

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Tobacco-Free School Regulations and Procedures

Elementary School (Grades PK-6) Disciplinary Procedures:

First Incident:

- A. Confiscate material.
- B. Have administrator conference with student and parent/legal guardian. At this conference, parent/legal guardian will sign a written notice regarding the tobacco violation.
- C. Refer the student for assessment by the school counselor or health nurse.

Second Incident:

- A. Confiscate material.
- B. Have administrator conference with student and parent/legal guardian. At this conference, parent/legal guardian will sign a written notice regarding the tobacco violation.
- C. Refer the student for assessment by the school counselor or health nurse.
- D. Refer to police with material confiscated, if necessary.
- E. Detention (grades 3-6) to include tobacco prevention education component.
- F. Offer student resources for available cessation programs.

Third and Subsequent Incidents:

- A. Confiscate material.
- B. Have administrator conference with student and parent/legal guardian. At this conference, parent/legal guardian will sign a written notice regarding the tobacco violation.
- C. Refer the student for assessment by the school counselor or health nurse.
- D. Refer to police with material confiscated, if necessary.

- E. Possible in-school suspension (grades 3-6) to include a tobacco prevention education component, at the principal's discretion.
- F. Offer student resources for available cessation programs.

Middle/High School (Grades 7-12) Disciplinary Procedures:

First Incident:

- A. Confiscate material.
- B. Refer to police, if necessary.
- C. Have administrator conference with student and parent/legal guardian. At this conference, parent/legal guardian will sign a written notice regarding the tobacco violation.
- D. Refer the student for assessment by the school counselor or school nurse. Offer a cessation program.
- E. Saturday detention which will include a tobacco prevention education component.

Second Incident:

- A. Confiscate material.
- B. Refer to police, if necessary.
- C. Have administrator conference with student and parent/legal guardian. At this conference, parent/legal guardian will sign a written notice regarding the tobacco violation.
- D. Refer the student for assessment by the school counselor or school nurse. Offer a cessation program.
- E. In-school suspension which will include a tobacco prevention education component.

Third and Subsequent Incidents:

- A. Confiscate material.
- B. Refer to police, if necessary.

- C. Have administrator conference with student and parent/legal guardian. At this conference, parent/legal guardian will sign a written notice regarding the tobacco violation.
- D. Refer the student for assessment by the school counselor or school nurse. Offer a cessation program.
- E. In-school suspension which will include a tobacco prevention education component for students in grades 7 and 8. Students in grades 9-12 may suffer an out-of-school suspension, at the principal's discretion.

Faculty/Staff Disciplinary Procedures:

Faculty and staff include administrators, teachers, custodians, bus drivers, educational technicians, secretaries, food service personnel, etc. These individuals may not use tobacco products at any time on school grounds or at school-sponsored events. Staff members violating this policy will be subject to the following procedures:

First Incident:

A written warning by the appropriate administrator and referral to a cessation program.

Second Incident:

A formal reprimand by the appropriate administrator, a letter of same to be placed in personnel file, and referral to a cessation program.

Third and Subsequent Incidents:

Meeting with the Superintendent and discipline up to and including possible leave without pay and/or dismissal and referral to a cessation program.

Visitors, Contracted Personnel, and Others Disciplinary Procedures:

Persons found using tobacco products will be asked by the appropriate school official to refrain from use while on school property and at all out-of-school sponsored events. They will be informed of the school's tobacco-free policy. Persons who do not comply will be asked to leave the property and/or the out-of-school sponsored event. If they refuse to leave, the police may be called and they may be charged with trespassing.

Legal Reference: 22 MRSA § 1542, 1578-b

Cross Reference: Student Suspension

History: Adopted Meeting #783 June 12, 2003 (as policy GBK & JFCG)
 Revised Meeting #809 May 9, 2005 (as policy GBK & JFCG)
 Revised Meeting #903 July 11, 2011