

Kapolei Charter School by Goodwill Hawaii  
**Tobacco Free Policy**  
**Policy No. 511**

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**PURPOSE:**

The purpose of this policy is to create a safe and healthy environment for all students, staff, and visitors by prohibiting the use of tobacco and tobacco products on school property and at school-sponsored events.

Kapolei Charter School is committed to promoting the health and well-being of our school community. Therefore, the use of all tobacco and tobacco products, including cigarettes, e-cigarettes, and smokeless tobacco, is strictly prohibited on school grounds, in school buildings, and at any school-sponsored activities.

This policy outlines the steps taken where the behavior displayed falls below the standard the school expects and will not be tolerated.

**Policy:**

1.0 Tobacco free policy – KCS personnel shall follow Hawaii Administrative Rules (HAR) §8-31-1-6

1.1 Implementation:

- Signs indicating the tobacco-free policy will be prominently displayed throughout the school campus.
- Students will receive education on the dangers of tobacco use as part of the health curriculum.
- Staff will model tobacco-free behavior and reinforce the policy with students.
- Enforcement will focus on education and support rather than punitive measures.
- Referrals to tobacco cessation programs will be provided for students who need assistance quitting.

2.0 Reporting

- 2.1 Any student, teacher, administrative personnel, or other employee of KCS who a) is a witness tobacco and/or tobacco products, as defined under the Hawaii Administrative Rules has reasonable cause to believe an offense has been committed or will be committed; occurring on campus, or other education premises, on KCS transportation, or during a school sponsored event on or off property, shall promptly report the incident to the KCS Director or a member

of the administrative team.

- 2.2 Any student, teacher, administrative personnel, or other KCS employee who in good faith reports as required shall be indemnified and held harmless in accordance with section §302A-1003.
- 2.3 Students, teachers, administrative personnel, or other KCS employees who fail to report as required may be disciplined. Disciplinary actions may include: (a) Oral warning; (b) Written warning; (c) Suspension without pay; (d) Demotion; or (e) Dismissal.
- 2.4 Any student, teacher, administrative personnel, or other KCS employee who is disciplined shall have the right to appeal the disciplinary action as provided by state law or applicable collective bargaining agreements.

### 3.0 Investigation

Upon receiving report, the School Director or a member of the administrative team shall conduct an investigation to determine whether the behavior requires school disciplinary procedures. The School Director or member of the administrative team shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

### 4.0 Records

- 4.1 The School Director or member of the administrative team shall record the incident information of the reported offense.
- 4.2 The following information regarding the incident shall be recorded: Individual completing report; date of report; reported by (name, contact information); date incident occurred; location of incident; type of incident; brief description of incident.
- 4.3 Documents relating to such incidents shall be maintained at the school for three years. No information about the incident, investigation, and the actions taken shall be communicated to any person not directly involved in the proceedings.