



PPM 128 POLICY ENHANCEMENT TOOLKIT



PPM 128 Policy Enhancement Toolkit

Supporting the Youth Vaping Issue in Schools

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This resource is intended to provide tools and resources to local school boards to assist in reducing youth vaping. The key users of this toolkit include superintendents and administrators, principals and educators, parents/caregivers and students.

Background

Schools play an important role in addressing nicotine/vapour product use among youth. The emergence of new nicotine products targeting minors, led the WECHU Board of Health to support a resolution in early 2024 encouraging local schools and school boards to update policies prohibiting these products on school property.

The Relationship Between PPM 128, PPM 145, and the Smoke Free Ontario Act (2017)

In 2024, the Ontario Ministry of Education updated [Policy/Procedure Memorandum 128 \(PPM 128\)](#)¹ outlining school board requirements in governing behaviours in school. This update included prohibiting the possession, use, and sharing of substances at school, which includes nicotine-based products. The memorandum also details the minimum actions schools must take if students are to be found in the possession of these substances, emphasizing support and education.

As per the [Provincial Code of Conduct](#), school boards are responsible for enforcing smoking and vaping laws as outlined in the [Smoke-Free Ontario Act, 2017](#) (SFOA, 2017),² ensuring a positive school environment to support the achievement and wellbeing of all students. The SFOA gives Tobacco Vaping Enforcement Officers (TVEOs) the authority to issue tickets for violations on school property. Smoking or vaping tobacco, vapor products, or cannabis is banned in schools, on school grounds, and within 20 meters of school property. Additionally, selling or supplying these items to anyone under 19 is prohibited (e.g., referred to as third party supply). In the revision of PPM 128,³ students are now required to surrender the item(s) over to the educator or administrator, who then must notify the student's parent/caregivers.

As per [PPM 145](#) it is expected that students involved in incidents related to PPM 128 would receive support to learn from inappropriate behaviours and make choices that support continuing their learning through progressive discipline. Progressive discipline is a whole-school approach that uses a variety of prevention programs and interventions, as well as consequences to address unsuitable student behaviour, while also building strategies that promote positive behaviours.⁴

When unsuitable behaviour takes place, disciplinary measures should be applied within a model that shifts the focus from punitive to one that is both corrective and educational and supportive. Schools are encouraged to use interventions and consequences that are developmentally and socio-emotionally appropriate. These approaches should also include learning opportunities for reinforcing positive behaviour to help kids make better choices.⁵



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School Policy Recommendations

The WECHU is committed to supporting schools and school boards in updating or adopting enhanced substance use policies that focus on harm reduction and education for an equitable, safe, and supportive learning environment. This approach provides students with education, resources, and support to change substance use behaviours. In collaboration with public health, school boards, administrators, and educators can stay up to date on new and emerging substances/technologies allowing for timely education and enforcement.

To guide school boards and schools in adopting enhanced substance use policies a *Policy Review Checklist* (See [Appendix A](#)) and *Sample Policy Recommendation* (See [Appendix B](#)) have been developed. These recommendations reinforce the laws that apply to youth, schools and school grounds and also provide opportunities for students caught using prohibited substances (i.e., electronic vaping products, cigarettes, heated tobacco products, cigars, smokeless tobacco, chewing tobacco, snuff, hookah, nicotine pouches) on school property the opportunity to increase their knowledge on the effects of substance use and the supports available to help change their substance use behaviours.

Progressive Discipline: Education and Cessation Support

It is critical that students caught smoking/vaping are provided with resources to educate them on the risks and implications of vaping and to encourage them to quit. This approach is the first step of a progressive enforcement approach as an alternative to punitive measures that can negatively affect student's learning needs. PPM 145 guides administrators in adopting this type of approach.

Recognizing that youth who are caught vaping at school may be dependent on nicotine or other substances, administration must consider individual circumstances of each student. School administrators may also use alternative consequences and supports as deemed necessary. Suspensions and expulsions can result in poor learning outcomes and lower graduation rates. Research has demonstrated that students who receive one or more suspensions per year are more likely to experience mental health issues, use substances, and exhibit antisocial behaviour.^{5,6}

Alternative approaches would include instructing students caught vaping to complete specifically designed education on the health effects of smoking, vaping, and using nicotine-based products, smoke-free regulations, the tobacco industry's tactics targeting youth, and information on mental health and addiction supports that are available to them. See [Appendix B](#) for educational options, as progressive discipline.

The following sections provide prevention and education strategies for administrators, educators, parents/caregivers, and students, showing the critical the role policies serve in addressing substance use in schools.

