SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, December 2, 2019 ~ 6:00 pm

Note: Meeting will be held in City Council Chambers, 3rd Floor, City Hall Annex

Members present: John Roux, Scott Sheppard, Don Jamison, Emily Sheffield, Kendra Williams

Student Reps present: Harrielle Bernard, Natalie St. Onge

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director

A. Call to Order

B. Pledge of Allegiance

C. Adjustments

D. Approval of Minutes
   1. November 12, 2019 Executive Session, 5:00 pm (Attachment D.1.)
   2. November 12, 2019 Executive Session, 5:30 pm (Attachment D.2)
   3. November 12, 2019 Executive Session, 6:00 pm (Attachment D.3)
   Recommendation: To accept the minutes as presented.

E. Public Comments

F. Communications
   1. Sanford Springvale Chamber of Commerce Thank You (Attachment F.1.)

G. Committee Reports
   1. Construction Updates
      i. SHS/SRTC Construction Project
      ii. Elementary Construction Projects
H. Superintendent’s Report
   1. Recognition of Scott Sheppard
   2. Student Representative Reports
   3. Field Trip Announcements
      i. SRTC SkillsUSA Leadership Training in Bangor on December 5-6, 2019
   4. Southern Maine Regional Service Center

I. Directors’ Reports
   1. Business Administrator Gwen Bedell
      i. Legacy event recap
   2. Assistant Superintendent Steve Bussiere
      i. Dropout Prevention Committee
      ii. ELL Assessments
   3. Curriculum Director Bernie Flynn – no report

J. New Business
   1. August, 2019 Financials – Gwen Bedell
      i. Expenses as of August 31, 2019 (Attachment J.1.i.)
         Recommendation: To approve the 8.31.19 Expenses as presented.
      ii. Reconciliation as of August 31, 2019 (Attachment J.1.ii)
         Recommendation: To approve the 8.31.19 Reconciliation as presented.

K. Old Business
   None

L. Resignations
   1. Superintendent Nelson will announce the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregoire, Kim</td>
<td>Administrative Assistant</td>
<td>Special Education</td>
<td>11/22/19</td>
</tr>
</tbody>
</table>

M. Staff Appointments
   1. Superintendent Nelson will announce the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaudette, Taylor</td>
<td>Ed Tech I – special ed</td>
<td>Carl J. Lamb School</td>
<td>11/25/19</td>
</tr>
<tr>
<td>Harvey, Linda</td>
<td>Ed Tech I – special ed</td>
<td>Willard School</td>
<td>11/25/19</td>
</tr>
<tr>
<td>Lincoln, Susan</td>
<td>Grade 3 long term sub</td>
<td>Willard School</td>
<td>12/2/19</td>
</tr>
<tr>
<td>Newton, Kirsten</td>
<td>Ed Tech I – special ed</td>
<td>Carl J. Lamb School</td>
<td>TBD</td>
</tr>
<tr>
<td>Perez, Courtney</td>
<td>Foodservice</td>
<td>Carl J. Lamb School</td>
<td>12/2/19</td>
</tr>
</tbody>
</table>
N. Staff Transfers
   1. Superintendent Nelson will announce the following transfers:

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bourque, Tiffani</td>
<td>CJL Ed Tech II special education</td>
<td>SHS Ed Tech II special education</td>
<td>1/2/20</td>
</tr>
<tr>
<td>Merlin, Lisa</td>
<td>SCAE Adm. Assistant 30 hours/wk</td>
<td>SCAE Adm. Assistant 37.5 hr/wk</td>
<td>11/25/19</td>
</tr>
</tbody>
</table>

O. Staff Nominations
   None

P. Policies (Attachment P)
   1. Second Reading – Policy ADC – Tobacco Use and Possession
      Recommendation: To adopt Policy ADC as presented.
   2. Second Reading – Policy ADC-R – Tobacco Use and Possession – Administrative Procedures
      Recommendation: to adopt Policy ADC-R as presented.

