	Administrative Procedure **Smoke, Tobacco and Vape Free Environment**	
	Department:	**School Operations**
	Approved by:	**Leadership Council**
	Date Approved:	**January 22, 2024**
	Revision Date(s):	
	Review Date:	
	External References • *The Education Act, 1995* • *The Occupation Health and Safety Act, 1994*	
	Internal References • Form – Employee Review of Administrative Procedures • Form – Volunteer Review of Administrative Procedures	

Purpose

- This administrative procedure establishes guidelines and procedures for maintaining a smoke, tobacco, and vape-free environment at all Saskatchewan Distance Learning Centre (Sask DLC) campuses.

Scope

- This procedure applies to all Sask DLC campuses, including all indoor and outdoor areas and any vehicles owned or operated by Sask DLC. It applies to all students, employees, practicum students, visitors, and others on Sask DLC premises.

Policy Statement

- Sask DLC recognizes its responsibility to promote a healthy lifestyle and ensure a smoke, tobacco and vape free environment for the health and welfare of students, staff members and visitors. It is the intention of this procedure to be consistent with all provincial and municipal regulations related to tobacco products.
- Sask DLC supports the creation of a smoke, tobacco and vape free environment in its schools and facilities and on all school and Division property.

Procedures:

1. Smoking, vaping and use of tobacco and vaping products shall be prohibited in all Sask DLC facilities and on all Sask DLC properties.
   a) No student or staff member or volunteer is permitted to smoke, vape or use tobacco and vaping products at any time, including non-school hours:
      i. In any building, facility or vehicle owned, leased, rented or chartered by the Sask DLC.
      ii. On Sask DLC campus grounds or parking lots.

b) Students are not allowed to smoke, vape or use tobacco or vaping products at any Sask DLC-sponsored event, educational trip, competitive events or any other Sask DLC-related event.
c) Staff/supervisors are not allowed to use smoke, tobacco or vape products while in direct supervision of students.

2. Appropriate signs will be placed in all Sask DLC facilities and properties, and suitable notification will be made in all student handbooks.

3. Community groups utilizing Sask DLC facilities shall be advised by the Campus Principal that Sask DLC facilities and property are smoke, tobacco and vape free and that facility usage shall be subject to cancellation if guidelines are not followed.

4. Campus Principals are encouraged to implement educational programs for students and staff designed to inform participants about the health risks associated with the use of tobacco and vaping products.

5. This procedure does not apply to the use of tobacco for ceremonial events.