

Smoke-Free Environment Policy

Northern Essex Community College recognizes the medical evidence that indicates that smoking is a serious health hazard, and that this hazard includes those exposed to secondhand smoke. Where a primary responsibility of the College is to provide a safe and healthful working and learning environment, this responsibility has led to the following proposed policy:

Smoking is prohibited within the confines of all college grounds, buildings and property including college vehicles. (Smoking will only be allowed in private vehicles lawfully parked on campus lots that the smoker is authorized to be in).

Effective implementation of the policy depends on the courtesy, respect and cooperation of all members of the campus community. Complaints concerning employees of the College should be brought to the attention of the employee's immediate supervisor, or in the alternative to the Dean of Human Resources or the Director of Human Resources. Complaints concerning students should be brought to the attention of a campus security officer, who may refer the matter to the College's Student Disciplinary Officer, and any official actions taken will be in accordance with the Student Code of Conduct. It is anticipated that violators would first be admonished and provided with educational literature. Disciplinary measures would be expected to be reserved for repeat infractions or infractions that interfere with the College's academic or workplace needs or responsibilities. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus.

Procedures for Handling Student Code of Conduct Violations of the NECC Smoke-Free Environment Policy

1. Any student found to be smoking on campus (other than in a personal vehicle) will be courteously reminded by Campus Security of the College policy and will be asked to extinguish their cigarette and refrain from smoking on campus in the future. They will be given a policy brochure that explains the disciplinary consequences of further violations. Informal reminders, campus signs, and broadcast emails will continue throughout the month of September 2009 to create increased awareness of last year's passage of the NECC Smoke-Free Environment Policy.
2. Starting in October 2009, if a student is found to be smoking on campus an incident report will be filed by Security. The report will indicate the time and date of the offense and the full name and student ID number of the individual violating the policy.
3. A copy of the incident report will be forwarded to the College Discipline Officer.
4. Upon receiving an incident report from Security the process below will be followed:

FIRST VIOLATION: WRITTEN WARNING

Upon receiving an incident report from Security the student will be sent a written warning indicating that further violations of the NECC Smoke-Free Environment Policy will result in more severe sanctions. The exact nature of those sanctions will be stipulated. A discipline file will be established for the student and a copy of the letter of warning placed in his/her file.

SECOND VIOLATION: AUTOMATIC FINE OF \$25.00

Upon receiving a second incident report from Security indicating the student violated the policy a second time he/she will be automatically fined \$25.00. The fee will be posted to the student's account. The student will be placed on registration "hold" and may not register for classes or graduate until the fee is paid. At this point the student will be given an option in writing to see the College Discipline Officer and sign a statement pledging to abide by the NECC Smoke-Free Environment Policy to avoid further disciplinary consequences. Once the pledge is signed the \$25.00 fee will be waived.

THIRD VIOLATION: AUTOMATIC FINE OF \$100.00

Upon receiving a third incident report from Security indicating the student violated the policy a third time he/she will be fined \$100.00. The fee will be posted to the student's account and the student will be notified again in writing. The student will be placed on registration "hold" and may not register for classes or graduate until the fee is paid.

FOURTH VIOLATION: AUTOMATIC SUSPENSION

Upon receiving a fourth incident report from Security that a student violated the policy a fourth time, he/she will be automatically suspended and notified in writing.