

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 150

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#### **SUBJECT: SMOKING ON BOARD PREMISES**

Legal References: *Education Act: Section 265 Duties of Principal—Care of Pupils and Property; Part XIII—Behavior, Discipline and Safety; Ontario Regulation 298—Operation of Schools Section 20 Duties of Teachers—Consistent Disciplinary Practices; Section 23 Requirements for Pupils; Guideline—Ontario Schools Code of Conduct; Smoke-Free Ontario Act*

Related References: *Administrative Procedure 351 Code of Conduct; AP 352 Promoting Positive Student Behaviour; AP 353 Student Suspension; AP 356 Substance Abuse by Students*

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#### **1. A Healthy Working and Learning Environment**

The director of education has developed this administrative procedure to provide a healthy working environment for the district's staff, and a healthy learning environment for Avon Maitland District School Board students. This procedure is intended to ensure that adverse health effects from both tobacco use and/or second-hand smoke are minimized.

#### **2. Prohibition of Smoking**

- 2.1 All properties (land and buildings), board-owned vehicles and contracted school buses are non-smoking areas. This prohibition includes private vehicles parked on board property.
- 2.2 This administrative procedure extends to all events sponsored by Avon Maitland District School Board.
- 2.3 Leases to organizations renting property shall include a provision banning smoking on board property.
- 2.4 Staff members will not use tobacco products while supervising students or student activities, including during field trips or athletic events held on or off board premises.

#### **3. Definition**

Smoking includes the act of smoking and/or the holding of lighted tobacco.

#### **4. Procedures**

- 4.1 It is the responsibility of the principal or other on-site supervisor to implement this procedure at all board properties and work sites.
- 4.2 The ban on smoking and the holding of lighted tobacco is to be communicated to all people (employees, students and visitors) who use or frequent board property.

- 4.3 The ban on smoking will be clearly marked at all entrances to board buildings and the property.
- 4.4 Where there are extenuating safety considerations, a school may enter into an agreement with the local municipality to allow for a designated smoking area, which removes the extenuating safety concern.
- 4.5 Staff will not use tobacco products while supervising student activities, including during field trips or athletic events held on or off board premises.
- 4.6 The success of this administrative procedure will depend on the thoughtfulness, consideration, and co-operation of smokers and non-smokers alike. In the event of a conflict, people are encouraged to resolve the matter themselves. If this proves unsuccessful, the matter should be brought to the attention of the appropriate supervisor. In any dispute, the director of education's ruling is final.