

## **Tobacco-Free School Regulation**

### **Enforcement of Youth Compliance**

**Students** – Mt Blue Regional School District in accordance with Maine State Law will establish the following policy for the use and/or possession of tobacco in buildings or on school property. This policy is designed to deal with use and possession within the normal school environment. Students are prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

### **Smoking Regulations for Elementary Schools (Grades K–5)**

#### **Disciplinary Procedures**

##### **1. First Incident**

- A. Confiscate material.
- B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
- C. Hold conference with the school administrator.
- D. Refer the student for assessment by the school counselor or health nurse.
- E. Students will be encouraged to make an appointment with their primary care

provider.

##### **2. Second Incident**

- A. Confiscate material.
- B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
- C. Hold conference with the school administrator.
- D. Refer the student for assessment by the school counselor or health nurse.
- E. Refer to police with material confiscated.
- F. Detention which may include a tobacco prevention education component.
- G. Offer student resources for available cessation programs.
- H. Students will be encouraged to make an appointment with their primary care

provider.

##### **3. Third and Subsequent Incidents**

- A. Confiscate material.
- B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
- C. Hold conference with the school administrator.
- D. Refer the student for assessment by the school counselor, health nurse or a person trained in tobacco prevention education.
- E. Refer to police with material confiscated.
- F. Possible suspension and/or community service.
- G. Offer student resources for available cessation programs.
- H. Students will be encouraged to make an appointment with their primary care

provider.

### **Smoking Regulations for Middle and High School Students (Grades 6–12)**

## Disciplinary Procedures

### 1. First Incident

- A. Confiscate material.
- B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
- C. Hold conference with school administrator.
- D. Refer student for assessment by the counselor, health nurse or person trained in tobacco prevention education.
- E. In/Out of school suspension at the discretion of the Administration, which includes a tobacco prevention component.
- E. Students will be encouraged to make an appointment with their primary care provider.

### 2. Second Incident

- A. Confiscate material.
- B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
- C. Hold conference with school administrator.
- D. Refer to police with confiscated material.
- E. Refer the student for assessment by the counselor, health nurse or a person trained in tobacco prevention.
- F. Offer student resources for available cessation programs.
- G. In/Out of school suspension which includes a tobacco prevention education component. Note: Administration will determine home or in-school suspension.
- H. Students will be encouraged to make an appointment with their primary care provider.

### 3. Third and Subsequent Incidents

- A. Confiscate material.
- B. Parent/legal guardian shall be sent written notice regarding the tobacco violation that shall be signed by the parent/legal guardian and returned to school.
- C. Hold conference with school administrator.
- D. Refer to police with confiscated material.
- E. Refer student for assessment by the counselor, health nurse or person trained in tobacco prevention education.
- F. Offer student resources for available cessation programs.
- G. In/Out of school suspension which includes a tobacco prevention component or a cessation program if the student expresses a desire to quit. Note: Administration will determine home or in-school suspension.
- H. Students will be encouraged to make an appointment with their primary care provider.

## Enforcement of Staff Compliance

### Faculty/Staff

Faculty and staff include administrators, teachers, custodians, maintenance workers, aides, secretaries, teacher assistants, food service personnel, etc. These individuals may not use tobacco products during working hours or at any time on school grounds or at a school-sponsored event or in school owned vehicles. Employees are strictly prohibited from selling,

- ▮ distributing or in any way dispensing tobacco products to students. Employees will be provided with information on available smoking cessation programs and options annually. Staff will also be notified of programs that are covered as part of district medical insurance plan. Staff members will be subject to the following procedures:

**First offense:** A written warning by the appropriate administrator. Refer to cessation program.

**Second offense:** A formal reprimand by the appropriate administrator and a letter of same to be placed in personnel file. A cessation program (with documentation) is required.

**Third offense:** Meeting with the school board and possible leave without pay or dismissal. Refer to cessation program.

## **Enforcement of Visitor Compliance**

Visitors to the school facilities must comply with regulations set forth by the Mt Blue Regional School District. The use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school. This also includes other organizations using school property. Persons found using tobacco products will be asked by the appropriate school official to refrain from use while on 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 asked to intercede.

Adopted: September 23, 1997

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Replaces: JICG, GBED, GBED-R, ADC