

1. A major public relations program will be used to inform all staff, outside organizations using school facilities, and the community of the "No Smoking" District policy and the effective date.
2. Students:  
Violators of this policy shall be subject to disciplinary action. The range of penalties is outlined in Section VIII of the Code of Conduct Policy #5300.
3. Employees:  
Employees found to be in violation of the District's no smoking policy will be included in the following management system: first offense -- verbal warning; second offense -- written warning with a copy in the employee's file; third offense -- insubordination charges may be brought leading to suspension or dismissal in accordance with Education Law and/or Civil Service Law.
4. Visitors:  
Community members attending school events will be dealt with using the same procedures under the Code of Conduct Policy #5300 and Policy #1530. Announcements concerning the "no smoking policy" shall be made at each school event, if possible, prior to and during the first year of enforcement.
5. Community Groups:  
A copy of the no smoking policy will be included as part of the package distributed to groups who request building utilization forms. Any group not in compliance with the policy will be denied use of District facilities.
6. Each School Principal, the Director of Transportation, and their designees are responsible for the implementation of this policy and its regulations in the building to which they are assigned.
7. A copy of this policy shall be posted on the bulletin board in the main office of each school and at the bus garage.
8. "No Smoking" signs, or the international "No Smoking" symbol which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it, shall be properly posted and properly maintained at all main points of egress in each building.
9. A copy of this policy shall be made available to any existing or prospective employee upon request.

Date of Board Adoption: April 28, 2014  
Johnson City Central School District, Johnson City, New York