

### **TOBACCO USE PROHIBITION**

According to 1989 Wisconsin Act 209, effective September 1, 1990, each school board shall prohibit the use of all tobacco products on premises owned by, rented by, or under the control of the school board.

The use of tobacco products shall be prohibited at all times on school premises. "School premises" include all property owned by, rented by, or under the control of the Deerfield School District.

The administrative staff shall inform students, staff, and the general public about this policy and shall establish enforcement procedures.

#### **Students**

Any violation of Board policy by students shall be subject to student disciplinary procedures.

#### **General Public**

At the beginning of school events, an announcement will be made asking for compliance with the state law.

Step 1: The building administrator or other supervisor will talk to the person about not smoking in "Smoke Free" area as stipulated by Wisconsin Act 209.

Step 2: The matter shall be referred to the district administrator for a letter requesting compliance with the state law.

#### **Employees**

School employees who fail to abide by the Board's no smoking policy will be subject to the following consequences:

Step 1: Verbal warning and request from the building administrator.

Step 2: Formal conference with the building administrator.

Step 3: Conference with the building administrator and district administrator with a written reprimand placed in the personnel file.

Step 4: Conference with the building administrator and district administrator, one-day suspension in compliance with the master agreement, and a written reprimand placed in the personnel file.

All subsequent offenses will be considered insubordination and established policies and procedures for further suspension and dismissal will be followed.

The school district will offer and/or assist in arranging clinics and/or counseling sessions for employees who smoke, if there is interest. These voluntary sessions will be offered during non-pupil contact time. This will reflect no cost to the district.

REFS.: s.s. 120.12 (20)

s.s. 101.123

s.s. 48.983 (2) (c)