
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 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)

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