



ADMINISTRATION: Administrative Operations

Conduct: Tobacco

I. Definitions

- A. School buildings shall mean local school system or leased buildings. This includes schools, central offices, warehouses, garages, or other buildings belonging to the school system regardless of whether or not students are present.
- B. School vehicles shall mean any vehicle owned or leased by the school system.
- C. School grounds shall mean local school system owned or leased land that surrounds a school building.
- D. Tobacco shall mean products derived from the tobacco plant that is smoked, chewed, sniffed, or otherwise consumed. This shall not include nicotine replacement therapy.

II. Procedures

- A. Employees will be notified of policy 2372 when hired by the Department of Personnel and annually thereafter by the Office of Safe and Drug-Free schools.
- B. Signs to be supplied by the Office of Health Services—Employee Wellness Program reminding all staff, visitors, and students of the tobacco-free environment, will be posted on all school system buildings owned or leased by Baltimore County Public Schools.
- C. Non-board of education groups who request the use of a school system owned or leased building will be informed of Policy 2372 through the rules and procedures on the *Application For Use Of School Facilities*.
- D. Smoking cessation information may be obtained through the Office Of Health Services—Employee Wellness Program.

III. Noncompliance

A. An employee of the Board of Education found to be in noncompliance with Policy 2372:

1. First violation—be given a verbal warning and review of policy by the supervisor.
2. Second violation—meet with the supervisor who will review the tobacco-free environment policy and who may recommend further remedial action by referring the employee to the Employee Assistance Program for counseling and for referral to tobacco use cessation programs.
3. Third violation—will result in further disciplinary action.

B. A non-employee of the Board of Education found to be in noncompliance with Policy 2372 shall be subject to the following:

1. First Violation—given a verbal warning and review of policy.
2. Continued or Second Violation—asked to leave premises.
3. Continued or Third Violation—issued a no trespass letter

C. Groups that lease school buildings or offices will be informed that their contract will be at risk of nonrenewal if their users do not comply with Board Policy.

Rule
Adopted: 3/23/04

Superintendent of Schools