Q. Items for Future Agenda(s)

R. Calendar Announcements
   1.  
      | Date                      | Time  | Location               |
      |---------------------------|-------|------------------------|
      | Monday, December 16, 2019 | 6:00 pm | City Council Chambers |
      | Monday, January 6, 2020   | 6:00 pm | City Council Chambers  |
      | Monday, January 27, 2020  | 6:00 pm | City Council Chambers  |

S. Adjournment
   1. Recommendation: To adjourn at ______.
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, November 12, 2019 ~ 5:00 pm

Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

Members present: John Roux, Don Jamison, Emily Sheffield

Staff present: Matt Nelson, Superintendent
              Steve Bussiere, Assistant Superintendent
              Troy Watts, SHS Assistant Principal
              Brent Coleman, Outreach Worker

Guests present: Student, parent

A. Call to Order  Time: 5:07 pm

B. Executive Session  Student Matter

1. Motion by Mr. Jamison: To enter Executive Session to consider the re-admission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 5:07 pm.
   Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

2. Motion by Mr. Jamison: To exit Executive Session at 5:20 pm.
   Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

Public Session:

3. Motion by Mr. Roux: The School Committee has discussed the information presented regarding the student’s request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, the student will be readmitted to Sanford High School after meeting with the appropriate school administrator and SHS Outreach Worker Brent Coleman to map out strategies for successful re-entry. In addition, the Superintendent will provide the student and parents with a written notice of the School Committee’s findings and conclusions.
   Motion seconded by Mr. Jamison. Motion carried 3 to 0.

C. Adjournment

Mr. Jamison made a motion to adjourn at 5:23 pm.
Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Chair Matt Nelson, Superintendent

Attachment D.1.
Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

Members present: John Roux, Don Jamison, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Troy Watts, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student, guardian

A. Call to Order
Time: 5:31 pm

B. Executive Session
Student Matter

1. Motion by Mr. Roux: To enter Executive Session to consider the re-admission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 5:31 pm.
Motion seconded by Mr. Jamison. Motion carried 3 to 0.

2. Motion by Mr. Jamison: To exit Executive Session at 5:50 pm.
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

Public Session:

3. Motion by Mr. Roux: The School Committee has discussed the information presented regarding the student’s request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, the student will be readmitted to public school in Sanford in the form of Sanford Community Adult Education (SCAE) after meeting with SCAE administration and SHS Outreach Worker Brent Coleman to map out strategies for successful re-entry. In addition, the Superintendent will provide the student and parents with a written notice of the School Committee’s findings and conclusions.
Motion seconded by Mr. Jamison. Motion carried 3 to 0.

C. Adjournment

Mr. Jamison made a motion to adjourn at 5:52 pm.
Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

_________________________________________
John Roux, School Committee Chair

_________________________________________
Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Tuesday, November 12, 2019 ~ 6:00 pm

Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

Members present: John Roux, Don Jamison, Emily Sheffield

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Troy Watts, SHS Assistant Principal  
Brent Coleman, Outreach Worker

Guests present: Student, parent

A. Call to Order  
Time: 6:07 pm

B. Executive Session  
Student Matter

1. Motion by Mr. Jamison: To enter Executive Session to consider the readmission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 6:07 pm.  
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

2. Motion by Mr. Jamison: To exit Executive Session at 6:29 pm.  
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

Public Session:

3. Motion by Mr. Jamison: The School Committee has discussed the information presented regarding the student’s request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, the student will be readmitted to Sanford High School after meeting with appropriate SHS administration and SHS Outreach Worker Brent Coleman to map out strategies for successful re-entry. In addition, the Superintendent will provide the student and parents with a written notice of the School Committee’s findings and conclusions.  
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

C. Adjournment

Mr. Jamison made a motion to adjourn at 6:37 pm.  
Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

_____________________________________________  
John Roux, School Committee Chair  
_____________________________________________  
Matt Nelson, Superintendent
Matt,

Thank you very much
for inviting us to SHS.
I really enjoyed the tour & the
food was excellent.

