

1 **FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS**

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3 **COMMON PROCEDURE FOR POLICY ON TOBACCO PROHIBITION E8**

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6 **Notice procedures:**

7 Building Principals/Tech Director will provide notice of this policy as follows.

- 8 a. ***Students*** will be informed of this policy at the beginning of each school year by placement of
9 the policy in the Student Handbook and by such other means as the Principal/Tech Director
10 of each district school deems necessary and appropriate.
- 11 b. ***Employees*** will be informed of this policy through notices posted in school offices and the
12 placement of the policy in the Employee Handbook. Employees will be given a copy of this
13 policy upon request.
- 14 c. ***The general public*** will be notified of this policy by posting notices of the policy in the entry
15 ways to school buildings and in hallways outside of the library, gymnasium and auditorium.
16 Notice of this policy will also be placed in bulletins, programs and announcements of school
17 events.

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19 **Enforcement Procedures:**

20 The following actions will be taken to enforce this policy.

- 21 a. Student violations. Students who violate this policy will be disciplined under the school's
22 disciplinary policy and procedures.
- 23 1. Any employee who observes a student in possession of a tobacco product shall confiscate
24 the product and report the violation to the Principal/Tech Director within 48 hours.
- 25 2. The Principal/Tech Director shall store any confiscated tobacco product in a secure place
26 until it is no longer needed for any disciplinary action or other legal proceeding.
27 Thereafter, the tobacco product shall be destroyed.
- 28 3. The Principal/Tech Director shall expeditiously investigate any report of student
29 violations of this policy, shall determine whether the report is supported by the evidence
30 and, if so, whether referral to law enforcement agencies is appropriate.¹
- 31 b. Employee violations. Employees who violate this policy will be subject to disciplinary action
32 in accord with applicable employee policies, employment contracts and requirements of law.
- 33 c. Violations by Other Individuals. Others who use tobacco on school grounds will be informed
34 of this policy and asked to comply. A person failing to comply will be asked to leave school
35 grounds. A person who refuses to comply or to leave school grounds when requested to do so
36 under this policy may be referred for prosecution as a trespasser.

¹ 7 V.S.A. 1005 subjects persons under the age of 18 who possess tobacco products or who misrepresent their age in order to obtain tobacco products to civil penalties, confiscation of the products and suspension of drivers' licenses if the civil penalty is not paid.