



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

415 Substance Use and Prevention

DIRECTIONAL POLICY

400 Safe, Inclusive, and Progressive Schools

Title of Administrative Procedure:

Substance Use and Prevention

Date Approved:

March 2025

Projected Review Date:

March 2030

Directional Policy Alignment:

This procedure aligns with Directional Policy 400 Safe, Inclusive, and Progressive Schools Policy by preventing substance use through education, support, and enforcement. It promotes healthy lifestyle choices and provides necessary interventions, safeguarding the well-being of students. By aligning with the Safe, Inclusive, and Progressive Schools Policy, it reflects the Board's commitment to fostering an environment free from harmful substances, thus contributing to the overall safety of the school community.

Alignment with Multi-Year Strategic Plan:

This procedure aligns with the CDSBEO Strategic Plan by promoting a healthy, safe, and inclusive environment, reflecting the tenets of protecting and nurturing. It supports students and staff in making healthy lifestyle choices, thereby ensuring the well-being and safety of all, in accordance with Catholic values and the Board's commitments.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The Catholic District School Board of Eastern Ontario supports its students, parents, and staff in the understanding, acceptance and practice of Catholic values and the pursuit of healthy lifestyles. In accordance with Ontario's Cannabis Act and the Smoke-Free Ontario Act (SFOA), the Board recognizes that the environment must be free from the harmful effects of the use of cannabis products, tobacco products, electronic cigarettes/vaping products, other imitation smoking-related products and accessories, and alcohol. The Board prohibits the use and possession of alcohol, cannabis and other illegal drugs, and the misuse of medication or other substances on Board property, at Board-sponsored events or in circumstances where engaging in an activity could have a negative impact on school climate.

Action Required

The Board shall support students from initiating the use of alcohol, tobacco, cannabis, and other electronic cigarette/vaping products, by limiting access and accessibility. Schools will support students and staff to make and maintain healthy lifestyle choices and support students and staff who are trying to quit. The Board will ensure the provision of appropriate prevention and early intervention measures and, when deemed necessary, the administration of disciplinary action in accordance with the Education Act and Board Policy.

The Board recognizes that students have rights under the Canadian Charter of Rights and Freedoms and are entitled to due process of the law. In recognition of this fact, the Board shall:

- Treat all of its students with compassion, fairness, and justice.
- Treat as confidential, subject to compulsion under law, all communications and other endeavours initiated by a student to secure medical or counselling assistance.
- Permit a student to remain on the enrolment register in the event that they are charged with an offense under the law, pending disposition of the case.

The goal of progressive discipline is to protect the health and safety of all students by deterring the students from using prohibited substances including, tobacco or electronic cigarette/vaping products, alcohol, cannabis, or drugs under any circumstance. This would include but not be limited to any incident on or around Board property or at Board-sponsored events, and from coming onto Board property or attending such events while under the apparent influence of alcohol or drugs.

Three exceptions regarding possession exist:

- The lawful possession of prescribed medication as per the Catholic District School Board of Eastern Ontario's medication policy.
- The lawful possession (but not use) of tobacco or electronic cigarette/vaping products.
- The lawful possession of cannabis and cannabis products for medical purposes and the possession of inhalants (such as glue or solvents) which are being used for legitimate purposes.

Violations of Board policy can occur in the following ways:

- Use of tobacco or electronic cigarette/vaping products by any student or possession by any student under 16 years of age.
- Use or possession of cannabis or related accessories.
- Use or possession of alcohol.
- Use of inhalants for the purpose of intoxication.
- Use or possession of illegal drugs.
- Being under the influence of alcohol or drugs.
- Distribution of tobacco or electronic cigarette/vaping products, alcohol, and or/drugs.
- Misuse of prescribed medication.
- Possession of large quantities of non-regulated drugs or medication.

Use or Possession of Tobacco or Electronic Cigarette – Smoke-Free Ontario Act (SFOA)

Smoking is not permitted on Board premises (buildings and school property) or at Board-sponsored events. In addition, the possession of tobacco or electronic cigarette/vaping products by any student under 16 years of age is prohibited.

Principals will take the following disciplinary action when dealing with a student in violation of the policy:

- Inform the student that their behaviour is an infraction of Board policy, and the infraction will be recorded for future reference.
- The parent(s)/guardian(s) will be informed.
- The student and parent(s)/guardian(s) will be advised that progressive disciplinary action will be taken for repeated infractions of the policy.
- The tobacco or electronic cigarette/vaping products will be confiscated from students under the age of 16. Records of seizure and disposal will be maintained in

the school office, or, where applicable, will be attached to the Notice of Suspension.

- The student may receive a suspension of one to five days.
- The student will be encouraged to enter a smoking or electronic cigarette/vaping cessation program, and the parent(s)/guardian(s) will be encouraged to seek information and community resources to assist and support the child. For students at risk of addictive behaviours information about screening, brief interventions, and referral for treatment should be reviewed.
- When a student, for the second or subsequent time, acts in violation of the procedure, the Principal will, in addition to the above procedure, contact the Tobacco Enforcement Officer.

