

USE OF TOBACCO: 5205P

The following procedures are established for the implementation of the provisions of this policy:

1. “TOBACCO-FREE” signs shall be posted in appropriate locations throughout the school district to ensure that all persons using District facilities are aware of the policy.
2. Staff, students, parents, and community shall be made aware and kept informed of the tobacco-free policy through newsletters and reports to the community as well as in-district newsletters, bulletins, memos, and other sources of information.
3. Information will be provided regarding smoking cessation programs for interested staff members.
4. Staff members who are suspected of non-compliance of this policy will be contacted by an immediate supervisor and informed of steps to be followed to maintain compliance with policy provisions.
5. Citizens who are in violation of this policy will be informed of the provisions of the policy and the expectations of the District for those using school facilities.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Staff

Every employee has a responsibility to help carry out the spirit of the policy in a way that fosters the good relationships needed to work successfully with one another. It is expected that staff will comply with the policy. However, if a situation should occur in which a staff member does not comply, the following guidelines are suggested in handling such a situation.

1. When an employee chooses to use tobacco products (including e-cigarettes) on District property or in a District-owned vehicle, the supervisor should speak privately to the employee about the non-compliance behavior, share a copy of the policy with the employee, and share information about quitting smoking resources.
2. If the employee continues to use tobacco products (including e-cigarettes) on District property or in a District-owned vehicle, the immediate supervisor will arrange to meet with the employee. Following the meeting, the employee will be sent a letter, confirming that the meeting occurred and that the employee has been directed to cease and desist from using tobacco products (including e-cigarettes) on District property or in District-owned vehicles, and forewarning the employee that disciplinary action will result for any future violation of the policy.

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3. If the employee continues to use tobacco products (including e-cigarettes) on District property or in a District-owned vehicle, the immediate supervisor will issue the employee a written reprimand. The written reprimand will summarize the previous steps (date, time, discussion, etc.) and forewarn the employee that further progressive discipline, up to and including termination, will result for any future violation of the policy.
4. If the employee continues to use tobacco products (including e-cigarettes) on District property or in a District-owned vehicle progressive discipline will be implemented, up to and including termination.
5. Throughout the process of enforcement, the employee should be offered information about resources available to assist in quitting the use of tobacco.

Citizens

1. Citizens who are observed smoking or using tobacco products (including e-cigarettes) on school district property shall be informed of State law and District policy and will be asked to refrain from smoking or using tobacco products (including e-cigarettes) on school property.
2. If the individual fails to comply with the request, his or her violation of the policy may be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred.
3. The supervisor shall make a decision on further action which may include a directive to leave the property.
4. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specific period of time.
5. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy.
6. Violation of the Washington Clean Indoor Air Act, by smoking in a designated non-smoking area, is a petty misdemeanor and a court injunction can be instituted against a repeat violator.