**Operating Policy No. 4215**

**Community Relations**

**USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES**

The Puget Sound Educational Service District (PSESD) recognizes that to protect students and staff from exposure to the addictive substance of nicotine, employees and officers of the agency, and all members of the community, have an obligation as role models to refrain from tobacco use on ESD property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, parents, guests, and volunteers will be prohibited on PSESD property. Possession or distribution of tobacco products by minors is prohibited. This will include all ESD buildings, grounds and ESD-owned vehicles and within 500 feet of schools. The use of Federal Drug Administration (FDA) approved nicotine replacement therapy is permitted. However, students or staff must have a physician’s prescription for the FDA approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.

Notices advising students, PSESD employees, and community members of this policy will be posted in appropriate locations in all ESD buildings and at other facilities as determined by the superintendent or designee and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and ESD employees are responsible for the enforcement of the policy.

Adopted: April 1992

Revised: May 2013

Revised: November 2017

Relevant PSESD Board Governance Policy: EL 1 Global Executive Constraint

EL 4 Treatment of Staff

Cross References: Operating Policy No. 5201 Drug Free Workplace

Operating Policy No. 5280 Separation from Employment and Discipline

Operating Procedure No. 5280P Separation from Employment and Discipline

Also see Head Start and ECEAP policies on Tobacco and Smoke Free Environments

Legal References: RCW 28A.210.310 Prohibition on use of tobacco products on school property

 Chapter 70.155, RCW Tobacco – Access to Minors