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Vaping and Youth

Educating youth about substance use is important to help them develop skills and knowledge to make healthier choices. In Ontario, 10.5% of students in grades 7 to 12 report vaping at least once in the past year, while 8.5% reported vaping in the past month. Among those who vaped, over 90% report vaping nicotine, 3.7% did not vape nicotine, and about 5.5% did not know if their vape contained nicotine or not. Among the grades, students in grades 11 and 12 are most likely to use vapour products.⁷ In Windsor-Essex, 9% of students have used an e-cigarette (vape) in the past 30 days, and 44% of past 30-day users reported vaping to relax and to relieve stress/anxiety.⁸

Schools and Vaping Prevention

Schools/school boards should take a comprehensive approach to vaping and all substance use and focus on both education and prevention.

Best Practice for Schools

The [Blueprint for Action: Preventing substance-related harms among youth through a Comprehensive School Health approach](#) focuses on preventing substance-related harms among youth through a Comprehensive School Health approach.⁹ The following are four evidence-based, best practice recommended approaches (along with [examples of putting the framework into action](#) and a [brief summary document](#)) to prevent substance-use related harms that are included in the Blueprint for Action model:

- ✓ **Upstream Prevention**- These approaches address the root causes of certain health behaviours like nicotine use.
- ✓ **Harm Reduction**- Efforts aimed to reduce the possible social and health harms related to substance use, without necessarily promoting or requiring non-use.
- ✓ **Stigma Reduction**- Initiatives for this approach would include creating safe spaces for open, informed, and non-judgmental conversations about substance use, as well as other stigmatized behaviours or health conditions.
- ✓ **Equity-Oriented**- Actions that make services and systems easier to access, safer, and more inclusive for everyone.

Key Messages:

- **#1:** Evidence-based substance use education is only one component of a comprehensive approach for preventing substance-related harms among youth.
- **#2:** The best prevention measures often have nothing to do with substance use at all.
- **#3:** Efforts to prevent substance-related harms among youth must reflect school communities' unique needs, values, preferences, and environments.
- **#4:** Many traditional approaches to addressing youth substance use (e.g., zero tolerance policies, and abstinence-only education, etc.) have limited effectiveness and can produce unintended negative consequences.

These approaches can be strengthened through the development of comprehensive school policies. The Blueprint for Action model has a [resource hub](#) with a variety of supports and tools for using this customizable framework that can help to address substance use, while focussing on the health and wellbeing of students.

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Below is a multi-pronged approach that addresses the Comprehensive School Health Framework using a harm reduction approach to address the student vaping issue in the school community. The recommendations include evidence-based substance use prevention resources, that can be adapted to fit the needs of your school community.

Role of Superintendents and School Administrators

Address the Student Vaping Issue:

- ☐ Review the [Implementation Guide for School Administrators: Rethinking Approaches to Substance Use](#)
- ☐ Create, [update or strengthen](#) existing smoke and vapour free policies and code of conduct to meet or exceed the provincial legislation.
- ☐ Ensure [SFOA, 2017](#) signage is visible on school property and add signage in areas where students congregate.
- ☐ Engage students and recruit student voices to create effective policies and a positive environment. Find resources on the [Students Together Moving to Prevent Tobacco Use website](#).
- ☐ Educate students, educators and the broader school community on elements of [PPM 128](#), [PPM 145](#), the [SFOA, 2017](#), and available vaping education and cessation supports for youth. Use educational and supportive approaches rather than punitive ones (e.g., implementing an alternative to suspension program for vaping incidents).
- ☐ Consistent implementation of the policy throughout the school and provide regular reminders via social media platforms, parent newsletters, school website, announcements, and communicate progressive discipline policy and enforcement methods with students, educators and the broader school community.
- ☐ Designate staff to conduct regular walkabouts to maintain a visible presence and increase awareness and compliance.
- ☐ Collaborate with community partners to host a public awareness event on vaping.

Inform Staff

- ☐ Provide training and reminders about the school policy on smoking and vaping so that everyone knows the rules and their roles.
- ☐ Provide staff with the [Quick Guide to Responding to Youth Vaping at School Resource](#)
- ☐ Ensure staff review educational materials about youth vaping via the [WECHU website](#) and the Quash [Brief Conversation Toolkit \(French\)](#)
- ☐ Reduce stigma and [help teachers promote open and non-judgemental dialogue in the classroom](#) about tobacco, vaping, and other substances.

Educate Parents

- ☐ Send a **newsletter home for parents/caregivers** that talks about your school's policy and student expectations (see [Appendix C](#)).
- ☐ **Provide parents resources** to help them have informed and meaningful conversations with their children about vaping. Ensure resources are on your board's website and through your communication channels with parents.

