

Procedure Title	Alcohol, Tobacco, Vaping, Cannabis, and Drug Free Environment		
Date of Issue	November 7, 2018	Related Policy	BP 3801-D; BP 6820-D
Revision Dates		Related Forms	
Review Date		Originator	Administrative Council
References			
Occupational Health and Safety Act; Education Act; AP 7220-D “Disability Support - Early Intervention, Accommodation and Return to Work”; AP 6806-D “Drug, Alcohol, and Tobacco Standards and Education”; Smoke Free Ontario Act, 2017; Ontario Regulation 268/18; Cannabis Act, 2017; Cannabis Act, S.C. 2018, c.16; Controlled Drugs and Substances Act; BP 6802-D “Student Health Support”; AP 6802-D “Medical and/or Physical Assistant – Provision of within the School”; Lambton Kent District School Board DRAFT Policy P-AD-115 “Alcohol and Drugs”; BP 6825-D “Progressive Discipline – Students”; BP 7530-D “Progressive Discipline – Employees”; Community Education Department Regulations Governing the Use of School Board Property; Definition of Alcohol - https://www.camh.ca/en/health-info/mental-illness-and-addiction-index/alcohol ;			

1.0 RATIONALE

1.1 In accordance with BP 3801-D “Healthy Schools and Workplaces”, and BP 6820-D “Safe and Accepting Schools, Bluewater District School Board recognizes its responsibility to create, and maintain, healthy and safe school and work environments. Bluewater District School Board understands that alcohol, tobacco, vaping, cannabis, and other drugs can negatively influence these environments by impairing physical health, achievement, well-being, and an individual’s readiness to learn and work.

**2.0 DEFINITIONS
(Please refer to Appendix A for a chart of common prohibited tobacco, vaping, and cannabis products and accessories)**

2.1 ALCOHOL
Alcohol is a depressant drug that slow down the parts of the brain that affect thinking, behaviour, breathing and heart rate.

2.2 ACCESSORY
An item that can be used for, or represents, the consumption of alcohol, tobacco, cannabis, and/or drugs, such as: rolling papers, holders, pipes, bongs, and vaporizers,

2.3 BOARD PROPERTY
Board property refers to any property owned or occupied by the board, including administrative and non-administrative buildings, schools (and their surrounding property), and board owned or leased vehicles and machinery. Temporary structures erected on board property are also considered board property.

2.4 CANNABIS
Cannabis is also known as: Marijuana, kush, pot, weed, Mary J/MJ, grass, ganja. Cannabis is used today for medicinal and/or non-medical purposes. It comes in the form of dried plant buds, hashish (dried resin from plant leaves) or oil (boiled resin). There are many ways that cannabis can be consumed. These include:

- i. Smoking, such as a “joint”, in a pipe or bong;
- ii. Ingested as an edible or drink;
- iii. Consumed through vaping.

2.5 ELECTRONIC CIGARETTE

An electronic (e-cigarette) cigarette is defined as a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

2.6 DRUGS / OTHER DRUGS

Other drugs include, but are not limited to, those listed in the Controlled Drugs and Substances Act, prescription/non-prescription pharmaceuticals, as well as any other substance that is used and/or possessed with the intent of intoxication, and/or stimulation depression of the central nervous system.

2.7 PERSON

A person includes, but not limited to, employees, students, trustees, parents/guardians, visitors, volunteers, contractors, community members, facility renters, service providers.

2.8 SCHOOL BOARD VEHICLES

School board vehicles refers to all vehicles either owned or leased by the board, and vehicles operated for the board.

2.9 SMOKING

Smoking (inhaling or exhaling) or holding lighted tobacco or cannabis

2.10 TOBACCO

Tobacco is defined as any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, sniffed or ingested by any other means or any component, part, or accessory of the tobacco product. Common types of tobacco products include but are not limited to cigarettes, cigarillos, cigars, chew, plug, snus, snuff, blunt wraps, beedies, and shisha (tobacco or herbal).

2.11 VAPING

Inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

3.0 APPLICATION

3.1 This procedure will apply to all persons, while on board property, within 20 meters of the perimeter of board property, in school board vehicles, in vehicles parked on school board property, at board-related events/activities/trips, or in any other circumstance that could have an impact on the Bluewater District School Board school and/or workplace climate.

3.2 In accordance with the Smoke Free Ontario Act, 2017 (and Ontario Regulation 268/18), no person shall do any of the following:

- i. Smoke or hold lighted tobacco
- ii. Smoke or hold lighted cannabis
- iii. Use an electronic cigarette
- iv. Consume a tobacco, vape, or cannabis product or substance

3.3 In addition to those actions prohibited by the Smoke Free Ontario Act, 2017, Bluewater District School Board prohibits any person from:

- i. Possessing and/or using tobacco, vaping, cannabis and/or drug related accessories
- ii. Possessing, and illegally and/or irresponsibly using alcohol and other drugs, or any related accessories/paraphernalia;
- iii. Selling, suppling, or serving alcoholic beverages and/or any of the other prohibited substances indicated in this procedure.

- 3.4 In accordance with the Smoke Free Ontario Act, 2017 (s. 14(1)(c)), signs depicting the prohibitions noted in section 3.2 of this procedure must be posted:
- i. on all entrances of all enclosed public and/or workplaces, including vehicles and equipment;
 - ii. throughout the inside of all buildings;
 - iii. on the property surrounding the school;
 - iv. in all washrooms;
 - v. in all board-owned workplace vehicles.

