

## **TOBACCO, ALCOHOL AND DRUGS**

### **Background**

The Division believes that the use of tobacco, alcohol, illicit drugs and the inappropriate use of legal drugs, are detrimental to the safety, health and learning/working environment of staff and schools.

### **Definitions**

*Tobacco* is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, vaporizer and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

*Smoking* means any substance that is burned, heated or vaporized and inhaled. Smoking includes the use of electronic cigarettes, otherwise known as vaping.

*Tobacco-like products* are any products that mimic and are consumed in a manner similar to a tobacco product. Tobacco-like product can be consumed in a variety of ways, including but not limited to: smoking, using electronic cigarettes, vapourizing, or using water pipes or hookahs.

### **Procedures**

1. Division facilities and grounds are officially declared as zones free from the use, possession or offer for sale of tobacco, alcohol or drugs. Employees and students are also prohibited from attending work and/or school impaired from the use of alcohol or drugs. Drugs include any substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription or authorization from a licensed treating physician, or the use of which is regulated by legislation such as marijuana/cannabis, or any other psychoactive substance, and any non-prescription medication lawfully sold in Canada, and drug paraphernalia.
  - 1.1 Notwithstanding paragraph 1, with the approval of the Superintendent, special provision may be made to accommodate the following:
    - 1.1.1 Non-student adult tobacco use:
      - 1.1.1.1 Outside of school buildings on facility grounds;
      - 1.1.1.2 In a location away from and out of sight of students; and
      - 1.1.1.3 In compliance with municipal by-laws.
    - 1.1.2 The use of tobacco for First Nation, Métis, and/or Inuit “protocol” purposes.
  - 1.2 Notwithstanding paragraph 1, an employee may use while at a Division facility or grounds, a prescription drug prescribed for him or her, a non-prescription drug, or medically authorized cannabis where:
    - 1.2.1 The use of the prescription or non-prescription drug or any medically authorized cannabis does not adversely affect the employee’s ability to safely perform their duties, and the employee is using the prescription or non-prescription drug or cannabis for their intended purpose and in the manner directed by the employee’s physician or pharmacist or the manufacturer of the drug, or
    - 1.2.2 The employee has notified their supervisor or manager before starting work of any potentially unsafe side effects, and the employee complies with conditions and

limitations set by the Division respecting the possession and use of the drug before reporting to or being at the Division facility or grounds.

- 2.1 All persons involved with school sanctioned student activities are prohibited from possessing and/or using tobacco, alcohol, and drugs:
  - 2.1.1 While on school premises;
  - 2.1.2 During school sponsored activities off premises (including extra, co-curricular activities as well as international travel); and
  - 2.1.3 While on transportation provided by Division employees or contractors.
- 2.2 Notwithstanding paragraph 2.1, adult supervisors may possess tobacco and they may use tobacco during “breaks” or possess and/or use prescription or non-prescription drugs or medically authorized cannabis, if used for its intended purpose and in the manner directed by the person’s physician or pharmacist or the manufacturers of the drug when they are not in the presence of students.
3. A student knowingly in the company of persons who are in the possession of, or using a prohibited substance while on school property, during school sponsored activities, or during any time that a student is under the jurisdiction of the school is strictly prohibited and any student becoming aware that another is in possession of a prohibited substance is encouraged to report this to a member of staff.
4. Students under the influence of alcohol or drugs (other than the possession and/or use of prescription or non-prescription drugs or medically authorized cannabis, if used for their intended purpose and in the manner directed by the person’s physician or pharmacist or the manufacturers of the drug) are prohibited from being on school property, participating in authorized student activities or being on transportation provided by Division employees or contractors. Should a student who appears to be under the influence of any such substance approach any staff member seeking help, the student shall be dealt with in what is determined by the staff member to be that student’s best interest. In all cases the safety and welfare of the student shall prevail. Such student shall be escorted from the school premises as soon as possible in the custody of a parent, guardian or other responsible adult.
5. Principals/Supervisors shall annually inform, in writing, all students, parents, staff, and other user groups of this administrative procedure.
6. Schools shall cooperate in education programs to increase the students’ knowledge of the facts concerning tobacco, vapourizing, alcohol, drugs, including cannabis and substance abuse.
7. The Division shall provide assistance as available to employees and students who are experiencing substance abuse problems. Such assistance may be through counseling or referral to external agencies.
8. Violations of this administrative procedure shall be dealt with through one or more of the following:
  - 8.1 Applying appropriate Division practices, Board policy or administrative procedure;
  - 8.2 In accordance with appropriate legislation; and/or
  - 8.3 Involving police authorities.

Reference: Section 52, 53 Education Act

Related APs: Employee Responsibilities & Conduct (400)  
Medication Administration - Student (316)  
Performance/Probationary Reviews-Support (433)

Employee Discipline (409)  
Supervision & Evaluation-Teachers (412)  
Working Conditions-School Support (431)