

# ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: USE OF TOBACCO AND VAPOR  
PRODUCTS  
ADOPTED: 5/27/1999  
REVISED: 6/26/2014

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## 523. USE OF TOBACCO AND VAPOR PRODUCTS

### Section 1: Purpose

In recognition of the hazards inherent in the use of tobacco and vapor products and their potential harm for the user and nonuser, the Board prohibits the use of tobacco and vapor products in or upon district buildings/property and in vehicles owned, rented, leased, or chartered by the district, as set forth herein.

### Section 2: Definition

For purposes of this policy:

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. 18 Pa. C.S. §6306.1

Vapor product use shall be defined as use and/or possession of an atomizer or other device that vaporizes a flavored solution that may or may not contain nicotine. Such products include, but are not limited to, electronic cigarettes or e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (ENDS).

### Section 3: Authority

The use of any tobacco and vapor products by students, employees, and the public shall be prohibited:

1. Within all buildings owned by, leased to, leased by, or under the control of the district.
2. On all district property, with the exception only of those properties which are leased by the district to the City of Allentown and which are under the control of the City of Allentown.
3. In all school-owned, rented, leased, or chartered vehicles.
4. At all district-sponsored events wherever such events are held.

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### Section 4: Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco and vapor product use policy by publishing such policy in the student handbook, parent newsletters, posted notices and other efficient methods. Whenever practical, public address announcements at events held in district buildings or on district property shall inform the public of the tobacco and vapor product-free policy.

### Section 5: Implementation

1. Notification of this policy shall be given to all students and employees. Whenever practical, public address announcements at events held in district buildings or on district property shall inform the public of this tobacco and vapor product-free policy.
2. The district shall place appropriate signs wherever and whenever possible:
  - a. On all buildings owned by, leased by, leased to or under the control of the district;
  - b. On all district property; and
  - c. In all vehicles owned, leased or chartered by the district.

### Section 6: Enforcement

The use of tobacco and vapor products in violation of this policy by a classified employee shall be subject to disciplinary procedures consistent with the district's collective bargaining agreement, employee discipline policies, procedures and/or practices.

Incidents of possession, use and/or sale of tobacco or vapor products in violation of this policy by any classified employee on school property shall be reported to the Office of Human Resource Office.

### Section 7: Related Policies

Further reference is made to Policy Nos. 323 and 423 prohibiting the use of tobacco and vapor products by administrators and professional employees, Policy No. 223 prohibiting the use of tobacco and vapor products by students, and Policy No. 904 prohibiting public smoking and use of vapor products in or upon district facilities. SC 510