

**DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF-  
TOBACCO USE ADMINISTRATIVE PROCEDURE**

First Offense – Oral Warning

Confront the individual and remind the person of the tobacco use policy. State that the next offense will be a written reprimand.

Second Offense – Written Reprimand

The employee is to be given a written reprimand stating that in order for that individual to continue his/her employment for the school department, tobacco use in violation of the policy must cease immediately and that the next violation may necessitate dismissal.

Third Offense/Subsequent Offense(s)

The individual shall be immediately placed on administrative leave without pay. The Superintendent and Principal will schedule within 10 workdays from the offense a Due Process Hearing, for the purpose of determining dismissal action. In the event the Superintendent or the Principal is the guilty party, the Due Process Hearing will be conducted by the Board.

**ALL VIOLATIONS OF THIS POLICY ARE TO BE DOCUMENTED!**

Employees other than administrators may appeal the results of the Due Process Hearing to the Board.

Cross Reference: ADC  
GBED

DATE ADOPTED: July 1, 2003