



ADMINISTRATIVE PROCEDURE 167
SMOKE-FREE ENVIRONMENT AND PREVENTION OF YOUTH TOBACCO USE

Background

The Division recognizes its responsibility to ensure a smoke-free environment and supports the legal restriction on the possession and use of tobacco products by persons under the age of eighteen for the health and welfare of students and staff members and to provide a positive role model for students and staff. The Division, therefore, declares all Division buildings, grounds, Division owned vehicles and school buses smoke-free environments.

Procedures

1. All Division-owned buildings, grounds, and vehicles shall be smoke-free environments on a 24-hour per day, seven days per week basis.
 - 1.1 Students, staff, contractors and visitors in Division buildings, on Division grounds, and in Division vehicles are expected to adhere to the Division's position on the provision of a smoke-free environment.
2. The diligent implementation and enforcement of the Smoke-Free Environment and the Prevention of Youth Tobacco Use Act Administrative Procedure shall be the responsibility of all responsible officers of the Board.
 - 2.1 "No Smoking" signs approved by the Director - Facility Services shall be posted in all Division-owned buildings, grounds and vehicles.
 - 2.2 At the time of hiring, all new staff members and contractors shall be advised by the responsible officer of the Smoke-Free Environment and Prevention of Youth Tobacco Use Administrative Procedure.
 - 2.3 The Principal shall advise all students and their parents or guardians of the Administrative Procedure.
 - 2.4 Community groups using school facilities under the Community Use of School Facilities Administrative Procedure and users of rented or leased space in schools shall be notified by the responsible officer, prior to use, of the Smoke-Free Environment and Prevention of Youth Tobacco Use Administrative Procedure. Failure to adhere to the requirements of the administrative procedure will result in the cancellation of user privileges or the rental/lease agreement.

3. The Division will be supportive of its students and staff members in their adherence to this administrative procedure.

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

Developed: November 2005