

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: BANNED SUBSTANCES – USE AND/OR
POSSESSION**

<i>PROCEDURE CODE:</i>	<i>634 AP 001</i>
Policy Reference: 634 – Banned Substances	

PROCEDURE

1. Responsibility of initial observer:
 - 1.1. The initial observer should refer it to a teacher, administrator, counselor or the police services for assistance. In any instance, the in-school administrator should be informed of the action taken.
 - 1.2. If, at this point, the student appears to have violated the school Division policy on alcohol and drugs, parents/guardians should be requested to participate in the deliberations.
 - 1.3. If the situation involves consumption of alcohol and/or drugs rather than possession of same, medical assistance may be sought as a precautionary measure.
2. Support services:
 - 2.1. Upon meeting the student's immediate needs (medical attention, legal guidance, parental contact), remedial assistance should be sought for the student by the family and the counselor. One of the following agencies might be considered for assistance:
 - 2.1.1. Alberta Child and Family Services
 - 2.1.2. Alberta Health Services
 - 2.1.3. Addictions and Mental Health
 - 2.1.4. Addictions Helpline
 - 2.1.5. Mental Health Helpline
3. Internal action:
 - 3.1. If the school Division policy is violated, the following format for action would be followed:

- 3.1.1. Suspension of student by the principal or designate.
 - 3.1.2. Student returns to school after an intake meeting.
 - 3.1.3. Referral to one of the support agencies as outlined in (2) above.
 - 3.1.4. Recommendation for expulsion may be considered.
4. If necessary, and where practical, the confiscation of any banned substance or related paraphernalia should be done in the presence of another adult. Confiscated items will not be returned to students and will be disposed of as necessary.
5. Each situation will vary with reference to time, place, function and related issues, hence they will be addressed in a manner appropriate to the context.
6. Common sense and discretion should be the guiding factor in each case, however, suspected criminal offences must be reported to police authorities for further investigation.

REFERENCES

Alberta Child and Family Services
Addiction and Mental Health (403) 529-3582
Addiction Helpline 1-866-332-2322
Mental Health Helpline 1-877-303-2642
Health Link 811
Kids Help Phone 1-800-668-6868

Approved: May 17, 2005
Revised: November 26, 2019

