

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. Student assessment is provided to principal, parent/s and student.
6. If indicated by LADC assessment, provide student with individual tobacco dependence treatment plan or refer to a substance use prevention program.
7. Extracurricular activities and sports continue if participating in or completed school education/prevention program.

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. Student assessment is provided to principal, parent/s and student.
6. If indicated by LADC assessment, provide student with individual tobacco dependence treatment plan and/or refer to a substance use prevention program.
7. Principal refers to police with confiscated material and community service plan. Student must participate in educational training program.

8. Two day suspension may be enforced. Extracurricular activities will continue as long as student has attended education prevention program and completed community service.
9. Subsequent incident procedure for grades 9-12 include parent and student meeting with Hermon School Committee.

Staff Procedure

First Offense

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

Second Offense:

1. A written reprimand will be placed in the personnel file and a formal reprimand by the superintendent.
2. Refer to tobacco treatment program and EAP assessment.
3. Hermon School Committee meeting and plan.

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 will 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.