

**Administrative Procedure 165**

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**SMOKE (TVE-C) - FREE ENVIRONMENT****Background**

The Division recognizes its responsibility to promote a healthy lifestyle and ensure a tobacco-free environment for the health and welfare of students. The use of tobacco, vaporizers and electronic cigarettes (TVE-C) in any form by students, employees and other persons is not conducive to the maintenance of a healthy environment.

**Procedures**

1. Students may not use, or be in possession of tobacco products or electronic cigarettes (TVE-C) while in school, on the school premises, on the school property or during school related functions.
2. Tobacco and TVE-C use by staff or visitors in school, or on the school premises, or on the school property, in Division vehicles or during school related functions is not permitted.
3. With the prior approval of the principal, tobacco use as part of a special ceremony 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 (TVE-C) Environment".
5. "No Smoking" signs shall be posted throughout all facilities in the Division.
6. If a staff member fails to adhere to this procedure, the immediate supervisor will undertake progressive discipline.
7. If a student fails to adhere to this procedure, the principal shall take appropriate disciplinary action.
8. 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 and electronic cigarettes.
9. Principals are responsible for:
  - 10.1 Implementing and monitoring educational programs designed to discourage the use of tobacco products and electronic cigarettes;
  - 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.

- 10.5 Ensuring that all students, staff, parents, visitors and community user-groups are made aware of the TVE-C free requirement.
- 11. The Secretary-Treasurer is responsible for:
  - 11.1 Ensuring that “No Smoking” signs are visibly posted in Division facilities; and

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