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- [How to Talk to Your Child About Vaping](#) (WECHU): A resource that educates parents/caregivers about why youth vape, tips for talking to youth about vaping, and where to get help in Windsor and Essex County. ([French and Arabic](#) also available)
- [Talking with Your Teen about Vaping \(French\)](#) Caring for Kids, Canadian Pediatric Society
- [Quash's Brief Conversation Toolkit \(French\)](#) Lung Health Foundation: This toolkit includes videos and scripts for discussing vaping and approaches for quitting with youth, in a non-judgmental and supportive manner.
- [Substance Use Prevention Resources for Parents \(French\)](#) School Mental Health Ontario

Support Cessation

- Nicotine is addictive, which can make it hard for students to quit. Inform student and staff about the supports available to help; see [Additional Resources](#) section.
- Provide parent/guardian with [community supports regarding addiction/cessation](#).
- Ensure education includes the effects of nicotine on the developing brain to educate students that **vaping for cessation or harm reduction is not recommended for their age group**. While some individuals may not be ready to quit smoking or vaping, they could still benefit from support and guidance on [Harm Reduction strategies](#).

Role of Educators

Educate Yourself

- [Quick Guide to Responding to Youth Vaping at School Resource](#) created by the Health Unit
- [Blueprint for Action Resource Hub](#): The use of nicotine products should be treated like other substances. Learn more about substance use and how schools can help protect youth from substance-related harms.
- Health Canada's [Talking with Teens About Vaping: A Tip Sheet for Educators \(French\)](#)
- [Not an Experiment](#) is an online interactive activity from Simcoe-Muskoka Public Health, with resources for educators about health effects of vaping, the tobacco industry, health risks of sharing vapour products, and cessation information.
- [Health Canada- Experiences - Teacher Resources \(French\)](#) - Teacher resources include activities, videos, and informative content on various topics related to vaping and other substances.
- PHE Canada [Students Together Moving to Prevent Tobacco Use \(STOMP\)](#) kits for School: Ready to use resources to teach about healthy habits and substance use.

Educate Students

- [STOMP Kits for Students](#): a list of resources to support a student, including a fillable habit tracking form and other tips to build healthy habits.
- [Escape the Experiment](#): An online interactive activity to learn about the health effects of vaping, the tobacco industry, health risks of sharing vapour products and cessation information.
- [VIBED Education Workshop](#) - VIBED (Vaping Information and Better Educated Decisions)– Access self-guided presentations to empower students with knowledge and the tools to make better educated decisions about their health.
- [Health Canada's Experiences - Vaping educational online self-led modules \(French\)](#)- These modules include activities, videos, and informative content on various topics related to vaping, including the risks

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and harms of youth vaping, the effects of nicotine and cannabis use during adolescence, and legislation and regulations.

- ❑ [Health Canada's Consider the Consequences](#), a national awareness campaign which also provides information on the risks of vaping and youth. You can find more resources and activities [here](#).
- ❑ Lessons and activities can also be found on the [WECHU website](#).
- ❑ Include tobacco and vaping in your media literacy teachings with resources from [Media Smarts](#).
- ❑ Regularly include announcements to remind students of vaping rules and increase knowledge of health effects (see [Appendix F](#)).
- ❑ [WECHU's Vaping e-learning Module](#) for students caught vaping at school: Breaking Down Vaping (see [Appendix G](#) for instructions to access the course).

Tobacco and Vaping Enforcement Supports

Once a school has exhausted all internal progressive discipline and consultations in relation to ongoing SFOA, 2017 offences, school administrators may select to contact the WECHU TVEO assigned to their school to discuss enforcement options, additional education, including:

- Issuing a formal warning in the event the health unit has not been involved with the student previously.
- Or issuing a ticket (provincial offences notice) to the student due to the prior involvement of the health unit and other factors, including the age of the student and the determination of the school administrator that such action is warranted.

For Administrators

- Contact your school assigned TVEO at 519-258-2146, ext. 3100 to consult or ask questions regarding tobacco and vaping enforcement supports.
- Order free "No smoking" and "No vaping" signs for your school [online](#).
- If you have questions or witness someone smoking, vaping, or not complying with the SFOA regulations, submit a [complaint form](#), or call 519-258-2146, ext. 3100, or email tobacco@wechu.org to report.
- Administrators should be familiar with and utilize the **Witness Statement Form** ([Appendix E](#)) in any case, to ensure proper evidence is available if needed by the TVEO to issue a ticket.
- The TVEO can attend the school to meet with the school administrator and any staff person involved, for a brief consultation prior to bringing in the student. Typically, the school administrator stays for a meeting with the student. The TVEO will formally identify themselves and review the offence with the student ensuring they understand the implications and the law.

