

POLICY AND PROCEDURES FOR TOBACCO FREE ENVIRONMENT

Policy

Effective July, 2001, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use of snuff or smokeless tobacco in school buildings, any time of the day or night, by **all people** who utilize the Garretson School District #49-4 school building is prohibited. The policy also prohibits having on one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to, all school playgrounds, school administration building, indoor athletic facilities, outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses and field trips, other school vehicles, and other school buildings. In addition, tobacco product use is prohibited in all outside areas of the school grounds.

Enforcement

Students

Students in all grades violating this policy will be subject to disciplinary action as defined in the students' handbook(s) as approved by the Garretson School District #49-4.

Teachers/Support Staff

Teachers/support staff who use tobacco products will be encouraged by their Principals to participate in cessation programs. Teachers/support staff violating this policy shall be warned verbally by their Principal who shall send the teacher/support staff a follow-up letter. On subsequent offenses, the Principal shall again warn the teacher/support staff verbally and in writing, then refer the staff member to the Superintendent.

Visitors

Visitors in violation of this policy will be informed of the school district's policy and will be asked to refrain from using tobacco products. If the individual fails to comply with the request, this other violation will be referred to the Principal or other appropriate supervisor who may direct the person to leave the school area. Refusal to leave, or repeated violations, may result in referral to the Superintendent.

Promulgation

Appropriate signage shall be posted in conspicuous places in all Garretson School District #49-4 buildings, playgrounds, parking lots, and outdoor athletic facilities.

Summaries of this policy shall be included in the staff and student handbooks.

Information related to cessation programs for all employees who use tobacco shall be posted in each level of the building in the school district and shall be made available through other means appropriate.