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## **Background**

The Calgary Girls Charter School is committed to ensuring that our students, employees, and worksites are not put at risk because of impairment, substance use or possession. To this end, alcohol, illicit drugs, tobacco, and cannabis (marijuana) are prohibited on School property and at all School-sponsored events.

In addressing safety risks associated with impairment, substance use and possession, the priorities of the Calgary Girls Charter School are to:

- Protect the safety, well-being and learning environment of our students and staff;
- Protect the interests of the Calgary Girls Charter School and its reputation;
- Reduce risk and liability to the Board;
- Meet regulatory requirements for providing a safe, caring, welcoming workplace and learning environment;
- Treat employees fairly and with respect;
- Provide assistance to employees when required;
- Implement alcohol and drug testing by trained, authorized personnel when there are reasonable grounds to monitor compliance;
- Provide understandable and predictable responses to breaches of this Administrative Procedure.

## **Definitions**

In this procedure:

- “School” means “The Calgary Girls Charter School” and its campuses at Lakeview and Bel Aire as well as additional leased spaces such as the North Glenmore Community Association.
- Work sites include the Board Office, the school campuses and any other site where staff and students conduct the work and learning purposes of CGCS.
- A School sponsored event means an event/activity that is planned and carried out in the name of the Calgary Girls Charter School and is organized by staff, or students, or contractors who work for CGCS, School Council, or any committees formed on behalf of the School that are authorized by the Principal or Superintendent. All School-sponsored

events are subject to approval by the Principal or Superintendent and must include a risk and liability assessment.

## **Procedures**

### **A. School Sites and School Sponsored Events (whether on and off campus)**

1. No employee is permitted to enter or remain on school property while the employee's ability to perform his/her work responsibilities is impaired by the use of prescription or over the counter medications, alcohol, cannabis, or illegal substances. Further, employees are strictly prohibited, while on Calgary Girls Charter School property or attending an off-campus School-sponsored event where students are in attendance, to possess, use, consume, distribute, sell or transfer alcohol, drug paraphernalia, tobacco, cannabis (marijuana) or any illegal substances.
2. Any person who appears to be under the influence or impaired by prescription or over the counter medications, alcohol, cannabis, or any illegal substance is prohibited from being on School property or participating in School-sponsored activities.
  - a) All employees, volunteers, and contractors who work on behalf of the Calgary Girls Charter School are required to inform a supervisor immediately when there are reasonable grounds to believe that another employee, contractor, volunteer or visitor may not be in compliance.
  - b) If the supervisor has reason to believe an individual may be impaired or under the influence, the supervisor is advised to call for assistance from the police or other trained personnel in removing the individual from the school or school-sponsored event and for support to ensure the individual does not attempt to operate a motor vehicle.
3. Employees shall co-operate with law enforcement agencies in matters related to the use, possession and/or trafficking of controlled or illegal substances on any Calgary Girls Charter School property or at School-sponsored events. With respect to students, staff co-operation with external agencies shall be in accordance with appropriate statutes and in compliance with *in loco parentis*.
4. The possession and use of prescription and non-prescription medications is permitted under the following conditions:
  - a) The prescription drug is prescribed to the employee and the employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug.
  - b) The prescription is NOT cannabis (marijuana) which is prohibited on School property and at all school sponsored events. In the case of medical cannabis being

prescribed, the employer will work with the employee and the employee's physician to determine if the use of the medication offsite will impair the employee's ability to meet his/her work duties and responsibilities and if so, the appropriateness of an alternative medication and/or requirement for medical leave of absence. Impairment from any substance, legal or illegal, presents a serious risk to the Calgary Girls Charter School and its obligations for ensuring a safe, caring environment.

- c) The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely and effectively perform his/her duties.
- d) The employee has notified his/her supervisor of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

An employee may be subject to discipline up to and including termination of employment if the employee refuses to comply with a request to:

- a) Confirm that he or she is in compliance with this Administrative Procedure when a supervisor has reasonable grounds to believe the employee may not be in compliance;
  - b) Submit to an alcohol or drug test when a supervisor has reason to believe the employee may not be in compliance with this Administrative Procedure, and the employee cannot confirm compliance without a test. Requests for an employee to submit to a test are subject to prior approval by the Superintendent or designate.
5. Alcohol or drug testing will be conducted in a private location by authorized personnel who are trained in the appropriate procedures for administering such tests.
  6. An employee is prohibited from operating or driving a vehicle, including a personal vehicle or chauffeuring any other employee or student while under the influence of alcohol or any substance that would impair his/her ability to safely operate the vehicle.
  7. No information collected about an employee under this Administrative Procedure will be disclosed to any person unless the employee has given consent, or the supervisor in possession of the information is legally required to disclose the information because doing so is necessary to protect and ensure the safety of students and other employees.

## **B. Staff Events Off Campus**

1. The School occasionally sponsors staff events such as Employee Recognition or staff may organize seasonal parties at off campus locations. Such events do not include students at any time. When staff organize a seasonal party, off campus, such events are not considered "school sponsored" nor are they supported by the resources of the

Calgary Girls Charter School.

2. If the consumption of legal substances (e.g. alcoholic beverages) is permitted at a School sponsored, staff-only event, the organizers are expected to:
  - a) Monitor consumption (e.g., make appropriate arrangements for monitoring which could include drink tickets, no-host professional bar tender service)
  - b) Discourage over-consumption (e.g., issue drink tickets, offer unlimited non- alcoholic beverages, serve food);
  - c) Offer alternative transportation to guests as they leave the event (e.g., Taxi chits); and,
  - d) Take reasonable measures to prevent departing guests who appear to be impaired from attempting to drive.
  - e) Seasonal parties organized by staff, for staff, are not considered School sponsored events; however, organizers are advised to observe the cautions outlined above in (2) regarding monitoring consumption, discouraging over consumption, planning for safe, alternative transportation.
3. Employees and invited guests to any of these events must reasonably limit personal consumption of any substances which may cause impairment of their ability to behave in a responsible, respectful manner.
4. Employees shall:
  - a) Continue to meet the requirements of this Administrative Procedure if they must return to work following the event; and
  - b) Abstain from consuming or using substances which may cause impairment if they are considered to be at work.

Reference:

Education Act s. 27, 52, 53, 54, 222

Freedom of Information and Protection of Privacy Act

Personal Information Act

Alberta Human Rights Act

Canadian Human Rights Act