Windsor Essex County Health Unit's Comprehensive Health Promotion's staff are available to meet with educators, and/or administration to help create a school specific plan and provide available resources. Please contact the Comprehensive Health Promotion's Department by calling 519-258-2146, ext. 1555 or chp@wechu.org.



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Substance Use Resources and Services for Youth

One Stop Talk - 24 hours: Virtual or Call 1-855-416-TALK (8255) A free, confidential service that lets kids and youth under 18 years of age get immediate mental health support with a registered therapist.

Quash App: A judgement-free app to help youth (age 14 to 19) quit smoking or vaping.

WEConnect Kids (Coordinated Access): Call 519-257-KIDS (5437)- A free, confidential mental health service for children, youth, and families who live in Windsor-Essex.

Windsor Essex Youth Services Card: A directory of local health, social, and community supports available for children and youth who may need more intensive or specialized services.

Youth Wellness Hub: Provides mental health counselling in a one-on-one setting, allowing youth 12 to 25 years old to drop in as needed.

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APPENDIX A: SCHOOL COMPLIANCE AND POLICY REVIEW CHECKLIST

These checklists have been developed to ensure that school boards and their policies are comprehensive and meet the provincial laws and regulations. Each checklist can be used to review or strengthen an existing smoking and vaping policy at your school and to ensure your school is ready and in compliance with the provincial regulations.

School Compliance Checklist

Under the *Smoke Free Ontario Act, 2017*, tobacco and vapour products are prohibited for use on school grounds. The checklist below is a list of recommended strategies to help maintain compliance at your school or board

How many of the below strategies has your school implemented?	Yes(✓)/No(X)
Updated school policies and code of conduct.	
Visible smoke and vape-free signage present.	
Identify problem areas.	
Provide student/classroom vaping resources.	
Provide parent/guardian resources.	
Provide staff training and vaping awareness resources.	
Host a vapour awareness event for parents/students/community.	
Provide cessation support to help students quit.	

Policy Review Checklist: Policy Considerations

School Board/School Policies:	Yes(✓)/No(X)
Meet minimum provincial standards outlined in the Smoke Free Ontario Act, 2017 and Policy and Procedure 128	
Follow best practices for substance-related harms prevention and treats <i>all</i> substances in the same manner: alcohol, tobacco, vaping, cannabis, and other drugs.	
Include a definition of smoking and vaping that aligns with the SFOA's definition of: • "Smoking" means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational). • "Vaping" means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.	
Outline smoke and vape free areas using signage: entrances, washrooms, school property, and other identified areas.	
Prohibit vaping on school grounds, vehicles, school-related events, and on field trips.	
Establish preventative actions, evidence-based education, and supportive measures for youth that uses tobacco and vapour products.	
Clearly state educational, supportive and restorative measures and avoid using punitive disciplinary actions for non-compliance. (e.g., <i>Do your school's current policies... encourage the development of social-emotional learning skills? consider the unique needs related to culture, gender, and equity-deserving groups?</i>)	

(Interior Health Authority, 2024)¹⁰



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APPENDIX B: SAMPLE POLICY

Policy Statement

[SCHOOL BOARD/School] encourages a supportive learning environment. Addressing student use of vapour/nicotine products requires a multi-pronged approach in alignment with the Foundations for a Healthy Schools Framework and evidence-based substance-related harms prevention. This policy is aligned with this framework and other substance use and vaping specific evidence-based prevention resources; however, administrators and educators are encouraged to analyse their school communities' particular needs for a tailored approach.

Purpose

The purpose of this policy is to:

- Ensure compliance with PPM 128 and the Smoke-Free Ontario Act, 2017 (SFOA,2017) and prohibit the use of substance on school property.
- To ensure that students caught using nicotine products are provided with resources to educate them on health and developmental effects and encourage them to quit. This approach is the first step of a progressive enforcement approach over punitive measures that can negatively affect their learning needs.
- To promote learning and working environments that are free from the harmful effects of tobacco, cannabis, and vapour products.

