



Department: Superintendent of Schools
Section: System Administration

The Tobacco-Free Schools and Workplaces Administrative Procedure will apply to all Annapolis Valley Regional School Board employees, contracted personnel, parents/guardians, volunteers, and visitors in accordance with the Tobacco-Free Schools and Workplaces Policy and the provisions that follow.

Specifically

- 1.0 For AVRSB employees, violation of this policy may result in disciplinary action, up to and including termination as determined by the Director of Human Resources or designate.
- 2.0 Violation of this policy by members of the school community, other than employees, will result in the following consequences:
 - 2.1 first offence - a discussion between the appropriate supervisor and the individual regarding the policy and consequences of further infractions.
 - 2.2 second offence - a written warning by the appropriate supervisor with a copy sent to the individual's immediate supervisor or head of sponsoring organization, if applicable, and the Superintendent of Schools.
 - 2.3 third offence - a referral to the Superintendent of Schools or designate for appropriate action. Such action may include, but not be limited to:
 - the suspension or termination of contracts or services;
 - restriction of access to AVRSB facilities and property;
 - referral to appropriate law enforcement agency.

Monitoring

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: July 25/03

Ref: BP 101.3

Monitoring Date: Annually

Revised: January 23/09, August 25/09, May 4/11, October 9/12, July 25/13