




Administrative Regulation 117

1. Smoking and the use of tobacco products is prohibited on all District property and property leased by the District by students, staff, and any other person, except as set out in Article 9.
2. For further clarity, no student, notwithstanding their age, shall smoke or otherwise consume any tobacco product on district property.
3. *No Smoking* signs shall be posted throughout all the facilities in the Edmonton Catholic Separate School District No. 7.
4. Users of rental or leased space in facilities of the district are to be notified and must comply with the policy on “Smoke Free Environment”
5. If a staff member fails to adhere to the administrative policy and regulation, the immediate supervisor shall undertake progressive discipline.
 - a. The staff member will be informed of the policy and encouraged to adhere to it.
 - b. The staff member will be given **verbal warnings** on failure to adhere to the policy.
 - c. The staff member is given a **written letter of reprimand** with a copy to the personnel file.
 - d. If a staff member continues to fail to adhere to the policy, the immediate supervisor shall refer the matter to the Assistant Superintendent of Human Resources for disposition.
6. In addition, no person (whether it be a student, independent student, or otherwise) under the age of 18 shall possess tobacco products on District property.
7. If an adult possesses tobacco products on District property, he/she shall not smoke or otherwise consume same on District property.
8. If a student fails to adhere to this administrative policy and regulation, the principal may take disciplinary action as deemed appropriate in the circumstances, including suspension and / or recommendation by the principal for expulsion, depending on the gravity of the offence.
9. The use of tobacco products is permitted for in school sponsored Aboriginal ceremonies / activities, as organized by the principal and / or teacher, for school-related purposes. If a student attends a school with Aboriginal ceremony/activity related tobacco products for school-related purposes, he/she shall give same to the principal or designate upon arrival at school.

Reference: Board Governance Policy EL# 4, EL #5 School Act Section 45(8) Prevention of Youth Tobacco Use Act RSA 2002, c. P. 22	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 104, 109, 110	Date(s) Revised: June 12, 2002, March 4, 2003