You are in violation of the Foothill-De Anza Community College District Board Policy 3217 that states:

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations with the exception of designated parking lots.

You are also in violation of the Student Code of Conduct:

Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District is subject to disciplinary action.

Failure to comply with the Foothill-De Anza Community College District No Smoking Policy will result in the following actions:

____1st Offense: Verbal Warning; name will be recorded and kept on file.

____2nd Offense: Name forwarded to appropriate Judicial Affairs Office or Human Resources for administrative discipline/counseling.

____3rd Offense: Administrative/Discipline process
• Student Due Process and Discipline (AP 5520)
• Employee--Progressive discipline
• Visitor--Removal from campus

Note: Disciplinary action could be a basis for delay or denial of transfer into a college or university.

The person presenting this warning to you is an employee of the Foothill-De Anza Community College District and has the authority to ask you for the following information:

Name: __________________________________________________________

Address: __________________________________________________________

Student Identification Number: ______________________________________

FHDACC District Agent: ____________________________________________ Date: __________

Free Smoke Cessation program in Health Services (650) 949-7243