

Regulation

SMOKING PROHIBITION

The following protocol shall be observed for the handling of smoking in school facilities and/or on school grounds:

- A. A ban on smoking by students, staff, visitors and all other persons shall occur in all buildings and on all grounds of the school district 24 hours a day, seven days a week. The ban pertains to students, teachers, teacher aides, administrators, supervisors, secretarial and clerical staff, custodial and maintenance staff, cafeteria employees, bus drivers, Board members, all other employees of the school district, vendors and/or consultants who may from time to time be employed by the Board of Education, and all non-employee visitors and members of the public.
- B. Appropriate signs announcing the total prohibition of smoking and a possible fine shall be posted at all school entrances and other appropriate sites. An effort shall be made periodically to remind the public, staff and students of Board policy and regulation.
- C. Students who are found smoking shall be subject to the following discipline:
 - 1. For a first offense, any one of, combination of, or all of the following, as determined by the principal: phone call to parent/guardian, letter to student's file describing the incident, suspension (if combined with defiance to school official or refusal to extinguish burning tobacco) and/or referral to counselor for assistance in quitting.
 - 2. For a second offense, any one of, combination of, or all of the following, as determined by the principal: phone call to parent/guardian, letter to student's file describing the incident, suspension, referral to counseling, and required notification to parents/guardians.
- D. Employees shall be prohibited from smoking anywhere in school district buildings. Employees who are found smoking shall be subject to the following discipline:
 - 1. First offense: issuance of a verbal warning, documented in writing.
 - 2. Second offense: issuance of a written warning, with a copy placed in employee's personal file.
 - 3. Third or more offense: written complaint to the local health department and appropriate documentation to the personnel file.

E. Smoking regulations apply to all members of the Board, visitors, members of the public and all other persons who occupy any building belonging to the Passaic Board of Education. Smoking is prohibited everywhere within the Board of Education buildings. Persons who are found smoking shall be subject to the following discipline:

1. First offense: verbal warning.
2. Second offense: written warning.
3. Third offense: written complaint to the local board or health.

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