

Tobacco Free School Toolkit



Creating Tobacco Free Schools

Everywhere – By everyone – At all times

NE Department of Health and Human Services
Division of Public Health
Tobacco Free Nebraska

Toolkit Contents

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- **2 - 11" x 18" Aluminum Signs**
 - "Welcome To Our Tobacco Free School"

- **2 - 13 ½" x 5" Adhesive Decals**
 - "Welcome To Our Tobacco Free School"

- **2 - 7" x 8 ½" Adhesive Decals**
 - "Welcome To Our Tobacco Free School"



Introduction

Welcome to the Tobacco Free School Toolkit!

The NE Clean Indoor Air Act (passed by the Nebraska Legislature in 2008 -<http://smokefree.ne.gov/CIAA08.pdf>) requires that all workplaces, including schools, be 100% smoke free. However, many schools across the state are taking additional steps and designating all district property tobacco free – everywhere, by everyone, at all times.

This toolkit was developed to assist school districts in adopting comprehensive 100% tobacco free policies.

If your school district hasn't adopted a tobacco free campus policy this toolkit is designed to help you in the process.

If your school district has implemented a 100% tobacco free policy we would like to hear from you. Please send us a copy of your policy. We will add you to the growing list of Nebraska schools with 100% tobacco free campuses and property.

For more information, please contact:

Tobacco Free Nebraska
NE Department of Health and Human Services
P.O. Box 95026
301 Centennial Mall South, 3rd Floor
Lincoln, NE 68509-5026
Phone: 402-471-2101
Fax: 402-471-6446
dhhs.TFNresources@nebraska.gov

<http://www.dhhs.ne.gov/tfn>



Policy Principles

Who is included?

EVERYONE! Students, all employees of the school district (including contractors) and visitors.

What is included?

ALL tobacco products – cigarettes, cigars, pipes, spit, and spitless tobacco.

Where is it enforced?

ALL buildings and grounds owned, leased or rented by the school district.

ALL vehicles owned, leased or rented by the school district.

When is it enforced?

24 hours a day – 365 days a year.

Why have a 100% Tobacco Free School Policy in your school district?

To protect the health and property of students, employees, and visitors to the school district.



Policy Development

- **Collect and review data and information.**
- **Review existing tobacco policy.**
- **Write a draft policy.**
 - Keep it simple and specific. *See Page 6, 7 & 8 for examples.*
 - Identify where, when, and to whom the policy applies.
 - Identify how soon after passage the policy would go into effect.
- **Develop a written rationale for the policy.**
- **Identify how the policy will be enforced.**
 - Review existing behavior and discipline policies.
 - Identify the consequences of violating the new policy for students, staff, contractors, visitors, and community members.
- **Develop an implementation plan for the policy.**
 - Develop a communication checklist for students, staff, and others.
See Page 5 for examples.
- **Submit the policy, including enforcement, and the implementation policy to the Superintendent for board approval.**
- **Set an implementation date.**
- **Prepare your school community by following your communication checklist.**
- **Begin policy implementation.**



Policy Implementation

- **Develop an implementation timeline. Allow time for community/school input and board review.**
- **Inform students, staff, and community of the new policy.**
- **Develop enforcement plans for students, staff, contractors, and visitors.**
- **Identify parties responsible for enforcement.**
- **Develop communication strategies for the policy and enforcement.**
- **Enforce the policy.**

Policy Communication

- **Post signs.**
- **Include details of policy in handbooks – student, parents and staff.**
- **Send a letter to parents/guardians:**
 - Explain the policy and reasons for the change.
 - Outline enforcement.
 - Encourage support for policy enforcement.
- **Review and discuss the policy at student and staff orientations, PTA, PTO, and similar meetings.**
- **Publicize the policy.**
- **Announce the policy at school events.**
- **Involve student, parent, and community groups in communicating the policy.**
- **Include information on the policy in school and community publications.**
 - Consider placing an ad in these publications thanking the school board for making the decision to adopt a 100% tobacco free school policy.
- **Encourage and support students, staff, and the community who politely remind violators of the policy.**
- **Communicate the policy to volunteers who assist/supervise off-campus activities.**
- **Inform contractors/vendors who provide services to the district about the policy.**



Announcements

School sponsored events are an opportunity to remind students, staff, school supporters, and community members the school has a 100% tobacco free policy – one that prohibits tobacco use anywhere, at any time, by anyone. Regular announcements are a simple and effective strategy for communicating the message, especially when used in combination with signage and information in event brochures.

