

Tobacco Use Policy For Employees and Visitors

The use, sale, dispensing or distribution of tobacco products by employees and visitors is prohibited. This policy applies to anyone who is on school property, who is in attendance at school or at any school-sponsored activity or who is on school busses.

Tobacco products include cigarettes, cigars, any other form of tobacco, and any device used in smoking, or any form of tobacco consumption including, but not limited to cigarette papers, and pipes, or their facsimiles.

A. Employee Use, Sale, Dispensing, or Distribution of Tobacco Products

1. First Infraction

- a. A written warning by the appropriate Administrator.
- b. Notify the Westbrook Police Department if the infraction involves selling, dispensing or distributing to minors.
- c. Optional referral to the Employee Assistance Program for Substance Counseling.

2. Second Infraction

- a. A formal reprimand by the appropriate Administrator and a letter of the same to be placed in the personnel file.
- b. Notify the Westbrook Police Department if the infraction involves selling, dispensing or distributing to minors.
- c. Administrative referral to the Employee Assistance Program for Substance Counseling.

3. Third Infraction

- a. Meeting with the Superintendent to discuss appropriate disciplinary action.
- b. Notify the Westbrook Police Department if the infraction involves selling, dispensing or distributing to minors.
- c. Administrative referral to the Employee Assistance Program for Substance Counseling

B. Visitor Use, Sale, Dispensing, or Distributing of Tobacco Products

1. Visitors to the Westbrook School District facilities must comply with protocols set forth by the Westbrook School Committee
 - a. Smoking or the use of tobacco products by visitors is prohibited.
 - b. This includes non-school hours and all functions of the school.
 - c. This includes all organizations using school property.
2. Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from use while on school property.
3. If the visitor does not comply, they will be asked to leave school property.

4. If the visitor refuses to leave, the police will be called.

Legal References: 20 USC § 6081 (Pro-Children Act of 1994 - Goals 2000)
22 MRSA § 1578-B
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

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Reviewed by the Policy Committee: January 15, 2008