

Code: ADC-R  
Adopted: 04/09/12  
Amended: 03/10/14  
Amended: 05/07/18

## Hermon School Department

### **Tobacco Use and Possession Administrative Procedure**

In order to enforce the 100% Tobacco-Free Campus policy and role model tobacco-free living by adults, the following guidelines and protocol shall be followed by the principal of a school in which the violation occurred. In addition, the Hermon School Committee seeks to insure consistent district-wide policies and procedures that promote health in all policies, for students and staff, and align with school and community wellness efforts.

#### **Student Procedure**

##### Grades 5-12

The principal shall report any violations of this policy and/or procedure, as promptly as practical, to the superintendent.

##### First Incident

1. Confiscate material.
2. Principal meets with student to verify policy violation.
3. Principal notifies and meets with parent or guardian to report violation and outline mandatory in-school education/prevention program and procedure.
4. Principal refers student to school counselor, LADC (licensed drug alcohol counselor) or other qualified tobacco treatment specialist for tobacco use assessment, education and intervention.
5. If indicated by LADC assessment, provide student with individual tobacco dependence treatment plan or refer to a substance use prevention program.
6. Up to a two-day suspension may be enforced.

##### Second and/or Subsequent Incident

1. Confiscate material.
2. Principal meet with student to verify policy violation.
3. Principal meets with parent or guardian and student to report violation and outline mandatory in-school education/prevention program and procedure.
4. Principal refers student to school counselor, LADC, for tobacco use assessment, prevention education and intervention.
5. If indicated by LADC assessment, provide student with individual tobacco dependence treatment plan and/or refer to a substance use prevention program.
6. Student must participate in educational training program.
7. Up to a four-day suspension may be enforced.
8. Subsequent incident procedure will include a referral to the Superintendent and up to a 10-day suspension.

## **Staff Procedure**

### First Offense

1. A written warning will be placed in the personnel file by the principal and superintendent will be notified.
2. A referral may be made to tobacco treatment program and EAP (Employee Assistance Program) assessment.

### Second Offense:

1. A written reprimand by the Superintendent will be placed in the personnel file.
2. A referral will be made to tobacco treatment program and EAP assessment.

### Third Offense:

1. Employee may be terminated

## **Visitors/Public**

Adherence to the school department's tobacco policy is the responsibility of all staff and administration. Persons found using tobacco products should be politely reminded of the tobacco-free campus and asked to refrain from use. Persons who do not comply will be asked to leave the property by the maintenance or administrative staff. If they refuse to leave, the police will be called; and they may be charged with trespassing.

All persons suspected of selling, distributing or in any way dispensing tobacco products to students will be referred to a law enforcement agency.