

1:0 STAFF - SMOKE FREE POLICY

2:0 POLICY STATEMENT

2:1 It is the policy of the Fairhaven School Committee that the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel shall be prohibited. Copies of this policy shall be provided to any person upon request, without cost, by the principal of every school within the school district.

This prohibition extends to all areas of school property; i.e., basements, bathrooms, parking lots, etc., and this prohibition is applicable to all personnel.

3:0 DEFINITIONS

3:1 Tobacco Education Group - TEG

3:2 Tobacco Awareness Program - TAP

3:3 Employee Assistance Program - EAP

4:0 PROCEDURES/SANCTIONS

4:1 If an employee is in violation of this policy, the following action will be taken by the building principal or his/her designee:

4:1.1 First Offense

- a. Verbal warning (evidence of the verbal warning will be documented)
- b. Assistance will be offered (TEG and TAP, EAP, etc.)

4:1.2 Second Offense

- a. An official written reprimand will be recorded and placed on file.
- b. Assistance will be offered (TEG and TAP, EAP, etc.)
- c. Hereby directed that further violations will result in suspension with notification to the Superintendent.

4:1.3 Third Offense

- a. A one day suspension without pay.
- b. Assistance will be offered (TEG and TAP, EAP, etc.)
- c. Further violations may constitute insubordination.
- d. Any further suspensions may lead to dismissal.

4:1.4 Subsequent Offense(s)

- a. Subsequent violations of the above policy will constitute insubordination.
- b. This will be cause for disciplinary action, up to and including dismissal.
- c. Any dismissal will be in accordance with civil service and collective bargaining agreements.

Adopted: January 16, 1997

Effective: September 1, 1997