



POLICY 9240-PR
IMPLEMENTATION PROCEDURES
STUDENT USE AND POSSESSION OF
TOBACCO PRODUCTS

Effective: July 1, 2015

I. Definitions

Within the context of these procedures, the following definition applies:

Suspension – The denial of a student’s right to attend regular classes or school for a specified period of time for cause. Suspension includes extended suspension, in-school suspension, short-term suspension, or long-term suspension.

- A. In-School Suspension – The removal of a student from the student's current education program, for up to but not more than 10 school days in one school year, for disciplinary reasons by the principal to another location within the school building.
- B. Short-Term Suspension – The removal of a student from school for up to but not more than 3 school days for disciplinary reasons as determined by the principal.
- C. Long-Term Suspension – The removal of a student from school for between 4–10 school days for disciplinary reasons as determined by the principal.
- D. Extended Suspension – The exclusion of a student from school for between 11 and 45 school days for disciplinary reasons as determined by the Superintendent/Designee.

II. Notifications

- A. Administrators will notify all students, parents, and staff members annually that tobacco is prohibited on school grounds and at school-related activities. Notification may be:
 - 1. Given via an announcement over the public address system at the beginning of the school year and at other appropriate times
 - 2. Published in the school newsletter and/or in student/faculty handbooks
 - 3. Posted for students and staff on bulletin boards in the main office, teachers’ lounge, guidance office, and other commonly used areas
 - 4. Published with school lunch menus
 - 5. Provided to new students and parents through the registration process.

- B. Administrators will notify all middle and high school students in writing regarding the provisions of this policy annually. Students will acknowledge receipt of such notification with their signature.
- C. The principal is directed to inform all students, parents, and staff of the Student Use and Possession of Tobacco Products Policy at the beginning of each school year, upon enrollment of a new student, or when deemed necessary by the principal.

III. Violation of Policy

- A. An administrator will investigate any alleged violation of this policy and complete the required incident report as soon as that violation is made known.
- B. If, at the conclusion of the investigation, the school administrator finds that there has been a violation of this policy, consequent action will be taken in accordance with the provisions of Policy 9200 Discipline, and the Howard County Student Code of Conduct.
- C. For violating this policy, students will be assigned the following consequences:

1. First Offense – A school administrator will hold a conference with the student and the parent. The administrator will remind the student and parent that the HCPSS maintains a tobacco-free environment. The school administrator will provide the parent with a referral form for a tobacco use cessation program administered by a public health agency or private provider. The student must also provide proof of completion of the program within a period of time determined by the administrator.

Failure to attend the tobacco use cessation program will result in a short-term suspension of the student for one school day.

2. Second Offense – A school administrator will hold a conference with the student and the parent. The student will be given a suspension for three (3) school days. The student will have the option of enrolling in a tobacco use cessation program administered by a public health agency or private provider instead of serving the three (3) day suspension. The school administrator will provide the parent with a referral form for that program. If the student chooses this option, proof of enrollment must be provided to a school administrator. The student must also provide proof of completion of the program within a period of time determined by the administrator. If proof of enrollment is not provided within five (5) school days of the parent conference, the student will be required to serve the three (3) day suspension.

If proof of completion is not provided, the student will be required to serve the designated length of suspension.

3. Third Offense – A school administrator will hold a conference with the student and the parent. The student will be given a suspension for five (5) school days. The student will have the option of enrolling in a tobacco use cessation program administered by a public health agency or private provider instead of serving the five (5) day suspension. The school administrator will provide the parent with a referral form for that program. If the student chooses this option, proof of enrollment must be provided to a school administrator. The student must also provide proof of completion of the program within a period of time determined by the administrator.

If proof of enrollment is not provided within five (5) school days, the student will be required to serve the five (5) day suspension.

If proof of completion is not provided, the student will be required to serve the designated length of suspension.

4. Fourth and Subsequent Offenses – A school administrator will hold a conference with the student and the parent. The student will be given a suspension for ten (10) school days. A suspension of up to twenty (20) school days will be assigned. The student may choose to serve the suspension or to enroll in and complete a tobacco use cessation program administered by a public health agency or private provider. If the student chooses this option, proof of enrollment must be provided to the school administrator before the student can return to school. The student must also provide proof of completion of the program within a period of time determined by the administrator.

If proof of enrollment and completion are not provided, the student will be required to serve the designated length of suspension.

IV. Responsibility

The faculty, staff, and students of all schools are expected to support the successful implementation of the Student Use and Possession of Tobacco Products Policy.

V. History

ADOPTED: June 1, 1971
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