

**SMOKING AND POSSESSION OF TOBACCO PRODUCTS/ELECTRONIC SMOKING DEVICES - ADMINISTRATIVE PROCEDURE**

Maine law prohibits smoking and possession of tobacco products/electronic smoking devices in elementary and secondary school buildings and on school grounds, on school buses or at any school-sponsored event, by any person, at any time.

**Regulations Pertaining to Students**

Any use or possession of tobacco products by any student enrolled in Fiddlehead School, on school property, in any school vehicle, or at any school-sponsored activity, is prohibited. Tobacco products include cigarettes, cigars, any other form of tobacco, and any device used in smoking or any other form of tobacco consumption, including but not limited to cigarette papers, pipes, and other devices designed to deliver nicotine through inhalation or vaping, or used to simulate smoking.

Any student who is determined to be in violation of policy ADC (Smoking and Possession of Tobacco Products/Electronic Smoking Devices) of Fiddlehead School shall be subject to appropriate administrative response. Every offense will result in the confiscation of the tobacco product, parent/guardian notification. In accordance with Maine law, violation of this policy may be reported to the local police authorities.

Administrative responses may include education, intervention, support, community service, and/or discipline. Subsequent violations will result in more serious administrative responses.

**Regulations Pertaining to Faculty and Staff**

Smoking or the use of tobacco products by school personnel at any time in any school location is prohibited. School personnel includes administrators, faculty, staff, and all others employed by FSAS. Tobacco products include cigarettes, cigars, and other forms of tobacco and any device used in smoking, or any other form of tobacco consumption including but not limited to cigarette papers, pipes, and other devices designed to deliver nicotine through inhalation or vaping, or used to simulate smoking.

Any person employed by FSAS who is determined to be in violation of policy ADC (Smoking and Possession of Tobacco Products/Electronic Smoking Devices) will be subject to procedures outlined in the employee handbook.

**Regulations Pertaining to Visitors**

A visitor to Fiddlehead School facilities, event, or property who is determined to be in violation of policy ADC (Smoking and Possession of Tobacco Products/Electronic Smoking Devices) will be asked to extinguish and discard the tobacco product which is being used. If the visitor refuses to comply with the request, they will be asked to leave the facility, event or property.

**Approved: October 17, 2020**

