

## RSU #63

- a. **NEPN/NSBA Code:** ADC-R
- b. **Title:** RSU #63 Policy Addressing Tobacco Use And Exposure-Administrative Procedure Administrative Team
- c. **Author:** Administrative Team
- d. **Replaces Policy:**
- e. **Date Approved:** 02/24/2020 RSU #63
- f. **Previously Approved:** 01/22/2018
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Administrative Team
- i. **Date Reviewed:** 02/05/2020 Administrative Team  
02/04/2020 Policy Committee
- j. **References** 22 MRSA §§ 1578 (B); Me. PL 470;  
20 USC 6081-6084  
ADC - RSU #63 Policy Addressing Tobacco Use and Exposure  
EEAEC - Student and Rider Conduct on School Vehicles
- k. **Narrative:**

Everyone is required to comply with RSU #63's (the District) tobacco-free policy. Enforcement of this policy will follow these standard procedures.

### I. PROHIBITED CONDUCT

#### A. Students

The use, possession, sale, dispensing, and/or distribution of tobacco products, including electronic smoking devices by all students is prohibited in school buildings and facilities, during field trips or school-sponsored events, on school grounds, in district vehicles, and on buses at all times.

#### B. Employees

All staff (including administrators, teachers, custodians, maintenance workers, aides, substitutes, contracted personnel, secretaries, educational technicians, food service personnel, etc.), are prohibited from possessing and/or using tobacco products during work hours, at any time on school grounds, in District vehicles, or at school-sponsored events. Any employee violating the policy will be subject to appropriate disciplinary measures determined by the Superintendent or designee. These may include progressive discipline actions, written warnings, formal reprimand, and referral to tobacco treatment.

#### C. Other Adult/Visitors

All visitors, including parents and guardians, must comply with regulations set forth by the District and may not possess and/or use tobacco products on school grounds or at school-sponsored events. Persons found to be possessing and/or using tobacco products will be asked by the appropriate school official to remove the product from school property. They will be informed of the school's tobacco-free policy. Persons who do not comply will be asked to leave the property. If they refuse to leave, the police may be called, and they may be charged with trespassing.

## II. ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines will be utilized by the Principal or designee. The Principal will report any violations of this policy, as promptly as practicable, to the Superintendent.

### A. Student Violations

#### 1<sup>st</sup> Violation

1. The student will receive one to three days' in-school suspension and be provided with information about tobacco products.
2. The student will not be allowed to participate in any extracurricular activity while on suspension.
3. Parent(s)/legal guardian(s) will be sent written notice regarding the tobacco violation, which will be signed by the parent/legal guardian and returned to the school

#### 2<sup>nd</sup> Violation

1. The student will receive one to five days' out-of-school suspension.
2. The student will not be allowed to participate in any extracurricular activity during the suspension period.
3. The student will be referred to assistance such as cessation class or substance abuse counseling.
4. Parent(s)/legal guardian(s) will be sent written notice regarding the tobacco violation which will be signed by parent/legal guardian and returned to the school. A parent/legal guardian will also be required to meet with Principal within five days of the violation.

#### 3<sup>rd</sup> Violation

1. The student will receive no less than a five-day out-of-school suspension.
2. The student will be referred to assistance such as cessation class, or substance abuse counseling.
3. The student will not be allowed to participate in any extracurricular activity during the **remainder of the school year**.
4. Parent(s)/legal guardian(s) will be sent written notice regarding the tobacco violation which will be signed by parent/legal guardian and returned to school. A parent/legal guardian will also be required to meet with the Superintendent within five days of the 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. The Superintendent/designee will 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), will be immediately directed to cease the violating behavior. In addition, all persons suspected of selling, distributing, or in any way dispensing tobacco products to students will be referred to a law enforcement agency.

Any employee violating this policy will be subject to disciplinary measures.

### **III. Notices**

This policy will be communicated through a variety of efforts to educate students, school staff, parents, and visitors. Tobacco-free signs will be posted in highly visible areas including athletic facilities. This policy will be on the District website and included in handbooks.

### **IV. Tobacco Education**

As capacity allows, students and appropriate student groups, will be supported participating in the tobacco-free school initiative, including but not limited to, increasing policy awareness, implementing policy compliance strategies and educating students on the dangers of tobacco use and secondhand smoke exposure.

Age-appropriate tobacco prevention, use, and exposure education will be incorporated into the comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the tobacco-free policy.

### **V. Tobacco Treatment Support**

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco HelpLine (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Students who repeatedly violate the tobacco-free policy will be referred to an alternative to suspension program.