

Appendix A - Incident Reference Guideline

1. All incidents must be documented.
2. When dealing with an incident, a student referral for supportive intervention should be considered.
3. A principal can determine if another form of progressive discipline is appropriate to address the incident.
4. If there is an incident on record in one area and an incident occurs in different area, that incident is considered as a subsequent incident.
5. In accordance to the *Education Act*, where a principal feels an incident requires a suspension beyond 5 days or an expulsion, a recommendation will be made to the Director.
6. Where a principal reasonably suspects that a student is in possession of alcohol, drugs or drug paraphernalia, the principal will follow the Public Schools Branch policy/procedures regarding search and seizure.

INCIDENT	NOTIFY PARENTS OF STUDENTS UNDER 18 YEARS OF AGE	DISPOSAL OF PRODUCT	DISCIPLINE	POLICE CONTACT	EXPULSION
<i>Possession of alcohol</i>	Must	Make a record and dispose of alcohol.	3-5 day suspension and/or other consequences.	May	The Public Schools Branch Board of Directors may expel a student in accordance with the <i>Education Act</i> , its regulations and Public Schools Branch policy. A student who has been expelled from school has, for the period of expulsion, lost the right to have access to the education program of the Public Schools Branch.
<i>Being under the influence of alcohol</i>	Must. Student detained until picked up by parent or guardian or responsible adult. Police called if no one available.	Make a record and dispose of any alcohol.	3-5 day suspension and/or other consequences.	May	
<i>Possession of drugs including any quantity of cannabis</i>	Must. Student detained until police are called.	Make a record. Drugs are confiscated and turned over to the police.	3-5 day suspension and/or other consequences.	Must	
<i>Being under the influence of drugs</i>	Must. Student detained until picked up by a parent or guardian or responsible adult. Police called if no one available.	Make a record. Drugs are confiscated and turned over to the police.	3-5 day suspension and/or other consequences.	May (Must if drugs are found)	
<i>Use of inhalants, solvents, etc. for the purpose of intoxication</i>	Must. Student detained until picked up by a parent or guardian or responsible adult. Police called if no one available	Make a record and dispose of any products.	3-5 day suspension and/or other consequences.	May	
<i>Distribution of alcohol or drugs</i>	Must. Student detained until police are called.	Make a record. Drugs are confiscated and turned over to the police.	3-5 day suspension and/or other consequences. May result in an expulsion inquiry.	Must	
<i>The possession of drug paraphernalia</i>	Must	Make a record and dispose of any products.	Appropriate consequences.	No	