

CHAPTER: ADMINISTRATION
TITLE: TOBACCO CONTROL

Section 1. GENERAL

This policy sets the requirement for schools in Calhoun County to be tobacco free.

Section 2. PURPOSE:

The purpose of this policy is to prohibit the use or distribution of tobacco products. The use of tobacco products has a direct link to numerous health problems and this policy is intended to prevent students, school personnel and visitors from being exposed to secondhand smoke and prevent youth addiction to tobacco products. This policy is intended to promulgate a positive, pro-active approach to tobacco control. In addition, school personnel shall act as positive role models for students by not distributing or using tobacco products.

Section 3. APPLICATION:

3.1 This policy shall apply to any building, property or vehicle leased, owned or operated by any school or the county board of education. This policy shall apply to any private building, or other property including automobiles or other vehicles used for school activities when students or staff are present.

3.2 No person shall distribute or use any tobacco product in any area defined in Section 3.1 of this policy at any time. In addition, students under the age of 21 shall not possess any tobacco product at any time in areas or situations defined in Section 3.1.

3.3 Individuals supervising students off school grounds are prohibited from distributing or using any tobacco products while in the presence of students or any time while engaged in any activities directly involving students.

3.4 No school or board property, as defined in Section 3.1 of this policy, or school, or county publication may be used for advertising of any tobacco product.

3.5 Groups using areas described in Section 3.1 shall sign agreements with the county board of education agreeing to comply with this policy and to inform students, parents and spectators that this policy remains in force on evenings, weekends, and other times that school is not in session.

Section 4. IMPLEMENTATION:

4.1 This policy serves as school policy except where the need for school level procedures or measures is indicated. Compliance is mandatory. Schools may impose additional strategies and restrictions not outlined in county policy provided they meet the tenets and intent of the county policy.

4.1.1 Administration. Administrative procedures for dealing with tobacco are the responsibility of all county and school administrators as follows:

- a. It is the responsibility of each school administrator to implement provisions of this policy within their schools, specifically education, communication and enforcement provisions as outlined in this policy; and
- b. It is the responsibility for each school to develop clear procedures for identification, intervention and referral of students with tobacco-related problems to the school counselor, school nurse or other identified health professional. These procedures should be included in the student and staff handbooks.

c. It is the responsibility of each school to maintain an environment for students, staff and visitors that presents no physical harm, discomfort or unsanitary condition resulting from tobacco product use.

4.1.2 Communication. The county board of education shall provide uniform and coordinated communication efforts for school, staff and the public during initial implementation and whenever county-wide activities or programs are offered. On-going communications shall be a vital part of the county tobacco policy and will include, at a minimum, procedures for communicating the policy to students, staff, parents, visitors and the community at large as follows:

a. Staff Development. It shall be the practice of the individual school and county board of education to provide appropriate staff development regarding the current policy. In addition, provision of training for facilitators for cessation education and support programs for students will be at the discretion of each individual school.

b. Employee and Student Handbooks. Employee and student handbooks shall include information regarding the scope of the policy and, in accordance with due process, sanctions for violations.

c. Parent/Guardian Notification. All parents should be given notification, in accordance with due process, about the sanctions for violations which will be enacted should their child violate this policy..

d. Public Notification. Should include, at a minimum, the placing of signs indicating tobacco-free area on school grounds and vehicles; announcements of the policy at all school and county sponsored functions, and agreements with all groups using school facilities or property as outlined in Section 3.5 of this policy. Each school may decide how to best assure all stipulations for off-campus activities in Section 3 are adhered to by non-school and school personnel.

e. Other Communication Procedures. In addition, it shall be the responsibility of each school to select one or more of the following communication procedures for communicating the policy to students, school staff, parents, visitors and the community at large.

1. Students

a. Discuss the policy with students at student orientation meetings.

b. Spread the information through student organizations and activities.

c. Place or make announcements in school publications and/or via school media.

d. Have students design posters, banners, and signs.

e. Tell students about opportunities for tobacco cessation and support programs at school or in the community and provide information about how students can sign-up for these programs.

2. School Staff

a. Provide every staff member with a copy of the policy and discuss any changes in school tobacco policy and enforcement at staff meetings, such as faculty senate.

b. Post information in staff lounges or offices.

c. Tell staff about opportunities for tobacco cessation and support programs in the community and provide information about how staff can sign-up for these programs.

d. Inform potential employees of the policy in all job interviews.

3. Parent/Guardian

a. Send a letter to each parent or guardian explaining the policy changes, giving reasons for the changes and asking for support.

b. Ask parents to sign student-school contracts for participation in extra and co-curricular activities.

c. Discuss the policy changes at the PTA/PTO or LSIC meeting.

d. Include an article outlining the policy and implications of the policy in school newsletters and school or community newspapers.

