



# 100% TOBACCO-FREE SCHOOLS TOOLKIT

## Johnson County Health Department

Kelly Gerard

Nicole Brown

Kansas University Medical Center

Community Health Project 2011

&

Johnson County Health Department

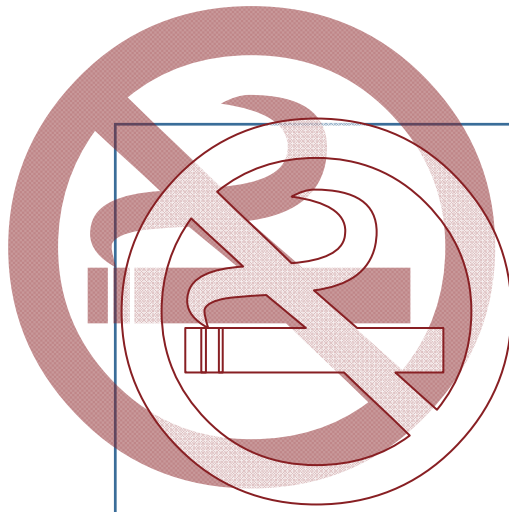
Health Education Division



JOHNSON COUNTY  
Health Department

11875 S Sunset, Olathe, KS 66061 (913) 826-1200

Health Care  Foundation  
OF GREATER KANSAS CITY



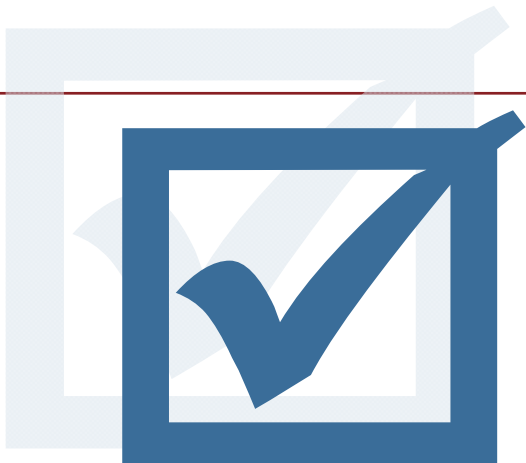
## INTRODUCTION

### **100% Tobacco-Free**

100% Tobacco-Free School policies prohibit **all tobacco use** (including smoking and spit tobacco), by **everyone** (including students, employees, and visitors), **at all times** (24 hours a day/ 7 days a week), **everywhere** on campus (including school buildings, vehicles and school property), and during school sponsored activities and events.



EVERYBODY. ALL THE TIME. EVERYWHERE.



## TABLE OF CONTENTS

<b>10 Reasons</b>	<b>5—7</b>
Top 10 Reasons for Tobacco-Free Schools	
<b>Fact Sheet</b>	<b>8—9</b>
Youth Tobacco Use	
<b>Data</b>	<b>11—13</b>
Youth Tobacco Use	
<b>Enforcement</b>	<b>15—21</b>
Challenges and Strategies for Enforcement	
<b>Sample Statements</b>	<b>22</b>
Sample Statements for Enforcing Tobacco Policy	
<b>Announcements:</b>	<b>23</b>
Sample Announcements for Theater or Athletic Events	
<b>Progressive Discipline</b>	<b>24</b>
Progressive Discipline Example for Students	
<b>Tobacco Laws:</b>	<b>25—26</b>
State Laws on Smoking & Tobacco Use/Possession	
<b>Checklist:</b>	<b>27—31</b>
Checklist for Developing a Comprehensive Policy	
<b>Citations and Acknowledgements</b>	<b>33</b>





