

## ADMINISTRATIVE PROCEDURE

**Type of Procedure:** Personnel

**Title:** Use of Tobacco

**Authority:** 1001.41 and 1001.42, F.S.

**Policy:** 8.32

**Date:** January 9, 2013

**Superintendent's Signature:**

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### **Background:**

Tobacco use has been identified as the leading cause of disease, chronic disability and premature death in our country. Over-whelming statistical evidence indicates that tobacco use can contribute to heart attack, stroke, high blood pressure, emphysema and several forms of cancer. Non-smokers are also subject to long-term health consequences by breathing the toxins released in passive, side-stream smoke.

### **Purpose:**

The School Board believes that education holds a central role in establishing patterns of behavior related to good health. Thus, in conjunction with an existing curriculum which addresses tobacco-use prevention, the Board established a policy which provides a tobacco-free environment in which students can learn, employees can work, and in which all, including visitors, can be healthy and comfortable.

### **Procedures:**

#### **1. Timeframes**

- A. The use of tobacco in any school facility by students, staff, visitors or contractors is strictly prohibited. Signs shall be posted at the main entrances to all facilities to provide notice to that effect.

- B. Tobacco use shall be prohibited in schools, educational facilities, other educational plants and School Board-owned vehicles.
  - C. Contractors and vendors wishing to do business with the Hamilton County School District shall refrain, and to have their representatives refrain, from using tobacco products while on any school campus or facility. No contract or agreement shall be entered into until the contractor and/or vendor assents to the above request.
  - D. Employees shall refrain from the use of tobacco while supervising school- sponsored activities at locations other than school board property.
2. Information - The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. All adults serve as role models for young people.
- A. Signs and/or posters stating the prohibition of tobacco products on school property shall be posted in strategic places throughout all School Board property.
  - B. The policy shall be clearly stated in writing and included in the Student Code of Conduct, Employee Handbooks and shall be included as a part of each school's communication to students, staff and parents.
  - C. Voluntary in-service on the benefits of avoiding the use of tobacco and cessation programs may be provided by the school district.
  - D. Administrators and security personnel shall be provided information regarding the policy and their role in enforcement.
3. Reporting - Any individual who observes a violation may report it in accordance with the procedures listed below:
- A. Student - violations shall be reported to the appropriate building-level administrator.

- B. Employee - violations shall be referred to the employee's appropriate supervisor or building administrator.
- C. Contractor/Visitor/Vendor/Public - violations shall be reported to site administrator.

#### 4. Consequences

- A. Student consequences are included in the Student Code of Conduct.

- B. Employee Consequences

- 1) First Violation – a written reprimand with copies in personnel file and review of policy 8.32.
  - 2) Second Violation – suspension without pay for one day and required participation in a designated cessation program at the employee's expense.
  - 3) Third Violation – the employee may be terminated upon recommendation of the appropriate supervisor and with documentation of at least two violations.

- C. General Public/Visitors/Contractors Consequences

- 1) First Violation – individual will be asked to refrain from tobacco use.
  - 2) Second Violation - individual will be asked to refrain from tobacco use and an effort to send a letter to the offender will be made to document the second offense.
  - 3) Further Violation - repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified length of time.