Use or Possession of Cannabis: Ontario's Cannabis Act, 2017

Under Bill 174 (Schedule 1), Ontario's Cannabis Act, 2017 prohibits:

- Youth under the age of 19 from using, possessing or purchasing cannabis products.
- The sale or supply of cannabis to a person under 19 years of age.
- Anyone from using cannabis in public place, workplaces, and motor vehicles.

Cannabis product is defined as any product containing, made or derived from cannabis that is intended for human consumption whether smoked, heated, inhaled, dissolved, or ingested by any other means, or any component part, or accessory of the cannabis product. Common types of cannabis products include dried cannabis, (e.g., joints), electronic cannabis vapes, concentrated cannabis products (e.g., hash, hash oil), and edible cannabis concentrates, (e.g., food or drink products containing cannabis).

Principals will take the following disciplinary action when dealing with a student in violation of this policy:

- Inform the student that their behaviour is in violation of Board policy and Section 306. (1) of the Education Amendment Act.
- The parent(s)/guardian(s) will be informed.
- The student and parent(s)/guardian(s) will be advised that progressive disciplinary action will be taken for repeated infractions of the policy.
- Confiscate the substance, if possible. Records of seizure and disposal will be maintained in the school office and will be attached to the Notice of Suspension.
- The student may receive a suspension of up to twenty days.
- The student may be referred to a regulated mental health professional employed by

CDSBEO to determine the need for screening, interventions, and referral(s).

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Use or Possession of Alcohol and/or Inhalants

Principals will take the following disciplinary action when dealing with a student in violation of this policy:

- Inform the student that their behaviour is in violation of Board policy and Section 306. (1) of the Education Amendment Act.
- The parent(s)/guardian(s) will be informed, and the police will be notified, if necessary.
- The student and parent(s)/guardian(s) will be advised that progressive disciplinary action will be taken for repeated infractions of the policy.
- Confiscate the substance, if possible. Records of seizure and disposal will be maintained in the school office and will be attached to the Notice of Suspension.
- The student may receive a suspension of up to twenty days.
- The student may be referred to a regulated mental health professional employed by CDSBEO to determine the need for screening, interventions, and referral(s).

Use or Possession of Illegal Drug(s)

Principals will take the following disciplinary action when dealing with a student in violation of this policy:

- Inform the student that their behaviour is in violation of Board policy and Section 306. (1) of the Education Amendment Act.
- The parent(s)/guardian(s) will be informed.
- The student and parent(s)/guardian(s) will be advised that progressive disciplinary action will be taken for repeated infractions of the policy.
- Confiscate the substance and call police where the illegal drug will be turned over to them. Records of seizure and disposal will be maintained in the school office and will be attached to the Notice of Suspension.
- The student may receive a suspension of up to twenty days.
- The student may be referred to the appropriate school personnel to determine the need for screening, interventions, and referral(s).
- Large quantities of non-regulated drugs or medication must also be confiscated, reported to parent(s)/guardian(s) and may result in progressive discipline measures if deemed appropriate.

Being under the Influence of Alcohol, Cannabis and/or Drugs

This infraction refers to situations in which:

- The student has not been apprehended using alcohol, cannabis, or drugs but is on Board property or at a Board-sponsored event following use.
- The student has consumed alcohol, cannabis, or drugs while away from school property and has returned while still under the influence.
- The student has consumed alcohol, cannabis, or drugs on Board property or at a Board-sponsored event, but the student was not apprehended in the act of consuming.

Principals will take the following disciplinary action when dealing with a student in violation of this policy:

- If possible, detain the student at the school (or at the event) under the supervision of a Board employee in order to ensure the student's safety.
- Police may be contacted, and the student's parent(s)/guardian(s) or designated emergency contact will be called to pick up the student. If the student is uncooperative or contacts cannot be reached, the police will be contacted. The infraction will be recorded for future reference.
- The student and parent(s)/guardian(s) will be informed of the behaviour that is in violation of Board policy and in the case of alcohol Section 306. (1) of the Education Act.
- A suspension of one to twenty days will be considered.
- The student may be referred to a regulated mental health professional employed by CDSBEO to determine the need for screening, interventions, and referral(s).
- Under the progressive discipline model, the student may receive in school sanctions such as community service, loss of school privileges, detention, etc.

Sharing/Selling/Buying of Alcohol, Cannabis, Tobacco, Electronic Cigarettes/Vaping Products, or Drugs on School Property.

Principals will take the following disciplinary action when dealing with a student in violation of this policy:

- Inform the student that their behaviour is in violation of Board policy and Section 306. (1) of the Education Amendment Act.
- The parent(s)/guardian(s) will be informed and the police, or tobacco enforcement office may be notified, if necessary.
- Any tobacco or electronic cigarette/vaping products, alcohol or drugs will be

confiscated consistent with guidelines for each substance.

