

Administrative Procedure 100

Last Revised: June 2015**SMOKE FREE ENVIRONMENT****Background**

The division has a responsibility to ensure that students, staff and visitors in divisional property are protected from the harmful effects of smoking and second hand smoke.

Procedures

1. All division buildings, vehicles and grounds are designated smoke free.
2. The maintenance department shall post "No Smoking" signs in all facilities under the control of the Board.
3. The human resources department shall inform all new employees that the division is smoke free and shall include that information in all advertisements for staff vacancies.
4. The Principal shall ensure that all students, staff, parents and visitors to the school are made aware of the smoke free requirement.
5. The supervisors shall inform their staff members that smoking, in any form, including electronic smoking products, is prohibited in or on division owned property.
6. Any student or staff member that is in violation of these procedures will be dealt with in accordance with the disciplinary practices established within the division.
7. Staff members that require assistance to stop smoking shall advise the Deputy Superintendent who will identify programs and supports that may be available to assist employees.
8. An awareness program on the hazards of smoking and second hand smoke is to be provided to all students as part of the health curriculum.

References *Tobacco and Smoking Reduction Act, Statutes of Alberta, 2005*
Alberta Health Services – Tobacco and Smoke Free Environments Policy, 2011

Administrative Procedure 317

Revised: June 2015

**STUDENT USE OF ALCOHOL, DRUGS (RESTRICTED OR ILLEGAL),
TOBACCO AND ELECTRONIC SMOKING PRODUCTS****Background**

- * The possession and/or use of alcohol, restricted or illegal drugs and tobacco or electronic smoking products, or any item or paraphernalia that promotes these products, in school, on school property, or during school related activities, is prohibited.

Procedures

1. The Principal shall establish procedures to deal with the possession and/or use of alcohol, restricted and illegal drugs and tobacco or electronic smoking products by students in school or on school property during school hours or during any school related activities.
2. The Principal shall ensure that students and their parents are made aware of the school's procedures and that there will be zero tolerance for any violations.
3. The school staff shall ensure that the educational programs include components designed to increase student's knowledge of the facts relating to the use of restricted and illegal drugs, alcohol, tobacco and electronic smoking products.
4. Staff members observing suspected possession, use, or distribution of restricted and illegal drugs, alcohol, tobacco and electronic smoking products shall document the findings and observations and report the incident to the Principal.
5. After verification of the accuracy of the incident by the Principal, the student may be subjected to disciplinary measures, commensurate with the school's Code of Conduct. Parents will be informed of the appropriate action to be taken.
6. School officials will cooperate with law enforcement agencies in the surveillance of trafficking of alcohol, restricted or illegal drugs, including tobacco or electronic smoking products, on school premises.
7. Subsequent to meeting the student's immediate needs (medical attention, legal guidance, parental contact), remedial assistance should be sought for the student by the family and the counsellor. One of the following agencies could be considered for help:
 - 7.1 Southern Alberta Child and Family Services
 - 7.2 Addiction and Mental Health
 - 7.3 Alberta Social Services and Community Health
 - 7.4 Alcoholics Anonymous

8. For any student found to be distributing controlled substances, the following actions shall be undertaken:
 - 8.1 The student shall be reported to police and suspended immediately pending a thorough investigation by school authorities.
 - 8.2 If the student is charged by police of trafficking in controlled substances, the student shall be suspended pending an investigation for the purpose of determining the effect of the student's behaviour on the moral well-being of the school.

References *Tobacco and Smoking Reduction Act, Statutes of Alberta, 2005*
Administrative Procedure 100: Smoke Free Environment
Administrative Procedure 315: Student Code of Conduct
Alberta Health Services – Tobacco and Smoke Free Environments Policy, 2011