# 10 REASONS

## Top 10 Reasons for Tobacco Free Schools

- 1. It's the law.** State law prohibits smoking in workplaces, including schools and school vehicles. Federal law bans smoking in all indoor facilities owned or leased by schools.
- 2. Provide positive adult role models for students.** 100% Tobacco-free schools represents a strong commitment by school administrators, teachers and parents to prohibit tobacco use.
- 3. Support classroom instruction and other prevention efforts.** 100% TFS policy reinforces classroom instruction regarding the hazards of tobacco use. Tobacco-free schools and school events prevent sending conflicting messages to students about tobacco use.
- 4. Reduce exposure to secondhand smoke.** 100% TFS districts provide a safe environment for students and staff.
- 5. Protect children from developing an addiction to tobacco.** Tobacco contains nicotine—an addictive, dangerous drug.
- 6. Counteract the tobacco industry's targeting of children.** Over 80% of young smokers (aged 12-17) choose the three most heavily advertised tobacco brands.<sup>2</sup>
- 7. Prepare students for the reality of tobacco-free workplaces and communities.** Tobacco-free worksites, restaurants, airplanes, malls and more are quickly becoming the norm.
- 8. Uphold the law.** 100% TFS policies help compliance with state laws designed to limit access to tobacco by children.
- 9. Protect schools from the risk of future liability.** There may be grounds for future lawsuits involving exposure to tobacco smoke.
- 10. Reduces the risk of fires due to "smoking materials."** Lighted tobacco products are the leading cause of fire deaths in the U.S.



# 10 REASONS

## Top 10 Reasons for Tobacco Free Schools

1.	<b>It's the law.</b>	The Kansas Indoor Clean Air Act of 2010 prohibits smoking in enclosed indoor areas used by, or open to, the general public. This applies to all district buildings including all enclosed buildings used for non-attendance purposes or non-school sponsored activities. Designated outdoor smoking areas must be a least 10 feet away from any doorway, open window, or air intake of an enclosed area.
2.	<b>Provide positive adult role models for students.</b>	Compliance with a 100% tobacco-free school (TFS) policy confirms this commitment and provides opportunities for adult employees and visitors to serve as positive role models by not using tobacco products in the presence of students.
3.	<b>Support classroom instruction and other prevention efforts.</b>	Classroom instruction on tobacco use prevention is an essential part of many school's comprehensive school health curriculum. Coaches regularly prohibit tobacco use by team members. School hallways and bulletin boards often display prevention messages. Children get a mixed message if they step outside their classrooms to view peers, teachers, visitors or staff using tobacco on school grounds.
4.	<b>Reduce exposure to second-hand smoke.</b>	According to a U.S. Surgeon General's Report, even short exposure to secondhand smoke can be dangerous. Passing by an outdoor smoking area can trigger an asthma attack or aggravate breathing problems. Secondhand smoke exacerbates upper respiratory and ear infections (contributing to increased absenteeism) and impairs students' ability to learn, including difficulties with reading and math.
5.	<b>Protect children from developing an addiction to tobacco.</b>	The U.S Food and Drug Administration classifies nicotine as a drug. School policies do not allow the use/possession of other drugs and alcohol on school grounds or at school sponsored events. Why should an exception be made for nicotine and tobacco?



# 10 REASONS

## Top 10 Reasons for Tobacco Free Schools

<b>6.</b>	<b>Counteract the tobacco industry's targeting of children.</b>	Internal industry documents indicate that tobacco companies purposefully marketed to children as young as 14. Tobacco-free school policies prohibit the school district from accepting funding from the tobacco industry or allowing tobacco advertising in school buildings, in property leased by the school, at school functions, in school publications and on students' clothing. As a result, tobacco-free schools shield students from tobacco marketing.
<b>7.</b>	<b>Prepare students for the reality of tobacco-free workplaces and communities.</b>	Tobacco-free workplaces are quickly becoming the norm. TFS policies prepare students for tobacco-free worksites, where employers are more reluctant to hire smokers due to increased absenteeism, health care costs, and possible disability.
<b>8.</b>	<b>Uphold the law.</b>	State law prohibits the sale or distribution to and possession of tobacco products by people under age 18. School districts can ensure compliance with state laws by crafting comprehensive tobacco policies against possession or use by students, and use by employees and visitors at all times, in all school buildings, on all school grounds and at all school-sponsored events.
<b>9.</b>	<b>Protect schools from the risk of future liability.</b>	Failure to provide a safe, smoke-free work environment has led to lawsuits where individuals have recovered damages from employers. With the rise in the number of children with asthma, there may be grounds for future lawsuits against schools in the instance that an asthma attack or other respiratory problem is triggered from exposure to tobacco smoke in a school setting.
<b>10.</b>	<b>Reduces the risk of fires due to "smoking materials."</b>	The leading cause of fire deaths in the U.S. is from fires started from "smoking materials" or lighted tobacco products, not lighters or matches. Schools that allow smoking on the premises are at an increased risk of fires, which can ignite after lighted cigarettes are tossed into school trash cans, dumpsters, landscaping and other flammable areas. For more information, visit <a href="http://www.nfpa.org">www.nfpa.org</a> .



