



# BOARD ADMINISTRATIVE RULE

Tobacco-Free Schools	ADC	5/14/08
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### RATIONALE/OBJECTIVE:

Tobacco use has been determined by the Surgeon General as a health hazard. Furthermore the Cobb County School District (District) has determined that tobacco use is inconsistent with the concepts and principles taught through the curriculum of the District.

### RULE:

#### A. PROHIBITION:

1. Tobacco use shall be prohibited at all times:
  - a. At all District sponsored events;
  - b. On/in all District property including all District buildings, offices and vehicles (including trucks, automobiles and buses) whether owned or leased by the District.

#### B. STUDENTS:

Students should refer to the appropriate Administrative Rule JICDA (Student Conduct: Code of Conduct) for specifics regarding student tobacco possession and/or use. The Codes of Conduct may be accessed by clicking on the following links:

Administrative [Rule JICDA-E](#) (Student Conduct: Code of Conduct [Elementary School])

Administrative [Rule JICDA-M](#) (Student Conduct: Code of Conduct [Middle School])

Administrative [Rule JICDA-H](#) (Student Conduct: Code of Conduct [High School])

#### C. NON-STUDENTS:

The same tobacco prohibition shall apply to employees, non-employees and visitors on District property. District employees shall be responsible for enforcing the provisions of this Rule and other regulations that may be developed concerning use of tobacco on District property.

##### 1. Employees:

Employee violations of this Rule shall result in:

**1st Offense:** A letter of direction stating the date and place of violation from the immediate supervisor. The letter will be held at the school or job site.

**2nd Offense:** Further disciplinary action which may include a suspension. This violation is considered an act of insubordination.

**3rd Offense:** Additional disciplinary action taken which may include a recommendation for termination of employment.

##### 2. Non-Employees:

Non-employees are defined as those who are assisting in a school or District activity. While doing so, they are not to use tobacco. The following procedures shall be followed when non-employees are in violation of this Rule:

a. The District employee conducting/supervising the activity shall ask the nonemployee to immediately cease the use of tobacco.

b. If the non-employee continues his/her use of tobacco, the assistance of that individual will be terminated immediately and he/she will be treated as a visitor as provided below.

##### 3. Visitors:

Visitors should not use tobacco products while on District property or attending school or District sponsored events. The following procedures shall be followed when visitors are in violation of this Rule:

- a. The visitor shall be requested to cease the use of tobacco immediately.
- b. If the visitor continues his/her use of tobacco, the District employee who is aware of the violation shall ask him/her to immediately leave District property.
- c. If the visitor continues his/her use of tobacco and refuses the request to leave District property, then appropriate law enforcement agencies shall be notified and assistance requested.

Reclassified an Administrative Rule: 9/1/04

Revised: 5/14/08