

## ADMINISTRATIVE PROCEDURES

<b>SUBJECT: Tobacco, Cannabis and Smoke-Free Environment</b>
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The Lambton Kent District School Board is free from the harmful effects of the use of tobacco products, cannabis products, shisha and other imitation smoking-related products and accessories.

The Board will declare, establish and maintain an environment free from tobacco, cannabis, smoke, and vapour. This means that smoking and/or holding lighted tobacco and/or cannabis products, as well as consuming or using any smokeless tobacco and/or cannabis products, shisha or imitation smoking-related products and accessories, including e-cigarettes and vaporizers are prohibited anywhere on LKDSB property or property that is used for board purposes. The procedure also pertains to property that is used for school purposes that fall under a shared land use agreement with the local municipality and to vehicles parked on property at all times.

This Administrative Procedure applies to all students, staff, trustees, parents, visitors, volunteers, community partner agencies, facility renters, contractors and any other individual on Board property or in vehicles parked on Board property or on property that is used for school purposes that fall under a shared land use agreement.

This Administrative Procedure applies to all school-sponsored or school-related events, and out-of-classroom programs and activities approved by, or under jurisdiction of the Board. This includes school business, on school buses, or during any part of a school field trip, including athletic team trips and school club excursions.

In accordance with the *Smoke-Free Ontario Act, 2017 (SFOA, 2017)*, exceptions are made for the traditional use of tobacco. Therefore, if an Indigenous person requests to use tobacco for traditional Indigenous cultural or spiritual purposes, every effort will be made to accommodate the individual in an appropriately designated space.

Schools have the responsibility to provide supportive, healthy places for living, learning, and working that promote the mental, physical, social, and spiritual well-being of their students, staff members, and the community as a whole.

### **Additional Tobacco, Cannabis and Smoke-Free Environment Prohibitions**

In addition to ensuring compliance with the *SFOA, 2017* the Lambton Kent District School Board further prohibits the consumption/use of all tobacco and cannabis products, including smokeless tobacco and smokeless cannabis products, and all other imitation smoking and vapour products and accessories on board property at all times.

## Definitions

**Board Property:** refers to any property owned or occupied by the Board, including administrative and non-administrative buildings, schools (and their surrounding property), and board owned or leased vehicles and machinery. Temporary structures erected on board property are also considered Board property. Property that is used for school purposes that fall under a shared land use agreement also meets the definition of Board Property.

**Tobacco Product:** is defined as any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, heated, absorbed, dissolved, inhaled, sniffed or ingested by any other means, or any component part, or accessory of the tobacco product. Common types of tobacco products include but are not limited to cigarettes, cigarillos, cigars, chew, plug, snus, snuff, blunt wraps, beedies, and shisha (tobacco or herbal).

**Cannabis Product:** is defined as any product containing, made or derived from cannabis that is intended for human consumption whether smoked, heated, inhaled, dissolved, or ingested by any other means, or any component part, or accessory of the cannabis product. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g., hash, hash oil, shatter, wax), and edible cannabis concentrates (food or drink products containing cannabis).

**Imitation Smoking and Vapour Products:** include any product that resembles any tobacco or electronic smoking or vaped product, and / or is marketed or intended to be used as an alternative to tobacco use, that is not an approved smoking cessation device. Prohibited imitation smoking and vapour products can include electronic cigarettes, cigars, and pipes as well as the cartridges and solutions, whether or not they contain nicotine. They produce a vapour that resembles smoke. They consist of a battery-powered delivery system that vaporizes and delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals.

This does not include any product that is approved by Health Canada as a quit smoking aid (e.g. nicotine patches, mist, inhalers, gum and lozenges), or is prescribed as a medicine for lung ailments (e.g. Ventolin or steroid inhaler)

**Tobacco, Cannabis and Smoking-Related Accessory:** means any item that is used for the consumption of a tobacco or cannabis product, including but not limited to pipes, bongos, cigarette holders, lighters, matches, rolling papers, cigarette cases, spit bottles, tins, tubs, chargers, mouth pieces, cutters, charcoal, waterpipe / hookah, grinders and dabbers/nails.

