

FRAMEWORK FOR ADMINISTRATIVE PROCEDURES FOR TOBACCO-FREE SCHOOL POLICY



Student was observed to be smoking/using ENDS and/or in possession of an ENDS products.

YES, there is a report that student is suspected of being under the influence of alcohol or other drugs.

Immediately refer to school district's substance abuse policy pursuant N.J.A.C. 6A:16-4.3 and N.J.S.A. 18A:40A-9 and 12. "Reporting, notification and examination procedures for students suspected of being under the influence of alcohol or other drugs." Notify Law Enforcement, if applicable.

NO, there is no report that student is suspected of being under the influence of alcohol or other drugs.
 Note: If at anytime any school staff member reports that student is suspected of being under the influence of alcohol or other drugs, immediately refer to school district's substance abuse policy pursuant N.J.A.C. 6A:16-4.3 and N.J.S.A. 18A:40A-9 and 12.

Refer to school nurse for assessment of student to determine if they have any immediate medical needs.
 Notify parent/guardian.
 Notify principal/designee.
 Product /device confiscated.

Refer to school student assistance coordinator (SAC) or certified designee to conduct interview with student for purpose of making a preliminary determination of student's need for services that extend beyond general school program.

Code of Conduct Violation
 (Refer to School Policy for follow-up)

Student required to complete online tobacco/vaping education, such as Aspire, as a part of in-school suspension. Schedule follow-up meeting with SAC or certified designee. Refer students and parent/guardian to cessation resources and prevention information.

Second Offense:
 Follow same protocol for first offense. In addition, may impose in-school suspension.

Third and Subsequent Offenses:
 Follow same protocol for first offense. In addition, may impose community service or suspension.