

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 Granby Public Schools regardless of age.
Tobacco & Tobacco Products	Cigarettes, cigars, bidis, 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.
- Designated lavatory list (student required to use the bathroom in the clinic)
- Notification to Athletic Director (MIAA regulations will apply to athletes.)
- Attend a Tobacco Education/Treatment Program, three (3) sessions with a minimum of 45 minutes per session.

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
- Designated lavatory list (student required to use the bathroom in the clinic)
- Notification to Athletic Director (MIAA regulations will apply to athletes.)
- Perform a service project **and** attend tobacco education classes, four (4) sessions with a minimum of 45 minutes per session. The service project will be determined at the discretion of the Vice Principal and/or Principal. It will last for one hour and occur after school hours.

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

- Every subsequent offense will result in a three-day in-house suspension.
- 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.)

STUDENTS ACTING AS “LOOK-OUTS”

First Offense

- Warning

Second Offense

- Three demerits will be given

Third and Subsequent Offenses

- One day in-house suspension; progressive with each offense

STAFF (Tobacco Use)

First Offense

- Written warning

Second Offense and Subsequent Offenses.

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

VISITOR (Tobacco Use)

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

ENFORCEMENT PROCEDURES

- A. The student who has violated the Tobacco Policy of the Granby Public Schools will be reported to the Principal or Vice Principal, who shall initiate the disciplinary consequences as set forth by this policy.
- B. The administrator will report the name of the student to the Student Assistance Counselor who will:
 1. Inform the student and administrator of the dates of the Tobacco Treatment Classes.
 2. Send home a notice to the parent/legal guardian informing them of the dates and classes the student has to attend.
 3. Inform the administrator of student non-attendance

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 October 6, 2003