

ISLESBORO CENTRAL SCHOOL

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.

Rationale

Tobacco use and smoking poses a significant health risk to the smokers and there is evidence that non-smokers exposed to second hand smoke are also at risk. Lifetime smoking habits are often formed during the school years; therefore, the Board has a responsibility to discourage tobacco use and encourage non-smoking among students by prohibiting use, by example, and through tobacco prevention education.

Prohibited Conduct

A. Students

The use, possession, sale, dispensing or distribution of tobacco and tobacco products, including smokeless tobacco and all e-cigarettes and nicotine-based 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.

B. Employees and All Other Persons

The use of tobacco and tobacco products, including smokeless tobacco and all e-cigarettes and nicotine-based 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.

Instruction

Tobacco prevention education will be incorporated into the District's K-12 comprehensive health curriculum, as part of the Maine Learning Results, so that all students will be aware of the consequences of the use of tobacco products.

Communication procedures

Students, parents and guardians shall be notified of this tobacco policy in the student/parent handbook, which is distributed at the beginning of each school year and is posted online. This tobacco-free policy will be posted in appropriate employee work areas. Signs will be posted throughout the District on buildings and athletic fields.

Enforcement

In order to enforce the tobacco policy products policy, the following guidelines shall be utilized by the Principal.

The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

a. 1st Violation

- i. 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.
- ii. Up to three days of detention. The student will read or view a video about tobacco products and complete an accompanying question/answer page in a satisfactory manner.
- iii. The student will be referred to the guidance counselor (or school nurse) for resources and information about quitting tobacco.
- iv. The student will not be allowed to participate in an extracurricular activity during the period of detention. When applicable, the student may attend practices but cannot participate in any events during the suspension/detention period.

b. 2nd Violation

- i. 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. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.
- ii. Up to five days of in-school suspension.
- iii. The student will not be allowed to participate in an extracurricular activity during the suspension. When applicable, the student may attend practices but cannot participate in any events during the suspension.

c. 3rd Violation

- i. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by parent/guardian and returned to the school. A parent/guardian shall also be required to meet with the Principal within five days of the violation.
- ii. Minimum of five days of in-school suspension.
- iii. The student will not be allowed to participate in an extracurricular activity during the suspension. When applicable, the student may attend practices but cannot participate in any events during the suspension.

B. Student Referral to Law Enforcement: The Superintendent of 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 Violations:** All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease any conduct prohibited by this policy. In addition, all persons 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. Any staff member who violates this policy will also be referred to a tobacco intervention program.

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 Section 6081 (Pro-Children Act of 1994-Goals 2000)
22 MRSA Section 1578-B
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)

Adopted: January 14, 1999
Revised: February 12, 2002