

Tobacco Free Schools–Procedures

All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Disciplinary measures are as follows:

Students: See JICH-R1 for Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs.

Staff: Any violation of this policy by staff shall be referred to the supervisor.

Visible possession of tobacco products:

1. First offense: verbal warning or subject to disciplinary actions in accordance with the negotiated agreement
2. Second offense: written warning with a copy placed in the staff member's district personnel file or subject to disciplinary actions in accordance with the negotiated agreement
3. Third and subsequent offenses: subject to disciplinary actions in accordance with the negotiated agreement

Use of tobacco products:

1. First offense: written warning with a copy placed in the staff member's district personnel file or subject to disciplinary actions in accordance with the negotiated agreement
2. Second and subsequent offenses: subject to disciplinary actions in accordance with the negotiated agreement

Guests: Guests who are observed smoking or using tobacco products shall be asked to refrain from doing so on school property.

The Auburn School Department will make information on smoking cessation resources available to staff and students.

Endorsed: December 21, 1994

Revised: April 5, 2000