



Prairie Rose School Division

Section A: Foundations & Basic Commitments

POLICY: AJ-R
SUBJECT: Alcohol/Drugs
APPROVED: March 3, 2014
MOTION: 59/14
Page 1 of 6

ALCOHOL AND OTHER DRUGS ABUSE

These are three major components to this regulation on alcohol and other drugs abuse and their attendant problems, as follows:

I - Prevention An educational process that encourages students to demonstrate knowledge, attitudes, and skills that promote positive lifestyle behaviour and well-being concerning alcohol and other drugs.

II – Intervention An established process in which caring persons confront an individual with data regarding his/her unacceptable alcohol/drug abuse behaviors, in an effort to help that individual seek appropriate corrective measures. These measures may be disciplinary and/or involve counselling and rehabilitation.

III - Staff development A process through which employees acquire the knowledge and skills required to constructively respond to the problems of alcohol and other drug abuse.

I -PREVENTION OF ALCOHOL AND OTHER DRUGS ABUSE

Prevention Education

The goals of a prevention program are to prevent alcohol and other drugs abuse, as well as to reduce the future incidence of alcohol and drug-related problems among students, by encouraging students to choose behaviors which promote a healthy lifestyle.

The prevention program is intended to help students to understand:

- a) the effects of alcohol and other drugs on the body;
- b) the factors that influence people to use or not to use alcohol and other drugs;
- c) the decision adolescents face to use or not to use alcohol and other drugs;
- d) the alternatives to the use of alcohol and other drugs; and
- e) alcohol/other drugs facts and figures.

Each year all schools will plan to provide alcohol and other drugs abuse education that will include the following:

- a) A program for all students to assist in the promotion of positive health behaviours and to discourage alcohol/drug abuse. The program will be predominantly classroom based, will include Department of Education Health curriculum and, if applicable, will include other initiatives particular to the school.
- b) The ongoing monitoring of the effectiveness of the program.
- c) Identification of professional development needs of the student assistance program personnel



Prairie Rose School Division

Section A: Foundations & Basic Commitments

POLICY: AJ-R
Page 2 of 6

- d) A system for the student assistance program personnel, if in place, to educate all the staff in the school.

II. INTERVENTION

Possession or use

- a) The use, possession and/or sale of alcohol/drugs or drug paraphernalia on school property or at any school-sponsored activity is strictly prohibited.
- b) When a student is found to be in possession of, and/or under the influence of, and/or selling alcohol or other drugs, their School Principal (or designate) shall impose disciplinary measures.

Disciplinary Measures

School personnel shall ensure that the student and parents or legal guardians are made aware of the nature and potential consequences of the student's actions. At all times, any action taken must first safeguard the life and health of the student, and the student body.

- a) In all cases, the educational development of the student(s) who contravene(s) this policy, and the educational role and function of the school for all other students, must be taken into consideration when exercising judgment regarding disciplinary action.
- b) The Principal (or designate) is authorized to invoke disciplinary measures as he/she deems appropriate to each transgression, selecting from, but not limited to, the following actions:
- withdrawal of school privileges/in-school suspensions;
 - suspension from school for up to one week;
 - reporting the incident and known details to the Superintendent and to the police, as necessary;
 - recommending to the Superintendent that the student be suspended or expelled from the school;
 - referral to the student assistance program.
- c) Repeat offenders shall be suspended or expelled. The Principal, Superintendent, and student assistance program personnel (or designate) will be involved in support planning prior to returning to classes.
- d) In the event disciplinary action includes suspension from school for more than one day, the school may offer a reduced suspension in combination with a mandatory referral to



Prairie Rose School Division

Section A: Foundations & Basic Commitments

POLICY: AJ-R
Page 3 of 6

an appropriate agency. Failure to refer to an appropriate agency will result in the reinstatement of the full suspension.

Guidelines For Search/Seizures Of Alcohol And Other Drugs

Common sense and reasonableness are the watchwords in deciding to search and the manner in which a search is conducted. Reasonable grounds include information received from a Teacher or another student that a liquor bottle was seen, that a student's breath smelled of liquor, or that a student's behavior led to the belief that he or she was intoxicated. If a teacher has doubts, or questions the reasonableness of an action to correct student behavior, the Teacher should not act before consulting the School Principal.

- Any student suspected of being in possession of alcohol or other drugs or drug paraphernalia will be reported to the Principal immediately. Students suspected of selling alcohol or other drugs may be reported to the police.
- Teachers or Principals should always try to conduct searches in the presence of another staff member. When possible, the student will be present. Circumstances may, on occasion, not make this possible. If a search is required on an out of school activity, or when the Principal is not available, searches may be conducted by the supervising Teacher.
- The Principal will ask for the student's cooperation in emptying pockets, purses and knapsacks, etc.
- If an eminent threat is perceived, a search of a student's clothed body is permissible if the Teacher has reasonable grounds to suspect that the student is breaking a law or breaching school policy. The actual search will be performed by a person of the same sex as the person being searched, and will be done with great care.
- A student's desk or locker is school property and school authorities have the right to search if they have reasonable concerns. Students are responsible for their desks and lockers, including the contents, and students should be advised of these facts at the beginning of each school year.
- A staff member will assume possession of any alcohol or other drugs from a student. The student should not be left unattended. Any seizures of drugs will be immediately turned over to the police.
- Documentation of any confiscated property will occur as soon as possible. This information will be kept separate from the Student Cumulative Record. Students will be shown the
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Prairie Rose School Division

Section A: Foundations & Basic Commitments

POLICY: AJ-R
Page 4 of 6

documentation and, other than being released to parents and police as required by this protocol, this information is confidential.

