

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVE.
WATERVILLE, ME 04901**

TOBACCO-FREE SCHOOL POLICY

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country. The nicotine present in tobacco products is known to be an extremely addictive drug and is recognized as a "gateway drug" to other illegal drug use.

Smoking is hazardous to both smokers and nonsmokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Nonsmokers can be affected by breathing the toxic products tobacco smoke adds to the air, resulting in higher risk of developing lung cancer.

Winslow School Department are dedicated to providing a healthy, productive atmosphere to its students, staff, and guests. The Schools believe in promoting patterns of behavior related to good health and recognizes the importance of role modeling. Therefore Winslow School Department shall promote non-tobacco use among its staff, students and guests.

The buildings and grounds of Winslow School Department shall be tobacco free 24 hours a day, 365 days per year.

For Students: Smoking and the possession or use of tobacco products shall not be permitted at any time on Winslow School Department property.

For Staff: Smoking and the possession or use of tobacco products shall not be permitted at any time on Winslow School Department property.

For Guests: Smoking and/or use of tobacco products shall not be permitted at any time on Winslow School Department property.

For purposes of this policy, the following definitions shall apply:

1. School property shall include the following: all property owned, leased or rented which the School exercises control, including school owned vehicles used to transport students.
2. Tobacco products shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco. Tobacco shall also include cloves or any other product used for smoking, lighting, chewing or inhaling.
3. Possession shall mean a student who has on his/her person or in his/her possession (i.e. locker, gym bag, etc.) any tobacco product. Visible possession shall mean a staff member who has in view any tobacco product.
4. Use shall mean lighting, chewing, inhaling or smoking any tobacco product.

General Policy Principles

1. Implementation of the policy is the responsibility of our entire school system as well as parents of affected children.
2. The rules and policies apply to students and adults, who are on school properties, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.
3. The intent of the policy will be communicated to all students, staff and parents, and discussed in appropriate curriculum areas.

Standards

WINSLOW SCHOOL DEPARTMENT

1. Shall establish and maintain a realistic, meaningful tobacco education and prevention program that shall be developed and incorporated in the total education process, grades K-12.
2. Shall encourage and support activities that will develop a positive peer influence in the area of substance abuse.
3. Shall cooperate as appropriate with agencies that are involved with the health of students relating to substance abuse.
4. Shall require the Superintendent/designee to develop procedures for steps for prevention and treatment for students who have violated this policy.
5. Shall create a climate that is conducive to students actively seeking and receiving counseling about substance abuse and related problems and concerns without fear of reprisal by a member of the Winslow School System. When appropriate, a confidential relationship shall be maintained between school staff members and students.
 - A. Under no circumstances shall a staff member be forced by a member of the Winslow School Department to reveal any confidential information or a Student's name given during the relationship.
 - B. Without breaking this confidentiality, school staff members shall use their best judgment, without fear of reprisal, to decide which of the avenues listed below are to be followed:
 1. Listen and discuss in confidence the situation as related by the students;
 2. Urge the student to talk to his/her parents/guardians;
 3. Consult with school administration, nurse, guidance counselor or other appropriate personnel;
 4. Consult appropriate agencies outside of the school setting;
 5. Inform parent/guardian
6. Administrators will confiscate any article described in this policy and related procedures; and if appropriate, submit it to a suitable law enforcement agency.
7. The School Union shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Smoking Regulations For Elementary Schools

GRADES K-5

Smoking and the use, possession and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school buses and school-sponsored functions at all times by all persons. Articles of clothing which advertise, support, advocate or otherwise suggest tobacco are strictly prohibited.

DISCIPLINARY PROCEDURES

1. First Incident
 - A. Confiscate material
 - B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
 - C. Hold conference with the school administrator.
 - D. Refer the student for assessment by the school counselor or health nurse

2. Second Incident
 - A. Confiscate material
 - B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
 - C. Hold conference with the school administrator.
 - D. Refer the student for assessment by the school counselor or health nurse
 - E. Refer to police with material confiscated
 - F. Detention which should include a tobacco prevention education component
 - G. Offer student resources for available cessation programs

3. Third and Subsequent Incidents
 - A. Confiscate material
 - B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
 - C. Hold conference with the school administrator.
 - D. Refer the student for assessment by the school counselor, health nurse or a person trained in tobacco prevention education
 - E. Refer to police with material confiscated
 - F. Possible suspension and/or community service
 - G. Offer student resources for available cessation programs

Smoking Regulations For Middle And High School Students

GRADES 6-12

Smoking and the use, possession and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons. Articles of clothing which advertises, supports, advocates or otherwise suggests tobacco are strictly prohibited.

