



## Courtesy Warning

**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.*

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**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.***

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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: \_\_\_\_\_