

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become “passive smokers” without choice. In addition, use of smokeless tobacco products creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, KSA 21-4010 July 1, 2010, the campus is a public place and therefore required to be smoke free.

For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco-free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco-free policy.

Specifically:

1. Tobacco use is prohibited on all College-owned property and within leased College office and classroom space. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco use is prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
3. Tobacco use is prohibited in College-owned and leased vehicles.
4. Tobacco use is prohibited at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.

Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10

The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Labette Community College has implemented the following sanctions in violation of the policy/procedure:

Students

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College's Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College's Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her \$25 for violating the College's Tobacco Free Policy. A hold will be placed on the student's record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore, will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Labette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

Employees

When an employee is observed using a tobacco product in violation of the policy, the person who observed the behavior completes the Tobacco Incident Form and submits the form to the Human Resource Director. In addition, the witness is asked to tell the individual of the Tobacco Free Policy at the College.

First Offense: The Human Resource Director contacts the employee's supervisor regarding the incident. The supervisor will complete an incident form and place it on file in the supervisor's office.

Second Offense: The Human Resource Director contacts the employee's supervisor regarding the incident and a Performance Improvement Plan will be put in place to correct the behavior.

Third Offense: Reference Policy and Procedure 2.16: IMMEDIATE TERMINATION: Employees are to use their common sense and honesty to avoid discipline. The listing below is not intended to be all-inclusive, but is illustrative of conduct which may result in immediate termination.

2.b. Unauthorized use or possession, within the College on its grounds or while driving a College leased or owned vehicle, of narcotics, drugs, alcoholic beverages or substances that alter mental and/or physical condition so as to impair or impede normal function.

2.c. Use of tobacco within the College on its grounds or while driving a College leased or owned vehicle.

Visitors

All visitors are held to the same standards as all students and employees while on College property and must abide by the Labette Community College approved policies. When a visitor is observed using a tobacco product in violation of the policy, the person who observed the behavior asks the person in violation to comply with the College's Tobacco Free Policy. If the person in violation refuses to comply, the individual will be asked to leave campus. If the person in violation refuses to leave campus, the observer of the behavior is to call the local law enforcement authorities.

As a part of all letters sent to individuals that violate the policy, information on tobacco cessation will be provided.

Adopted: 7/8/10