

## SMOKE-FREE ENVIRONMENT

### Background

The Government of Alberta cites conclusive evidence which implicates the use of tobacco and vaping products in the incidence of numerous debilitating and fatal diseases affecting the health of Albertans. The District recognizes its responsibility to ensure the creation of a healthy working and learning environment for District staff and students. Furthermore, the District is aware of the importance of setting a positive example for students in its care. The District has a responsibility to promote the health of its students by restricting their access to tobacco and vaping products in light of the risks associated with the use of such products.

The District prohibits smoking and vaping by all persons at all times in all District facilities, during all District activities and events, and on District property.

### Definitions

*Tobacco product* means a product made in whole or in part of tobacco, including tobacco leaves. It includes papers, tubes and filters intended for use with that product, a device that is necessary for the use of that product and the parts that may be used with the device.

*Vaping product* means (a) a device that produces emissions in the form of an aerosol and is intended to be brought to the mouth for inhalation of the aerosol; (b) a device that is designated to be a vaping product by the regulations; (c) a part that may be used with those devices; and (d) a substance or mixture of substances, whether or not it contains nicotine, that is intended for use with those devices to produce emissions.

### Procedures

1. This administrative procedure is applicable to all users of District facilities including students, employees and visitors.
2. Students may not use, or be in possession of tobacco or vaping products while in school, on the school premises, on school or district property, utilizing district-provided transportation services, or during school related functions.
3. Tobacco or vaping product use by staff or visitors while in school, on the school premises, on school or district property, utilizing district-provided transportation services, in district-owned vehicles or during school related functions is not permitted.

4. With the prior approval of the principal or superintendent as applicable, tobacco use as part of Indigenous smudging or pipe ceremonies is permitted (see Appendix A).
5. User groups or volunteers in facilities of the District are to be notified and must comply with this procedure.
6. If a staff member fails to adhere to this procedure, the immediate supervisor will initiate the progressive discipline process.
  - 6.1. The procedure will be reviewed and the employee shall be encouraged to comply. Information on tobacco use cessation programs will be communicated.
  - 6.2. If non-compliance continues, the staff member will be given a verbal warning on failure to adhere to the procedure. Information on tobacco use cessation programs will be communicated.
  - 6.3. If non-compliance continues following the verbal warning, the staff member is given a written letter of reprimand with a copy sent to the Superintendent's office and personnel file. Information on tobacco use cessation programs will be communicated.
  - 6.4. If a staff member exhibits continued non-compliance with this procedure, the matter will be referred to the Superintendent or designate.
7. If a student fails to adhere to this procedure, the principal will take appropriate disciplinary action in accordance the District's progressive discipline model (see [Administrative Procedure 350 – Student Discipline Framework](#)). The principal is encouraged to implement progressive discipline with students who are in contravention of this procedure with an educational awareness and/or counseling component.
8. Teachers are expected to engage with students about the health and social risks associated with smoking as per the provincial *Health and Life Skills* and *Career and Life Management* programs of studies.
9. All candidates considered for employment with the Greater St. Albert Roman Catholic Separate School District No. 734 will be informed of the Smoke-Free Environment Policy prior to appointment.
10. The Superintendent is responsible for advising all employees and other users of the smoke-free policy.
11. Maintenance staff are responsible for ensuring that "No Smoking" signs are posted in all District facilities.
12. Staff members are encouraged to seek assistance with smoking cessation through the District's Employee and Family Assistance Program.



## SMUDGING/PIPE CEREMONIES

### Background

The District recognizes the spiritual needs of Indigenous communities. The District recognizes that smudging involves first, a tobacco offering, and then, smudging. The use of sweetgrass, sage, cedar, and/or fungus are part of smudging and Indigenous traditional ways of life. Therefore, tobacco offerings and smudging are permitted in District schools, subject to proper safety measures.

### Definition

*Smudging* is an Indigenous tradition which involves the burning of sage, sweetgrass, cedar, and/or fungus. Smudge produces a distinct scent, but the smoke associated with it is minimal and lasts a very short time. A smudge is burned to cleanse the body, mind, spirit of any bad feelings, negative thoughts, or negative energy - cleansing both physically and spiritually.

### Procedures

1. If smudging or a pipe ceremony is to take place in a District building or designated site, principals/supervisors must ensure staff understand the associated protocols and importance of smudging and pipe ceremonies as part of Indigenous traditional ways of life.
2. If smudging or a pipe ceremony is to take place in a District building, it will be in a designated area.
3. Any locations designated as smudging or pipe ceremony areas are to be well-ventilated and approved by the Manager of Operations and Maintenance.
4. Designated smudging areas must contain a fully charged fire extinguisher and staff responsible for overseeing a smudging or pipe ceremony must be trained in the proper use of fire extinguishers.
5. When smudging ceremonies are completed, the materials must be fully extinguished and disposed of in an appropriate manner in accordance with the following:
  - 5.1 Smoking or warm smudging materials need to burn out on their own.
  - 5.2 Smudge remnants and matches are to be placed in a metal can or box and saved.
  - 5.3 Smudge remnants are never to be placed in trash receptacles.

6. Pipe ceremony protocols are to be initiated and managed by a designated Indigenous leader who is an elder or who is designated by an elder.

References: Action on Smoking and Health: *Model School Board Tobacco Policy*  
Alberta Education: *Program of Studies – Health and Life Skills Kindergarten to Grade 9*  
Alberta Education: *Program of Studies – Career and Life Management*  
Alberta Quits: *Tobacco Free Futures Guidelines*  
Government of Alberta: *School Act*  
Government of Alberta: *Tobacco and Smoking Reduction Act*  
Government of Canada: *Tobacco and Vaping Products Act*  
Administrative Procedure 119 – Federal and Provincial Legislation  
Administrative Procedure 265 – Volunteers in Schools  
Administrative Procedure 310 – Student Safety  
Administrative Procedure 350 – Student Discipline Framework  
Administrative Procedure 355 – Use of Alcohol, Cannabis, Restricted and Illicit Drugs

Revision Date: October 15, 2018



## USE OF ALCOHOL, CANNABIS OR RESTRICTED AND ILLICIT DRUGS

### Background

The possession and/or use of alcohol, cannabis, or other restricted and illicit drugs, and devices contributing to their use in schools, on school property or during school-related activities are prohibited.

The use of alcohol or cannabis, and the misuse of drugs and intoxicants have a negative effect on a student's capacity to learn. In addition, it can also have a negative impact on the overall school climate.

### Procedures

1. Schools shall ensure that the educational programs include components designed to increase students' knowledge of the facts relating to controlled substances, cannabis, and alcohol.
2. All cases of possession and/or use of controlled substances, cannabis, or alcohol, on school premises, shall result in the application of standard student suspension procedures.
3. School officials will cooperate with law enforcement agencies in surveillance of the trafficking or use of controlled substances on school premises.
4. Staff members/supervisors observing students suspected of possession or use of controlled substances shall document the findings and report the incident to the Principal/designate.
5. Subsequent to meeting the student's immediate needs (medical attention, legal guidance, parent contact), remedial assistance should be sought for the student by the family and the counsellor or appropriate staff member through Alberta Health Services.

References: Section 12, 24, 25, 45, 60, School Act  
Bill C-45, An Act respecting cannabis and to amend the Controlled Drugs and Substances Act,  
the Criminal Code and other Acts  
Administrative Procedure 350 – Student Discipline Framework  
Administrative Procedure 356 – Interrogation and Searches

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