

REGIONAL SCHOOL UNIT NO. 18

File: ADC-R

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

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. **Further, tobacco advertising is prohibited at all times in school buildings, at school functions and in school publications.**

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.

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

The Board recognizes that it is illegal for a student under 18 to purchase, possess or use tobacco products. The Board also recognizes that tobacco products are extremely addictive and intends that this policy will deter students from the use of tobacco products and will encourage students using such products to make an earnest attempt to quit.

For the purpose of this policy, “tobacco product” is defined as any form of tobacco and any material or device used in smoking, chewing or other form of tobacco consumption, including cigarette papers and pipes.

1. Use of Tobacco Products on School Grounds

When any student possesses or uses a tobacco product on school grounds, the following will occur:

1. The student will meet with the drug/alcohol guidance counselor and participate in an appropriate tobacco cessation program as determined by the drug/alcohol guidance counselor.
2. The student will be reported to the police, and the student’s parents will be contacted.
3. The student will be suspended as follows:
 - A. 1st offense: In-school suspension for 3 days
 - B. 2nd offense: In-school suspension for 5 days
 - C. 3rd offense: In-school suspension for 10 days
 - D. 4th offense: Out-of-school suspension for 3 days
 - E. 5th offense: Out-of school suspension for 5 days
 - F. All subsequent offenses: Out-of school suspension for 10 days

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Students serving in-school suspension are not allowed to be on school property after the close of the school day.

Students serving out-of-school suspension are not allowed on school property for the duration of their suspension.

4. The principal will encourage the parents and student to attend an educational program related to tobacco use and its effect on the health of the user.
5. More serious disciplinary consequences may be imposed for aggravating circumstances, including but not limited to furnishing or selling tobacco products to other students, use of tobacco in a manner that creates a risk of fire, or any other circumstances that the administration deems should warrant additional discipline.

B. Use of Tobacco Products by Students Involved in Extra-curricular and Co-curricular Activities

Students Involved in extra-curricular (athletics) and co-curricular activities (all school-sponsored clubs, teams, or organizations) represent the Messalonskee School District in their respective sport or school-sponsored activity. This privilege carries with it the responsibility of not using tobacco products on and off of school grounds.

This section of the policy deals with the use and/or possession of tobacco products while affected students are in school or under school supervision, and use of tobacco products while students are out of school not under school supervision. Students involved in athletics or co-curricular activities, upon verification of an incident, shall be subject to:

1. All items outlined in Section II-A-1 of this policy, except that Item 3 (school suspension) does not apply to offenses occurring out of school when the student is not under school supervision.
2. Notification of the building principal and athletic director.
3. Suspension of student from all extracurricular and co-curricular activities for nine weeks unless the student participates in a program approved by the drug/alcohol guidance counselor in which case the student will be suspended from activities for four weeks.
4. During suspension the student cannot participate in any awards ceremony; receive a certificate of participation, "letter", or any other extra-curricular/co-curricular awards; continue to hold any leadership role and/or elected office.
5. Any subsequent violation of this policy and the student will be removed from the extra-curricular and/or co-curricular activity for one calendar year from the date of the incident.

C. 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/

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designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

D. 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

At the beginning of each school year, students and staff will be informed of the policy via the school handbook. Signage will be displayed prominently at entryways, playgrounds and athletic fields so that visitors will know the campus is a tobacco-free school zone. The first community newsletter in the fall will remind parents and community members of the no-smoking policy.

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 References: ADC, Tobacco Use and Possession
 GBEC, Drug Free Workplace
 GBED, Smoking on School Unit Premises
 JFC, Standards for Responsible and Ethical Student Behavior
 JICA, Student Dress
 JICH, Student Substance Abuse Discipline
 JKD, Student Detention/Suspension
 JKE, Expulsion of Students

Adopted: August 5, 2009