

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 222-AR-0. TOBACCO USE

Board policy prohibits students from possessing and using tobacco at any time in a school building; on any property, buses, vans and vehicles owned, leased or controlled by the school district; and at school-sponsored activities that are held off school property.

**Tobacco use** is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

Prohibition of tobacco possession and use by students applies during normal school hours, as well as during school activities at other hours that take place in buildings and on buses and property owned, leased or controlled by the school district. This policy will apply at all times a student is subject to the supervision of designated school staff, such as any school function, cocurricular event, field trip, work-study program and other school-related activities.

District schools will maintain a tobacco-free environment by taking positive action through education in the classroom; counseling of individual students; and communication with staff, students, parents/guardians and the community.

Students will be informed annually about the content of the Tobacco Use policy and the disciplinary actions taken for violation of the policy.

School counselors will provide interested students with information regarding available smoking cessation programs.

Notices prohibiting tobacco use will be posted in district buildings and on district property.

District publications such as the Code of Student Conduct, student handbooks, annual district mailings of notices, parent newsletters, and programs for events will include notice of the Tobacco Use policy.

### Procedure

District administrators and staff will be responsible to ensure that students adhere to the adopted Board policy prohibiting student use and possession of tobacco, in accordance with the following procedure:

1. All district employees will be required to report suspected tobacco use by students to the designated building administrator.

2. The administrator will investigate the alleged violation of Board policy.
3. If the administrator determines the student has violated Board policy, the administrator will determine the appropriate disciplinary action to be assigned, in accordance with the Code of Student Conduct.
4. Parents/Guardians will be notified by mail of the student's offense and the disciplinary action taken by the administrator.
5. A record of the offense and the disciplinary action will be placed in the student's records.
6. When necessary, the administrator will initiate prosecution by reporting the offense to the local law enforcement agency and take all additional steps required by law, or will take steps to initiate the alternative adjudication.

### Discipline

Students caught violating the Tobacco Use policy for the first time in a school year will, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00) for the benefit of the school district, plus court costs, or be admitted to an adjudication alternative as authorized by state law.

Students caught violating the Tobacco Use policy for the second time in a school year will, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00), plus court costs, or be admitted to an adjudication alternative. The student will also attend a meeting with the administrator and parents/guardians.

Students caught violating the Tobacco Use policy for the third time in a school year will, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00), plus court costs, or be admitted to an adjudication alternative. The student will be suspended for a period of up to ten (10) days. In addition, the student may be required to attend a School Board hearing, which may result in a recommendation for expulsion for the remainder of the school year.