

**Tobacco and Alcohol-free Environment**

The superintendent, in conformance with direction established in policy by the Board of Directors, cognizant of the harmful effects of alcohol use and all types of tobacco, including the addictive nature of nicotine, is committed to establishing a tobacco and alcohol-free learning and working environment. In order that this commitment may be met, all tobacco and alcohol use is prohibited on all district premises. Annual notice will be given and prominent signs will be posted on district premises.

This prohibition extends to all students enrolled in the district's schools, all persons employed by the district either full or part time, and all other persons who, for whatever reason at whatever time, enter or come upon district premises.

Employees covered by a negotiated agreement who violate this policy will be subject to the progressive discipline provisions of the appropriate negotiated agreement. Employees not covered by a negotiated agreement who violate this prohibition will be subject to the progressive discipline provisions of the Yakima Education Association (YEA) negotiated agreement.

School district staff are required to enforce this prohibition.

Other persons who violate this prohibition may have their permission to enter, or occupy, the district's property summarily revoked by the administrator in charge of the property.

Individuals who are observed to be smoking or using tobacco products or alcohol in violation of district operational procedure shall follow these steps:

- 1. First Offense** - Verbal warning will be issued as the administrator
  - 1.1 documents the date;
  - 1.2 offers representation;
  - 1.3 verbally warns the action must stop and that future acts could involve greater discipline for violating district operational procedures and for insubordination and refusal to follow directives of supervisor; and
  - 1.4 recommends the Employee Assistance Program (EAP).
- 2. Second Offense** - Written warning will be issued as the administrator
  - 2.1 offers representation;
  - 2.2 uses district form and compose a written reprimand; and
  - 2.3 recommends the Employee Assistance Program (EAP).
- 3. Third Offense** – Recommendation for suspension without pay is made to superintendent.
- 4. Fourth Offense** – Recommendation for suspension without pay or discharge is made to the superintendent.

**Cross Reference:**

(cf.: 4313 – Eliminating Tobacco and Alcohol on School Premises)

(cf.: 4330 – Public Use of School District Facilities)

(cf.: 5203 – Employee Assistance Program)

(cf.: 5259 – Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program)

**Legal Reference**

RCW 28A.210.310 Prohibition on Use of Tobacco Products on School Property

**Adoption Date:**

880517

890620

950919

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000613

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