

## **Policy ADC - R - TOBACCO AND RELATED PRODUCT USE AND POSSESSION - ADMINISTRATIVE PROCEDURE**

The purpose of the following administrative procedure is to implement the mandates imposed by the various federal and state laws in addition to this Board's "Tobacco and Related Product Use and Possession" policy.

### **I. PROHIBITED CONDUCT**

#### **A. Students**

The use, possession, sale, dispensing, distribution, or advertising of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times. Additionally, all students shall not use tobacco products within line of sight of school.

#### **B. Employees and All Other Persons**

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities, on school buses, and during school-sponsored events and at all other times on school grounds with the exception of physician prescribed smoking cessation medication.

### **II. ENFORCEMENT**

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal.

#### **A. Student Violations**

##### **1st Violation**

1. Parents/legal guardians will be contacted by appropriate school personnel regarding the tobacco violation.
2. Up to three days in-school suspension, OR suspension, OR detention. The student will read a Board-provided packet of information about tobacco products and complete an accompanying question/answer page in a satisfactory manner.
3. The student will not be allowed to participate in any extracurricular activity during the suspension period. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension/detention period.

##### **2nd Violation**

1. Parents/legal guardians will be contacted by appropriate school personnel regarding the tobacco violation. A parent/legal guardian shall also be required to meet with Principal OR designee within five days of the violation.
2. Up to five days in-school suspension OR suspension.
3. The student will not be allowed to participate in any extracurricular activity during the suspension period. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension.

4. The student shall be referred to school counselor, Student Assistance Team or other available resource, (e.g., cessation class, substance abuse counseling).

### **3rd Violation**

1. Parents/legal guardians will be contacted by appropriate school personnel regarding the tobacco violation. A parent/legal guardian shall also be required to meet with Principal OR designee within five days of the violation.
2. Minimum of five-day suspension.
3. The student shall be referred to school counselor, Student Assistance Team or other available resource, (e.g., cessation class, substance abuse counseling).
4. The student will not be allowed to participate in any extracurricular activity during suspension. When applicable, the student will also be prohibited from attending athletic practices and competitions in any athletic events during the suspension.

### **B. Student Referral to Law Enforcement Agency**

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

### **C. Other Persons in Violation**

All other persons violating this policy (e.g. employees, visitors) shall be immediately directed to cease prohibited behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

## **III. NOTICES**

The Board's tobacco policy and corresponding disciplinary actions for infractions of this policy shall be in print and online in employee and student handbooks.

### **Legal References:**

20 USC § 6081 (Pro-Children Act of 1994 – Goals 2000)  
22 MRSA § 1578-B  
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

### **Cross Reference:**

ADC - Tobacco Use and Possession

First Reading: 07/01/15

Second Reading: 07/08/15

Adopted: 07/08/15

Revised: 2/1/17