

Iroquois School District

**Employee Tobacco Control Policy**

*(Adopted: 04/20/2004)*

**PURPOSE:**

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country. Smoking can be hazardous to the health of both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air.

The Board recognizes that smoking during school hours and in school buildings and vehicles presents a health and safety hazard which can have serious consequences for the smoker and the non-smoker and the safety of District students and staff and is, therefore, a concern to the Board.

**DEFINITION:**

For purposes of this policy, tobacco use shall be defined as all use of tobacco, including lighted cigars, cigarettes, pipes, other lighted smoking equipment or devices, and/or smokeless tobacco in any form.

**GUIDELINES:**

1. In order to protect District students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by employees and guests at any time in a school building and on any property, and/or buses, vans and vehicles that are owned, leased or controlled by the District and/or at school sponsored activities that are held off school property.
2. The District Superintendent or designee shall annually notify employees about the District's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.
3. Violation of this policy will result in the following consequences.
  - a. First Offense: Verbal warning with a notation to be maintained by the building principal or appropriate supervisor.
  - b. Second Offense: Written letter of reprimand with a copy to be placed in the employee's file.

- c. Third Offense:
- Written letter of reprimand with a copy to be placed in the employee's file.
  - Employee must, at employee's expense, enroll in and complete a smoking cessation class prescribed by the District administration.
- d. Fourth Offense: Suspension without pay and dismissal hearing before the Board of Directors for insubordination for continued violation of the policy.