

**Public Schools Branch
OPERATIONAL PROCEDURE**

TOBACCO AND SMOKE-FREE ENVIRONMENTS	
<i>Policy Section</i> School and Workplace Safety	<i>Procedure Number</i> 601.1
<i>Pages</i> 2	<i>Approved Date</i> October 25, 2016
<i>Reviewed Date</i>	<i>Effective Date</i> October 25, 2016
<i>Replaces: ELSB Operational Procedure 601.1 Student Travel, December 17, 2015</i>	

1.0 INTRODUCTION

1.1 The Public Schools Branch prohibits smoking and the use of tobacco products or "look alike" products on Public School Branch property or at any school related or sponsored activity on or off Public Schools Branch property. This procedure applies to all employees, student, volunteers and visitors.

2.0 DEFINITIONS

- 2.1 Public Schools Branch Property - The land, buildings, and vehicles used and/or managed by the Public Schools Branch.
- 2.2 Tobacco products - Cigarettes, cigars, pipes, chewing tobacco, snuff, and any other products containing or resembling tobacco or tobacco products (i.e. electronic cigarettes, etc.).
- 2.3 Tobacco Usage - Smoking, chewing, dipping or any other form of use of tobacco products including activity that uses paraphernalia that resembles tobacco use (i.e. vaping, etc.).
- 2.4 Smoking - The practice of burning or heating a substance for the purposes of inhaling or tasting the resulting smoke or vapor.

3.0 ENFORCEMENT AND COMPLIANCE

- 3.1 Efforts will be made to inform students, staff, volunteers and visitors that smoking and the use of tobacco products is prohibited on Public Schools Branch property at all times.
- 3.2 The Public Schools Branch will provide each property in their jurisdiction with signage to identify the ban on smoking and tobacco product usage.
- 3.3 Smoking and the use of tobacco products is prohibited in all vehicles while on Public Schools Branch property.
- 3.4 Smoking and the use of tobacco products by students, staff and volunteers is prohibited at all school-related events.
- 3.5 In the case of student travel, any person who is transporting or responsible for students shall not smoke or use tobacco products in the presence of students.
- 3.6 Tobacco company sponsorship of school-related activities or initiatives is not permitted and all students, staff, and volunteers are discouraged from wearing clothing that advertises tobacco products or tobacco usage.

- 3.7 Non-compliance with this procedure may result in disciplinary action in accordance with the *Smoke-free Places Act*, the *Education Act* and the policies and procedures of the Public Schools Branch and any other applicable legislation.

4.0 EDUCATION PROGRAMS

- 4.1 The Public Schools Branch recognizes the role of education in reducing smoking and tobacco usage. The Public Schools Branch is committed to implementing and delivering approved curriculum designated to address these issues.

5.0 CEREMONIAL BURNING

- 5.1 A request to hold a cultural ritual or ceremony on school grounds involving the burning of substances, such as a smudging ceremony, can be made to the school principal for consideration.

6.0 CROSS REFERENCE

- 6.1 PSB Operational Policy - *601 Tobacco and Smoke-Free Environments*
6.2 *Smoke-free Places Act*
6.3 *Education Act*

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