

## **Tobacco Use and Possession**

In accordance with M.S.A.D. #3 district policy tobacco use is prohibited at all times by students, all school staff, parents and visitors on school property, in vehicles and when participating in school-sponsored functions. Further, tobacco advertising is prohibited at all times in school buildings, at school functions, and in school publications.

### Procedure for Enforcing the Policy

#### Students:

1. First incident
  - a. Confiscate material or investigate to determine if student has been using tobacco
  - b. Notify parent/guardian, come in and hold conference with administration, review the policy
  - c. May suspend from school up to three (3) days
  - d. Notify law enforcement
  - e. Recommend appropriate education/cessation programs
  
2. Second and Subsequent Incidents
  - a. Confiscate material or investigate to determine if students has been using tobacco
  - b. Notify parent/guardian, come in and hold conference with administration
  - c. Re-evaluate the situation
  - d. May suspend up to three (3) days and follow multiple suspension policy
  - e. Refer to education/cessation programs (not optional)

#### School Staff Member

1. First Offense
  - a. Investigate to determine if member has been using tobacco as prohibited by the policy
  - b. Hold conference with principal
  - c. Review the policy; verbal warning by principal
  - d. Offer cessation materials and information about local cessation program
  
2. Second Offense
  - a. Investigate to determine if staff member has been using tobacco as prohibited by the policy
  - b. Hold conference with administration and immediate supervisor
  - c. May issue a letter of reprimand
  - d. Cessation program reviewed

#### School Visitor

1. Principal or staff will inform them of the tobacco-free policy and ask them to refrain from using the product

2. If visitor refuses to stop and will not leave, call enforcement officer

#### Communication Plan

At the beginning of each school year, students, and staff will be informed of the policy via the school handbook. Signage will be displayed prominently at entryways, playgrounds and athletic fields so that visitors will know the campus is a Tobacco-Free School Zone. The first newsletter in the fall will remind parents and community members of the no smoking policy.

#### Educational Reinforcement

The health curriculum will teach the students the short and long term negative physiologic and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use and refusal skills.

Issued: November 14, 2003