



## AP F2 Intoxicating and Controlled Substances

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Legislative References: *Controlled Drugs and Substances Act*; *Tobacco and Vapour Products Control Act*;  
*Liquor Control and Licensing Act*

Policy Reference: 4.10 Healthy and Safe Environments

Collective Agreement References: None

Date: January 29, 2025

This administrative practice is intended to provide clear guidance and expectations around prohibited use of liquor, tobacco, and other intoxicating and controlled substances in order to maintain safe and healthy learning and working environments.

### **Definition**

**Mood-altering substances** refers to alcohol, tobacco and tobacco products, and other controlled substances identified, and prohibited or restricted under The Tobacco Act, The Controlled Drugs and Substances Act and the provincial Liquor Control and Licensing Act, excluding drugs prescribed by a physician and used according to instructions. This includes the acts of smoking and vaping. For the purposes of this administrative practice, caffeine and sugar are not included.

**Smoking** includes the act of smoking and/or the holding of lighted tobacco or cannabis (medical or recreational).

**Vaping** includes the use of an e-cigarette with any substance

### **Processes**

1. All use of mood-altering substances and acts of smoking and vaping are prohibited at in all schools and school district buildings and facilities, on school district property, and in buses, water taxis and district vehicles, or at school-related or school-sponsored events held during or outside of normal school hours with *limited* exceptions.
  - 1.1. Exceptions must be approved by the District in advance and are limited to:
    - 1.1.1. the ceremonial use of tobacco as approved by the School District administration;
    - 1.1.2. the consumption of alcohol at licensed events taking place in district facilities, outside of regular school hours, with school district approval and where children and youth, if present, are not attending in their capacities as students.



2. Schools will, in cooperation with community agencies, deliver programming that:
  - 2.1. emphasizes prevention and promotes healthy living;
  - 2.2. educates students as to the risks associated with use and abuse of alcohol, tobacco and other mood-altering substances.
3. Where violation of this policy occurs, the school principal will:
  - 3.1. take disciplinary action that emphasizes education and support rather than punishment.
  - 3.2. provide or arrange for counselling support.
4. Persons under the influence of intoxicating, banned or controlled substances identified by the Controlled Drugs and Substances Act, the Tobacco and Vapour Products Control Act, and the Liquor Control and Licensing Act and/or using, marketing or distributing intoxicating, banned or controlled substances are not allowed on District premises or at any school-sponsored event.
5. A student who is under the influence of, or using, an intoxicating or controlled substance during school hours or at a school-sponsored event is in violation of his/her school's code of conduct and subject to disciplinary procedures, in accordance with Administrative Practice AP L4 Student Behaviour and Discipline.
6. Any person who is using, marketing or distributing an intoxicating or controlled substance at school or at school-sponsored events will be subject to a wide range of disciplinary actions that may include search and seizure and the possibility of criminal charges being laid.
7. Because school lockers (cubbies, desks etc.) are district property, the principal, vice-principal or Board-approved designate may conduct random locker searches to ensure compliance with school board policy regarding intoxicating or controlled substances.
8. There will be no consumption of alcohol upon properties owned or operated by the Board, unless formally approved, in advance, by the Secretary Treasurer. Such approvals will:
  - 8.1. not be issued for any district or school-specific fundraising events;



- 8.2. allow the consumption of alcohol on school district properties at community events;
  - 8.3. ensure that consumption of alcohol shall occur in accordance with conditions specified in the Agreement for the Use of School Facilities issued by the District.
9. Users requesting to serve or provide alcohol on school district property must submit a request in writing to the Secretary Treasurer at least 45 days prior to the event. Users may submit their request using the Request to Serve Alcohol on District Premises Form (appended to this administrative practice). Requests must contain the following information:
- 9.1. date, time, and location of the planned event;
  - 9.2. name(s) and contact information for the event organizer/person in charge;
  - 9.3. organization/association affiliation (if applicable) through which the event is being held;
  - 9.4. brief description of the planned event;
  - 9.5. number of anticipated attendees;
  - 9.6. plans for the security and control of the function with a named person responsible, consistent with public use of facilities and joint use administrative practices.
10. In addition to acquiring the approval of the Secretary Treasurer, it is the user's responsibility to:
- 10.1. apply for and receive District approval for Public Use of District Facilities;
  - 10.2. ensure the safety of and care for school district personnel and property and the maintenance of order;
  - 10.3. abide by all restrictions expressed and implied by the British Columbia Government Liquor Control and Licensing Act are enforced;
  - 10.4. obtain a Special Occasion License from the BC Liquor and Cannabis Regulations Branch, to authorize the selling or serving of liquor at the place designated in the license;



- 10.5. obtain of a minimum \$3,000,000 third party liability insurance;
- 10.6. agree to all terms outlined in this administrative practice and the District rental agreement;
- 11. The District assumes no expressed, implied, or intended liability for groups who dispense alcohol.



January 29, 2025

## Request to Serve Alcohol on District Premises Form

(submit minimum 45 prior to the event)

Name of Group/Organization: \_\_\_\_\_

Group/Organization Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Time: (start) \_\_\_\_\_ (end) \_\_\_\_\_ # of attendees: \_\_\_\_\_

Description of planned event: \_\_\_\_\_

Plans for security/control: \_\_\_\_\_

Person in charge of event:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate #: \_\_\_\_\_

Applicant Checklist (applicant's responsibility):

☐ Serve-it Right Certificates

☐ \$3,000,000 min. liability insurance

☐ Special Occasion License

☐ Public Use of District Facilities Application

**By signing this, I agree that, in accordance with the BC Liquor Law, alcohol will be served responsibly and no persons under the age of 19 will be served alcohol at this event. I understand that this event is not sponsored by the Board of Education and that the Board will not assume any liability, nor will it provide any indemnity against litigation. I further agree to ensure that appropriate safety measure are in place to ensure maintenance of order and the safety of attendees, including but not limited to designated drivers, the provision of taxi cabs, etc.**

\_\_\_\_\_  
*Signature* *Date*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Office Use

\_\_\_\_\_  
Approved (ST signature)

\_\_\_\_\_  
Date

If approved, copy sent to Plant Services Administration