



APPROPRIATE HANDLING AND DISPOSAL OF SURRENDERED ITEMS

Responsibility:	Superintendent, Student Achievement & Well-Being
Legal References:	<u><i>Ontario Occupational Health and Safety Act and Regulations for Industrial Establishments</i></u> <u><i>Workplace Safety and Insurance Board</i></u> <u><i>Canada - Cannabis Act (S.C. 2018, c. 16)</i></u> <u><i>Ontario - Cannabis Control Act, 2017, S.O. 2017, c. 26, Sched. 1</i></u>
Related References:	<u><i>Administrative Procedure 4155 – Disposal of Bio hazardous Waste</i></u> <u><i>Administrative Procedure 4156 – Disposal of Sharp Items and Needles</i></u>
Revisions:	September 2020
Reviewed:	September 2024

1. Preamble

- 1.1. Possession and consumption of alcohol, illegal drugs, tobacco, electronic cigarettes, recreational cannabis and related on school property is illegal.
- 1.2. At a minimum, students must surrender these items and a parent/guardian must be notified.

2. Handling

- 2.1. School staff shall not handle cannabis or illegal drugs without appropriate Personal Protective Equipment (PPE).

3. Disposal

3.1. Cannabis and Tobacco

- 3.1.1. If the quantity of surrendered/confiscated cannabis exceeds 30 grams, the principal must contact Waterloo Regional Police Service (WRPS) for direction.
- 3.1.2. To dispose of quantities of cannabis under 30 grams or any quantity of tobacco, the principal will discard the surrendered/confiscated cannabis or tobacco in the general waste, out of sight of students, after having mixed the surrendered/confiscated cannabis or tobacco with an unappealing substance (e.g., coffee grounds, kitty litter, food waste, dish soap).

3.2. Prescription and Illegal Drugs

- 3.2.1. If the administrator believes the drugs are lawfully prescribed to the parent/guardian of the student, the principal may, at their discretion, offer the parent/guardian the opportunity to pick up the surrendered/confiscated drugs.

- 3.2.2. If the quantity of surrendered/confiscated drugs is significant, the principal must contact WRPS for direction.
- 3.2.3. To dispose of insignificant quantities of drugs, the principal will discard the surrendered/confiscated drugs in the general waste, out of sight of students.
- 3.3. Alcohol
 - 3.3.1. The principal may, at their discretion, offer the parent/guardian of the student the opportunity to pick up the surrendered/confiscated alcohol.
 - 3.3.2. To dispose of alcohol, the principal will pour it down the drain and dispose of the container, out of sight of students.
- 3.4. Electronic Cigarettes
 - 3.4.1. The principal may, at their discretion, offer the parent/guardian of the student the opportunity to pick up the surrendered/confiscated electronic cigarette.
 - 3.4.2. Electronic cigarettes cannot be discarded as general waste; to arrange for pick-up and disposal of electronic cigarettes, contact the Facility Services Supervisor.