

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GBED

TOBACCO FREE CAMPUS
FACULTY AND STAFF TOBACCO POLICY

All faculty and staff of the Jay School Department must comply with the Tobacco-Free Campus policy regulations set fourth by the School Committee.

This policy is established to (1) reflect and emphasize the hazards of tobacco use; (2) further the goal of consistency among ongoing school programs by discouraging students from using tobacco products; (3) protect the health and safety of all students, employees and the general public; and (4) set a non-tobacco use example by adults.

Smoking and/or the use, sale or distribution of tobacco products by employees on district property or in district or private vehicles is prohibited. Employees of the Jay School Department violating this policy will be subject to disciplinary procedures.

Cross reference: School committee policy ACD

Adopted: SEPTEMBER 11, 1985, DECEMBER 4, 1997

Revised: JANUARY 14, 1993; May 5, 1997

Disciplinary Procedures

FIRST OFFENSE: A verbal warning by the appropriate administrator. Provide the employee with information on available cessation programs. A police report may be filed if applicable.

SECOND OFFENSE: A formal written reprimand by the appropriate administrator and a copy to be placed in the employee's personnel file. A cessation program (with documentation) is required. A police report may be filed if applicable.

THIRD OFFENSE: Meeting with the superintendent. Violations shall be dealt with accordingly based on established policies and procedures for disciplinary action which may include suspension and/or dismissal. A police report may be filed if applicable.

Adopted: May 5, 1997, DECEMBER 4, 1997