

**TOBACCO FREE SCHOOL ENVIRONMENT
SMOKING AND OTHER USES OF TOBACCO
(STAFF, STUDENTS AND VISITORS)**

Reports from the Surgeon General of the United States indicate that the use of tobacco in any form constitutes a potential health hazard to the user, and in the case of "second-hand smoke", to those who are in the presence of the user, and thereby has the potential to impede the educational progress of the district. Therefore, to prevent this potential impediment, effective July 1, 1998 the use of tobacco products by employees and visitors is strictly prohibited.

The East Jasper School District declares a totally tobacco-free school environment. This includes all the school environment and all school sponsored activities.

Rules for Enforcement-Tobacco Free Policy

Any employee who is found to be in violation of the policy (Tobacco Free) shall be subject to the following:

- 1) For the first violation, the employee's immediate supervisor shall give the employee a verbal reprimand and place an anecdotal record of the violation in the employee's personnel file;
- 2) For the second violation, the employee's immediate supervisor shall give the employee a written reprimand and place a copy in the employee's personnel file;
- 3) For the third violation, the superintendent of schools shall suspend the employee from work for three (3) days without pay and place a copy of the suspension notice in the employee's personnel file;
- 4) For the fourth violation, the superintendent of schools shall suspend the employee from work without pay and shall recommend to the Board of Trustees that the employee's employment be terminated.

I agree to abide by the Tobacco Free Policy as a condition of my employment with the East Jasper School District.

Signature

Date

NOTE: Each employee is to sign and date the Tobacco Free Policy and return it to a respective principal's, supervisor's or superintendent's office within five (5) working days on or after the receipt of this memorandum. Signed memorandums shall be maintained by the school district superintendent.