



Subject: Tobacco-Free Policy

Date: September 15, 2011

### **Tobacco-Free School Policy**

The *Board of Directors of The Passport School, Inc.* recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

#### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the *The Passport School, Inc.*
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by *The Passport School, Inc.* or
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school employees, school volunteers, contractors or other persons performing services on behalf of the school also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

#### **Definition of Tobacco Products and Tobacco Use**

For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

#### **Signage**

Signs will be posted in a manner and location that adequately notify students, staff and visitors of about the 100 percent tobacco-free schools policy.

**Compliance for Students**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school’s student code of conduct. Students who violate the school’s tobacco-use policy will be referred to the Principal of designee for all offenses for health information, counseling and referral. The administration will consult with appropriate health organizations or the School District in order to provide student violators with access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. The School may also use community service as part of the consequences.

**Compliance for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

**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.

**Prevention Education**

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

**Procedures for Implementation**

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

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Officer of the Board

Date

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Member of the Board

Date