

Purpose/Background

The Division is committed to providing a safe and healthy environment for students, employees and visitors. All buildings and vehicles owned and operated by the Division, and all Division property, shall be smoke-free environments including restricting the use of:

- Tobacco
- Marijuana or other substances
- E-cigarettes

The only exception being Indigenous ceremonial use of tobacco for Smudging Ceremonies. See Appendix A.

In accordance with the *Tobacco Reduction Act* and the *Prevention of Youth Tobacco Use Act*, the Division prohibits tobacco and E-cigarette use and possession by anyone under the age of 18 years of age in schools, in vehicles owned and operated by the Division and on school grounds or at school-related activities. Employees of the Division are expected to model the expectations of this Administrative Procedure.

Procedures

1. This Administrative Procedure applies to all users of Division operated buildings, including students, employees and visitors. It applies to all school activities as well as community use activities at Division operated buildings.
2. This Administrative Procedure applies to vehicles owned and operated by the Division, which includes vehicles that are leased or contracted to the Division, including school buses.
3. The Division will provide appropriate signs designating its facilities and vehicles to be smoke-free.
4. With the prior approval of the Principal, the use of tobacco is permitted as part of religious/ceremonial events.

Reference:

- Board Policy 22 Community Use of School Facilities and Equipment
- School Act Sections 20, 60, 61, 96, 113, and 117
- Prevention of Youth Tobacco Use Act
- Prevention of Youth Tobacco Use Regulation 13/2003
- Tobacco Reduction Act

Appendix A – SMUDGING/ PIPE CEREMONIES

Purpose/Background

The Division recognizes the spiritual needs of the Aboriginal community. The Division recognizes that smudging and the use of herbs and tobacco are a part of the Aboriginal traditional way of life and are, therefore, permitted in Division schools, subject to proper safety measures.

Definition

Smudging is an Aboriginal tradition which involves the burning of sage, sweetgrass and/or cedar. Smudge produces a distinct odour, but the smoke associated with it is minimal and lasts a very short time. A smudge is burned to cleanse the body, mind, spirit of any bad feelings, negative thoughts, or negative energy - cleansing both physically and spiritually.

Procedures

1. If smudging is to take place in a Division building, principals/supervisors must ensure staff understand the associated protocols and importance of smudging and pipe ceremonies as part of the Aboriginal traditional way of life.
2. If smudging is to take place in a Division building it will be in a designated area.
3. Any areas designated as smudging areas are to be in a well-ventilated area and approved by the Director of Maintenance and Grounds or designate.
4. Designated smudging areas must contain a fully charged fire extinguisher.
5. Staff responsible must be instructed on the use of fire extinguishers.
6. When smudging ceremonies are completed the materials must be fully extinguished and disposed of in an appropriate manner.
 - 6.1 Smoking or warm smudging materials need to burn out on their own.
 - 6.2 Smudge remnants and matches are to be placed in a tin can and saved.
 - 6.3 Smudge remnants are never to be placed in trash receptacle.
7. Tobacco is used in pipe ceremonies and only by a pipe carrier.