

## Sample Comprehensive Tobacco-Free School Policy

### Purpose

The [DISTRICT NAME] Board of Education recognizes that the use of tobacco products, including electronic cigarettes, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors.

### Policy

It shall be a violation of this policy for any student of [DISTRICT NAME] to possess, consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for any staff, administrator, or visitor of [DISTRICT NAME] to consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.

### Definitions

The term “any time” means during normal school and non-school hours.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking, including, e-cigarettes, e-cigars, e-pipes, e-hookahs, vaping devices or devices under any other product name or descriptor.

The term “school property” means all property under control of the school district, whether owned, rented, or leased including but not limited to all vehicles.

The term “tobacco product” means any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Including but not limited to, cigarettes, cigars, little cigars, dry snuff, moist snuff/chewing tobacco, and snus.

The term “tobacco-related devices” means ashtrays, cigarette papers or pipes for smoking or any components, parts, or accessories of electronic cigarettes, including cartridges.

### Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. All individuals on school premises including students, staff, administrators, and visitors share in the responsibility for adhering to and enforcing this policy.

### Students

First violation shall result in any or all of the following: confiscation of tobacco products, electronic cigarettes and/or tobacco related devices, notification of parents, citation, and/or fine.

Second violation shall result in any or all of the following: confiscation of tobacco products, electronic cigarettes and/or tobacco related devices, notification of parents, citation, and/or fine plus 1 day out-of-school suspension and offer students information about cessation services available.

Third violation shall result in any or all of the following: confiscation of tobacco products, electronic cigarettes and/or tobacco related devices, notification of parents, citation, and/or fine plus 1-2 day out-of-school suspension and offer student information about cessation services available.

\*Any offense will also carry a recommendation to participate in an assessment program.

### Staff/Administrators

First violation shall result in a verbal warning to the staff member, and an offer of a referral to cessation services.

Second violation shall result in a written warning to the staff member with a copy placed in his or her district personal file, and an offer of referral to cessation services.

Third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or termination of staff.

### Visitors

Visitors who are observed violating this policy shall be asked to comply with [DISTRICT NAME] tobacco- and nicotine-free policy. If the visitor fails to comply with the request, his or her violation of the policy may be referred to the building principal or other school district supervisory personnel available. The supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violation may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, the police may be called.

### Optional policy provisions:

It shall be a violation of this policy for [DISTRICT NAME] to solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco products shop.

FDA approved tobacco cessation products or tobacco dependence products are exempt from this policy. (This would allow faculty and staff to use cessation products on school property or at school sponsored events.)