

# Tobacco-Free School: Best Level Policy

The template policy provided below contains the required elements to meet the Maine Tobacco-Free School Best Level Policy Criteria. School Districts format their policies and write their procedures in a variety of ways, this is one example of how to incorporate all of the needed ADC and ADC-R elements from the policy criteria checklist.

## [School] Policy Addressing Tobacco Use and Exposure

### Tobacco-Free Policy Rationale:

[School] is dedicated to providing its students, staff, and visitors with a safe and healthy environment to learn, work and play. Tobacco use continues to be the leading cause of preventable disease and death in Maine and the United States and research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. [School] has adopted a tobacco-free campus policy that prohibits the use of all tobacco products in school buildings, facilities, on school buses and at school sponsored events. This policy reflects and emphasizes the hazards of tobacco use, will assure compliance with laws, protect school community members from secondhand smoke, and role model tobacco-free lifestyles.

### Policy Statement:

To support and model healthy, tobacco-free lifestyles and to create an environment free of tobacco smoke, [School] has adopted the following tobacco-free policy, effective [date].

All school buildings and property shall be tobacco-free at all times (24 hours per day, 365 days a year). This also includes all days when school is not in session and all functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, the school. The policy applies to everyone on school grounds, including students, school staff, parents and visitors. The policy extends to school buses and in all [School]-owned or leased vehicles.

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.

Possession of any tobacco products is prohibited by students and others age under the age of 18 on district property, in school vehicles and at school-sponsored functions. Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

The sale, distribution, dispensing or promotion of tobacco products and paraphernalia is prohibited on school property and at all school functions. Advertising of tobacco products is prohibited in school buildings, on school property and in all school publications. Tobacco industry and tobacco retailer sponsorship of school activities or functions is prohibited.

### Policy Communication:

This policy will be communicated through a variety of efforts to educate students, school staff, parents and visitors. Tobacco-free signs will be posted in highly visible areas at facility entrances and throughout the school property, including athletic facilities.

The policy will be listed on the school website and printed in employee, student and adult education booklets on an annual basis. Each year, all school staff, parents and guardians will receive information in writing about the policy to support policy compliance.

The tobacco-free policy is publicly announced at school functions, such as sporting events, orientations, concerts and plays as a reminder to attendees. Written procedures exist as to when the announcement will be communicated and what should be stated.



**Schools are role models for student well-being in the community**

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## **Policy Enforcement:**

Everyone is required to comply with [School] tobacco-free policy. Enforcement of this policy will follow the standard procedures of the school for each audience as laid out below. All school staff are expected to enforce the policy under the direction of the Principal. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

## **Student Violations:**

The Superintendent or designee shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.

Strategies may include confiscating tobacco materials and paraphernalia, notifying parent/guardian, providing tobacco education and referral to tobacco treatment.

## **Staff Violations:**

Staff including administrators, teachers, custodians, maintenance workers, aides, secretaries, teacher assistants, food service personal, etc, may not use tobacco products during work hours or at any time on school grounds or at school-sponsored events. Any employee violating the policy will be subject to appropriate disciplinary measures determined by the Superintendent or designee.

Strategies may include progressive discipline, written warnings, formal reprimand, and referral to tobacco treatment.

## **Other Adult/Visitor Violations:**

Visitors, including parents and guardians, to the school facilities must comply with regulations set forth by [School]. Persons found to be 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 called, and they may be charged with trespassing.

## **Tobacco Education:**

As capacity allows, students and appropriate student groups, will be supported participate in the tobacco-free school initiative, including but not limited to, increasing policy awareness, implementing policy compliance strategies and educating students on the dangers of tobacco use and secondhand smoke exposure.

Age-appropriate tobacco prevention, use and exposure education will be incorporated into the comprehensive health education curriculum in alignment with the Maine Learning Results' Health Education Standards and will include awareness of the tobacco-free policy.

**Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco HelpLine (1-800-207-1230) will be made available for tobacco users who are interested in quitting.**

Students who repeatedly violate the tobacco-free policy will be referred to an alternative to suspension program.



Maine Center for Disease Control & Prevention  
Department of Health and Human Services