

**Personnel Smoking**

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The use of tobacco products (cigarettes, cigars, snuff, smokeless tobacco, etc.) is not permitted on any school district property at any time by Muscogee County School District employees, students, volunteers, parents or visitors. This includes school buildings, athletic fields, Kinnett Stadium, school buses or any Muscogee County School District vehicles.

**Exceptions are the museum and the libraries.**

The following actions will be enforced if employees violate this policy:

First Offense – oral warning

Second Offense – written warning with a copy sent to the personnel office and one (1) day of suspension without pay.

Third Offense – five (5) days suspension without pay

Fourth Offense – termination

The policy will become effective ninety (90) days after approval by the Board of Education.

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**ADOPTED: February 17, 2004**

**MUSCOGEE COUNTY BOARD OF EDUCATION**