

USE OF FACILITIES - PROHIBITION OF TOBACCO

The Superintendent or designee shall ensure that all employees and visitors are informed of the tobacco prohibition policies of the Office of Education using the following methods of communication:

- 1) Appropriate signs shall be posted prominently in all facilities and automobiles owned/operated by the Office of Education.
- 2) New employee packets shall contain reminder notices regarding the prohibition of tobacco products.
- 3) The Personnel office shall prominently post notice of the policy to all candidates for employment.
- 4) Community groups, when applying for use of office facilities, shall be notified of the office's policy.

Violations of the tobacco products policy by employees shall be handled in a manner consistent with other causes for disciplinary action relating to breach of Office of Education policies.

Members of the general public who persist in using tobacco on school premises after being reminded of the policy will be directed to leave the premises.

Community groups using Office of Education facilities will be expected to adhere to the tobacco-free policy. Failure to support this or any other Office of Education policy may cause such community group to forfeit their opportunity to use the facilities in the future.

Cross reference: Board Policy 1330 Community Use of Office of Education Facilities