Rationale

With the continued initiation and use of nicotine products and vaping devices among youth, concerns are being raised regarding nicotine dependence and how these products impact tobacco cigarette smoking rates among this population. Among Ontario adolescents aged 16-18 who engaged in vaping, 42% of males and 33% of females indicated that they started using tobacco after initiating vaping.¹¹ Vapour products are now the main products that youth are using to initiate, experiment with, and become addicted to nicotine, while other nicotine products continue to emerge in the market. The decline in cigarette smoking among young Canadians reflects a shift in the type of nicotine products being used rather than a decrease in initiation and addiction of nicotine. As a result, public health could be losing some the gains made in tobacco control work over the past decade.¹² The use of products containing nicotine in any form among youth, including in vapes, is unsafe. Nicotine exposure during adolescence can cause addiction and can harm the developing adolescent brain. Educators also note that vaping does not only impact the performance of students who vape, but it also adversely impacts the learning environment of other students due to frequent classroom disruptions, disciplinary issues, and peer pressure to vape.¹³



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Policy

This policy gives students caught using prohibited substances (i.e., vapour and nicotine products) on school property the opportunity to increase their knowledge on the effects of substance use and the supports available to help change their substance use behaviours.

Schools/ School Boards adopting this policy should:

- Ensure students are aware of substance use policies by providing regular reminders.
- Ensure SFOA, 2017 signage is visible on school property. Add signage in areas where students congregate. Check with the Health Unit's Tobacco and Vaping Enforcement Officers on whether further SFOA, 2017 and municipal smoke-free bylaws further impact your school.
- Designate staff to conduct regular walkabouts to maintain a visible presence and increase awareness and compliance. Especially in areas where students are known to use nicotine/vapour products.
- Communicate policy and enforcement methods with the school community to ensure a clear understanding among individuals, and that policy is being implemented consistently throughout the school.

Discipline

- Ensure that students caught smoking/vaping are provided with resources to educate them on vaping and encourage them to quit. This approach is the first step of a progressive enforcement approach over punitive measures that can negatively affect their learning needs.
 - Suspensions and expulsions can result in poor learning outcomes and lower graduation rates. Research has demonstrated that students who receive one or more suspension per year are more likely to experience mental health issues, use substances, and exhibit antisocial behaviour.
- Instructing students caught vaping to complete education modules helps them receive information and resources available to support them.
- The [WECHU's Vaping e-learning Module](#) for students caught vaping at school: Breaking Down Vaping (see [Appendix G](#) for more information).
 - Students will learn how vaping is affecting their well-being and brain development, the role of commercial tobacco, the SFOA, 2017, and tips and support to help them quit vaping.
 - This course is designed to be used either as an alternative learning opportunity for students who have been caught smoking and/or vaping on school property.

When a student is caught vaping, the following phased approach will be followed:

Offence 1:

- The student caught will be asked to complete the online module and provide the certificate of completion to administration.

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- The student will have [insert time frame, e.g. one week, etc.] to complete the module.
- Reach out to the student's parent/caregiver and state next steps using [Appendix C](#).

Offence 2:

- A WECHU TVEO is called to have a discussion with the student and they receive a warning.
- Referral to the vaping cessation support outlined in the [Support Cessation](#) section of this policy.
- Reach out to the student's parent/caregiver to state next steps using [Appendix C](#).

Offence 3:

- The staff member who witnessed the student vaping must complete the *School Witness Statement* found in [Appendix E](#).
- A WECHU TVEO is called to have a discussion with the student and provide a ticket.
- Reach out to the student's parent/caregiver to notify them of the ticket using [Appendix C](#).

Support Cessation

- Stress and mental health affect the use of substances amongst teens. Providing curriculum-based teaching on social emotional learning, positive mental health, and coping skills will empower students to better manage the challenges they are facing, reducing the harms of vaping.
- Make information about quitting support available to all students. Find the information on the [WECHU website](#).
- Have student visit the [Quash website](#) or download the app.
- Visit the [#STOPVAPING Challenge website](#) or download the app.
- Help support by directing or referring to cessation supports.

Parent/ Caregiver Education

Increasing parental knowledge about vaping will be key to empower parents to play a role in their teen's decision making about vaping initiation or quitting vaping (see [Appendix D](#)). It is also important to understand the connection between substance use and mental health. Current provincial data demonstrated that the majority of students (59%) using vapour products rated their mental health as "fair" or "poor", compared to 34% of students who did not use vapour products.¹⁴

Providing parents/caregivers with resources about vaping allows them to have informed conversations with their children:

- [How to Talk to Your Child about Vaping](#)- WECHU
- [Talking with Your Teen about Vaping \(French\)](#)- Caring for Kids, Canadian Pediatric Society
- [Quash's Brief Conversation Toolkit \(French\)](#)- Lung Health Foundation:
- [Substance Use Prevention Resources for Parents \(French\)](#) School Mental Health Ontario
- [Substance Use Conversations with Youth: Tips for Adult Allies - A Communication Guide](#) - Canadian Centre for Substance Use and Addiction.
- [Letters informing](#) parents/caregivers of the student's violations can be sent home.

