

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE RULE 831 - TOBACCO USE ON SCHOOL PREMISES

- A. The District's policy prohibiting the use of tobacco applies to all persons (students, employees, independent contractors, members of the general public, and any other individual). This policy applies to all individuals who enter onto the premises or use the facilities either owned, leased, by or otherwise under the control of the District.
- B. For the purposes of interpretation and application of Board policy, individuals are considered to be in violation of its provisions if they are in possession of any lighted, smoking tobacco products in District buildings, on District grounds or in District vehicles, or are using smokeless tobacco products in District buildings, on District grounds, or in District vehicles. This policy will be strictly construed to prohibit the use of any form of tobacco products.
- C. Employees:
 - 1. Communication of prohibition: all employees shall be informed of the state statutes, Board policies and procedures pertaining to the prohibition on use of tobacco in District buildings, District grounds or in District vehicles. This information will be shared through orientation programs, printed material, and/or other appropriate means.
 - 2. Education and assistance: as part of the District's employee wellness program, employees will have the opportunity to attend a program to assist in the cessation of the use of tobacco products; which would be held outside the regular school day. The District will reimburse \$25.00 to the employee upon completion of the program. Employees who begin the program but do not complete it will be responsible for the registration fee.
 - 3. Consequences for failure to comply: the consequences for an employee who violates the prohibition on the use of tobacco products on District property will be as follows:
 - a. The first violation will result in a meeting with the principal or supervisor and the employee. The employee will be provided a copy of the state statute, the District's policies and procedures pertaining to the prohibition of use of tobacco on District property. The employee will also receive a written reprimand for violating the state statute and District policy. The employee will also receive information pertaining to programs which assist in the cessation in the use of tobacco.

- b. A second violation will result in a conference with the principal or supervisor and the employee. The employee will receive a written reprimand to be suspended from work for one day without pay.
- c. A third violation will result in a conference with the principal or supervisor and the employee. The employee will receive a written reprimand and suspension from work for two (2) days without pay.
- d. Further violations will result in additional disciplinary action.
- e. Any such action will be based upon procedures and provisions applicable to such employees including any applicable collective bargaining agreements.

D. Spectators, visitors, members of the public, contractors and suppliers ("public"):

- 1. Communication of prohibition: posted notices as well as announcements will be used to inform the public of the state statute the District's tobacco free policy and procedures.
- 2. Consequences for failure to comply:
 - a. Members of the public who use tobacco on District property in violation of the District policies shall receive a verbal warning that they are in violation with District policies and state law and be directed to refrain from the use of tobacco on District property.
 - b. If members of the public continue to use tobacco on District property, they will be asked to leave the District property. If such members of the public do not cooperate in leaving the District property, appropriate authorities will be called. Members of the public refusing to cooperate with the state statute and the District's policy may be restricted from attending District-sponsored activities.

E. Students:

- 1. Communication of prohibition: all students will be made aware of the state statute and District's policies and procedures pertaining to the use of tobacco products on District's property. This information will be provided to students through orientation programs, printed material, posters, and/or other appropriate means.
- 2. Consequences for failure to comply: students who violate the District's policy shall be dealt with by the principal or his/her designee in the following manner:

- a. The first offense will result in a conference with the principal or designee. Parents or guardians will receive written notification of the conference. The student shall be suspended. Police involvement may be necessary.
- b. A second violation would result in a conference with the student, parent, or guardian, and the principal or designee. The student shall be suspended from classes for three (3) days. Police involvement may be necessary.
- c. A third violation would result in a conference with the student, parent, or guardian, and the principal or designee. The student shall be suspended from classes for five (5) days. Police involvement may be necessary.
- d. Additional disciplinary action will result from continued violations which could include expulsion and police involvement.
- e. Throughout this progressive discipline process students will be made aware of the District's policy pertaining to the use of tobacco on District property. Existing District procedures regarding suspension and make-up of school work missed would be enforced throughout any suspension which occurs as a result of a violation of this District policy.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: 831 Tobacco Use on School Premises

LEGAL REFERENCE: