



Administrative Policy

Policy Title:	Tobacco and E-Cigarette Free Environment
Policy Number:	LC-1715
Date Adopted:	4/5/2011
Version:	8.0
Review Cycle:	Biannual
Date Last Reviewed:	06/25/2024
Office Responsible:	Human Resources, Student Services, Center Directors
Reviewing Committee:	Safety and Security
Related Policies:	N/A
Related Laws:	N/A

Purpose Summary: Tobacco Free and E-Cigarette Free Environment

Jackson College is committed to protecting the health of students, staff, faculty and guests by prohibiting the use and/or sale of tobacco products on all Jackson College properties. No person shall use, ingest, chew, smoke or sell tobacco products at any time or in any place on Jackson College properties, including sidewalks within the boundaries of any Jackson College campus. This policy shall extend to all properties owned, operated, leased or maintained by Jackson College, including Jackson College@LISD TECH and the Clyde LeTarte Center.

Policy Statement

No person shall use, ingest, chew, smoke or sell tobacco products at any time or in any place on Jackson College properties, including sidewalks within the boundaries of any Jackson College campus.

Scope

This policy applies to all the following:

1. Jackson College and all properties owned, operated, leased or maintained by Jackson College including Jackson College @ LISD TECH and the Clyde LeTarte Center.
2. Parking lots and ramps, including Jackson College vehicles, and all College utility vehicles, such as golf carts, Gators and Kubotas. Personal vehicles are excluded from this policy.
3. When JC is offering classes or services owned and operated by another entity (classes at area high schools, correctional facilities and other educational



delivery service sites), JC employees and students will adhere to those entity's rules and regulations.

4. Jackson College employees, contractors, vendors, contracted employees, students, volunteers and any other members of the public while on property owned, operated, leased or maintained by Jackson College.
5. For College employees, this policy does not include scheduled breaks or meal times off campus, travel in a personal vehicle, work at home or time spent at off-site meetings and conferences. It is expected that employees will adhere to the smoking restrictions in force at the off-site locations where they are dining and/or attending meetings and conferences.

Definitions

1. Tobacco products include tobacco used for any purpose including but not limited to: cigar, cigarette, Electronic cigarettes (and other vapor devices) pipe smoking, and smokeless tobacco.

Date Of Change	Description of Change	Responsible Party
11/16/11	Change log added	A. Goings
4/9/14	Updates including e-cigarette usage	Chief of Staff
06/15/2016	Review	C. Allen
09/24/18	Review	C. Allen
06/21/19	Review	C. Allen
09/24/20	Review	C. Allen
10/5/2022	Review	C. Allen
06/25/2024	Review	C. Allen