



## MANUAL OF POLICY

**POLICY NUMBER:** I-12

**POLICY TITLE:** Tobacco and Smoke-Free School

**LEGAL AUTHORITY:** Florida Statutes 386.201, 386.204, 386.205, 386.209 and 386.212

**DATE OF LAST REVIEW:** 3/28/2022

1. The School prohibits smoking and the use of any tobacco products, including electronic cigarettes, in all School-owned or leased buildings and all areas within such buildings, including, but not limited to, all spaces, entryways, and interior enclosed halls. Parking lots, grounds, rooftops, plazas, courtyards, entryways, and exits are all considered outdoor spaces on a university campus.
2. It is the shared responsibility of the whole School community to ensure that this policy is enforced, followed, and disseminated effectively. A reminder of the policy and a request to comply by not smoking and discarding of the tobacco product should be made to any visitors, contractors, or other individuals on campus who are in violation of the policy. Anyone who is in violation of the policy, including employees and students, should be reminded of the policy and advised to compliance.
3. The Office of the Dean of Students must be notified if a student refuses to follow School policy. The student will receive further information from that department about the relevant policies. Notify the immediate supervisor if an employee refuses to follow the policy. The direct supervisor will follow up with the employee to remind them of the policy and any relevant resources. Any further violations may result in the full range of the School's disciplinary process, including dismissal.

DocuSigned by:	
	3/28/2022
95EF2B1010474AB...	
<b>PRESIDENT</b>	<b>DATE</b>