

SCHOOL DISTRICT OF SHOREWOOD

832.1-Guideline

POSSESSION, DISTRIBUTION AND USE OF CIGARETTES AND OTHER TOBACCO PRODUCTS

To achieve tobacco-free schools, the School District of Shorewood will work cooperatively with staff, students, families, and community health agencies, including both prevention and intervention programs.

Enforcement Procedures

A. Employees

1. Newly hired employees will be informed of the District's Tobacco Use on School Premises policy (hereinafter "Policy"). The Policy will be located in the employee handbooks.
2. A violation of this policy by employees shall be referred to the principal or supervisor who will verbally direct the employee to abide by the Policy. The principal or supervisor shall issue a written documentation of this event to the employee and a copy of this report will be retained in the employees personnel file.
3. If a second violation occurs, the employee will be referred by the principal or supervisor to the Superintendent for disciplinary action, per District policy guidelines concerning disciplinary action involving employees.

B. Non-Student Spectators and Visitors-Public Events

1. Non-Student Spectators or visitors who use tobacco on school property shall be advised of the Policy by the principal, supervisor, and his/her designee who shall also request that the individual refrain from use of tobacco products on school property.
2. If someone refuses to stop using tobacco, they will be asked by the principal, supervisor, or his/her designee to leave the school property. Violators may also be referred to the Police.

C. Students

1. Student handbooks shall contain information on this Policy. The student handbook will be distributed to all students.
2. Students using tobacco on school premises in violation of this Policy shall be disciplined in accordance with established procedures, up to and including suspension or recommendation for expulsion.

APPROVED: June 13, 1989

REVISED: July 13, 2004
January 13, 2009