

Tobacco, Alcohol, and Drug-Free Policy and Procedures

Purpose: *Raíces del Saber recognizes that the use of tobacco products, alcohol and drugs presents health, safety and environmental hazard for students, employees, visitors, and school facilities. This policy provides definitions, makes clear the prohibition, and describes the consequences of the use, possession, and distribution of tobacco products, alcohol, and drugs in school, in school buildings and facilities, on school property or at school-related or school-sponsored events by students, staff and visitors. Raíces del Saber acknowledges that adult employees and visitors serve as role models for students and aims to promote a healthy learning and working environment, free from unwanted use of tobacco, alcohol, and drugs.*

Policy: In compliance with 6.12.4 NMAC, *Raíces* prohibits the use, possession, and distribution of tobacco products, alcoholic beverages, illicit drugs and mood-altering substances in the *Raíces* school buildings, on *Raíces* property, within the *Raíces* neighborhood community, and for *Raíces* students at any school functions away from school property.

Definitions, for the purposes of this policy, include:

Tobacco Product - means any product made or derived from tobacco that is intended for human consumption, including any component, part or accessory of a tobacco product. This includes, among other products, cigarettes, cigars, pipe tobacco, roll-your-own tobacco, dissolvable tobacco, and smokeless tobacco. Smokeless tobacco means any snuff or chewing tobacco.

E-cigarette - means any electronic oral device, whether composed of a heating element and battery or an electronic circuit, that provides a vapor of nicotine or any other substances the use or inhalation of which simulates smoking; and includes any such device, or any part of it, whether manufactured, distributed, marketed or sold as an e-cigarette, e-cigar, e-pipe or any other product, name or descriptor.

It does not include any product regulated as a drug or device by the United States food and drug administration under the Federal Food, Drug, and Cosmetic Act, 21 U.S.C. Section 301 et seq.

Nicotine liquid container - means a bottle or other container of any substance containing nicotine where the substance is sold, marketed or intended for use in an e-cigarette.

NOTE: A tobacco-cessation product approved by the United States food and drug administration is not included in any of the above definitions.

Alcohol - means any beverage containing more than one-half percent alcohol by volume, and includes all distilled or rectified spirits, potable alcohol or any similar alcoholic beverages,

including all fermented or blended beverages and dilutions or mixtures of one or more of these alcoholic beverages.

Drugs mean -

1. Illicit drugs including prescription and over-the-counter medications used for non-medical purposes, or not used as medically prescribed by lawfully authorized practitioners or as directed by the manufacturer's literature, and include all supplemental dietary or nutrition ergogenic aids, stimulants, nootropics, adaptogens, painkillers, sedatives and anxiolytics, blood boosters and other performance-enhancing drugs.
2. Mood-altering substances that change, or are capable of changing, a person's emotional state, and include all stimulants, opioids, intoxicating inhalants and hallucinogen

School personnel - includes all administrators, principals, teachers, counselors, social workers, speech therapists, psychologists, nurses, librarians, and other support staff who are employed by a school, or who perform services for the school on a contractual basis.

Use Prohibited:

No *Raíces* student is permitted to use tobacco, alcohol, illicit drugs or mood-altering substances:

- In any building, facility, or vehicle owned, leased, rented, or chartered by *Raíces*
- On any school grounds and property—including parking lots and playing fields
- At any school-sponsored or school-related event on-campus or off-campus
- Any transportation picks up or drop off areas

In addition, *Raíces* employees, volunteers, contractors or other person performing services on behalf of *Raíces* also are prohibited from using tobacco products, alcohol or illicit drugs at any time while on duty and in the presence of students, either on or off school grounds.

Possession and Distribution Prohibited:

No student, staff or visitor is permitted to possess or distribute a tobacco product, alcoholic beverage, illicit drug or mood-altering substance while in any *Raíces* building, while on the *Raíces* grounds or property or at any *Raíces* sponsored or *Raíces* related event or at any other time that students are under the authority of *Raíces* personnel. The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco, alcohol or drug prevention or cessation program.

Application for Students:

Consequences for engaging in the prohibited behavior will be provided in accordance with Raíces' student discipline policy. Students who violate the school's tobacco, alcohol, and drug-free policy will be referred to as Raíces' Principal or other School Personnel for health information, counseling, and discipline. Parents/guardians will be notified of all violations and actions taken by Raíces.

Application for Staff:

Consequences for employees who violate the tobacco, alcohol, and drug use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination.

Application for Visitors and Community Members (including families and parents:

Visitors using or blatantly flaunting prohibited products will be reminded of the school policy while on Raíces property and if the appropriate response does not occur after the reminder, they may be asked to leave the premises. Law enforcement officers may be contacted to assist if required.

Prevention Education:

Raíces will provide education on the health hazards associated with the usage of alcohol, tobacco, and drugs during health and wellness lessons with students. Additionally, Raíces will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards associated with the use and the impact of tobacco, alcohol and drug use as it relates to providing a safe, orderly, clean and inviting school environment.

Procedures:

1. This policy will be communicated to students, school staff, parents, school visitors, and the community through announcements and conspicuous signage posted at the entrance of the school that the school is a tobacco, alcohol and illicit drug-free environment and that the possession is prohibited on school grounds.
2. Raíces may provide, in writing, the policy to any local residents, groups, businesses, and organizations served by the school. The school's volunteer policies and procedures reference the anti-tobacco, alcohol and drug provisions. The school will reinforce this when orienting volunteers and partners who come into the school.
3. Raíces shall provide in writing as outlined in both the Raíces Student & Parent Handbook and the Staff Handbook the prohibition of tobacco, alcohol, and drugs

as well as the procedures as it relates to this policy including the enumeration of possible sanctions.

4. All school employees are expected to cooperate in upholding this policy and report violations to administrative personnel who will be responsible for the investigation and enforcement of this policy.
5. Staff will be informed of their right and responsibility to report, without fear of retaliation by the reporter, any known or suspected instances of use, possession or distribution. A school employee who in good faith make a report shall not be held liable for any civil damages as a result of such report or efforts to enforce the policy.
6. Implementation of this policy will be in accordance with the school's employee conduct and disciplinary policy as well as student disciplinary procedures.