

## **TOBACCO PROHIBITION PROCEDURES**

1. The superintendent or his/her designee will take reasonable steps to inform students and employees of this policy, to post signs on school property and to provide notice to visitors and those who are invited to attend school activities in bulletins, programs and announcements related to school events.
2. If a student is found in possession of tobacco products, tobacco substitutes or tobacco paraphernalia it will be confiscated promptly and a referral to law enforcement agencies will be made when appropriate.
3. Students who violate this policy will be disciplined under the Student Conduct and Discipline Policy and Procedures.
4. Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts and requirements of law.
5. Others who use tobacco on school ground will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.