- If the student is under 16 or has sold, or shared tobacco, electronic cigarettes/vaping or tobacco products with someone under the age of 16 they may receive a suspension of one to five days.
- Students providing, selling, or buying alcohol, cannabis, drugs, inhalants, and prescription medication will be suspended for a period of up to twenty days pending an investigation leading to possible expulsion.

Responsibilities

The Board of Trustees is responsible for:

- Approving policies and procedures related to the use and possession of alcohol, cannabis, inhalants, and illegal drugs.
- Engaging with community stakeholders, including parent(s)/guardian(s), and law enforcement to support a drug-free learning environment.

The Director of Education is responsible for:

- Developing and implementing policies and procedures related to the use and possession of alcohol, cannabis, inhalants, and illegal drugs.
- Ensuring compliance with the Education Amendment Act and other relevant legislation.
- Providing oversight and support to Superintendents, Principals, and Vice-Principals in enforcing these policies.

Superintendents of Schools and System Portfolios are responsible for:

- Communicating with parent(s)/guardian(s) and law enforcement as necessary.
- Overseeing the suspension and disciplinary process for students who violate substance policies.
- Facilitating access to screening, interventions, and referrals for students involved in repeated substance use infractions.
- Promoting cessation programs and resources to support students in overcoming substance misuse.

Principals and Vice-Principals are responsible for:

- Informing students of infractions regarding Board policy and the Education Amendment Act.
- Confiscating substances when possible.
- Informing parent(s)/guardian(s) and police (if deemed necessary) of infractions.

- Recording seizures and disposals, ensuring records are attached to any Notice of Suspension.
- Considering suspension of students for one to twenty days based on the severity of the infraction.
- Referring students to a regulated mental health professional employed by CDSBEO for screening, interventions, and referral(s) when necessary.
- Implementing in-school sanctions such as community service, loss of school privileges, or detention.
- Encouraging students to enter cessation programs and informing parent(s)/guardian(s) about resources to support their child.
- Detaining students under supervision to ensure their safety when under the influence of substances.
- Contacting parent(s)/guardian(s) or emergency contacts to pick up students under the influence, contact police if necessary.
- Informing students and parent(s)/guardian(s) of progressive disciplinary actions for repeated policy violations.
- Ensuring that the environment in schools is free from the harmful effects of alcohol, cannabis products, tobacco or electronic/vaping products, and other imitation smoking related products and accessories.
- Prohibiting the use and possession of alcohol, cannabis, tobacco or vaping products, and other illegal drugs, as well as the misuse of medication or other substances on Board property and at Board-sponsored events.
- Supporting students in making and maintaining healthy lifestyle choices, including providing support for students and staff who are trying to quit using prohibited substances.
- Implementing appropriate prevention and early intervention measures regarding the use of alcohol, tobacco, and cannabis, as well as other vaping and imitation smoking-related products.
- Administering disciplinary actions in accordance with the Education Act and Board policy when necessary.
- Ensuring that students' rights under the Canadian Charter of Freedoms are upheld and that due process is followed in all disciplinary matters.
- Treating all students with justice and ensuring the confidentiality of communications and endeavors initiated by students to secure medical or counseling assistance, subject to the compulsion under law.
- Permitting students to remain on the enrolment register if charged with an offense under the law, pending the disposition of the case.

Staff are responsible for:

- Reporting substance possession, use, or distribution to school administration.
- Referring students to appropriate school personnel for support when necessary.
- Detaining students under supervision to ensure their safety when under the influence of substances.
- Contacting school administration if students appear under the influence of a substance.

Progress Indicators

- **Reduction in Substance-Related Incidents:** Decrease in the number of students found in possession of or under the influence of prohibited substances over time.
- **Referral Follow-Up:** Students referred for screening and intervention complete the process and receive appropriate support.
- **Participation in Cessation Programs:** Students successfully enroll in cessation programs, which support a reduction in substance use.
- **Parental Engagement:** Increased parent involvement and awareness of resources available to support their children.
- **Disciplinary Actions Awareness:** Ensure students and parent(s)/guardian(s) are informed about the progressive disciplinary actions and the resources available to them to prevent further infractions.

Definitions

Drugs and Prohibited Substances:

- All substances that are listed in the Controlled Drugs and Substances Act.
- All “controlled” drugs and “restricted” drugs as defined and listed in the Food and Drugs Acts.
- Cannabis as described in the Ontario Cannabis Control Act, 2017.
- Alcohol as described in the Liquor License and Control Act, 2019.
- Other substances misused to produce mind or body altering effects (e.g., solvents, correction fluid, glue, etc.).

Possession: A person has possession when they have a substance in their personal possession or knowingly have it in the possession of another person, or any place, for the use or benefit of self or another person. Where two or more persons with the knowledge and consent of the rest have anything in their custody or possession it shall be deemed in custody or possession of each of them.

References

- [Education Act](#)
- [Smoke Free Ontario Act, 2017](#)
- [Controlled Drugs and Substances Act](#)
- [Food and Drugs Act](#)
- [Ontario's Cannabis Control Act, 2017](#)
- [Liquor License and Control Act, 2019](#)