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 Board’s “Tobacco Use and Possession” policy.

It applies equally to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping,” or used to simulate smoking.

I. Prohibited Conduct

A. Students

Student use, possession, sale, dispensing or distribution of tobacco products and “vaping” devices is prohibited in school buildings and school facilities, on school buses, and on school grounds during school-sponsored activities and at all other times.

B. Employees and All Other Persons

Employees and all other persons are prohibited from using tobacco products and “vaping” devices in school buildings and other school facilities, on school buses, during school-sponsored events and at all other times on school grounds, and from selling, distributing of dispensing tobacco products to students.

II. Enforcement

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 Superintendent has determined that age-appropriate disciplinary guidelines for students violating this policy/administrative procedure take place at the building level. Building administrators will determine the appropriate consequence and/or response to a violation.

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 or vaping devices/products.

C. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be 
immediately directed to cease the behavior. In addition, all persons suspected of 
selling, distributing or in any way dispensing tobacco products or vaping 
devices/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 Board’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 Board’s policy and administrative procedures. 
Handbook signature forms shall be signed by parents/legal guardians and returned to the 
school where they shall be kept on file by the school unit.

Legal References:
20 USC § 6081-6084 (Pro-Children Act of 1994)
22 MRSA §§ 1542, 1578(B), 1580(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

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