

Tobacco-Free School: Best Level Policy

The template policy provided below has been updated (in 2019) to comply with all Maine laws. It contains the required elements to meet the Maine Tobacco-Free School Good 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. 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 and possession of all tobacco products in school buildings, facilities, on school buses, and at school sponsored events by all individuals (including staff, students, and visitors of all ages). 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 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 anyone (adult or minor) on district property, in school vehicles, and at school-sponsored functions at any time. 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 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 written information regarding the policy in either hard copy or electronic formats.

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

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/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 or possess 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 or possessing any form of tobacco 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 to 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.

Tobacco Treatment Support

Tobacco treatment information and/or a referral is available for those interested in quitting, including about the Maine QuitLink (1-800-QUIT-NOW or MaineQuitLink.com). The Maine QuitLink offers a variety of phone- and web-based quit service options that are free, friendly, and confidential.

Students who repeatedly violate the tobacco-free policy will be referred to a program that will incorporate positive and restorative practices to promote behavior change, and support tobacco/nicotine use education without further isolating the student.

BREATHE EASY

REDUCING SMOKE EXPOSURE IN MAINE

BreatheEasyMaine.org/School-Policy-Toolkit



**MAINE
PREVENTION
SERVICES**

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