



AP 2-401 –NO SMOKING PROCEDURE

INTRODUCTION

Western School Division is a smoke-free environment. Out of consideration for the health and well-being of students, staff, parents and community members, smoking and/or the use of tobacco, tobacco products, as well as the possession and/or the use of electronic vaporizer devices and related products is prohibited on all school division property, including all buildings, grounds and school division vehicles.

Western School Division recognizes the ceremonial use of tobacco if approved by the Division and if utilized in relation to a traditional Indigenous cultural activity.

ENFORCEMENT

A. The principal or designate will apply one or more of the consequences detailed below in the event a student is found to be in possession of, using, or selling any of these products on school property or at a school related activity or function contrary to this procedure.

- confiscation and disposal of device
- a verbal reminder
- required lesson or education on the harms, effects and hazards of smoking or vaping.
- a written reminder
- a written reminder copied to parent/guardian
- contact parent(s)/guardian(s)
- learning opportunities re: tobacco use/smoking/vaping
- counseling
- in-school suspension, letter to parent
- out-of-school suspension letter to parent
- other follow-up, consistent with restitution and the student code of conduct

Students will be encouraged to make healthy choices, which will be identified and supported via the health curriculum.

B. Employees found in violation of this policy shall face the following penalties:

1. first offense, a written reprimand will be received by the employee and a copy placed in his/her personnel file.
2. second offense, a written reprimand will be received by the employee and be placed in his/her personnel file, the employee will be suspended for one day without pay, and the employee shall appear before his/her supervisor.



3. third offense, the employee will be suspended without pay for three to five days and shall be notified in writing and at a hearing before the Superintendent of Schools, that a further offense will result in a recommendation to the Board of Trustees that his/her employment be terminated for insubordination.

C. User Groups

Groups using the buildings and grounds of Western School Division who disregard this procedure will receive a letter reminding them of the procedure and indicating their expulsion should a second violation occur. A second report of a group disregarding the procedure shall result in that group losing its privileges of use for the remainder of the school year.

Revised: January, 2023

Adopted: March, 2005