Administrative Procedure 354

ALCOHOL AND DRUG USE

Background

All Division personnel are expected to uphold the law in preventing the unlawful possession of, use of, supplying of, or trafficking, distributing and/or selling of alcohol, solvents, intoxicants, controlled drugs, restricted drugs or narcotics.

Procedures

1. The principal will ensure that all staff in his/her school are informed regarding the procedures to be followed when dealing with instances of non-medical use of drugs and/or alcohol.

   1.1 When a student is suspected and/or found to be in possession of, and/or under the influence of illegal substances such as, alcohol, solvents, intoxicants, controlled drugs, restricted drugs, or narcotics within a school, on Division property, or during an activity sponsored or approved by the Division, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall refer to the Good Spirit School Division Alcohol and Drug Flowchart (AP354 Appendix A).

   1.1.2 When a student is found or suspected to be engaged in activities characterized as trafficking, distributing, and/or selling illegal substances such as, alcohol, solvents, intoxicants, controlled drugs, restricted drugs, or narcotics within a school, on Division property or during an activity sponsored or approved by the Division, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall refer to the Good Spirit School Division Alcohol and Drug Flowchart (AP354 Appendix A). Due to the severity of this activity, a suspension of 10 days will be administered. The principal should then refer to the Good Spirit School Division Alcohol and Drug Flowchart (AP354 Appendix A). The principal will contact their Superintendent of Education to notify him/her of the suspension.

   1.2 When a student is found to be undergoing a severe reaction from suspected alcohol and/or drug use while at school or while involved in an activity sponsored or approved by the Division, the required medical treatment shall be provided pursuant to Administrative Procedure 315 – Illness/Injuries At School and Administrative Procedure 553 - Transportation of Ill or Injured Students.

   1.2.1 The principal should then refer to the GSSD Alcohol and Drug Flowchart (AP354 Appendix A).
1.3 Any illegal substance confiscated or found by staff members on Division property or while involved in an activity sponsored or approved by the Division shall be turned over to the police for disposal and a request made to the police to whom the substance is delivered for confirmation of the identity of the substance through some appropriate analysis.

1.4 The principal shall ensure that all staff members in the school are informed or advised in regard to the appropriate handling of issues resulting from the possession, distribution or use of illegal substances, including alcohol. This training shall include information as to the steps a staff member is able to take in an attempt to legally and appropriately confiscate a suspected illegal substance. The principal will refer to Administrative Procedure 356 Searches by School Authorities for additional guidelines.

2. The principal, in cooperation with the School Community Council and the school community, shall ensure that educational programs and community resources are focused on the resolution of the problems and reasons leading to, and resulting from, the non-medical use of drugs.

References: Section 85, 87, 109, 152, 153, 154, 155, 175 Education Act
Administrative Procedure 354 Appendices A, B & C
Administrative Procedure 315 Illness/Injuries At School
Administrative Procedure 356 Searches by School Authorities
Administrative Procedure 553 Transportation of Ill or Injured Students

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