

**Administrative Procedures for Policy #1530 (Administration) Regarding
Tobacco-Free Schools**

I. Definitions

- A. Individuals – All persons including students, employees, volunteers, visitors, and community members.
- B. Calvert County Public Schools Property - Any Calvert County Public Schools building and/or grounds, and any CCPS leased or owned vehicles, including school buses when they are in use for official school business.
- C. Tobacco – Products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed. This shall not include nicotine replacement therapy.
- D. Tobacco products – Includes, but is not limited to, cigarettes, smokeless tobacco, smokeless and electronic cigarettes, matches, lighters, rolling papers, cigars and pipes.

II. Prohibitions

- A. The distribution, sale and/or use of tobacco products by any individual are prohibited on school property.
- B. Individuals may not sell or use tobacco and/or tobacco products during the discharge of official CCPS duties at locations off CCPS properties when they have direct responsibility for the supervision of students.
- C. Students may not possess tobacco and tobacco products on Calvert County Public Schools property. This includes any location used for co- and extra-curricular activities, including any field trips.

III. Notification

- A. There shall be posted at each CCPS facility notification that the property is tobacco-free.
- B. All secondary students will be notified of this policy and procedure annually through the Code of Student Conduct.
- C. All new employees hired by CCPS will be informed about this policy and procedure.
- D. All groups renting school facilities will be notified, either orally or in writing, by the Superintendent or his/her designee that tobacco and tobacco products may not be used on school property.

IV. Consequences for non-compliance

Administration 1530.1

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- A. Students found to have tobacco and/or tobacco products in their possession can expect to have such products confiscated and destroyed. In some cases, the principal and/or designee may hold said products for a period of ten (10) school days and allow the parent/guardian to personally retrieve the confiscated items during this period of time.
 - 1. At the request of the student, information will be provided about smoking cessation programs offered through community or health organizations.
 - 2. Disciplinary action will be consistent with recommendation(s) per the Students' Rights, Responsibilities and Code of Conduct.
 - 3. Discipline of Students with Disabilities
 - a. The discipline of a child with a disability, including the suspension, expulsion, or interim alternative placement of the child for disciplinary reasons, shall be conducted in conformance with the requirements of the Individuals with Disabilities Education Improvement Act. Procedures that are set forth in COMAR 13A.08.01.11 and COMAR 13A.08.03.03 will be followed as they apply to students with disabilities.
- B. Employees using, selling or distributing tobacco or tobacco products during the discharge of official duties will be subject to disciplinary procedures as defined by Policy 1750 Regarding Employee Discipline. At the request of the employee, information regarding smoking cessation is available through the Employee Assistance Program.
- C. Visitors, volunteers, and other community members will be asked to stop smoking on the First Offense and may be asked to leave school premises on subsequent offenses. Volunteers may be relieved of volunteer duties.
- D. Organizations or individuals renting school facilities will be held accountable for the non-compliance of their guests. Evidence of smoking or the use of other tobacco products by guests during the rental period may lead to the denial of future facility use by that organization or individual.

V. Related CCPS Policies

- A. 1431 Denial of Access to School Building and Grounds
- B. 1115 Disruptive Behavior on CCPS Property
- C. 1750 Employee Discipline
- D. 3215 Student Behavior Interventions
- E. 8120 Use of School Facilities