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APPENDIX C: LETTERS FOR PARENTS FOR SMOKING/VAPING INCIDENT

Letter for Parents/Caregivers- Student Caught Using Nicotine/Vapour Product on School Property

[School Letterhead]

[Date]

Dear Parent/Guardian,

Subject: Progressive Discipline for Smoking/Vaping

We are writing to inform you about an incident involving your child, [Student's Name]. On [Date of Incident], [he/she/they] were found [smoking/vaping] at [location of incident]. This is against the Smoke-Free Ontario Act 2017, which prohibits smoking or vaping on school grounds and within 20 meters of the school property, and PPM 128.

At our school, we aim to create a welcoming environment and promote healthy relationships. We understand that students who are caught [vaping/using cannabis] at school may be addicted to nicotine or other substances. It is important that they receive help and information about the risks of these products and support to quit.

[Students name] will need to complete an e-learning module by [DATE]. In place of a fine or suspension, this is the first step of a progressive enforcement approach.

If your child continues to use [vaping products/smoking] on school property, they could receive a *Provincial Offence Notice* (a fine) from a Tobacco and Vaping Enforcement Officer with the Windsor-Essex County Health Unit. This could include a fine of \$305.

We ask that you discuss this matter with your child. Resources are provided below to help guide this conversation. Please ensure that [Student's Name] understands the importance of following school rules and provincial laws.

If you have any questions or need more information, please feel free to contact us. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[School Name]

Additional Resources:

- [How to Talk to Your Child about Vaping](#) – WECHU
- [Talking with Your Teen about Vaping](#) – Caring for Kids, Canadian Pediatric Society
- [Quash's Brief Conversation Toolkit \(French\)](#) Lung Health Foundation:
- [Substance Use Prevention Resources for Parents \(French\)](#) – School Mental Health Ontario
- [Substance Use Conversations with Youth: Tips for Adult Allies — A Communication Guide](#) –CCSA



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[School Letterhead]

[Date]

Dear Parent/Guardian,

Subject: Smoking/Vaping Incident

On [Date of Incident], [Student's Name] was found [smoking/vaping] at [location of incident]. This violates the Smoke-Free Ontario Act 2017, which prohibits smoking or vaping on school grounds and within 20 meters of the school property, and PPM 128.

[Student's Name] has received a *Provincial Offence Notice* (or a *Summons to Appear* for students under 16 years of age) from a Tobacco and Vaping Enforcement Officer with the Windsor-Essex County Health Unit, with a fine of \$305.

We ask that you discuss this issue with your child. Resources have been provided below. Please ensure that [Student's Name] understands the consequences of such behaviour and the importance of complying with school policies and provincial laws. If you have questions about the ticket, please contact the Windsor-Essex County Health Unit. More information about your options to resolve the ticket can be found on the Offence Notice given to [Student's Name].

If you have any questions or require further information, please do not hesitate to contact us. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

Additional Resources:

- [Policy/Program Memorandum 128 \(PPM 128\)](#) – Ministry of Education
- [How to Talk to Your Child about Vaping](#) – WECHU
- [Talking with Your Teen about Vaping](#) – Caring for Kids, Canadian Pediatric Society
- [Quash's Brief Conversation Toolkit \(French\)](#) Lung Health Foundation:
- [Substance Use Prevention Resources for Parents \(French\)](#) – School Mental Health Ontario
- [Substance Use Conversations with Youth: Tips for Adult Allies – A Communication Guide](#) –CCSA

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LETTER FOR PARENTS FOR THIRD PARTY SUPPLY OFFENSE

[School Letterhead]

[Date]

Dear Parent/Guardian,

Subject: Third Party Supply Incident

We are writing to inform you about a concerning incident involving your child, [Student's Name], who was observed providing someone under the age of 19 a [tobacco product, vapour product, or cannabis] on [date of incident] at [time of incident]. This behaviour is a violation of the Smoke-Free Ontario Act, 2017 and PPM 128.

[Student's Name] has received a *Provincial Offence Notice* from a Tobacco and Vaping Enforcement Officer with the Windsor-Essex County Health Unit, with a fine of \$495.

We ask that you discuss this issue with your child. Resources have been provided below. Please ensure that [Student's Name] understands the consequences of such behaviour and the importance of complying with school policies and provincial laws. If you have questions about the ticket, please contact the Windsor-Essex County Health Unit. More information about your options to resolve the ticket can be found on the Offence Notice given to [Student's Name].

