



## AP 2-401 –NO SMOKING PROCEDURE

### INTRODUCTION

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Smoking, the use of other tobacco products, and the display of tobacco and tobacco paraphernalia, is forbidden for students, employees, visitors and users of school buildings and property.

### ENFORCEMENT

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A. Students found in violation of this policy shall be reported to the Principal of their school who shall enforce the following penalties:

1. the first offense, the student shall be issued a warning and referred to the school counselor. Parents will be contacted by the school principal or designate.
2. the second offense, the student shall be suspended for one school day and required to meet with his/her parents and the school principal prior to readmission to the school.
3. third offense, the student shall be suspended for three to five school days and required to meet with his/her parents, the school principal prior to readmission to the school.
4. fourth offense, expulsion of the student will be recommended to the school Board.

B. Employees found in violation of this policy shall face the following penalties:

1. first offense, a written reprimand will be received by the employee and a copy placed in his/her personnel file.
2. second offense, a written reprimand will be received by the employee and be placed in his/her personnel file, the employee will be suspended for one day without pay, and the employee shall appear before his/her supervisor.
3. third offense, the employee will be suspended without pay for three to five days and shall be notified in writing and at a hearing before the Superintendent of Schools, that a further offense will result in a recommendation to the Board of Trustees that his/her employment be terminated for insubordination.

C. User Groups

Groups using the buildings and grounds of Western School Division who disregard this procedure will receive a letter reminding them of the procedure and indicating their expulsion should a second violation occur. A second report of a group disregarding the procedure shall result in that group losing its privileges of use for the remainder of the school year.

Adopted: March, 2005