

Fairfield City Schools

SMOKING AND USE OF TOBACCO PRODUCTS

The Fairfield City Board of Education prohibits smoking and the use of all tobacco products shall be prohibited on all Fairfield Board of Education property including board owned vehicles- at all times by all persons- including employees- students- and visitors at any school or Board owned site or attending any school sponsored events.

DISCIPLINARY ACTIONS FOR EMPLOYEES

1ST Offense: The supervisor or principal will inform the Superintendent- in writing of the violation. The Superintendent will- thereafter- write a letter or reprimand- with a copy given to the employee and the original placed in the employee's personnel folder at the Central Office.

2nd Offense: The supervisor or principal will inform the Superintendent in writing of the violation. The Superintendent will- thereafter- write a second letter of reprimand- accompanied by a recommendation of disciplinary action to the Board of Education for a one day suspension- unpaid. A copy will be given to the employee and the original placed in the employee's personnel folder at the Central Office.

3rd Offense: The supervisor or principal will inform the Superintendent- in writing of the violation. The Superintendent will- thereafter- make a recommendation of disciplinary action to the Board of Education- which must include at least a three day unpaid suspension and may include- but is not limited to termination of the employee's employment with the School District.

DISCIPLINARY ACTIONS FOR STUDENTS

1st Offense: An administrator- student- parent/guardian conference will be held. The student will receive either in-school suspension- extended work assignments before or after school- or suspension for a maximum of five (5) school days- unless other or lesser punishment is warranted under the guidelines for Special Education Students. Circumstances may warrant disciplinary action as outlined under subsequent offenses. If these disciplinary actions are not effective- the principal/designee may seek additional support from Alternative Education Programs.

Subsequent Offenses: The student will be suspended for a maximum of five (5) days or- if the student is a Special Education Student- that student will be punished as directed under the guidelines for Special Education Students. If these disciplinary actions are not effective- the principal/designee may seek additional support from Alternative Education Programs.

DISCIPLINARY ACTIONS FOR VISITORS

The visitor- whether a parent or other person- will be asked to cease the tobacco usage immediately. Visitors who refuse to cease the tobacco usage will be asked to leave the premises. If the visitor refuses- the Fairfield Police Department will be contacted immediately to either escort the visitor from the school premises or direct the School Resource Officer to escort the visitor from the school premises. In the event that these actions are unsuccessful- or if the circumstances otherwise dictate- the School Districts security officer or his or her designee may call the law enforcement authorities. School officials will be expected to sign an arrest warrant for any person failing to comply with the request of the District's security officer