If you have any questions or require further information, please do not hesitate to contact us. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

Additional Resources:

- [Policy/Program Memorandum 128 \(PPM 128\)](#) – Ontario Ministry of Education
- [How to Talk to Your Child about Vaping](#) – WECHU
- [Talking with Your Teen about Vaping](#) - Caring for Kids, Canadian Pediatric Society
- [Quash's Brief Conversation Toolkit \(French\)](#) Lung Health Foundation:
- [Substance Use Prevention Resources for Parents \(French\)](#) School Mental Health Ontario
- [Substance Use Conversations with Youth: Tips for Adult Allies — A Communication Guide](#) - CCSA



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APPENDIX D: ANNUAL OR SEMESTER LETTER TO PARENTS

[Date]

Dear Parents/Guardians:

Re: Youth Vaping and Emerging Nicotine Products

What should parents/caregivers know about vaping and “emerging nicotine products”?

It is important to have quality information on vaping, as parents/caregivers play an important role in young people’s health and well-being. Knowing about nicotine products and how they affect health can help parents talk to their kids about these issues. Marketing for vaping and other new nicotine products, the availability of flavoured options, peer pressure, and the effects of nicotine can encourage young people to start or keep vaping.

What is vaping?

Vaping is when people use electronic cigarettes, also known as e-cigarettes, vaping devices, and vape pens. These battery-powered devices that heat up a liquid (also called “e-liquid” or “vape juice”) to form an aerosol that can be inhaled. The liquid often contains nicotine, flavouring, and other chemicals. Some vapes can also be used to vape cannabis oils that have THC, CBD, and other cannabinoids.

Are there risks with vaping?

Yes, there are many risks with vaping. Vaping can lead to nicotine addiction and expose users to harmful chemicals. Most vapes contain nicotine, which is very addictive. Research shows that nicotine can change how a teenager’s brain develops. It can harm areas of the brain that control their attention, learning, mood, and impulse control. Teenagers can become addicted to nicotine more quickly and with less exposure. The long-term health risks of vaping are still unknown.

What is the province doing?

The *Smoke Free Ontario Act*, 2017 outlines the regulations and law related to nicotine and cannabis products. The Ministry of Education recently revised and made some additions to the Provincial Code of Conduct, effective September 1, 2024. These updates are outlined in Policy/Program Memorandum (PPM) 128 and include a ban on vaping and new rules about the use of personal mobile devices and access to social media at school.

What is the School Board doing?

The [school board name] is committed to supporting students and their families to ensure prevention and education are incorporated into how we address and talk about substance use with students. Administrators ensure school staff receive additional education on how to discuss vaping and the importance of quitting or not starting. The Board has also teamed up with local mental health services to provide resources and support for students, as well as information for parents on where to find help in the community.

What can parents or guardians do?

- Have a talk about vaping with your kids. There are helpful guides for these talks, like the [Talk Substance](#) and [Quash’s Brief Conversations Toolkit \(French\)](#).



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- Look for information on support programs to help your child quit vaping when they are ready. [The Quash app](#) and the [Youth Wellness HUB](#), offer free virtual or in-person treatments for youth in Ontario struggling with mental health and addictions.
- Check out another resources from the CAMH, which includes videos on [tips for quitting vaping](#), that may be helpful for parents and caregivers once youth are ready to think about quitting.

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APPENDIX E: SCHOOL WITNESS STATEMENT

NAME OF OFFENDER:	
STUDENT NUMBER:	D.O.B. (MM/DD/YEAR):
HOME ADDRESS:	
POSTAL CODE:	PHONE NUMBER:
DATE OF OFFENCE:	TIME OF OFFENCE:
LOCATION OF OFFENCE: (school name and address)	
WITNESS #1 NAME AND POSITION:	
WITNESS #1 PHONE NUMBER & EMAIL:	
WITNESS #2 NAME AND POSITION:	
WITNESS #2 PHONE NUMBER & EMAIL:	

TYPE OF INFRACTION	
↓ Check to the left as appropriate	
☐	Smoke / Hold lit tobacco on school property
☐	Smoke / Hold lit cannabis on school property
☐	Vaping / Use Electronic Cigarette on school property
☐	Sell / Supply tobacco product to someone under the age of 19 years old
☐	Sell / Supply vape product to someone under the age of 19 years old



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I have read this statement over and do not wish to add, change or delete anything on it.
This statement is true and given of my own free will.