- Police involvement will be used at the discretion of the Principal, except when searching an individual's car.
- With regard to the searching of an individual's car, the Principal or designate will contact the RCMP to perform the search. (See also JK – Student Lockers) (JGB – Interrogation and Searches)

Field Trips

In the event of violation occurring while the student is on a field trip or at a school sponsored event outside of the school, the supervising staff member will contact the Principal. The Principal or designate will be responsible for finalizing a plan to deal with the student(s), including contacting the parents. If the student is to return home, the parent will be responsible for all arrangements, including the cost of public transportation, if required.

Student Assistance Program Personnel

In the high schools, the student assistance program will be managed by a designated Teacher, the Social Worker, the Principal and a Counselor (if applicable).

In the elementary schools and the Hutterite schools, the Student Assistance Program will be managed by a designated Classroom Teacher, the Resource Teacher and the Principal.

Role of the Student Assistance Program Personnel

School-based assistance is the provision of educational programs with regard to alcohol and other drugs. Communities and their resources must be equally responsible to children and families for necessary support in the clinical and therapeutic realms. Schools are not the sole treatment providers, and boundary issues with respect to school resources and community resources need to be observed.

Student assistance program personnel will assist with:

- staff training;
- assessment of student needs;
- referral for appropriate community services;
- providing counseling;
- providing information;
- meeting with parents;



Prairie Rose School Division

Section A: Foundations & Basic Commitments

POLICY: AJ-R
Page 5 of 6

- providing leadership in developing the annual school program plan for implementing the educational component of the Alcohol and Other Drugs policy and regulation;
- developing a working agreement with outside agencies;
- explaining the Alcohol and Other Drugs Policy as needed;
- monitoring the effectiveness of the Alcohol and Other Drugs Policy by keeping a record of the number of students served by the student assistance program and kind of service, number of referrals to outside agencies, and result of services in and out of school.

Procedural Guidelines

- Students/staff/volunteers may access the student assistance support personnel by referring themselves, by going through school staff, or by contacting the Student Services Coordinator at the School Board Office.
- Confidentiality of the individual will be respected.
- For each referred student a Case Manager from the student assistance program personnel will be identified. The Case Manager will coordinate team meetings and will liaise with agencies outside the school.
- The purpose of team meetings will be to share information, to make case management decisions, and to monitor and evaluate effectiveness of case management decisions.

Counseling And Rehabilitation

- The school administration shall advise all staff that they are responsible for identifying students who, as a result of irregular behaviour patterns and/or declining personal performance over a reasonable period of time, are suspected of alcohol abuse/other drugs abuse, and for bringing them to the attention of the Principal and/or the Student Assistance Program Personnel.
- Each administrator shall identify the Student Services Coordinator and student assistance program personnel, as a contact people for information related to alcohol and other drugs abuse.
- Prairie Rose School Division will compile a list of agencies which can be used for school staff members as referral information for students/staff/volunteers and parents of all students.
- The School Principal and student assistance program personnel may encourage the student to attend a recognized school or community chemical dependency or counseling program or appropriate service.
- When a student is suspected of use of alcohol/drugs in the school environment, the School Principal or designate should consult with parents and/or guardians. The same course of action should be taken when a student is suspected of alcohol/drug abuse outside the school environment and it negatively impacts on the student's functioning in school.



Prairie Rose School Division

Section A: Foundations & Basic Commitments

POLICY: AJ-R
Page 6 of 6

III - STAFF DEVELOPMENT

- The Division shall be responsible for implementing the provincial Physical Education/ Health Curriculum and for introducing any other related programs for the purposes of establishing a prevention program. This program shall include the identification of effective teaching strategies and resources.
- The Division shall be responsible for planning and assisting with inservice training for student assistance program personnel who will be implementing programs on drug/alcohol abuse education.
- The student assistance program personnel will assist with providing school based training for all staff. The purpose of this training is to provide knowledge, and to heighten the awareness of all staff with regard to:
 - the link between negative life experiences and alcohol and other drugs abuse;
 - the early identification of alcohol/ drug abuse related problems; and
 - the facts and figures about alcohol/drug abuse and related problems.
- The Division, through Administrative Council, shall implement the procedures contained in this policy.

Documentation

All confidential information collected as a result of this policy must be:

- shown to the student;
- locked up in one place in the school that the child is attending;
- maintained while the student is attending a school in the Division;
- destroyed when the student has graduated or permanently moved;
- shared with other agencies at the discretion of the case manager, if it is deemed beneficial to the student;
- maintained by the Principal or designate.

Policy Communication

The Division policy and regulation on alcohol and other drugs abuse shall be communicated to parents through such means as:

- school newsletters;
- information packages given to parents when their students register at school;
- presentations to school parent groups and parent advisory councils;
- consent letters for field trips and extra-curricular activities.

The Division policy and regulations on alcohol and other drugs abuse shall be communicated to students through:

- information materials given to students when they register at school;
- public address announcements in the school ;
- student assemblies;
- posters and other means of media presentation;
- consent letters for field trips and extra curricular activities.