

**Administrative Procedure 165**

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**SMOKE-FREE ENVIRONMENT****Background**

The Government of Alberta cites conclusive evidence which implicates the use of tobacco products in the incidence of numerous debilitating and fatal diseases affecting the health of Albertans. The Division has a responsibility to promote the health of its students by restricting their access to tobacco products in light of the risks associated with the use of tobacco products. The Division recognizes its responsibility to promote a healthy lifestyle and ensure a tobacco-free environment for the health and welfare of students.

The Division is a tobacco-free Division in which no smoking is permitted in Division buildings or on Division property.

**Procedures**

1. Students may not use, or be in possession of tobacco products while in school, on the school premises, on the school property or during school related functions.
2. Tobacco use by staff or visitors in school or on the school premises or on the school property or during school related functions is not permitted.
3. With the prior approval of the principal, tobacco use as part of special aboriginal ceremonies is permitted.
4. Users of rental space in facilities of the Division are to be notified and must comply with this procedure on "Smoke-Free Environment".
5. "No Smoking" signs shall be posted throughout all facilities in the Division.
6. All prospective staff will be advised of this administrative procedure.
7. If a staff member fails to adhere to this procedure, the immediate supervisor will undertake progressive discipline.
  - 7.1 The staff member will be informed of the procedure and encouraged to adhere to it. Information on tobacco use cessation programs is communicated.
  - 7.2 The staff member will be given a verbal warning on failure to adhere to the procedure. Information on tobacco use cessation programs is communicated.
  - 7.3 The staff member is given a written letter of reprimand with a copy to the Superintendent's office and personnel file. Information on tobacco use cessation programs is communicated.
  - 7.4 If a staff member continues to fail to adhere to this procedure, the matter will be referred to the Superintendent for disposition.

8. If a student fails to adhere to this procedure, the principal shall take appropriate disciplinary action.
9. Schools are encouraged to implement educational programs for students and staff designed to inform participants about the health risks associated with the use of tobacco products.
10. Principals are responsible for:
  - 10.1 Implementing and monitoring educational programs designed to discourage the use of tobacco products;
  - 10.2 Ensuring that all students do not use or possess tobacco products in school facilities or on Division property;
  - 10.3 Ensuring that staff do not smoke in school or on school property;
  - 10.4 Advising adult user group participants that school facilities and school property are smoke-free.
11. The Secretary-Treasurer is responsible for:
  - 11.1 Ensuring that “No Smoking” signs are visibly posted in Division facilities; and
  - 11.2 Ensuring that community user groups are advised of and comply with the Division’s smoke-free environment policy.

Reference: Section 20, 60, 61, 113 School Act  
Prevention of Youth Tobacco Use Act  
Prevention of Youth Tobacco Use Regulation AR 13/2003