

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**831 - Rule**

**TOBACCO USE NOTICE AND ENFORCEMENT PROCEDURES**

**Employees**

1. Notice of Prohibition: All employees shall be informed of the state statutes, board policies, and procedures pertaining to the prohibition on use of tobacco on school premises and at school events that involve students. This information will be shared through orientation programs, printed material, employee handbooks and/or other appropriate means.
2. Consequences for Violations: The consequences for an employee who violates the prohibition on the use of tobacco products shall be as follows:
  - a. The first violation shall result in a meeting with the principal or supervisor and the employee. The employee shall be provided a copy of the state statute, and the district's policies and procedures pertaining to the prohibition of use of tobacco.

The employee shall also receive a written reprimand for violating the state statute and district policy. The employee shall receive information pertaining to programs which assist with the cessation of tobacco use.

- b. A second violation shall result in a conference with the principal or supervisor and the employee. The employee shall receive a written reprimand and be suspended from work for one day without pay.
  - c. A third violation shall result in a conference with the principal or supervisor and the employee. The employee will receive a written reprimand and suspension from work for two (2) days without pay.
  - d. Further violations shall result in additional disciplinary action based upon provisions applicable to such employees in board policies and procedures and in the Dodgeland School District Faculty and Support Staff Handbooks.

**Members of the Public (including Spectators, Visitors, Contractors and Suppliers)**

1. Notice of Prohibition: Members of the public shall be informed of the state statutes, board policies, and procedures pertaining to the prohibition on use of tobacco on school premises and at school events involving students. This information shall be shared through posted signs on school premises, local newspapers, the district website, and announcements made over the public address system at school events.
2. Consequences for Violations: The consequences for a member of the public who violates the prohibition on the use of tobacco products on school premises or at school sponsored events shall be as follows:
  - a. Members of the public shall receive a verbal warning that they are in violation with district policy and state law and shall be directed to refrain from the use of tobacco on district property.
  - b. If members of the public continue to violate the tobacco use prohibition, they will be asked to leave the school premises and/or event. If such members of the public do not leave the premises or event, appropriate authorities shall be called and violators may be subject to penalties in accordance with laws and local ordinances.

- c. Members of the public refusing to cooperate with the state statutes and the district's policy may be restricted from attending district sponsored activities.

Approved: December 2, 1996  
Revised (WASB): November 28, 2011