Rick
### SANFORD SCHOOL DEPARTMENT
**SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE**
*For the Year-to-Date and Month Ending August 31, 2019*

#### Account Group

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Jul 18 - Aug 18 Prior Yr Actual</th>
<th>Jul 19 - Aug 19 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining Revised Budget - Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>51000 Personal Services - Sal/Wages&amp;Stip.</td>
<td>$624,224</td>
<td>$751,414</td>
<td>37%</td>
<td>$23,926,231</td>
</tr>
<tr>
<td>52000 Personal Services - Payroll Tax&amp;Bene.</td>
<td>$320,358</td>
<td>$309,889</td>
<td>15%</td>
<td>$9,878,510</td>
</tr>
<tr>
<td><strong>Subtotal - Personal Services</strong></td>
<td>$944,581</td>
<td>$1,061,302</td>
<td>52%</td>
<td>$33,804,741</td>
</tr>
<tr>
<td>53000 Purchased Prof. &amp; Tech. Services</td>
<td>$451,646</td>
<td>$455,026</td>
<td>22%</td>
<td>$2,161,453</td>
</tr>
<tr>
<td>54000 Purchased Property Services</td>
<td>$95,390</td>
<td>$60,259</td>
<td>3%</td>
<td>$497,226</td>
</tr>
<tr>
<td>55000 Other Purchased Services</td>
<td>$195,868</td>
<td>$210,553</td>
<td>10%</td>
<td>$2,624,735</td>
</tr>
<tr>
<td>56000 General Supplies</td>
<td>$227,346</td>
<td>$191,785</td>
<td>9%</td>
<td>$1,987,967</td>
</tr>
<tr>
<td>57000 Property Maint &amp; Repair</td>
<td>$451,646</td>
<td>$455,026</td>
<td>22%</td>
<td>$2,161,453</td>
</tr>
<tr>
<td>58000 Debt, Dues/Fees &amp; Miscellaneous</td>
<td>$220,622</td>
<td>$50,189</td>
<td>2%</td>
<td>$11,854,643</td>
</tr>
<tr>
<td>59000 Other &amp; Rounding</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
</tr>
</tbody>
</table>

**Total** | $2,223,723 | $2,039,716 | 100% | $53,328,978 | 100% | $51,289,262 | 96% |

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#### Warrant Article

<table>
<thead>
<tr>
<th>Warrant Article</th>
<th>Jul 18 - Aug 18 Prior Yr Actual</th>
<th>Jul 19 - Aug 19 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Instruction</td>
<td>$31,747</td>
<td>$173,217</td>
<td>8%</td>
<td>$15,575,059</td>
</tr>
<tr>
<td>2. Special Education</td>
<td>$144,415</td>
<td>$141,444</td>
<td>7%</td>
<td>$8,307,100</td>
</tr>
<tr>
<td>3. Career / Technical Education</td>
<td>$204,623</td>
<td>$332,980</td>
<td>16%</td>
<td>$3,428,470</td>
</tr>
<tr>
<td>4. Other Instruction</td>
<td>$227,286</td>
<td>$60,333</td>
<td>3%</td>
<td>$950,558</td>
</tr>
<tr>
<td>5. Student &amp; Staff Support</td>
<td>$403,543</td>
<td>$200,440</td>
<td>10%</td>
<td>$3,930,615</td>
</tr>
<tr>
<td>6. System Administration</td>
<td>$179,517</td>
<td>$190,736</td>
<td>9%</td>
<td>$906,917</td>
</tr>
<tr>
<td>7. School Administration</td>
<td>$337,569</td>
<td>$326,792</td>
<td>16%</td>
<td>$2,391,792</td>
</tr>
<tr>
<td>8. Transportation &amp; Buses</td>
<td>$52,624</td>
<td>$34,033</td>
<td>2%</td>
<td>$1,987,432</td>
</tr>
<tr>
<td>9. Facilities Maintenance</td>
<td>$636,617</td>
<td>$573,858</td>
<td>28%</td>
<td>$4,291,090</td>
</tr>
<tr>
<td>10. Debt Service</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
<td>$11,584,643</td>
</tr>
<tr>
<td>11. All Other Expenditures &amp; Rounding</td>
<td>$5,784</td>
<td>$5,884</td>
<td>0%</td>
<td>$44,721</td>
</tr>
</tbody>
</table>