Witness #1 Signature

Date

Witness #2 Signature

Date

WITNESS STATEMENT (Be as detailed as possible since this statement may be entered as evidence at trial)

For assistance or further information please contact:

[Your School's] Tobacco & Vaping Enforcement Officer
Windsor-Essex County Health Unit
1005 Ouellette Ave., Windsor, ON, N9A 4J8
33 Princess Street, Leamington, ON., N8H 5C5
Phone: 519-258-2146 ext. 3100

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APPENDIX F: SCHOOL ANNOUNCEMENTS

The announcements below were developed by *Not An Experiment*. More resources for schools can be found on their [website](#).

Mental Health Announcements:

- 1: Some people think vaping helps get rid of stress, anxiety, and depression. The truth is vaping nicotine increases stress hormones and can actually make these feelings worse! Don't let vaping mess with your mental health! Find out more at [NotAnExperiment.ca](#)
- 2: The thing you think might help "chill you out" could be stressing you out! Nicotine increased adrenaline and cortisol – the same hormones released when you 're stressed! Don't let vaping mess with your mental health! Find out more at [NotAnExperiment.ca](#)
- 3: Fact: Vaping nicotine doesn't relieve stress! Nicotine is highly addictive and can mess with your mental health. Vaping stops the stressful nicotine cravings that are a symptom of addiction. But it only lasts for a little while before those feelings come back. Learn more at [NotAnExperiment.ca](#)
- 4: There are many ways to cope with stress, or feelings of anxiety, or depression. Vaping isn't one of them. Instead, try talking with someone you trust or doing something you enjoy like listening to music or hanging out with friends. Learn more about dealing with stress at [NotAnExperiment.ca](#)
- 5: Vape companies want you to believe their products are safe and normal to use, but they profit from addiction NOT wellness. Vaping nicotine can increase stress and make feelings of anxiety and depression worse. Don't let vaping mess with your mental health! Find out more at [NotAnExperiment.ca](#)

Resist Peer Pressure Announcements:

- 6: When you're feeling pressure to vape, knowing what to do or say can be hard. Here are some tips. Pick the ones that are right for you.
- Delay giving an answer: "I can't right now, I'm meeting up with some friends. I'll see you later!"
 - Suggest doing something else: "I'm not feeling it right now, do you want to go play basketball?"
 - Make a joke: "Thanks, but I'm already addicted to air!"

For more ideas, check out the Resist page at [NotAnExperiment.ca](#)

HEALTH RELATED Announcements:

- 7: Flavour danger! Although e-liquid flavours may sound tasty, heating e-liquid produces several harmful chemicals. You wouldn't eat an arsenic lollipop or a formaldehyde popsicle, so why would you vape them? Don't treat your health like an experiment. Learn more at [NotAnExperiment.ca](#)



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8: Think vaping is cheap? Think again. Vaping on school property could cost you \$305, so save your money and don't treat your health like an experiment. Learn more at NotAnExperiment.ca

9: Fact: If you vape, you may be more likely to start smoking. Another fact? Many vape companies are owned by the tobacco industry. Don't treat your health like an experiment. Learn more at NotAnExperiment.ca

10: Want to play two truths and a lie? I'll say three statements and you guess which one is untrue. Ready? The industry lures young people with fun flavours, vaping has long-term health effects, and vaping is harmless water vapour. Don't treat your health like an experiment. Learn more at NotAnExperiment.ca

11: Think vaping is safe? E-liquids are full of chemicals that can be addictive and harm your health. These chemicals impact your concentration, memory, and your bank account. Don't treat your health like an experiment. Learn more at NotAnExperiment.ca

12: Think fast! Can you remember these three words? Target, strawberry, experiment. Nicotine addiction affects teenage brain development and decreases levels of concentration. Can you remember the second word I said? If not, maybe vaping is affecting you more than you think. Don't treat your health like an experiment. Learn more at NotAnExperiment.ca

13: Fun flavours and sleek designs may make vaping look appealing, but vaping has long-term health effects. The industry knows that the more you vape, the more money your addiction will put in their pockets. Don't treat your health like an experiment. Learn more at NotAnExperiment.ca

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APPENDIX G: INSTRUCTIONS FOR ACCESSING E- LEARNING MODULE

Students will be able to enrol themselves in the e-learning module: *Breaking Down Vaping*



The steps for accessing and completing the course are as follows:

- Visit our e-learning site: <https://learn.wechu.org/>
- Create a “New Account” (confirmation email is sent out)
- Enroll in the e-learning titled: *Breaking Down Vaping*
- Complete course modules (5 modules in total) and evaluation
- Access and download the *Certificate of Completion*

Once the e-learning course has been completed, a certificate will be generated and displayed (PDF format). The student may then print and/or save their certificate. Students can also get their certificate by logging into their e-learning account and selecting 'Get my *Breaking Down Vaping* certificate' at the top the course page.

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