The following are sample announcements which can be used at school sponsored events:

- *For the safety of our students, (name of school district) is proud to have a 100% tobacco free school policy. At this time, we would like to remind our home fans and visitors that the use of any tobacco product during tonight's event is strictly prohibited. We appreciate your support and would like to thank you for keeping our school tobacco-free. Enjoy the (name of the event).*
- *Hey fans! Did you know that tobacco use is the number one cause of preventable death in Nebraska? This is one reason why (name of school district) schools are 100% tobacco free. This means no tobacco use anytime, by anyone, anywhere on campus – including (name of venue). We appreciate your support and thank you for keeping our school and (venue) tobacco free. Enjoy the (name of event).*
- *On (month/year) the (name of school) board enacted a district-wide 100% tobacco free school policy. This means no tobacco use of any kind, by anyone, at any time. The policy ensures a positive and healthy environment for students and staff. We appreciate your cooperation. Enjoy the (name of event).*
- *Welcome to (name of school/event). We would like to remind everyone that tobacco use of any kind is prohibited - at all times, by everyone, everywhere! Thank you and enjoy the (name of the event).*

Even with signs, written material, and announcements some school visitors may not realize that the school district has a 100% tobacco free school policy. This is why all school staff should be trained to communicate the policy one-on-one to the public. The following are some tips for verbally reminding people of the policy:

- ***Gentle reminders:*** *Chances are the person in violation of the policy is unaware of it. This is particularly true if the policy is newly adopted. Politely – but firmly! – inform the violator of the policy.*
- ***Reason for the policy:*** *Let the violator know the reasons for the policy. The school board enacted the policy to protect students, staff, and visitors from secondhand smoke, to ensure a safe learning and work environment and to model positive, healthy behaviors for youth.*
- ***Variety of communication modes:*** *Use a combination of strategies to communicate the policy. For example, visitors to a football game should see signs and information in the program regarding the policy as well as hear announcements at the beginning of the game and at half time that remind them of the policy.*
- ***Policy for violators:*** *Develop a strategy for addressing policy violators.*



Sample Policies

NAME OF SCHOOL DISTRICT TOBACCO FREE POLICY

Use of all tobacco products (cigarettes, cigars, pipes, spit, and spitless tobacco) is prohibited on the grounds and in the buildings and vehicles of the school district as of _____.

This policy applies to employees of the school district, students, visitors, and contractors. This policy is in effect 24 hours a day, every day.

Violators will be reminded of the tobacco free policy. If they continue to use tobacco on school property they will be asked to leave.

Adopted this _____ day of _____, 20____ by _____ School District.

Signed by: _____

This policy is in place to protect the health of all individuals associated with the school district. The new policy should be communicated to parents, students, employees, visitors, contractors, and the community.



District 148 – Malcolm Public Schools

COMMUNITY

POLICY: 1320

Smoking and All Tobacco Use Prohibited on or in District Property (Students, Staff, Patrons and Visitors)

In order to promote a healthy education environment for students, staff, patrons, and visitors there will be no smoking or tobacco use in any form on school district property or in school district vehicles. Students, Staff, Patrons and Visitors will be informed that School District 148 is a smoking and tobacco use free campus and will be asked to refrain from smoking or using tobacco in any form on district property or in district vehicles.

If patrons or visitors have been informed that School District 148 is a tobacco free campus and have personally been asked by school officials to refrain from smoking or using tobacco in any form and they continue use, they will be asked to leave district property.

LEGAL REFERENCE: 79-526; Nebraska Clean Indoor Air Act, 79-5716 to 71-5734

Policy Adopted: 5/16/2011



Hastings Public Schools

Proposed Policy 1006.02
Page 1 of 1

TOBACCO-FREE FACILITIES AND PROPERTY

It shall be the policy of the Hastings Public Schools that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited within the District's facilities and the property owned by the District.

At no time will the use of tobacco and tobacco products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, or other rooms located within the District's facilities.

It shall further be the policy of the Hastings Public Schools that the use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles owned, leased, or operated by the District.

District employees and students enrolled in the District's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the Hastings Public School District.

It is the intention of the Board of Education that this policy will become effective on August 1, 2011. It shall apply to all employees of the Hastings Public Schools, to all students enrolled in Hastings Public Schools, to all visitors, to employees of agencies who work with students and/or employees of the Hastings Public Schools, to spectators at various contests and activities, and to all other persons who are authorized to be in the District's facilities or on property owned by the District.

On or before August 1, 2011, signs will be posted throughout the District's facilities and property to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

Legal Reference: R.R.S. 71-5702 Clean Indoor Act, Purpose
 71-5704 Public Place, Define
 71-5707 Smoking, Designated Areas; Exception

Cross Reference: 1006.01 Community Use of School District
 Buildings, Sites, and Equipment

Approved 12-16-02 Reviewed _____ Revised _____

HASTINGS PUBLIC SCHOOLS



To Order Signs & Decals

- **METAL SIGNS, DECALS & STICKERS**

Contact Tobacco Free Nebraska at:
dhhs.TFNresources@nebraska.gov

**** Limit – 2 signs, 2 decals, 2 stickers per building not to exceed 8 signs, 8 decals, 8 stickers per school district****

- **ADDITIONAL METAL SIGNS, DECALS & STICKERS**

Voss Signs
www.vosssigns.com

Resources

- Tobacco Free Nebraska
<http://www.dhhs.ne.gov/tfn>
- Tobacco Free Nebraska Resource Directory
<http://dhhs.ne.gov/publichealth/Documents/TFNresdir.pdf>
- Campaign for Tobacco Free Kids
<http://www.tobaccofreekids.org/>
- Centers for Disease Control and Prevention
<http://www.cdc.gov/tobacco/>

