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Human Resources

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Memo To: All WCSD Employees

Re: **Smoking on School Property**

Smoking in schools is prohibited by law in New York State as follows, whether or not students are in attendance:

- In any school building;
- In any vehicle used to transport students or school personnel;
- Anywhere within school property boundaries, including in personal vehicles located on school property;
- Within 100 feet of school property boundaries, except in residences or on residential property.

Complaints continue regarding employees smoking in schools and on WCSD property. Such activity is illegal. Employees violating the law will be subject to disciplinary action. Any school employee who witnesses violations of the law is expected to immediately notify the school Principal or, in the case of smoking in school vehicles, the Supervisor of Transportation or the Director of Facilities as appropriate.

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