

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

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**TOBACCO USE ON SCHOOL PREMISES BY STUDENTS, STAFF MEMBERS, AND VISITORS**

The School Board of Port Edwards is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health. The School Board is also concerned about the health of its employees and recognizes the importance of adult role modeling for students during the formative years.

Therefore, smoking and use of other tobacco products will be prohibited on school district property. This will include school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property will be prohibited. Look-alike products are also prohibited. Possession of these products causes a predictable disruption of the ability of school staff members to enforce state law and School Board policy.

The success of this policy "Tobacco Use on School Premises by Students, Staff Members, and Visitors" will depend upon the consideration and cooperation of smokers and nonsmokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Violations shall be handled in accordance with established procedures.

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LEGAL REF.: Sections 101.123 Wisconsin Statutes  
 120.13(1)  
 254.92  
 Village of Port Edwards Ordinance 161

CROSS REF.: Co-Curricular Activities Code  
 Student Handbook - Tobacco Use  
 831-Rule, Tobacco Use Policy Enforcement Procedures

Adopted: 10/9/78  
 Reviewed: 3/8/89, 5/29/90  
 Revised: 3/15/93, 01/09/06

**ADMINISTRATIVE RULES**  
**Tobacco Use Prohibition -- Enforcement Procedures**

EMPLOYEES - *Any violation of the Board's policy by staff shall be dealt with based on established policies, practices, procedures and contracts.*

1. The first violation of Board policy by an employee shall be referred to the principal. The employee will be verbally reminded of the rule and provided a copy of the policy.
2. If a second violation occurs, a written reprimand will be given and will be presented to the employee and a copy of this reprimand will be retained in his/her personnel file.
3. If a third violation occurs, the employee will be referred by the principal to the superintendent for disciplinary action. This may include suspension without pay for up to three days.
4. Further violations will be referred to the School Board for further action.

SPECTATORS AND VISITORS

1. Posted or printed notices shall be used to inform spectators and visitors of the tobacco free school policy.
2. Spectators and visitors who use tobacco products at school events shall be reminded by the principal or his/her designee of the tobacco-free school policy.
3. If someone refuses to stop using tobacco, he/she will be asked to leave the school property by the principal or his/her designee.

STUDENTS

When smoking or other use of tobacco violations occur, the following disciplinary steps shall be used:

First Offense:

The student shall be suspended for one day. A letter shall be sent home and the parents/guardians notified by telephone.

Second Offense:

The student shall be suspended for one day. A letter shall be sent home and the parents/guardians notified by telephone. A conference with the principal shall be held and the guidance counselor notified. The student shall be referred to the village police.

Third Offense:

The student shall again be referred to the village police and suspended for a minimum of two days. A conference with the parents/guardians, principal and student shall be held. Further continued violations may result in expulsion from school for the student.

NOTE: Use of tobacco is also a Co-Curricular Code violation and shall be referred to the athletic director for code enforcement.