

## **TOBACCO USE AND POSSESSION: ADMINISTRATIVE PROCEDURE**

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

A. Students

The use, possession, sale, dispensing or distribution 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.

B. Employees and All Other Persons

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds.

Possession of any tobacco products is prohibited by students and others under the age of 18 on district property, in school vehicles and at school-sponsored functions.

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as possible, to the Superintendent.

C. Student Violations

1. Parents/legal guardians shall be contacted regarding the tobacco violation.
2. The student will be referred to information regarding tobacco treatment resources. The Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users who are interested in quitting; students in violation will be referred to the substance abuse counselor.
3. A school administrator may issue additional consequences and/or restorative processes according to policy JK: Student Discipline.
4. Extracurricular activities and athletics may use contracts that hold students accountable for any type of substance abuse.

D. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease violative behavior. Persons who do not comply will be asked to leave the property. 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.

Any employee violating this policy shall be subject to appropriate disciplinary measures. Information regarding tobacco treatment resources, such as the Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users.

III. NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed on the school website and in employee and student handbooks.

Signage shall be posted throughout school campuses in highly visible areas at facility entrances and throughout the school property.

*Legal References:* 20 USC § 6081-6084 (Pro-Children Act of 1994)  
22 MRSA § 1578-B  
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)

*Cross Reference:* JICH:Substance Use by Students, JK:Student Discipline

*Reviewed:* 12/07

*Adopted:* 5/14/08

*Revised:* 6/13/18

*Reviewed:* 3/13/19