

# Policy

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## Board of Education Randolph

NO. 866.0  
OPERATIONS

### TOBACCO-FREE SCHOOLS POLICY

The Board of Education prohibits smoking and the use of tobacco products by any student, district employee, volunteer or visitor at any time in any school building, on school grounds, at any and all recreational fields operated by the Board and on any transportation vehicle supplied by the Board. Further, it is prohibited for any student to possess tobacco or tobacco products at any time in any school building, on school grounds, at any and all recreational fields operated by the Board and on any transportation vehicle supplied by the Board.

Smoking may be permitted as part of a classroom instruction or theatrical production in accordance with NJSA 26:3D-17b after authorization is granted in writing by the building principal.

The Board of Education shall have posted "No Smoking and No Tobacco (Possession and Use)" signs clearly, sufficiently and conspicuously on Board of Education property, at appropriate locations including but not limited to, driveway entrances, entrances to buildings, athletic fields and stadiums, and on or within affected vehicles.

The Superintendent shall give written notification to all employees of this policy annually. Visitors and volunteers who are observed using tobacco on school property shall be informed of this policy. Announcements of this policy will be made to the public at school activities and events.

A violation of this policy shall be enforced in accordance with New Jersey state laws on tobacco control and the Town Ordinance prohibiting the use or possession of tobacco products in certain public places by minors as follows:

#### **Students:**

A student who violates this policy shall be reported to the principal of the school in which the violation occurred for enforcement as follows:

First Offense: 2 days detention; letter of warning including copies of this policy and the Town Ordinance mailed to parents or guardians; notification to the Township Health Officer for enforcement of the Town Ordinance.

Second Offense: 1 day in-school suspension; letter of warning mailed to parents or guardians; referral to a school district substance awareness counselor for anti-smoking counseling; notification to the Township Health Officer for enforcement of the Town Ordinance.

Third and Subsequent Offenses: 2 days in-school suspension; letter of warning to parents or guardians; notification to Town Health Officer for enforcement of the Town Ordinance which includes appearance in Municipal Court, referral to an advanced anti-smoking education program, a possible fine not to exceed \$1000 and/or community service.

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### District Employees:

A district employee who violates this policy shall be reported to the principal of the school in which the violation occurred for enforcement as follows:

First Offense: oral reprimand and notification to personnel file, notification of policy and notification of violation to the Superintendent.

Second Offense: written reprimand with copy to district personnel file.

Third and Subsequent Offenses: written reprimand with copy to district personnel file and/or progressive disciplinary action.

### Volunteers/Visitors:

A volunteer or visitor who violates this policy shall be referred to the school district administration for enforcement as follows:

First Offense: oral warning, direction to extinguish/cease use of the tobacco product and notification of policy.

Second Offense: oral warning and progressive disciplinary action.

The Board of Education will provide information regarding nicotine withdrawal treatment programs for users of tobacco products to any staff member or student who desires to participate in such a program.

Sources: NJSA 26:3D-20a,b  
NJSA 2C:33-13  
Town Ordinance - Use and Possession of Tobacco Products in  
Certain Public Places by Minors  
Model Tobacco-Free School Policies for New Jersey Schools -  
NJ Local Boards of Health Association

DATE ADOPTED: August 16, 1999