

ADMINISTRATIVE PROCEDURE NO. 118

USE OF TOBACCO, ALCOHOL, CANNABIS AND ILLICIT DRUGS

Belief

The Division believes that the use of tobacco, alcohol, cannabis (other than where prescribed by a physician for medicinal purposes and only in accordance with such prescription) and illicit drugs, including inappropriate use of prescription and non prescription medication, are detrimental to the health and learning/working environment of staff and schools.

Procedures

1. Division facilities and grounds are officially declared as zones free from the use of tobacco, alcohol, cannabis and illicit drugs, including inappropriate use of prescription and non-prescription medication.
 - 1.1 Notwithstanding the above, with the approval of the School Board, special provision may be made to accommodate the following:
 - 1.1.1 The consumption of alcohol at Division-sponsored and Division instigated events where students are not involved provided:
 - The appropriate licensing and permit requirements are in place; and
 - Appropriate liability insurance coverage is in place.
 - 1.1.2 Non-student adult tobacco use:
 - Outside of school buildings on facility grounds; and
 - In a location away from and out of sight of students.
 - 1.1.3 The use of tobacco for First Nation, Metis, and/or Inuit "protocol" purposes.
 - 1.1.4 The use by staff or students of cannabis prescribed by a physician for medicinal purposes, all in accordance with applicable laws from time to time.
2. All persons involved with school-sanctioned student activities are prohibited from possessing and/or using tobacco, alcohol, cannabis (other than where prescribed by a physician for medicinal purposes and only in accordance with such prescription) and illicit drugs including inappropriate use of prescription and non-prescription medication:
 - 2.1 While on school premises;
 - 2.2 During school-sponsored activities off premises; and
 - 2.3 While on transportation provided by Division employees or contractors.

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, cannabis (other than cannabis prescribed by a physician for medicinal purposes in accordance with this administrative procedure and only in accordance with such prescription) and/or illicit drugs including inappropriate use of prescription and non-prescription medication 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 another responsible adult.
5. Principals 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, alcohol, cannabis and substance abuse.
7. Each school shall provide assistance as available to 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 administrative procedures;
 - 8.2 In accordance with appropriate legislation; and/or
 - 8.3 Involving police authorities.
9. Where a staff member must administer medication prescribed by a medical practitioner during the school day or during an extra-curricular or co-curricular school-sponsored activity, the staff member is responsible for securely storing such medication to ensure students are not able to access the same.

Reference: Section 60, 61, School Act