

## SCHOOL DISTRICT OF MAYVILLE

831-Rule

### TOBACCO USE POLICY ENFORCEMENT PROCEDURES

#### A. Notices

Each building principal shall post signs and notices in his/her building regarding the tobacco use policy prohibitions. The District Administrator and building principal shall make the prohibitions known to all District residents, staff, students and parents of the District by appropriate written notices or verbal warnings as circumstances warrant.

#### B. Policy Violations

##### 1. **Employees**

All employees shall be informed verbally and by printed document of the District's tobacco-free schools policy. Cessation assistance shall be made available if requested. New employees will be so informed at the time of hire.

A violation of the tobacco-free schools policy by a District employee shall be referred to the principal or supervisor who will verbally remind the employee of the policy and provide written documentation of this event. The employee will be asked to abide by the policy in the future. A copy of the printed policy will be sent to the employee.

If a second violation occurs, a written reprimand, directing the employee to abide by the policy will be issued by the principal or supervisor and a copy of this report will be retained in the personnel file. Cessation assistance shall again be offered.

If a third violation occurs, the employee will be referred by the principal or supervisor to the District Administrator for disciplinary action, per District procedures concerning disciplinary action involving employees.

##### 2. **Students**

A student who violates the District's tobacco-free schools policy shall be subject to suspension from school, not to exceed five (5) days.

##### 3. **Spectators and Visitors – Public Events**

Posted notices shall be used to inform spectators and visitors of the tobacco-free schools policy. Spectators or visitors who use a tobacco product in school buildings or on school grounds shall be reminded by the principal, supervisor or his/her designee of the tobacco-free schools policy. If someone refuses to stop smoking or using tobacco, they will be asked by the principal, supervisor or his/her designee to leave the school property.

APPROVED: December 20, 1989

ADOPTED: January 22, 1990

REVIEWED:

REVISED: March 4, 2002

Signatures of School Board Members:

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