

## Smoke-Free Workplace

Section 1. General. East Allen County Schools is dedicated to providing a healthy, comfortable, and productive learning environment for students, staff, and visitors by creating a "tobacco-free" school environment. East Allen County Schools is committed to reducing involuntary exposure to tobacco smoke among students, staff, and visitors. East Allen County Schools believes that it is the right of the non-smoker to breathe clean air. East Allen County Schools recognizes that the use of nicotine products presents a health hazard which can have serious consequences both for the user and is, therefore, of concern to the district. East Allen County Schools further joins with such organizations as the American Cancer Society, American Lung Association, and American Heart Association in promoting a tobacco-free America.

East Allen County Schools also believes that education has a central role in establishing patterns of behavior related to good health, and shall take measures to help students and staff to resist tobacco use. East Allen County Schools encourages seminars and programs designed to assist staff to abstain from the use of tobacco products. Moreover, East Allen County Schools recognizes and supports the positive impact and importance of adult role-modeling for students in a tobacco-free environment during their formative years.

This guideline is designed primarily to enhance health and safety education for all students, staff, and visitors and to promote air cleanliness in all school buildings and in all school-owned, contracted, or other vehicles in which student, staff and visitors travel to and from school events.

In order to protect students and staff who choose not to use tobacco from the environment noxious to them, East Allen County Schools prohibits the use of tobacco or nicotine-based products in school buildings, on school grounds, on school vehicles, or at any school-related event.

Section 2. Definitions. For the purposes of this Guideline:

1. "Use of Tobacco". Shall mean and includes, but is not limited to, all uses of tobacco including smoking tobacco, smokeless tobacco, chewing tobacco, snuff, or maintaining tobacco in one's mouth to derive the effects of tobacco.
2. Smoking. Includes, but is not limited to, cigar, cigarette, pipe, *electronic cigarette (e-cig or e-cigarette)*, *personal vaporizer (PV)*, *electronic nicotine delivery system (END)*, chemicals or devices that produce the same flavor or physical effect of nicotine

substances, any other tobacco or nicotine innovations, or any other matter or substance which contains tobacco.

Section 3. Implementation. All persons, including students, staff and visitors shall not be permitted to use tobacco products of any kind or any form while inside school corporation-owned buildings or while in school corporation-owned, contracted, or other authorized vehicles. Further, the use of tobacco products of any kind or any form on school corporation-owned property outside school corporation-owned buildings is prohibited.

Section 4. Enforcement. The success of this guideline will depend upon the thoughtfulness, consideration, and cooperation of tobacco product users and non-tobacco product users. All individuals share in the responsibility for adhering to and enforcing this guideline. Any individual who observes a violation of this guideline is encouraged to report it in accordance with the procedures contained in this guideline and regulation.

1. Students. Any violation of this guideline by students shall be referred to the building principal or assistant principal. Students who violate the provisions of this guideline shall be subject to the provisions of administrative policies and student handbooks regarding student discipline.
2. Visitors. Any violation of this guideline by visitors will generate a request to refrain from such violation. If a visitor fails to comply with a request to refrain from using tobacco products, he/she shall be referred to a building principal or other school corporation supervisory staff member who is responsible for the area or program during which the violation occurred. The principal or supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the violator from entering school corporation property for a specified period of time. If deemed necessary by a school official, an appropriate local law enforcement agency may be contacted to assist with enforcement of this guideline.
3. Staff. Any violation of this guideline by staff members will be referred to his/her immediate supervisor. The immediate supervisor will review and honor disciplinary procedures as outlined in collective bargaining agreements and/or administrative policies.

Section 5. Duties of School Principals and Supervisors. School principals or supervisors in charge of school buildings shall post conspicuous signs that prohibit smoking and tobacco use on school property.