**Tobacco, Cannabis, and Smoke-Free Environment:** is an environment that is free from the harmful effects of second-hand smoke and vapour, and free from the use of any tobacco product, cannabis, imitation tobacco and smoking-related products or accessories.

## Responsibilities

### ***Director of Education***

- To oversee implementation and operationalization of the Tobacco, Cannabis and Smoke-Free Environment policy and to ensure compliance with the *SFOA, 2017*.
- To review the Tobacco, Cannabis and Smoke-Free Environment Administration Procedure every five years or as required.

### ***Superintendents, Managers, Principals and Vice-Principals***

- To provide leadership and support to ensure the Tobacco, Cannabis, and Smoke-Free Environment policy is implemented.
- To ensure that the Tobacco, Cannabis, and Smoke-Free Environment policy, its guidelines and related procedures are followed and communicated to staff, students, parents and other visitors.
- To ensure prescribed and required signage is posted in compliance with the *SFOA, 2017* and the Tobacco, Cannabis and Smoke-Free Environment policy.
- To ensure compliance with the *SFOA, 2017*. This legislation includes all schools and school property, **plus** public areas within 20 metres of any point on the perimeter of a school or school property. In these areas no person shall:
  1. Smoke or hold lighted tobacco.
  2. Smoke or hold lighted cannabis.
  3. Use an electronic cigarette.
  4. Consume a prescribed product or substance.

Further, no person shall sell or supply any of the following to a person who is less than 19 years old:

1. A tobacco product.
2. A vapour product.
3. A prescribed product of substance.

This includes any exchange that occurs between students, or peer to peer.

- To address and report any non-compliance with the *SFOA, 2017* and the Tobacco, Cannabis and Smoke-Free Environment policy.
- Liaise and collaborate with Enforcements Officers (Tobacco) and other Provincial Enforcement Agents as needed.

### ***School Staff***

- To report violations of the *SFOA, 2017*, and the Tobacco, Cannabis and Smoke-Free Environment policy to school administration.
- To ensure compliance with the *SFOA, 2017*, and the Tobacco, Cannabis and Smoke-Free Environment policy.
- Students with problems that arise from the use of substances will be referred to and encouraged to make use of appropriate assessment and counselling services in the schools and/or community.
- Reinforce content and messages that are promoted through curriculum and health education.
- To act as a positive tobacco, cannabis and smoke-free role model.
- Liaise and collaborate with Enforcements Officers (Tobacco) and other Provincial Enforcement Agents as needed.

***Enforcement Officers (Tobacco) and other Provincial Enforcement Agents***

- To enforce the *Smoke-Free Ontario Act, 2017* and other provincial legislation that regulates substance use on School Board property:
  - conduct routine inspections of school property;
  - issue warnings and charges for non-compliance;
  - respond to complaints from schools regarding non-compliance; and,
  - provide educational materials.

**Violations**

Violations may include but are not limited to:

- using or consuming any prohibited product (as outlined above) on Board property;
- the sale or distribution of any prohibited product (as outlined above) to a person under the age of 19 on Board property; and,
- the carrying / displaying / use of any above mentioned accessory (as outlined above).

**Enforcement**

Failure to comply with the Tobacco, Cannabis and Smoke-Free Environment Administration Procedure can be subject to consequences outlined in existing LKDSB policies such as the code of conduct and safe schools.

- Internal student discipline (e.g., warning, notification of parents, detention, suspension).
- Meeting / assessment with school support staff and/or community partner agencies including Public Health Nurses, Mental Health and Addiction Nurses, Social Workers, Counselors, etc.
- Withdrawal of privileges to use the building(s) and / or property.
- Notification of employee non-compliance to supervisors/management (including but not limited to community partner agencies and contractors).
- Education, warning, and/or ticket issued by Enforcement Officer and/or other Provincial agent.

Implementation Date: April 10, 2002  
Revised: November 12, 2018  
Reference: Smoke-Free Ontario Act, 2017 (SFOA, 2017)  
Education Act