4. Public/Community

a. Post signs at all entrances to school property and on all vehicles owned by the school. Other places to post signs include gathering places, restrooms, loading areas, and stairwells.

b. Remove all ashtrays from school property, especially those outside the entrances to school buildings if not previously removed.

c. Announce the new policy at all athletic events, meetings, concerts and plays.

d. Train students, staff and community volunteers to politely ask community members to respect school policy and to avoid communicating in a way that sounds judgmental or would escalate conflict.

e. Ask students, staff and community volunteers to assist in distributing informational flyers at school events.

f.. Communicate the policy to parents and business volunteers who are assisting in supervising youth on off-campus activities which might include field trips, job shadowing or community service.

g. Be aware of the difficulty for those who use tobacco and sensitive to their concerns, but enforce the policy on a consistent basis.

h. Inform vendors who provide supplies, materials and services on a regular basis to the school about the policy.

4.1.3 Prevention Education. Required Health Education Program of Study (WV Board of Education Policy 2520.06) shall be coordinated with Safe and Drug Free school activities and programs to provide a comprehensive K-12 tobacco prevention curriculum for all children in the county. School administrators, Local School Improvement Councils and School Curriculum Teams should assure that prevention education efforts are coordinated and age-appropriate.

a. Health Education Instruction. County health education programs of study include instructional objectives related to prevention of tobacco use, assessment of hazards of tobacco and benefits of remaining tobacco-free, and skills to refuse peer pressure to use tobacco products K-12 as outlined in WV Board of Education Policy 2520, Health Education Instructional Goals and Objectives.

b. Safe and Drug Free School Program. School-wide or targeted grade-level programs sponsored by safe and drug free schools funds shall be coordinated with other prevention education efforts and meet guidelines and stipulations set forth in drug free schools grants for use in prevention education efforts.

4.1.4 Cessation Support Education. All schools will be provided with a list of available cessation programs to refer staff and students interested in cessation. Cessation support education shall not be used as a punishment for those caught violating policy, although referral information should be provided by the school administration to these individuals in addition to any sanction taken by the school. Individual schools will make the determination to provide or refer, if available, to voluntary cessation education and support programs which address the physical, psychological and social issues associated with nicotine addiction and provide on-going support and reinforcement necessary for desired behavior change.

a. Referrals may be made to the locally determined site for tobacco cessation classes for staff and students.

b. Information regarding upcoming cessation support education programs will be given to all students in grades 5-12 and staff via the regular school calendar and through posted announcements in school newsletters and on bulletin boards per individual school strategy.

c. Schools may elect to provide a cessation support education program for students.

4.2 Board Action (Enforcement). The county board of education has decided that all schools shall adhere to the following for enforcement of tobacco control policy.

a. For Students:

Counseling. All students should be referred to the guidance counselor or other school health services or psychological services, if applicable, for all offenses.

School/Community Service. Students may be given the option of a school or community service assignment prior to suspension.

Mandatory Education Program. It is strongly recommended that all student violators attend an educational program or receive educational material that discusses the addiction process and cessation options.

Parent/Guardian Notification. Parent/guardians will be notified of all violations and subsequent sanctions placed on the student.

Police Notification/Prosecution. The principal shall notify police and have a warrant issued and refer students to magistrate court for violations.

Suspension. Any student found to be using tobacco on school property will be suspended from school for three school days. A first-time offender of this policy will be given the opportunity to attend school-approved tobacco awareness classes in-lieu of serving the suspension, but the class will be recorded in the student's records. If the student does not attend all the tobacco awareness classes, the suspension would be imposed in full.

In accordance with due process, violations of this policy may include any of the following:

(1) Contact parent or legal guardian (mandatory).

(2) Notification of the police of this violation and a warrant be issued (mandatory).

- (3) Referral of student to the guidance counselor.
- (4) Referral to education program on tobacco.
- (5) Community or school service assignment.
- (6) In-school suspension/detention.
- (7) Suspension.
- (8) Expulsion.

b. For Staff:

All staff in violation of the policy should be provided information or referral regarding smoking cessation programs, although participation in such programs will be voluntary on the part of staff.

Employee Evaluation/Record. All staff violations require a documentation on staff evaluation forms and work records.

Mandatory Education Session. All employees violating the policy will be required to attend an educational program or receive educational material that discusses the addiction process and cessation options.

In accordance with due process, violations of this policy may include any of the following:

- (1) Notification of the police of this violation and a warrant be issued (mandatory).
- (2) Conference with supervisor.
- (3) Required to submit improvement plan.
- (4) Written reprimand.
- (5) Attendance at education session on tobacco or employee provided with information.
- (6) Suspension without pay.
- (7) Referral to the county board of education for termination.

Employee violations will be considered insubordination and subject to disciplinary action.

c. For the Public:

Public sanctions should involve the following:

- (1) Request to individual to stop and refer to school policy.

(2) If person refuses to stop, request for individual to leave site of school function and refer to policy.

(3) If person refuses to leave or is a repeated violator, refer to local authorities.

4.3 Policy Review: This policy will be reviewed every two years and appropriate modifications made at the advice of school administrators, faculty senates and Local School Improvement Councils.

REFERENCE: WVC 18-2-5; SBP 2422.5A

ADOPTION DATE: 04/05/99

REVISED: 12/10/12