

**CODE:       ADC-R**

**TOBACCO 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 School Committee’s “Tobacco Use and Possession” policy.

**I.       PROHIBITED CONDUCT**

**A.       Students**

The use, possession, sale, dispensing or distribution of tobacco products by students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses.

**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. In addition, employees and all other persons are strictly prohibited, under law and this School Committee’s policy/administrative procedure, from selling, dispensing or distributing tobacco products to students.

**II.       ENFORCEMENT**

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 practicable, to the Superintendent.

**A.       Student Violations**

**OPTION 1: 1<sup>st</sup> VIOLATION**

1.       Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by the parent/legal guardian and returned to the school.
2.       Up to three days in-school suspension or detention. The student will read an informational packet about tobacco products and complete an accompanying reflection in a satisfactory manner.
3.       The student will not be allowed to participate in any extracurricular activity during the disciplinary period.

## 2<sup>nd</sup> VIOLATION

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by parent/legal guardian and returned to the school. A parent/legal guardian shall also be required to meet with the principal or designee within five days of the violation.
2. Up to five days in-school suspension or out of school suspension.
3. The student will not be allowed to participate in any extracurricular activity during the disciplinary period.
4. The student shall be referred to school nurse, school counselor or designee for tobacco abuse counseling.

## ADDITIONAL VIOLATIONS

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by parent/legal guardian and returned to the school. 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 out of school suspension.
3. The student shall be referred to school nurse, school counselor or designee for additional counseling.
4. The student will not be allowed to participate in any extracurricular activity during suspension.

## III. NOTICES

The School Committee's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks.

---

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)

Adopted: June 25, 2013