

<b>Windham School District</b>	<b>GBED</b>
--------------------------------	-------------

Also ADB, ADC, GBEC &amp; JICG

**EMPLOYEE TOBACCO PRODUCTS BAN  
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

**USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN / ON ALL SCHOOL  
FACILITIES AND / OR GROUNDS**

No employee shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, electronic-cigarettes, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, tobacco in any other form, and tobacco or related paraphernalia.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

The District shall place signs in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any employee who is violating this policy immediately cease the use of tobacco products. After this request is made, if any employee refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

No employee shall use any tobacco product in any facility, in any School vehicle, or anywhere on School grounds maintained by the District.

**Legal References:** RSA 155:64 – 77, Indoor Smoking Act; RSA 126-K:6, Possession and Use of Tobacco Products by Minors; RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Windham School Board	Policy Code: GBED
Approved: March 3, 2015	

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee who violates this policy is subject to disciplinary action that may include warning, suspension or dismissal.

In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

**ALL OTHER PERSONS**

No visitor shall at any time use tobacco products in any facility, in any School vehicle, or anywhere on School grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the principal or his/her designee.

**Legal References:** RSA 155:64 – 77, Indoor Smoking Act; RSA 126-K:6, Possession and Use of Tobacco Products by Minors; RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Windham School Board	Policy Code: GBED
Approved: March 3, 2015	