

TOBACCO CONTROL DEFINITIONS PROCEDURES

School-sponsored Trips or Events	Includes but is not limited to such activities as field trips, graduation events, sporting events, work internships and dances.
Student	Students enrolled in the Hadley Public Schools regardless of age.
Tobacco & Tobacco Products	Cigarettes, cigars, chewing tobacco, snuff, pipes or any other forms of tobacco.
Tobacco Paraphernalia	Equipment, products or materials of any kind, which are intended or designed for producing, possessing, or using tobacco products.
Tobacco Use	Smoking, inhaling, or chewing tobacco or tobacco products; reasonable cause to believe tobacco products are being used.
Visitor	Any individual entering school grounds who is not a student or staff. Examples: Repair or delivery personnel, security personnel, presenters, consultants, students from other schools, parents, outside facility users.
Tobacco Possession	Possession means on person or in locker.
Look-outs	Any individual standing in the bathroom or near the bathroom doorway who is looking out for adults while another individual is smoking in the bathroom. Any student, who is standing in the bathroom while another student is smoking, and during that time neither uses the sink nor the toilet facilities, will be deemed to be a look-out.

DISCIPLINARY CONSEQUENCES

Upon determination by the principal or his/her designee that a violation has occurred, in accordance with the attached procedures, the following consequences will result:

STUDENTS (Tobacco Use and/or Possession)

First Offense (within a given school year)

- Removal of the tobacco product or paraphernalia with return to the parent or legal guardian upon written request by the parent or legal guardian within 30 days of the violation. If the parent makes no request for the return of the tobacco product or paraphernalia then the product or paraphernalia will be destroyed.
- Parent/guardian notified by letter or phone within 24 hours.
- Notification to Athletic Director (MIAA regulations will apply to athletes.)
- One day In-School Suspension

Second Offense (within a given school year)

- Removal of the tobacco product or paraphernalia with return to the parent or legal guardian upon written request by the parent or legal guardian within 30 days of the violation. If the parent makes no request for the return of the tobacco product or paraphernalia then the product or paraphernalia will be destroyed.
- Parent/guardian conference
- Notification to Athletic Director (MIAA regulations will apply to athletes.)
- Three day out-of-school suspension.

Third Offense and ALL SUBSEQUENT OFFENSES (within a given school year)

- Removal of the tobacco product or paraphernalia with return to the parent or legal guardian upon written request by the parent or legal guardian within 30 days of the violation. Again the product or paraphernalia will be destroyed if not requested by the parent or legal guardian.
- Parent/guardian conference
- Notification to Athletic Director (MIAA regulations will apply to athletes.)
- Every subsequent offense will result in a five-day out-of-school suspension

STAFF (Tobacco Use)

- Discipline with the exact penalty to be determined by the Principal and/or the Superintendent/his/her designee as per contract and State Law.

VISITOR (Tobacco Use)

- Visitors will be advised of the State Law prohibiting the use of tobacco products on school property.

ENFORCEMENT PROCEDURES

The student or employee who has violated the Tobacco Policy of the Hadley Public Schools will be reported to the Principal or Superintendent of Schools, who shall initiate the disciplinary consequences as set forth by this policy.

TRAINING AND INFORMATION

No smoking signs will be posted in and around school property (i.e. outside entrances to the property, on athletic fields). The Principals shall cause training of all school employees to occur with regard to the implementation of this policy. Copies of the policy will be included in the staff handbook. Parents and students shall be notified each year of the provisions of this policy through the student handbook. Policy will be included in all athletic information given to students through the athletic program. Policy will be announced at all school-sponsored events. Policy will be provided to all non-school-hour programs per contractual/rental agreement.

Adopted By The
Hadley School Committee: Oct. 28, 2013
Reviewed September 2017