



KINGSWOOD HIGH SCHOOL ANTI - SMOKING POLICY

Background

The Department of Education & Training's policy on smoking at school is quite clear. Memorandum to Principals 89/118, Establishing Schools as Drug Free Zones, states that "Principals should...be firm in dealing with incidents where legal drugs such as tobacco and alcohol are used by students in school time." In addition schools have been smoke-free working environments since July, 1988.

Procedures

Staff on playground duty should regularly move to areas where smoking amongst students is likely and actively supervise. It is not appropriate to ignore situations where students are smoking and it is essential that all staff are consistent in their expectations.

We need to manage effectively the problem of students smoking at school and to this end the following procedures should be implemented by referring teachers.

- A.
1. Teachers are to use the blue slip referral system to refer related student misbehaviour to the faculty or playground duty head teacher in charge, depending on when the original problem occurred.
 2. If students fail to comply with requirements for the first or second offence, they are to be referred to the relevant Head Teacher (playground or faculty).
- B. If there is evidence of smoking then the teacher should:
1. Attempt to confiscate any remaining cigarettes, lighters; matches etc. bag/body searches are not permitted.
 2. Write out the student's name to ensure documentation is noted. A small notebook is an invaluable tool for playground duty as students have a higher regard for an incident noted rather than remembered.
 3. For a FIRST offence the student is to be recorded on a referral slip to receive a first caution, to be referred to the Head Teacher, to be isolated from the playground at recess and lunchtime for 1 day, during which time the student will complete "Quit" program 1, and to be informed of sanctions for future offences
 4. For a SECOND offence the student is to be recorded on a blue referral slip, to be isolated at recess and lunchtime for 2 days during which time the student will complete "Quit" program 2 and be referred to the Head Teacher. Additionally the student is to receive a formal caution, which will indicate that a subsequent offence may result in suspension from school for persistent disobedience.
 5. For a THIRD offence the student is to be referred to the relevant Deputy Principal. In-school isolation or suspension from school will follow.

Vigilance by all staff and a consistent and effective response will reduce the incidence of students smoking at school.