

## CHEBEAGUE ISLAND SCHOOL DEPARTMENT

FILE: ADC-R

### 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 Unit's "Tobacco Use and Possession" policy.

#### I. Prohibited Conduct

##### A. Students:

The use, possession, sale, dispensing or distribution of tobacco 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. In addition, employees and all other persons are strictly prohibited, under law and this Unit'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:

###### 1st 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 school
2. Up to three days suspension. The student will read a Unit provided packet of information about tobacco products and complete an accompanying question/answer page in a satisfactory manner.

Page 1 of 3

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 period.

2nd 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 school. A parent/legal guardian shall also be required to meet with the principal within five days of the violation.
2. Up to five days 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 the school counselor, Student Assistant Team, and/or other available resource, e.g. cessation class, substance abuse counseling.

3rd Violation:

1. Parents/legal guardian 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 and superintendent within five days of the violation.
2. Minimum of five-day suspension.
3. The student shall be referred to the school counselor, Student Assistant Team, and/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 the suspension period. 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 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**

This Unit's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks.

LEGAL REFERENCE: TITLE 22 MRSA 1578-B  
PUBLIC LAW 470- AN ACT TO REDUCE TOBACCO USE BY  
MINORS  
20 USC 6081-PRO-CHILDREN ACT OF 1994 (GOALS 2000)

Adopted: December 4, 2007