



# **ADMINISTRATIVE PROCEDURES MANUAL**

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Living Waters Catholic Regional Division No. 42

June 2018

## **SMOKE/TOBACCO FREE ENVIRONMENT**

### **Background**

The use of tobacco in any form by students, employees and other persons is not conducive to the maintenance of a healthy environment. All Division premises and vehicles will be smoke and tobacco-free, and all school-sponsored activities shall be smoke and tobacco-free.

### **Definition**

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and other smoking product, and spit tobacco, also known as smokeless dip, chew, and snuff, in any form. It does not include marijuana or cannabis used for medical purposes and authorized by a medical document, as contemplated by the Access to Cannabis for Medical Purposes Regulation (as amended, repealed and replaced from time to time).

### **Procedures**

1. All Division buildings, vehicles and grounds are designated smoke/tobacco-free.
  - 1.1 No student or staff member is permitted to use tobacco products at any time, including non-school hours.
    - 1.1.1 In any building, facility, or vehicle owned, leased, rented or chartered by the Division/school;
    - 1.1.2 On school grounds, athletic grounds or parking lots.
  - 1.2 Students are not allowed to use tobacco products at any school-sponsored event off campus.
  - 1.3 Staff/supervisors are not allowed to use tobacco products while in direct supervision of students.
2. The Principal shall ensure that all students, staff, parents, visitors and community user-groups are made aware of the smoke/tobacco-free requirement.
  - 2.1 Appropriate signs will be placed in conspicuous places in all Division facilities and properties, and suitable notification will be made in all student handbooks.
  - 2.2 Community groups utilizing Division facilities shall be advised of the use of tobacco products prohibition and usage shall be subject to cancellation for contravention.
3. Supervisors shall inform their staff members that the use of tobacco is prohibited in or on Division-owned property.
  - 3.1 New employees shall be advised of the prohibition at the time of hiring.

4. Any student or staff member that is in violation of these procedures will be dealt with in accordance with the disciplinary practices established within the Division.
5. Principals shall ensure that an awareness program on the hazards of tobacco use and second-hand smoke is provided to all students as part of the curriculum.
6. Principals are responsible for:
  - 6.1 Implementing and monitoring education programs designed to discourage the use of tobacco products.
  - 6.2 Ensuring that students under the age of eighteen (18) do not possess or smoke tobacco products.
  - 6.3 Ensuring that staff and adult students do not smoke tobacco products in school facilities or on school property.
  - 6.4 Advising adult user group participants that school facilities and school property are smoke free.
7. With the prior approval of the Principal, the use of tobacco is permitted as part of religious/ceremonial events.

Reference: Section 20, 45, 45.1, 60, 61, 113 School Act  
Prevention of Youth Tobacco Use Act  
Tobacco Reduction Act  
Prevention of Youth Tobacco Use Regulation AR 13/2003  
Access to Cannabis for Medical Purposes Regulation