

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4550-1
SUBJECT: USE OF TOBACCO BY EMPLOYEES	DATE OF ISSUE: 01/05/96 <hr/> REVISIONS: 07/18/96; 02/02/12 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish procedures for the enforcement and administration of Board of Education Policy No. 4550 regulating use of tobacco by school district employees. As used in this regulation, "tobacco products" shall include any form of tobacco including, but not limited to, cigars, cigarettes, pipes, smokeless tobacco and electronic cigarettes.

II. PERSONNEL AFFECTED:

All school district personnel.

III. PROCEDURES:

- A. Pursuant to the laws of the state of Kansas, no person is allowed to smoke or use tobacco products in any school district building used for student attendance purposes or in any public building. Pursuant to Board of Education Policy Nos. 2280, 4550, and 8175, no person is allowed to smoke or use tobacco products in any building or on any property, including vehicles and parking lots, owned or operated by the Topeka Public Schools. The regulation of smoking or use of tobacco products outside on school district-owned or -operated grounds is a matter of Board of Education Policy and Administrative Regulations. This regulation is intended to provide guidance for enforcement issues relating to use of tobacco products by employees.
- B. No school district employee may smoke or otherwise use tobacco products outside on any grounds owned or operated by the school district at any time. This regulation does not cover employee use of tobacco products off school grounds.
- C. Each building will make available to employees written materials on the adverse effects to health caused by smoking and other use of tobacco products. Such materials may also be available in the Human Resources office at the Burnett Administrative Center. Training will be periodically provided for employees on the adverse effects to health caused by smoking and other use of tobacco products. Cessation training will be made available to any employees who desire such training.