



ADMINISTRATIVE PROCEDURES

SUBJECT: SMOKE-FREE ENVIRONMENT

The principal of a school or supervisor at other sites informs all students, staff, visitors and volunteers that smoking in school buildings and on school property is prohibited. The term school property means not only a school building and property but includes out of classroom programs, school buses and activities and facilities approved by or under the jurisdiction of the Board.

When a principal believes on reasonable and probable grounds that a student has been smoking in the school building or on school property, the principal shall:

- i. Inform the student that his/her behaviour is an infraction of provincial legislation.
- ii. Inform the parent/guardian if the student is under 18 years of age.
- iii. Confiscate or turn over to the parents/guardians if requested, the tobacco found on the student. Note: This procedure does not endorse searching students or their property for concealed tobacco, but suggests that visible or immediately apparent tobacco products can be confiscated.
- iv. Administer appropriate disciplinary action, which may include a discretionary suspension and/or other discipline as determined by the Principal.
- v. Advise the student that further disciplinary action will be taken for a subsequent infraction.

The Principal may report the incident to the Community Health Services Department (*formerly the Lambton Health Unit*) or the Chatham-Kent Public Health Division (*formerly Chatham-Kent Health Unit*).

When a supervisor believes on reasonable and probable grounds that an employee or contract worker has been smoking in the building or on school property, the supervisor shall:

- i. Inform the employee that his/her behaviour is an infraction of provincial legislation.
- ii. For subsequent infractions, advise the employee that disciplinary action may be taken.

When a principal or supervisor believes on reasonable and probable grounds that a visitor or volunteer has been smoking in the school building or on school property, the principal or supervisor shall:

- i. Inform the visitor or volunteer that his/her behaviour is an infraction of provincial legislation.
- ii. For subsequent infractions, advise the visitor or volunteer that access to the school may be suspended.

Implementation Date: April 10, 2002
Reference: Provincial Legislation

