**Vaping Protocol**

When an alarm from a vape senor is issued or information is received from the school community regarding suspected vape activity, administration will respond in accordance with Policies II-28 Alcohol, Tobacco, Vaping and Drug Education and Abuse in Schools; I-14 Smoking/Vaping Ban.

1. Teachers or administration will enter the washroom.
2. **Any student holding or in possession of a vape or vape paraphernalia or observed in the act of vaping will be issued a two-day suspension for a first offense.** Beyond a first offense, the length of suspension will increase and a *Witness Report Form* will be sent to Halton Region for a violation of the Smoke-Free Ontario Act, 2017 for a ticket to be issued.
3. Any students collected in the washroom will be escorted to the office. **Failure to report to the office will result in a one-day suspension for defiance.**
4. An incident list will be created and each student will be required to complete an incident statement.
5. All students collected in the washroom will be addressed according to their statement and offense.
	1. First Offense
		1. Vaping video – must watch and sign off
		2. Parental contact – parents will be informed that the student was a part of a washroom vaping incident
	2. Second Offense
		1. D2L Vaping module – student will be removed from classes until the module is complete
		2. Parental contact – parents will be informed that the student was a part of a second washroom vaping incident
	3. Third Offense
		1. One-day suspension
		2. Parental contact – parents will be informed that the student was a part of a third washroom vaping incident
	4. Subsequent Offenses
		1. Increased suspension period per Progressive Discipline Policy
		2. Parental contact – parents will be informed that the student was a part of a fourth washroom vaping incident