

Schools must be safe and secure teaching and learning environments that support the intellectual, human, social and career development of all students. In order to maintain this positive teaching and learning environment, Frontier School Division acknowledges its responsibility, in cooperation with students, parents and the community, to take appropriate action regarding illicit substances on school property. The Division will therefore:

- create and maintain a safe and healthy environment in schools by keeping illicit substances out of the school environment,
- assist students adversely affected by their own or another's illicit substance use to make healthy lifestyle choices and provide them with access to counselling and/or rehabilitative programming, where appropriate,
- provide students with information that increases awareness of risks and impacts on relationships, as well as identifies and promotes the understanding of illicit substance use and appropriate intervention and acknowledges the legal implications,
- establish a consistent approach across the Division by providing staff with information and procedures concerning the preventative, early intervention, disciplinary and rehabilitative aspects of illicit substance use as they relate to users, non-users and affected others, and
- cooperate with appropriate community and law enforcement agencies in prevention and in the management of illicit substance-related incidents.

The accompanying regulations outline the procedures that will be taken by the Division to prevent and respond to illicit substances on school property.

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1. Prevention Through Education

The aim of prevention programs is to promote the development of awareness, positive attitudes and skills which will produce appropriate behaviour, responsible decision-making, effective problem-solving and increased self-esteem. Division approaches include:

a. Programming

The Division shall encourage and support quality programs/activities/services concerning healthy lifestyle choices.

b. Professional Development

Professional development opportunities will be provided for all staff in all schools in order to heighten the level of awareness and knowledge of illicit substance use and to assist with early identification of associated problems.

c. Communication

The Division policy on illicit substances shall be communicated to parents and students with support from the appropriate community-based youth or addiction workers through such means as:

- school newsletters/pamphlets
- student handbooks
- school committees
- school policies
- public presentations
- class/grade presentations

2. Intervention and Consequences

The Principal shall advise all staff that they are responsible for identifying students who, based on behaviour or performance, are suspected users of illicit substances or are affected by someone else's use of illicit substances, and for making the appropriate referrals.

Consequences for those students who use and/or possess illicit substances are:

a. First Offence

If a student is found in possession or appears to be under the influence of an illicit substance, the staff member shall be responsible for immediately reporting the incident to the Principal or designate who shall:

- i. make a judgement as to whether the student needs emergency assistance and advise the parent(s) and/or guardian(s) of the situation;
- ii. detain the student in the Principal's office, if possible, to:
 - * determine the nature of the problem,
 - * check the student's pupil file for any previous offense,
 - * notify the appropriate community-based youth or addiction worker and/or school counsellor and make a referral for a further assessment as soon as possible, and
 - * make the student aware of the procedures to be followed as outlined in the policy.
- iii. shall inform the local police department of the situation. Attempts will be made to inform the parent or guardian that the offender may be interviewed by the police, allowing parents/guardians time to be present for the interview;
- iv. if evidence is available, take possession of the physical evidence, preferably in the presence of a witness, and record specific details (date, time, items, persons present, and context). Evidence will be placed in a secure location. Police will be contacted and evidence will be turned over. Discretion will be used in circumstances where police are not available;
- v. consider suspension of the student for a period of three (3) to five (5) school days where a violation of this policy has occurred. In exceptional circumstances the violation may result in a suspension of less than three (3) school days;
- vi. send a letter of suspension to the parent/guardian or to the offender if he/she is 18 years of age or over. Included in the suspension letter shall be forewarning that an expectation for re-admission may be involvement with an appropriate counseling or rehabilitative program. The school may provide information about possible sources for appropriate counselling or treatment;
- vii. ensure that a student under 18 years of age is accompanied by a parent/guardian for an interview with the school's administration for re-admission to school under this suspension. Parental involvement is also encouraged for those who are dependents, 18 years of age or over, and who are living at home;
- viii. during the re-admission interview, provide the student and the parent/guardian with information about illicit substance use support services available through the school system, Addictions Foundation of Manitoba and/or other appropriate community agencies; and

- ix. provide information related to Student Suspension and the appeal process according to procedures outlined in the Student Suspension Policy G.1.B.

b. Second Offence

The same procedures will be followed as outlined for the first offence, and, at the discretion of the Principal or designate, may result in counselling, treatment, progressive discipline or police contact.

c. Further Offences

- i. Where it is apparent that continued illicit substance use has detrimentally affected the education of the student or has been injurious to the welfare of the school and where the student has been suspended previously under this policy, the Principal/designate shall follow the above procedures.
- ii. The period of suspension, as extended by the Area Superintendent, will be greater than the previous offence and no less than ten (10) days.

d. Supplying/Trafficking Offence

Where there are reasonable grounds for suspecting that a student is trafficking or supplying illicit substances on Division property or at school sponsored activities:

- i. the Principal shall make a judgement as to whether the student needs emergency assistance and advise the parents and/or guardians of the situation;
- ii. the Principal shall detain the student in the Principal's office, if possible, to ascertain the nature of the problem and make the student aware of the procedures to be followed as outlined in the policy;
- iii. if evidence is available, the Principal shall take possession of the physical evidence, preferably in the presence of a witness, and record specific details (date, time, item(s), person present and context). Police will be contacted and evidence will be turned over. The Principal shall attempt to advise the parent/guardian that the offender will be interviewed by police, allowing parents/guardians time to be present at the interview;
- iv. the Principal shall suspend the student for a period of five (5) school days where a violation of this policy has occurred. Suspensions greater than five (5) days shall be made by the Area Superintendent; and
- v. the Board of Trustees shall determine if the student will be expelled based upon the policy for expulsion of students.

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