

TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates required by the various federal and state laws in addition to the Board Policy ADC Tobacco Use and Possession.

The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vaporizers, vape products, and other electronic nicotine delivery systems.

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 and possessing 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 or 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 shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure.

B. Student Referral to Law Enforcement Agency

The Superintendent or their designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as they may deem necessary. However, the Superintendent/designee may 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. Notices 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)

Previous Revision: January 28, 2020

Revised: **January 6, 2026**