# FACT SHEET

## Youth Tobacco Use

### It's About Health!

*The main purpose of a tobacco-free school policy is about promoting good health among students, staff, parents and visitors.*

*A tobacco-free school policy supports safe schools, promotes clean indoor air and creates an environment where students are encouraged to make healthy choices that will prevent future nicotine addiction and tobacco-related illness.<sup>4</sup>*

- Ⓢ More than 80% of adult smokers begin smoking before age 18.<sup>1</sup>
- Ⓢ Each day in the United States, approximately 3,450 young people between ages 12 and 17 smoke their first cigarette.<sup>2</sup>
- Ⓢ An estimated 850 young people between ages 12 and 17 become daily smokers after smoking their first cigarette.<sup>2</sup>
- Ⓢ Teenagers who smoke have significantly more trouble sleeping than those who don't smoke.<sup>3</sup>
- Ⓢ Teenagers who smoke break out more often and their zits last longer than those who don't.<sup>3</sup>
- Ⓢ Teenagers who smoke are more susceptible to respiratory illness than those who don't—and their symptoms will likely be worse and longer.<sup>3</sup>
- Ⓢ 1 out of every 3 young people who become regular smokers will die of a smoking related disease.<sup>3</sup>
- Ⓢ Adolescents that use smokeless tobacco (chewing tobacco, snuff or dip) are more likely than non-tobacco users to become adult cigarette smokers.<sup>1</sup>
- Ⓢ Adolescents who smoke 2 or 3 cigarettes per day can get hooked in as short as two weeks.<sup>3</sup>
- Ⓢ When young people try to quit smoking they experience withdrawal symptoms very similar to those experienced by adults.<sup>2</sup>
- Ⓢ With a 90% addiction rate, nicotine is nine time more addictive than alcohol and addictive in similar ways as heroin and cocaine.<sup>2</sup>
- Ⓢ 40% of teenagers who smoke daily have tried to quit and failed.<sup>3</sup>
- Ⓢ About 2/3 of teen smokers say they want to quit smoking and 70% say they would not have started if they could choose again.<sup>3</sup>

## Youth Tobacco Use

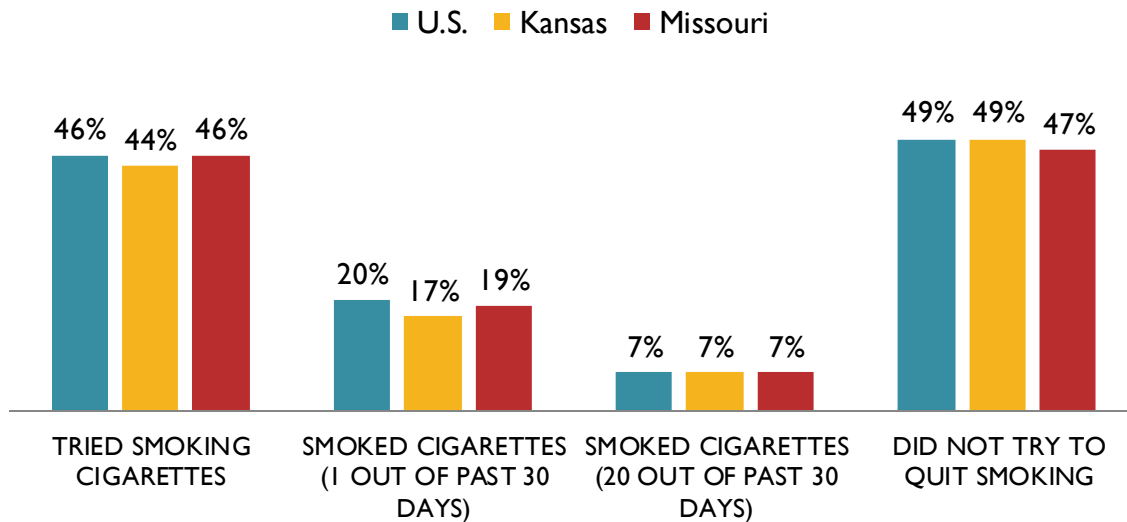
### Tobacco Use among High School Students

