



## **ST FRANCIS XAVIER CATHOLIC SCHOOL DEALING WITH SMOKING, ALCOHOL AND DRUGS PROCEDURE**

The staff and parents of St Francis Xavier Catholic School will ensure and expect that the safety and well being of all children in the care of the school will be paramount.

In doing so the following guidelines will be adhered to:

1. Government policy prohibits smoking in any part of the school.
2. Staff and parents are requested not to smoke near pupils when involved in field trips.
3. Should pupils be found smoking, or with cigarettes, the items are to be passed to the principal who will contact the parents.
4. If children are in the possession of either alcohol or drugs the items are to be handed to the principal [or in his/ her absence the acting principal]. The Principal is to contact the parents immediately and also the Chairperson of the Board of Trustees.
5. If alcohol or drugs have been consumed at school the Principal will follow the Suspension and Stand down guidelines as specified by the Ministry of Education and a disciplinary meeting of the Board of Trustees will be called.