**Subtotal** | $2,223,723 | $2,039,716 | 100% | $53,328,978 | 100% | $51,289,262 | 96% |

#### Adult Education

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Jul 18 - Aug 18 Prior Yr Actual</th>
<th>Jul 19 - Aug 19 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>$113,817</td>
<td>$56,327</td>
<td>9%</td>
<td>$642,579</td>
</tr>
</tbody>
</table>

**Total** | $2,337,541 | $2,096,043 | 4% | $53,971,557 | 100% | $51,875,514 | 96% |
## RECONCILATION OF ACCOUNTS

**BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD**

*For the Year-to-Date and Month Ending August 31, 2019*

<table>
<thead>
<tr>
<th>Fund</th>
<th>Year to Date Revenues</th>
<th>Year to Date Expenses</th>
<th>Year to Date Net (Rev - Exp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School</td>
<td>City</td>
<td>Variance</td>
</tr>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-210 1000-1200 General Education</td>
<td>(4,414,729)</td>
<td>2,039,716</td>
<td>(2,375,013)</td>
</tr>
<tr>
<td>16-235 1500 Adult Education</td>
<td>(2,810)</td>
<td>56,327</td>
<td>53,518</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(4,417,539)</td>
<td>2,096,043</td>
<td>(2,321,496)</td>
</tr>
</tbody>
</table>

| **SPECIAL REVENUE FUNDS** |                       |                        |                            |                       |                        |                            |
| 2204 2011 MelMac          | (29,000)              | -                      | (29,000)                   | -                     | (29,000)               | (29,000)                   |
| 2207 2238 Momentum        | -                     | 287                    | -                          | -                     | 287                    | -                          |
| 2218 2052 Local JH       | (1,500)               | -                      | (1,500)                    | -                     | -                      | (1,500)                    |
| 2238 2215 College Transitions | -                 | 7,125                  | 7,125                      | -                     | 7,125                  | 7,125                      |
| 2239 2300 Title 1A       | -                     | 109,101                | 109,101                    | -                     | 109,101                | 109,101                    |
| 2249 2460 MaineCare      | -                     | 99                     | 99                         | -                     | 99                     | 99                         |
| 2252 2470 Idea Local Entitlement | -                 | 25,773                 | 25,773                     | -                     | 25,773                 | 25,773                     |
| 2253 2510 Early Child/Presch. | -                 | 3,537                  | 3,537                      | -                     | 3,537                  | 3,537                      |
| 2255 2400 Title 4        | (2,977)               | -                      | (2,977)                    | -                     | -                      | (2,977)                    |
| 2259 2670 Title 5        | -                     | -                      | -                          | -                     | -                      | -                          |
| 2262 2700 Title 2A       | -                     | 12,511                 | 12,511                     | -                     | 12,511                 | 12,511                     |
| 2268 2860 Carl Perkins   | -                     | 28,851                 | 28,851                     | -                     | 28,851                 | 28,851                     |
| 2269 2950 Aefla/Abe      | -                     | 1,400                  | 1,400                      | -                     | 1,400                  | 1,400                      |
| 2273 2013 HS Student iPads | -                 | 4,291                  | 4,291                      | -                     | 4,291                  | 4,291                      |
| 2275 2232 Transstn Profic. Dipl. | -                | 894                    | 894                        | -                     | 894                    | 894                        |
| **Total**                | (33,477)              | -                      | (33,477)                   | -                     | 193,870                | (160,393)                  |

| **CAPITAL IMPROVEMENT FUNDS** |                       |                        |                            |                       |                        |                            |
| 4047 3015 HS Const Project | (29,552)              | 940,138                | 910,586                    | (29,552)              | 940,138                | 910,586                    |
| 4054 3020 Elem Const Project | (117,091)              | 1,751,144              | 1,634,053                  | (117,091)              | 1,751,144              | 1,634,053                  |
| **Total**                | (146,642)             | 2,691,281              | 2,544,639                  | (146,642)             | 2,691,281              | 2,544,639                  |

