in combating this drug abuse.
- iii) Prevention activities will be developed for implementation in subjects such as Science, Law, Society: Challenge and Change, and Guidance to supplement the physical and health education program.
- d) Teachers, coaches and designated staff persons should be trained to counsel students who have used performance enhancing drugs and to refer them to appropriate community services if necessary.
- e) The following disciplinary action will be taken for students who are found to be using performance and/or appearance enhancing drugs.
 - i) Any student that uses sports performance and/or appearance enhancing drugs will be banned from competition or fitness centre use for twelve months from the date of the infraction.
 - ii) The student will not be re-admitted to the interschool sports program or fitness centre until:
 - * the twelve months have expired;
 - * the student declares that he/she is drug-free and;
 - * a letter has been received from a qualified physician stating that to the best of his/her knowledge the student is drug-free.
 - iii) Students must be informed that their drug use is an infraction of Board Policy and the infraction is recorded for future reference.
 - iv) Parents or guardians are informed of the infraction.
 - v) Students who are banned from competition will be given a recommendation to accept a referral to counselling. They will not be compelled to accept this referral, but will be advised that compliance is in their best interest.