



POLICY: GBK
SUBJECT: SMOKE FREE ENVIRONMENT
APPROVAL DATE: December 5, 1989
REVISION DATE: August 2003, September 11, 2006
May 7, 2007
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1. GENERAL

1.1 The Winnipeg School Division as an employer and a major educational organization believes that smoking and second hand smoke have an adverse effect on the health of smokers and non-smokers. The Division also believes that the children entrusted to its care have a right to be protected from the serious effects posed by smoking and second hand smoke.

2. SMOKE FREE ENVIRONMENT

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

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

2.3 Employees working in buildings or vehicles which are not owned or operated by the Division shall be governed by the policies of the building or vehicle in which they work.

2.4 The public display of tobacco products and other accessories in school buildings shall be banned except for religious or ceremonial usages and anti-smoking promotions.

3. RESPONSIBILITY

3.1 The Chief Superintendent or designee shall be responsible for the administration of this policy and the development of procedures to facilitate implementation.

3.2 Superintendents or Department Supervisors, School Administrators and Building Managers shall be responsible for the implementation and ongoing administration of this policy with regard to employees in their section, department or building and/or students in and visitors to the school.

3.3 All employees of the Division shall be responsible for the monitoring the implementation of a smoke free environment.



**ADMINISTRATIVE RULE/
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Regulations governing procedures and operations of the Smoke Free Environment as determined by the Chief Superintendent.

1. Policy Dissemination

- 1.1 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 a smoke free environment.
- 1.2 The Communications Officer shall be responsible for including periodic reminders of this policy in the Administrative Bulletin, Our Schools, newsletters, and on the Division website.
- 1.3 The Secretary-Treasurer's Department shall be responsible for including the smoke free environment policy in the regulations governing the joint or community use of schools and in all contracts.

2. Smoking Cessation Programs

- 2.1 On request and where deemed appropriate within the resources available, The Winnipeg School Division will provide support to assist employees and students to participate in smoking cessation programs.
- 2.2 The Director of Human Resources shall identify smoking cessation programs and supports which may be made available for staff.
- 2.3 Requests from staff for assistance to stop smoking shall be submitted to the Director of Human Resources
- 2.4 The Director of Student Support Services shall identify smoking cessation programs and supports which may be available for students.

3. Health Awareness Programs

A Health Awareness Program on the hazards of smoking and second hand smoke shall be included in the appropriate curriculum for all students.

4. Discipline

- 4.1 As with all policies of The Winnipeg School Division, failure by staff to comply with Policy GBK - Smoke Free Environment will result in consequences that may include a verbal warning, a written warning, suspension without pay, and/or termination of employment.
- 4.2 Failure by students to comply with Policy GBK - Smoke Free Environment will result in consequences which may include a verbal warning, an in-school suspension or an out-of-school suspension (recommended maximum for first offence - 1 day).
- 4.3 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.