

SMOKE FREE ENVIRONMENT

Background

The use of tobacco and smoking material has proven to be a serious health risk for those smoking as well as for individuals exposed to second hand smoke. Providing a healthy working environment for employees and a healthy learning environment for students is a priority of the Medicine Hat Catholic Board of Education.

Medicine Hat Catholic Board of Education encourages healthy lifestyles and is committed to a smoke free environment for staff, students and visitors.

In support of this responsibility, the District acknowledges the impact of the *Tobacco and Smoking Reduction Act* and the *Gaming and Liquor Act*.

This includes the creation of a tobacco and smoking materials free environment, prevention education, and provisions for counselling and support for staff and students.

Definition

Tobacco Products and Smoking Materials– is defined to include any tobacco product or tobacco like product, which includes, but is not limited to, spit tobacco, cigarettes, E-cigarettes/vaporizer/vaping, cigars and cannabis products of any kind.

Procedures

1. The use, sale, and promotion of tobacco products and smoking materials is prohibited in all District owned and operated facilities and on all District properties.
 - 1.1. No student or staff member or any person is permitted to use tobacco products and smoking materials at any time, including non-school hours in any location including a building, facility, property or vehicle owned, leased, rented or chartered by the school or district, and on school grounds, athletic grounds or parking lots.
 - 1.2. Students are not allowed to be in possession of tobacco products and smoking materials.
 - 1.3. Students are prohibited from using tobacco products and smoking materials at school events.
 - 1.4. Appropriate signage shall be displayed on all District facilities and properties.
 - 1.5. Staff/supervisors are not allowed to use tobacco products while in direct supervision of students.
 - 1.6. New employees shall be advised of the AP 165 Smoke Free Environment at the time of hiring.
2. AP 165 Smoke Free Environment will be made available to staff, students and visitors through the District website, referenced in the District Student Code of Conduct, and in student handbooks.

- 2.1. Employees possessing, selling, promoting or using tobacco products and smoking materials in District -owned and operated facilities will be subject to disciplinary action consistent with the severity.
 - 2.1.1. If a staff member fails to adhere to this Administrative Procedure, the immediate supervisor shall refer the matter to the Associate Superintendent of Human Resources for disposition.
- 2.2. Students possessing, selling, promoting or using tobacco products and smoking materials in District -owned and operated facilities will be subject to the student discipline policies of the school as developed in accordance with Administrative Procedure 351.
 - 2.2.1. Progressive Discipline Plan - the school's discipline plan will outline the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences. Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports, and consequences, including:
 - Early and ongoing intervention strategies
 - Strategies to address unacceptable behavior
3. Visitors and community groups utilizing District facilities shall be made aware that the use of tobacco products and smoking materials is strictly prohibited.
4. Through the Health curriculum and working closely with District Learning Services, Community Mental Health Services, and School Counselors, School Principals will implement educational programs for students and staff designed to inform participants about the health risks associated with the use of tobacco products.
 - 4.1. Prevention efforts should address all aspects of tobacco use, including negative health effects, social acceptability, negative social consequences, peer norms and peer pressure, resistance and refusal skills and media literacy on tobacco marketing and advertising.
 - 4.2. Counselling and treatment programs shall be made available to staff and students.
 - 4.3. Principals will on an annual basis review Administrative Procedure 165 with staff. Program specific training should be available for teachers and staff.
5. Policy review shall be completed with Principals and staff on an annual basis. Program-specific training should be available for teachers and staff.
6. With the prior approval of the Principal the use of tobacco is permitted as part of religious and ceremonial events.

Reference: Section 20, 60, 61, 96, 113, 117 School Act
Province of Alberta "Tobacco and Smoking Reduction Act" 2015
Gaming and Liquor Act
Prevention of Youth Tobacco Use Act
Prevention of Youth Tobacco Use Regulation AR 13/2003
Student Conduct AP 351
Student Code of Conduct Appendix AP 351