DISCIPLINARY PROCEDURES

A. Smoking, Possession, Distributions, Sale or Use of Tobacco Products

1. First Incident
 - A. Confiscate materials
 - B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
 - C. Hold conference with building administrator.
 - D. Refer student for assessment by the counselor, health nurse or person trained in tobacco prevention education
 - E. Offer student resources for available cessation programs
 - F. In-school or out-of-school suspension, which includes a tobacco prevention component (cessation program). EXCEPTION: students in grades 9-12 will receive a 5-day suspension.
 - G. The student will not be allowed to participate in any extracurricular activity during suspension or for a time period designated by the Administration and appropriate staff members. When applicable, the student must attend athletic practices/club meetings, but cannot compete or participate in any events during the suspension period, or for a time period designed by the Administration and appropriate staff members. **(One month)**

2. Second Incident
 - A. Confiscate material
 - B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
 - C. Hold conference with building administrator.

- D. Refer to police with confiscated material
 - E. Refer the student for assessment by the counselor, health nurse or a person trained in tobacco prevention
 - F. Offer student resources for available cessation programs
 - G. In-school or out-of-school suspension which includes a tobacco prevention education component (cessation program). EXCEPTION: students in grades 9-12 will receive a 5-day suspension

 - H. The student will not be allowed to participate in any extracurricular activity during suspension or for a time period designated by the Administration and appropriate staff members. When applicable, the student must attend athletic practices/club meetings, but cannot compete or participate in any events during the suspension period, or for a time period designed by the Administration and appropriate staff members. **(3 months)**
3. Third and Subsequent Incidents
- A. Confiscate materials
 - B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
 - C. Hold conference with building administrator.
 - D. Refer to police with confiscated material.
 - E. Refer student for assessment by the counselor, health nurse or person trained in tobacco prevention education
 - F. Offer student resources for available cessation programs
 - G. In-school or out-of-school suspension, which includes a tobacco prevention component (cessation program). EXCEPTION: students in grades 9-12 will receive a 5-day suspension.
 - H. The student will not be allowed to participate in any extracurricular activity during suspension or for a time period designated by the Administration and appropriate staff members. When applicable, the student must attend athletic practices/club meetings, but cannot compete or participate in any events during the suspension period, or for a time period designed by the Administration and appropriate staff members. **(One year)**

Employee Regulations – Policy Prohibitions

Tobacco is the number one killer and is the leading cause of preventable death in Maine. In-order to reduce the high incidence of tobacco, to promote health and safety of all students and employees and to promote the cleanliness of all facilities, the Board of Directors for Winslow School Department prohibit smoking, the distribution and sale of tobacco products in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons. Articles of clothing which advertise, support, advocate or otherwise suggest tobacco are strictly prohibited. Violation of this policy will be considered a serious offense.

DISCIPLINARY PROCEDURES

Staff: Any violation of this policy by staff shall be referred to their supervisor

Visible possession of tobacco products

1. First Offense: Verbal warning or subject to disciplinary actions in accordance with the Winslow School Policies.
2. Second Offense: Written warning with a copy placed in the staff member's personnel file or subject to disciplinary actions in accordance with the Winslow School Policies.
3. Third and Subsequent Offenses: Subject to disciplinary actions in accordance with the Winslow School Policies.
4. Hold conference with Superintendent of Schools.

Use of Tobacco Products

1. First Offense: Written warning with a copy placed in the staff member's personnel file or subject to disciplinary actions in accordance with the negotiated agreement
2. Second and Subsequent Offenses: subject to disciplinary actions in accordance with the Winslow School Policies.

Visitors

Visitors to Winslow School Department must comply with the regulations set forth by the School Board.

Smoking or the use of tobacco products by visitor is prohibited 24 hrs a day, 365 days a year. This also includes all other organizations using School property.

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on school property. They will be informed of the school's tobacco-free policy. If the visitor does not comply, they will be asked to leave. If they refuse to leave, the local police department may be called. In addition, any person suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to the local law enforcement agency.

Notices

This School Committee's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/legal guardians shall also be sent notification in writing of this School's Committee's Tobacco Policy and administrative procedures **within 10 days**. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

ADOPTED: March 7, 2005

LEGAL REFERENCE: 22 MRSA 1578-B
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
20 USC 6081 (Pro-Children Act of 1994----Goals 2000)

SOURCE: Board Policy