

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS
Issue No: 4
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Reference:

- ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**
4.1 GENERAL PERSONNEL PRACTICES
**4.122 TOBACCO/NICOTINE FREE
WORKPLACE**

SECTION 4.122.1 Tobacco/Nicotine Free Workplace

To provide a tobacco and nicotine free environment for both employees and students, there shall be no smoking or tobacco/nicotine product use allowed in District buildings, grounds, or vehicles.

Notification

The Superintendent, or designee, shall notify students, parents/guardians, employees, and organizations using District facilities of the District's tobacco and nicotine-free policy. This administrative procedure also prohibits nicotine delivery devices such as electronic cigarettes and other vapor emitting electronic devices with or without nicotine content that mimic the use of tobacco products, in District vehicles, on school property or at District/school events. Information regarding this policy shall be included in the annual parent information booklet, school handbooks, and the Use of School Facilities permit.

Signs prohibiting the use of tobacco/nicotine shall be prominently displayed on all District property and District vehicles.

Enforcement of Policy

Persistent violation of this policy by employees shall result in progressive disciplinary procedures.

Community members using tobacco/nicotine products, and other vapor emitting electronic devices with or without nicotine content that mimic the use of tobacco products on District property shall be informed of the District's tobacco-free policy and asked to refrain from use. If the individual fails to comply with this request, the individual will be asked to leave the premises. If the individual is attending a community activity on District premises, the organization's facilities permit may also be revoked.

A list of clinics and other agencies which provide programs to assist individuals who wish to stop smoking will be made available to employees of the District. Additionally, educational materials designed to promote awareness of the health hazards of tobacco/nicotine use will be posted throughout the District.