

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #OS-G-03

BOARD MINUTES #06-15, PAGE 8
(Replaces - Environment: Tobacco-Free Facilities & Grounds)

OS-G-03 Environment: Tobacco/Smoke-Free Facilities and Grounds

The Chignecto-Central Regional School Board (CCRSB) believes that school/work-site environments, School Board vehicles and all Board-owned or Board-occupied property should be free of the use of tobacco products. (including cigarettes, cigarette tobacco, leaf tobacco, cigars, pipe tobacco, chewing tobacco, snus, snuff), electronic nicotine delivery systems (ENDS), that include products that are used for consumption of nicotine containing or non-nicotine containing a vapor or other tobacco-containing products.

Moreover, the Board recognizes the legal requirement(s) related to the purchase of tobacco products and the health concerns that may arise as a result of smoking, using other tobacco products or Electronic Nicotine Delivery Systems (ENDS) or being exposed to second-hand smoke.

To this end, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor appropriate guidelines, procedures and standards to ensure that:

- Students, staff, volunteers, visitors, contractors, tenants and other users of system facilities and/or grounds enjoy a tobacco/smoke-free learning /working/play environment.
- All applicable federal/provincial regulations regarding the use of tobacco products are implemented and followed by all users of system facilities, vehicles and grounds.
- The use of all tobacco/ENDS products is prohibited in all school facilities and other School Board buildings, Board-operated vehicles, and on School Board property.
- Board Members and staff shall model appropriate behavior for students to remain or become non-users of tobacco/ENDS products.
- School and Board Departments develop and implement educational programs that assist with prevention and cessation of the use of tobacco products.
- Students and staff refrain from the use or purchase of tobacco/ENDS products while participating or engaged in activities sanctioned by or under the jurisdiction of the Board (including field trips, extra-curricular activities and other student activities)
- All CCRSB employees that make home visits shall advise the parent/guardian that using any of the tobacco/smoking products noted above is not permitted while they are at the home. CCRSB employees shall leave the property immediately if any occupants of the home refuse to refrain from smoking while they are at the site.

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Administrative Procedures

- Authorization:** These Administrative Procedures have been authorized by the **Superintendent of Schools** to ensure that Board Policy #OS-G-03 is implemented at all schools, school board offices, school board vehicles and other CCRSB work-sites and grounds.
- Scope:** Policy #OS-G-03 and these Administrative Procedures apply to all **students, staff, volunteers, visitors, contractors and other users** of Chignecto-Central Regional School Board facilities, vehicles and grounds (Board owned or Board-occupied).
- Responsibility:** It is the responsibility of the **Director of Operational Services** to ensure that Policy # OS-G-03 and these Administrative Procedures are implemented.
- Implementation:** Policy #OS-G-03 and these Administrative Procedures will be implemented by each **School Principal** and **Work-site Supervisor** with assistance from school and work-site staff. All CCRSB staff have the obligation to advise those on/in board property that the use of tobacco/smoke products are prohibited in CCRSB facilities, vehicles or on grounds.
- Procedures:**
1. The **Principal/Work-site Supervisor** shall inform all **students, parents, staff, volunteers, visitors, contractors or others** using CCRSB property the requirements and expectations under Policy #OS-G-03 and these Administrative Procedures.
 2. **Principals and Work-site Supervisors** are expected to support all employees that self identify with an addiction to tobacco/smoke products by referring them to the appropriate support mechanism such as Employee Assistance Program, medical expertise, etc.
 3. The **Principal and Work-site Supervisor** shall monitor the effectiveness of this policy as well specific initiatives undertaken to achieve this goal within his/her school/facilities and grounds.
 4. The **Principal or Work-Site Supervisor** will respond to any breach of Policy #OS-G-03 and these Administrative Procedures in accordance with Board guidelines for student or staff discipline.
 6. CCRSB facilities shall have available to post signage regarding Policy #OS-G-03.
 7. For the purposes of policy OS-G-03 and these procedures, the definition of Electronic Nicotine Delivery Systems (ENDS) shall include: Products that can be used for consumption of nicotine-containing or non-

nicotine containing a vapor via a mouth piece, or any component of that product, including a cartridge, a tank and the device without cartridge or tank. Electronic cigarettes can be disposable or refillable by means of a refill container and a tank, or rechargeable with single use cartridges; refill container means a receptacle that contains a nicotine-containing or non-nicotine containing liquid, which can be used to refill an electronic cigarette. Each device contains an electronic vaporization system, batteries, electronic controls and cartridges of the liquid that is vaporized. Most devices look like tobacco products (e.g. cigarettes, cigars, cigarillos, pipes, hookah and waterpipes) although some look like pens, markers or USB sticks for individuals who do not want to be seen “smoking”.

Distribution: Policy and Procedure Manual holders.