

# Sunrise School Division

Divisional Procedure

Procedure Number – 3200

Procedure Title	<b>Procedure – Smoke Free Environment</b>		
Date of Issue	September 2004	Related Procedure	
Revision Dates		Related Forms	
Review Date		Originator	Board of Trustees

## Procedure

Sunrise School Division buildings, Division property, and Division vehicles, shall be smoke free.

Smoking by students, employees of the Division, and any other persons shall be prohibited in Division buildings, Division owned vehicles, and on Division property.

## Rationale

1. As an educational organization and employer, the Sunrise School Division believes that smoking and second hand smoke have an adverse effect on the health of smokers and non-smokers.
2. The Division also believes that it has a responsibility to uphold the rights of students, staff, and visitors to work in a smoke free environment.

## Practices

### Smoke Free Environments:

- School Division buildings, Division vehicles and School Division property, shall be smoke free.
- Smoking by students, employees of the Division, and any other persons shall be prohibited in Division buildings, Division owned vehicles, and on School Division property.

### Responsibility:

- The Superintendent shall be responsible for the development of procedures for the implementation of the smoke free policy.
- The Superintendent or designee shall be responsible for the administration of this policy.
- Department Managers and School Administrators shall be responsible for the implementation and ongoing administration of this policy with regard to students, staff, and visitors in their department or at their site.
- All employees of the Division shall be responsible for the monitoring of this policy as it applies to their workplace.

**Compliance:**

- All students attending a school within the Division shall be required to comply with this policy.
- All employees working at school Division sites shall be required to comply with this policy.
- All individuals visiting or using school Division buildings and on Division property, shall be required to comply with this policy.

**Communication:**

- The Human Resources Department shall be responsible for informing all new employees of this policy and for ensuring that all advertisements for staff vacancies inform applicants that the Division is smoke free.
- Periodic reminders of this policy will be included in *The Sunrise*, school newsletters, and on the Division website.
- The Secretary-Treasurer's Department shall be responsible for including the smoke free policy in the regulations governing the joint or community use of schools and in all contracts.

**Smoking Cessation Programs:**

- On request and where deemed appropriate within the resources available, the Division will provide support to assist employees and students to stop smoking.
- The Human Resources Department shall identify programs and supports which may be made available for staff.
- Requests from staff for assistance to stop smoking shall be submitted to the Assistant Superintendent: Human Resources.
- The Division Principal of Student Support Programs shall identify programs and supports which may be available for students.

**Student Learning:**

- Where appropriate with regards to provincial curriculum, Awareness Programs on the hazards of smoking and second hand smoke will be provided to students.

**Consequences:**

- Failure by staff to comply with the Smoke Free Environment Policy will result in the provision of information on Smoking Cessation. It will also result in consequences that may include a verbal warning, a Letter of Discipline, suspension without pay, and/or termination of employment.
- Failure by students to comply with Smoke Free Environment Policy will result in the provision of information on Smoking Cessation. It will also result in consequences which may include a verbal warning, an in-school suspension, loss of privileges, and/or community service.
- Parents and/or visitors to the school who fail to comply will initially receive a verbal warning which would be followed by a written warning. Upon continued non-compliance the parent and/or visitor will be provided written notice of restricted access to school / Division facilities.