

# Administrative Procedure 347

## Students

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### STUDENT DRUG AND ALCOHOL ABUSE

#### BACKGROUND

Westmount Charter School (WCS) is committed to providing a safe and caring learning environment that fosters and maintains respectful and responsible behaviours. The possession, use, distribution, or sale of prohibited substances, including alcohol, cannabis, illegal drugs, and the inappropriate use of prescription medications, may jeopardize the health, safety, well-being, and learning of students and staff.

WCS recognizes that concerns related to substance use may require both disciplinary and supportive responses. The school will respond to incidents involving alcohol, drugs, or the misuse of medications in a manner that prioritizes student safety, complies with applicable legislation, and supports positive student outcomes.

The Principal is responsible for implementing this Administrative Procedure.

#### PROCEDURES

This Administrative Procedure applies to all students while attending school, participating in school-sponsored or school-authorized activities, travelling to and from school-sponsored activities, or engaging in conduct that may affect the safety, well-being, or functioning of the school environment.

##### 1. Consumption or Impairment

- 1.1 Where the Principal has reasonable grounds to believe that a student has consumed, is impaired by, or is under the influence of alcohol, cannabis, illegal drugs, or other substances used for non-medical purposes, the Principal shall:
  - 1.1.1 Take reasonable steps to ensure the immediate safety and well-being of the student and others;
  - 1.1.2 Notify the student's parent(s) or guardian(s) as soon as reasonably possible;
  - 1.1.3 Determine appropriate interventions, supports, and disciplinary consequences in accordance with the Student Code of Conduct and applicable Board policies and Administrative Procedures; and
  - 1.1.4 Where warranted, suspend the student in accordance with the Education Act and AP 351 Suspension.
- 1.2 The Principal may require that a student be removed from school or a school activity until the student's safety and well-being can be assured.

##### 2. Possession, Distribution, or Sale

- 2.1 Students shall not possess, use, distribute, sell, provide, or be under the influence of:
  - 2.1.1 Alcoholic beverages;
  - 2.1.2 Cannabis, except where authorized by law and approved by the school through appropriate medical documentation and procedures;
  - 2.1.3 Illegal drugs or controlled substances;
  - 2.1.4 Drug paraphernalia associated with prohibited substances; or
  - 2.1.5 Prescription medications used inappropriately or without authorization.

- 2.2 Where a student is found in possession of, distributing, selling, or providing prohibited substances, the Principal shall:
  - 2.2.1 Confiscate the substance where safe and appropriate to do so;
  - 2.2.2 Notify the student's parent(s) or guardian(s);
  - 2.2.3 Notify the Superintendent or designate;
  - 2.2.4 Contact law enforcement where required or where criminal activity may be involved; and
  - 2.2.5 Determine appropriate disciplinary and/or supportive responses in accordance with Board policy and Administrative Procedures.
- 3. Repeated or Serious Incidents
  - 3.1 Repeated violations or serious incidents involving possession, use, distribution, sale, or impairment may result in suspension, a recommendation for expulsion, referral to external supports, or other interventions deemed appropriate by the Principal and Superintendent.
- 4. Student Supports
  - 4.1 Where appropriate, students involved in substance-related incidents may be referred to counselling, health services, community agencies, or other supports intended to address underlying concerns, promote student success, and support positive and responsible decision-making.
- 5. Records and Privacy
  - 5.1 Information relating to substance-related incidents shall be collected, used, disclosed, retained, protected, and securely disposed of in accordance with the *Protection of Privacy Act* (POPA) and Board privacy management, records management, and information security procedures.

**Legal Reference:** *Education Act*  
*Protection of Privacy Act (POPA)*

**Cross Reference:** AP-340 Student Code of Conduct  
 AP-350 Student Discipline  
 AP-351 Suspension

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