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| <b>POLAND HIGH SCHOOL COMMITTEE</b>  | <b>CODE: ADC-R</b><br>Page: 1 |
| <b>SUBJECT: TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE</b>  |                               |
| <b>DATE OF ORIGINAL POLICY:</b><br><b>DATE OF NEXT REVIEW:</b> Fall 2007<br><b>CANCELS POLICY CODE:</b><br><b>REVISION DATE:</b> |                               |
| <b>JURISDICTION:</b> Poland Regional High School   |                               |

**PHILOSOPHY:**

It is the philosophy that use, possession, sale, dispensing, or distribution of tobacco products by all students, employees and all other persons will not be allowed on Poland High School Department property.

**POLICY:**

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Committee’s “Tobacco Use and Possession” policy.

**I. PROHIBITED CONDUCT**

**A. Students**

The use, possession, sale, dispensing, or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

**B. Employees and All Other Persons**

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law, and this Committee’s policy/administrative procedure, from selling, dispensing, or distributing tobacco products to students.

**II. ENFORCEMENT**

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practical, to the Superintendent.

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## **A. STUDENT VIOLATIONS**

### **1<sup>st</sup> Violation**

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation, which shall be signed by the parent/legal guardian and returned to the school.
2. Up to three days suspension, or detention. The student will read a Committee-provided packet of information about tobacco products and complete an accompanying question/answer page in a satisfactory manner.
3. The student will not be allowed to participate in any extracurricular activity during the suspension period. When applicable, the student must attend athletic practices, but cannot compete in any events during the suspension/detention period.

### **2<sup>nd</sup> Violation**

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation, which shall be signed by parent/legal guardian and returned to school. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.
2. Up to five days suspension.
3. The student will not be allowed to participate in any extracurricular activity during suspension. When applicable, the student must attend athletic practices, but cannot compete in any events during the suspension.
4. The student shall be referred to school counselor, Student Assistance Team, or other available resource, e.g., cessation class, substance abuse counseling.

### **3<sup>rd</sup> Violation**

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation, which shall be signed by parent/legal guardian and returned to school. A parent/legal guardian shall also be required to meet with the Dean of Students within five days of the violation.
2. Minimum of five-day suspension.

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3. The student shall be referred to the school counselor, Student Assistance Team, or other available resource, e.g., cessation class, substance abuse counseling.
4. The student will not be allowed to participate in any extracurricular activity during suspension. When applicable, the student will also be prohibited from attending athletic practices and competitions in any athletic events during the suspension.

**B. Student Referral to Law Enforcement Agency**

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

**C. Other Persons in Violation**

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease the behavior. In addition, all persons suspected of selling, distributing, or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

**III. NOTICES**

This Committee's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this Committee's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

**AMPLIFYING INSTRUCTIONS AND GUIDELINES:** None

**DELEGATION OF AUTHORITY:** None

**EXCEPTIONS TO THE POLICY:** None

**REPORTS:** None

