



# Administrative Procedure 4157 APPROPRIATE HANDLING AND DISPOSAL OF SURRENDERED ITEMS

Responsibility:	Superintendent, Student Achievement & Well-Being
Legal References:	<i>Cannabis Control Act, 2017, S.O. 2017, c. 26, Sched. 1;</i> <i>Controlled Drugs and Substances Act, S.C. 1996, c. 19;</i> <i>Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22;</i> <i>Smoke-Free Ontario Act, 2017, S.O. 2017, c. 26, Sched. 3</i>
Related References:	<i>Policy/Program Memorandum 128 – The Provincial Code of Conduct and School Board Codes of Conduct;</i> <i>Board Policy 6000 – Safe Schools;</i> <i>Board Policy 6001 – Code of Conduct;</i> <i>Administrative Procedure 1260 – Student Discipline Procedure;</i> <i>Administrative Procedure 4155 – Disposal of Bio Hazardous Waste;</i> <i>Administrative Procedure 4156 – Disposal of Sharp Items and Needles</i>
Effective:	September 2020
Revisions:	September 2024, December, 2025
Reviewed:	December 2025

## 1. Preamble

- 1.1 If a student is found to be in possession of alcohol, illegal drugs, recreational cannabis, or related products, the principal must demand that the student surrender the alcohol, illegal drugs, recreational cannabis, or related products; if the student is not an adult student, the principal must notify the student's parent/guardian.
- 1.2 If a student is found to be consuming tobacco, electronic cigarettes, or related products, the principal must demand that the student surrender the tobacco, electronic cigarettes, or related products; if the student is not an adult student, the principal must notify the student's parent/guardian.

## 2. Handling

- 2.1 School staff must not handle cannabis or illegal drugs without appropriate personal protective equipment (PPE).
- 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 cannabis or tobacco in the general waste, out of sight of students, after having mixed the 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 principal believes the surrendered/confiscated drugs are lawfully prescribed to a family member of the student, the principal may, at their discretion, offer the student's parent/guardian the opportunity to pick up the 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 discard the container(s) in the general waste, 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 To dispose of electronic cigarettes, the principal will package them in a cardboard box labelled "surrendered items for disposal" and then send the box to the Education Centre, Building #3.