

# Adopting a Comprehensive Tobacco-Free School Policy

The following is a seven step roadmap for policy change adapted from the North Carolina Health and Wellness Trust Fund, 100% Tobacco-Free School Project.

## 1. Assess your school district's current policy:

State law prohibits smoking inside any school building and prohibits students from using or possessing tobacco products on school grounds and at school activities. At a minimum, your school district's existing policy about tobacco must reflect state law. However, school districts also have the ability to create and implement more comprehensive tobacco policies. You should begin your 100 % tobacco-free school efforts by carefully reviewing your current policy and determining where the policy is lacking.

The Ohio Department of Health Tobacco Program developed an assessment tool, adapted from the Center for Tobacco Policy Research, to measure school district tobacco policies. This is a 23 point rubric with key criteria for a 100% Comprehensive Tobacco-Free School Policy. Use the chart below to assess your current district policies. You can also compare your assessment to the Tobacco Program's rating of policies referenced in the resource section of this toolkit. This assessment will provide you the outline of your roadmap for making policy changes. See Appendix A for expanded rubric definitions.

RUBRIC SCORING CRITERIA:	STUDENT	STAFF	VISITOR	GENERAL
Policy prohibits use of all forms of tobacco, not just cigarettes/smoking .				
Policy specifies prohibition within all school facilities or buildings.				
Policy specifies prohibition on school grounds, athletic grounds or parking lots.				
Policy specifies prohibition at school-sponsored events off-campus.				
Enforcement is discussed, can reference who is responsible, by what means or consequences of violation.				
Policy specifies prohibition is in effect "at all times", "24 hours a day", "365 days a year".				
Policy specifies that students are not permitted to possess tobacco.				
Policy provides a rationale or reasoning behind establishing a policy.				
Prohibition includes all vehicles owned, rented, or leased by school district.				
Policy discusses educational component to supplement policy, can include references to tobacco prevention programming for students.				
Policy mentions how policy will be conveyed: posting of signs, placement in student and employee handbooks, etc.				

**MODEL POLICY FOR 100% TOBACCO-FREE SCHOOLS**

**RATIONALE**

The Board of Education has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products; both to the users and non-users, and that most tobacco use begins by the age of eighteen. The Board recognizes that district personnel and school visitors serve as role models to students and, therefore, adopts this 100% Comprehensive Tobacco-Free School Policy to endorse a healthy lifestyle and prevent tobacco use.

**DEFINITION**

For the purpose of this policy, "tobacco product" is defined to include any product that contains tobacco, is derived from tobacco or contains nicotine [or lobelia], that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.

**TOBACCO USE PROHIBITED**

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on \_\_\_\_\_ School District property, including;

- In any building, facility, or vehicle owned, leased, rented, or chartered by the school district; and
- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

**TOBACCO POSSESSION PROHIBITED**

Students are not permitted to possess any tobacco products, papers used to roll cigarettes, or lighters on any school property at any time.

**TOBACCO PROMOTION PROHIBITED**

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events. The school district will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the school district or located on school district grounds.

**NOTICE**

Appropriate signs indicating that tobacco use is not permitted will be posted throughout the district at entrances and other appropriate locations on all academic buildings, administrative spaces, parking lots and athletic fields. Students will be provided notice of this policy through student handbooks and district personnel will be provided notice of this policy through personnel handbooks. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the tobacco free policy. The tobacco free policy will be provided to the parents and guardians of all students at the beginning of each academic year.

**EDUCATIONAL REINFORCEMENT**

Tobacco-use prevention education shall be closely coordinated with other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

**OPPORTUNITIES FOR CESSATION**

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

**ENFORCEMENT**

Disciplinary measures taken against students and staff for violations of this policy need to comply with requirements of Ohio law, related district policies, and labor contractual agreements.

Disciplinary actions may be taken against school visitors found in violation of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off-campus for all subsequent offenses.

**EXEMPTION**

Possession of tobacco products is allowed solely for educational programs aimed at reducing the use of tobacco products. Such possession requires advance approval from the school principal or other designated school administrator.

**LEGAL REFERECES**

Pro-Child Act of 1994, 20 U.S.C. § 6081 Et seq. (1994)

Ohio REV. CODE ANN. §§ 3313.20, 3313.447, 3313.751, 3791.031, 3794.01

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