| **ENTERPRISE FUNDS**      |                       |                        |                            |                       |                        |                            |
| 5000 6000 School Café     | (75,921)              | 119,850                | 43,929                     | (75,921)              | 119,850                | 43,929                     |
| 5200 6150 Adult Ed Enrichment | (2,704)              | 7,350                  | 4,645                      | (2,704)              | 7,350                  | 4,645                      |
| 5201 6200 Performing Arts Ctr | (2,948)              | 7,217                  | 4,270                      | (2,948)              | 7,217                  | 4,270                      |
| **Total**                | (81,572)              | 134,416                | 52,844                     | (81,572)              | 134,416                | 52,844                     |

| **TRUST FUNDS**           |                       |                        |                            |                       |                        |                            |
| 7013 8015 Trust Funds     | (10,000)              | 2,000                  | (8,000)                    | (10,000)              | 2,000                  | (8,000)                    |
| **Total**                | (10,000)              | 2,000                  | (8,000)                    | (10,000)              | 2,000                  | (8,000)                    |

Date: ________________ For the School by: Matthew Nelson, Superintendent

Date: ________________ For the City by: Steven R. Buck, City Manager

Gwen R. Bedell Gadbois, Business Admin.
Ronni L. Champlin, Finance Director
Policy Updates
Executive Summary – December 2, 2019

The following policies will be presented for a “Second Reading” on December 2, 2019

I. Policy ADC: Tobacco Use and Possession
II. Policy ADC-R: Tobacco Use and Possession – Administrative Procedures

Our tobacco use policies were updated last spring. L.D. 152, Chapter 61 effective September 19, 2019 expanded the prohibition on tobacco use on school property to include “carrying or having in one’s possession” all tobacco and vape products by anyone at school or on school property. The updated policies reflect the addition of “possession” references as applicable.

Recommended Motions

1. Motion to adopt Policy ADC: Tobacco Use and Possession
2. Motion to adopt Policy ADC-R: Tobacco Use and Possession – Administrative Procedures
Tobacco Use and Possession

In order to promote the health and safety of students, staff and visitors and in compliance with applicable state and federal laws, the School Committee prohibits the possession or smoking, and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. The policy applies to the use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school sponsored events and at all other times.

Students and employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

Employees and all other persons are also strictly prohibited, under law and School Committee policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
20 USC 6081-6084 (Pro-Children Act of 1994)

Cross Reference: JICA – Student Dress
                   JL – Student Wellness
                   KF – Community Use of School Facilities
                   KHB – Advertising in the Schools

Adopted: November 2, 2015
Revised: May 11, 2015
Revised: April 22, 2019, First Reading
Adopted: May 6, 2019, Second Reading
Revised: November 18, 2019, First Reading
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 the School Committee’s “Tobacco Use and Possession” policy. The policy applies to the smoking, use or possession of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.

I. Prohibited Conduct

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. Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

B. Employees and All Other Persons

The use and or possession 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. Employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

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 or his/her designee.

A. Student Violations

The Superintendent or his/her designee shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure. Strategies may include confiscating tobacco materials and paraphernalia, notifying parent/guardian, suspension, providing tobacco education and referral to tobacco treatment.

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, including electronic cigarettes.
C. Other Persons in Violation

All other persons violating this policy, e.g. employees or visitors, shall be immediately directed to cease violative 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.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. Notices

The School Committee’s policy ADC and corresponding disciplinary actions for infractions of this policy shall be included in employee and student handbooks. Parents/guardians shall also be sent notification in writing of the Committee’s tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Tobacco-free signs will be posted in visible areas at facility entrances and throughout the school property, including athletic facilities.

Tobacco Treatment Support:

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

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

Adopted: November 2, 2015
Revised: April 22, 2019, First Reading
Adopted: May 6, 2019, Second Reading
Revised: November 18 2019, First Reading