



# **Policy Development Guide: Tailoring the Sample 24/7 Tobacco-Free Campus Policy**

This Policy Development Guide offers an editable version of the Sample 24/7 Tobacco-free Campus Policy. The Center for Advancement of Wellness can use this Guide to tailor the policy to meet the school's needs and goals.

## HOW TO CUSTOMIZE THE POLICY

In this Guide, language written in *italics* and in *[brackets]* explains the type of information that needs to be inserted in a blank space. Schools will need to fill in the blanks with their own information.

For example, where the text says “[*Insert School District Name here*],” individual schools should write or type their own name in place of the words “*Insert School District Name here*” and then delete the brackets.

Once the school has customized the policy, the appropriate person should sign and date the policy at the bottom of the page.

## SAMPLE 24/7 TOBACCO-FREE CAMPUS POLICY

### Introduction

- [Insert School District Name] understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and secondhand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students.
- This policy is intended to improve the health and safety of all individuals using the schools.

### Definitions

For the purposes of this policy, the following definitions apply:

**School Property** is defined as any property that is owned, leased, managed, or otherwise controlled by the school district, including vehicles and any outdoor property, such as sporting facilities and parking lots.

**Tobacco Product** is defined as a product that contains or is derived from tobacco and is intended for human consumption, excluding drugs or devices approved for cessation by the United States Food and Drug Administration. This includes e-cigarettes and vapor products with or without nicotine.

**24/7 Tobacco-free Campus** is defined as a campus where tobacco use is prohibited anywhere, at any time, and by any person. This extends to school vehicles and school-sponsored or school-sanctioned events, including those held off-campus.

### Prohibitions

- Tobacco Product use is prohibited anywhere on School Property, 24 hours a day, seven days a week, by any person. This policy extends to personal vehicles while such vehicles are on School Property, school vehicles, and school-sponsored or school-sanctioned events, including those held off-campus.
- This policy applies to employees of the school district, students, visitors, and any other person present on School Property. This policy also applies to all public school functions (sporting events, concerts, etc.) and any outside agency using the district's facilities, including stadiums. This policy is in effect 24 hours per day, seven days per week.
- The District will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services, events, or programs that are funded by the tobacco industry.
- Students are prohibited from possessing Tobacco Products on School Property and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events.
- Ash receptacles, such as ash trays or ash cans, are not permitted on School Property.

## Tobacco Cessation Support

- The District will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other cessation resources, if available.
- The District will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or [OKHelpline.com](http://OKHelpline.com)) to ensure awareness of the statewide services that are available.
- The District will provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:
  - Group, individual, and phone counseling
    - A minimum of four counseling sessions of at least 10 minutes each per attempt
    - Two quit attempts per year
    - Free cessation counseling is also offered by the [Oklahoma Tobacco Helpline](http://Oklahoma Tobacco Helpline) (1-800-QUIT-NOW)
  - All seven Food and Drug Administration (FDA) approved cessation aids
- The District will communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

## Implementation and Enforcement

- Signs should be posted to inform employees, students, visitors, and any other person present of the tobacco-free facility at entrances on School Property.
- The success of this regulation will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and nonusers. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.
- Students found in violation of the policy will have their parents contacted for a first violation. Second offense could include disciplinary action. The school administrator will confiscate the prohibited Tobacco Product. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.
- Employees who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements and/or the districts' faculty handbook. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.
- Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities.

## Effective Date

This 24/7 Tobacco-free Campus Policy is effective as of *[Insert Effective Date Here]*.

Approved by School District:

**Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Comment on Traditional Tobacco Use**

This document acknowledges the traditional and sacred use of tobacco among American Indian people living in Oklahoma. Whenever the word tobacco is referenced in these materials it refers to the use of commercial tobacco.