



## ANTI-SMOKING & SUBSTANCE USE POLICY

NORTH CREEK MONTESSORI Tel: 604.687.6701  
ANCHOR POINT MONTESSORI Tel: 604.677.1958  
32138 CAMBIE RPO RICHMOND, B.C. V6X3R9

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EFFECTIVE DATE SEPTEMBER 2021

### PURPOSE OF THIS POLICY

The school is committed to the health and safety of its students and anyone attending at the School. The School recognizes that the use of drugs, tobacco, vapour products, alcohol, certain medications, and impairment generally can have serious effects on students and the learning environment. Accordingly, the School is committed to preventing substance use and impairment on School property, and at all times during school hours.

In accordance with Bill10-Tobacco sales (Banning Tobacco and Smoking in Public Places and Schools), Amendment Act 2007, the school prohibits all persons from smoking, from using tobacco or holding lighted tobacco, and from vaping and the use of/holding any or all vapour products on school property.

The school also believes that, in the interest of promoting good health practices, non-smoking and non-vaping role modeling by staff, together with an effective health education program, will be a significant factor in encouraging future non-smoking and non-vaping behaviour in our students. **This Policy applies to all students and staff of the School.**

### THE POLICY

The School strictly prohibits employees and students from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs, tobacco, vapour products, or alcohol during school hours on School property.

**Students breaching this policy may be subject to discipline in accordance with the School's Code of Conduct.**

**Employees breaching this policy will be subject to discipline up to and including termination of employment.**

Employees are responsible for their consumption or use of legal substances (including medications, cannabis, or alcohol) preceding a work shift and must allow sufficient time for any legal substances consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved. The School strictly prohibits employees from consuming or using drugs or alcohol whether on or off duty in circumstances, or at a time, such that the employee is impaired by drugs or alcohol during their working hours. Employees are expected to

arrive to work fit for duty and be able to perform their duties safely and to standard by being unimpaired by any substance. Employees must remain unimpaired at all times during working hours.

Employees who are impaired for any reason, including but not limited to the ingestion of legal substances, must disclose the fact they are impaired to a School Administrator, prior to commencing work. Where the employee becomes impaired during working hours, they must not return to work or must immediately cease working, and must disclose the fact they are impaired to a School Administrator.



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### RESPONSIBILITIES

#### Employees

- i. Employees must abide by the provisions of this Policy and be aware of their responsibilities under it.
- ii. If an employee becomes aware of conduct contrary to this Policy by another person (including another employee) that endangers the person, a student, or anyone else, the employee must immediately inform a School Administrator.

#### School Administrators

- i. School Administrators must not knowingly permit an employee to remain at their workplace if he/she has reasonable cause to believe that the employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason.
- ii. If a School Administrator has reasonable cause to believe that an employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason, the School Administrator must immediately remove the employee from the performance of their duties and document the circumstances, observations, and details forming the basis of the Administrator's belief.

#### Definitions

**Drug(s):** includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.

**Impaired or Impairment:** a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.

**School Property:** includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the School and wherever located.

**Working Hours:** means the hours of the day when the School is open to students, whether or not classes are in session, or the hours an employee works, is scheduled to work, is called in, or otherwise requested or required to work during a day, and includes but is not limited to paid and unpaid breaks, and any overtime hours the employee is required to, offers to, or does work. Working hours also includes any time an employee is away from the School on a School organized trip, including but not limited to times when an employee is not actively participating in activities or pursuits organized by the School but is otherwise away from their normal residence due to their involvement in the School organize

**Tobacco:** means tobacco leaves or products produced from tobacco in any form or for any use.

**Vapour Products:** means a solid, liquid or gas that, on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine.