

For the Purpose of this policy, tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, and snuff. This prohibition extends to all students, faculty, staff, and visitors. Visitors include anyone not in the employ of the Saugus Public Schools, including delivery personnel, and anyone contracting with the school department to use the building.

The consequences for violating this policy will be as follows for the different groups:

**Student Violations:** Student violations of the Tobacco Use Policy will be handled in accordance with the discipline code published in the student agenda books at each academic level: elementary school, middle school, and high school. In all instances the tobacco product(s) will be confiscated.

**Faculty and Staff Violations:** Employees of the Saugus Public Schools who are found in violation of this policy will be subject to progressive discipline which will include a verbal warning for the first offense, a written reprimand for the second offense, and an unpaid, one day, suspension for the third offense.

**Visitors:** Visitors found using tobacco products on school property will be asked to cease. If they persist in violating the policy, they will be asked to leave the premises.

Approved by the School Committee:  
8/30/01