4.0 EXEMPTIONS

- 4.1 Bluewater District School Board recognizes that individuals may require prescription drugs/controlled substances, used under the authority and guidance of a physician, or over-the-counter medications in order to maintain their health, manage pain, or combat disease. In regards to this:
- i. board employees are requested to disclose, to the superintendent responsible for human resources services (or designate), all prescribed and/or over the counter drug use which may impair their ability to perform assigned duties safely and effectively. The board has a duty to accommodate employees with medical conditions, and will do so in accordance with administrative procedure AP 7220-D “Disability Support - Early Intervention, Accommodation and Return to Work”, with due consideration for the Occupational Health and Safety Act.
 - ii. parent(s)/guardian(s) of board students, or adult students, are requested to disclose, to the principal of the school (or designate), all prescribed and/or over the counter drug use which may impair their student’s (or their (adult student)) ability to learn safely and effectively, in accordance with BP 6802-D “Student Health Support”.
- 4.2 Bluewater District School Board has established preventative programs for board employees through the board employee and family assistance plan, and preventative curriculum for students (AP 6806-D “Drug, Alcohol, and Tobacco Standards and Education”), with early intervention measures in place for both groups.
- 4.3 In accordance with the Smoke Free Ontario Act, 2017, exceptions will be made for the traditional use of tobacco for cultural or spiritual purposes, and every effort will be made to accommodate the individual/group in an appropriately designed space.

5.0 RESPONSIBILITIES

- 5.1 **DIRECTOR OF EDUCATION** is responsible for:
- i. overseeing implementation and operationalization of this procedure;
 - ii. ensuring that this procedure is part of the standard cyclical review process;
 - iii. acting as a positive alcohol, tobacco, vape, cannabis, and drug-free role model.
- 5.2 **SUPERINTENDENTS, MANAGERS, AND PRINCIPALS** are responsible for:
- i. providing leadership and support to ensure that this procedure is implemented;
 - ii. ensuring that this procedure, its guidelines, and any other related procedures and legislation are communicated to, and complied with, by persons covered by this procedure;
 - iii. addressing any non-compliance with this procedure and related legislation;
 - iv. ensuring their own compliance with this procedure;
 - v. ensuring prohibitive signage is posted, in compliance with the Smoke Free Ontario Act, 2017 and this procedure; and
 - vi. acting as a positive alcohol, tobacco, vape, cannabis, and drug-free role model.
- 5.3 **SCHOOL STAFF (TEACHERS, CUSTODIANS, ETC.) AND OTHER BOARD EMPLOYEES** are responsible for:
- i. reporting violations of this procedure to their principal/manager/supervisor;

- ii. reinforcing school-based alcohol, tobacco, cannabis, and drug use prevention education, where applicable;
- iii. ensuring their own compliance with this procedure;
- iv. acting as a positive alcohol, tobacco, vape, cannabis, and drug-free role model.

6.0 ENFORCEMENT

- 6.1 Persons who have violated the prohibitions noted in this procedure will either be removed from, or will be refused access to, board facilities/premises.
- 6.2 Disciplinary action will be administered, when deemed necessary, in accordance with federal and provincial laws and regulations, and consistent with board policies, BP 6825-D “Progressive Discipline – Students” and BP 7530-D “Progressive Discipline – Employees”, and related administrative procedures.
- 6.3 In order to enforce the requirements of the Smoke Free Ontario Act, 2017, and Ontario Regulation 268/18, (as defined in section 3.2 of this procedure), Grey Bruce Health Unit Tobacco Enforcement and Education Officers will:
 - i. conduct inspections of school property to ensure appropriate prohibitive signs are posted, and to ensure that the school property, and within 20 meters of the school property perimeter, are smoke free at all times;
 - ii. issue warnings and charges for non-compliance;
 - iii. respond to complaints from schools regarding non-compliance; and
 - iv. provide educational materials related to the Smoke Free Ontario Act, 2017.

**APPENDIX A
Common Tobacco, Vaping, and Cannabis Products and Accessories**

PROHIBITED PRODUCT (includes, but not limited to)	PROHIBITED ACCESSORIES (includes, but not limited to)
Lighted Tobacco	
<ul style="list-style-type: none"> • Cigarettes, pipes, cigars, cigarillos, blunt wraps, beedies 	<ul style="list-style-type: none"> • Lighters, matches, rolling papers, plastic / tin cigarette cases, cigarette holder
Smokeless Tobacco	
<ul style="list-style-type: none"> • Chew, plug, snus, snuff 	<ul style="list-style-type: none"> • Spit bottles, tins, tubs
Shisha	
<ul style="list-style-type: none"> • Tobacco and / or herbal 	<ul style="list-style-type: none"> • Water pipe / hookah apparatus, charcoal, mouthpiece, e-juice / nicotine solutions
Imitation Tobacco	
<ul style="list-style-type: none"> • Electronic smoking devices / vaping products • i.e. cigarettes, cigars, pipes, water pipe / hookah, Mods, JUUL, electronic cigarettes, heat not burn products 	<ul style="list-style-type: none"> • Nicotine / non-nicotine cartridges, chargers, e-juice / nicotine solutions, smoking apparatus and components
Cannabis	
<ul style="list-style-type: none"> • Dried cannabis/cannabis bi-products • i.e., edibles, cannabis oil, hashish, cannabis cigarette, cannabis oil spray, tinctures, drinkable products 	<ul style="list-style-type: none"> • bongs, hookahs, water pipes, pipes, rolling papers, vaporizers, roach clips, smoking stones, hand pipes, clothing which advertises cannabis