The following data and statistics was collected from the Youth Risk Behavior Surveillance System (YRBSS). The YRBSS includes school-based surveys conducted by both the CDC, on a national level, and local education and health agencies on a local level.

**Figure I**

### Cigarette Use among High School Students

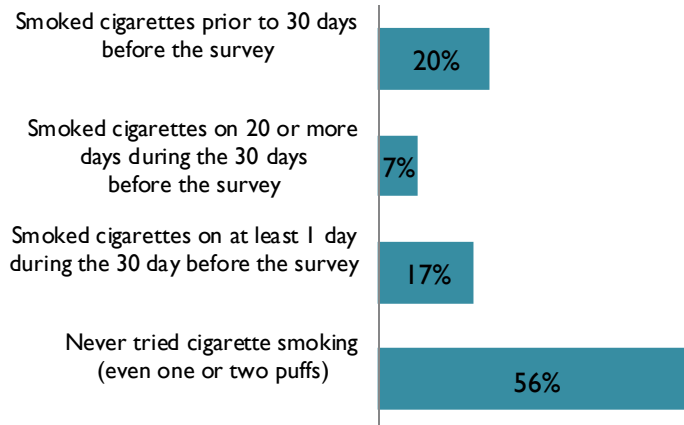
Source: 2009 Youth Behavior Risk Survey



**Figure I-A**

### Cigarette Use among Kansas High School Students

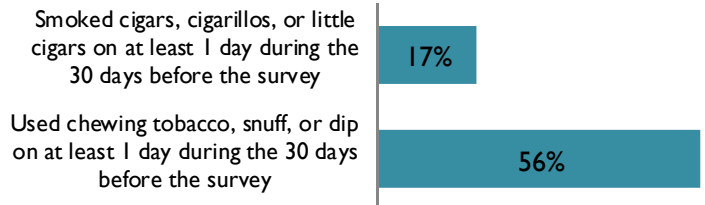
Source: national Youth Behavior Risk Survey 2009



**Figure I-B**

### Other Tobacco Use among Kansas High School Students

Source: national Youth Behavior Risk Survey 2009

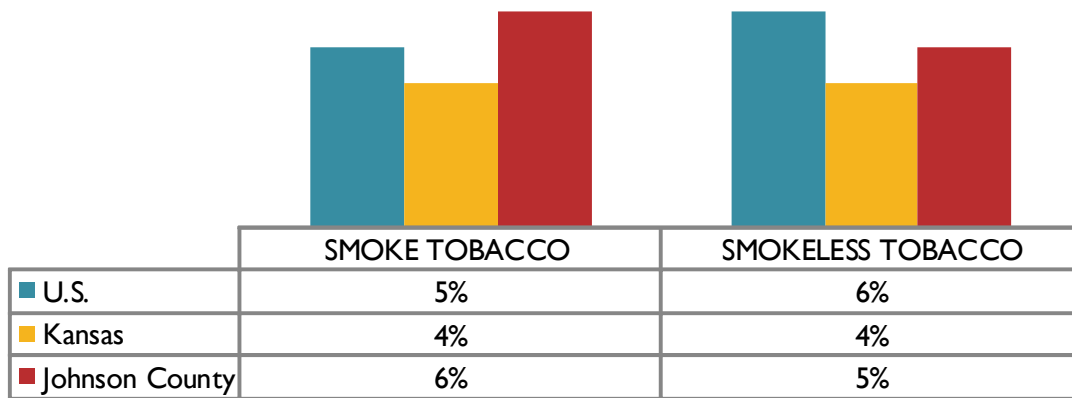




**Figure 2**

**Percentage of Tobacco Use on School Property**

Source: national Youth Behavior Risk Survey 2009



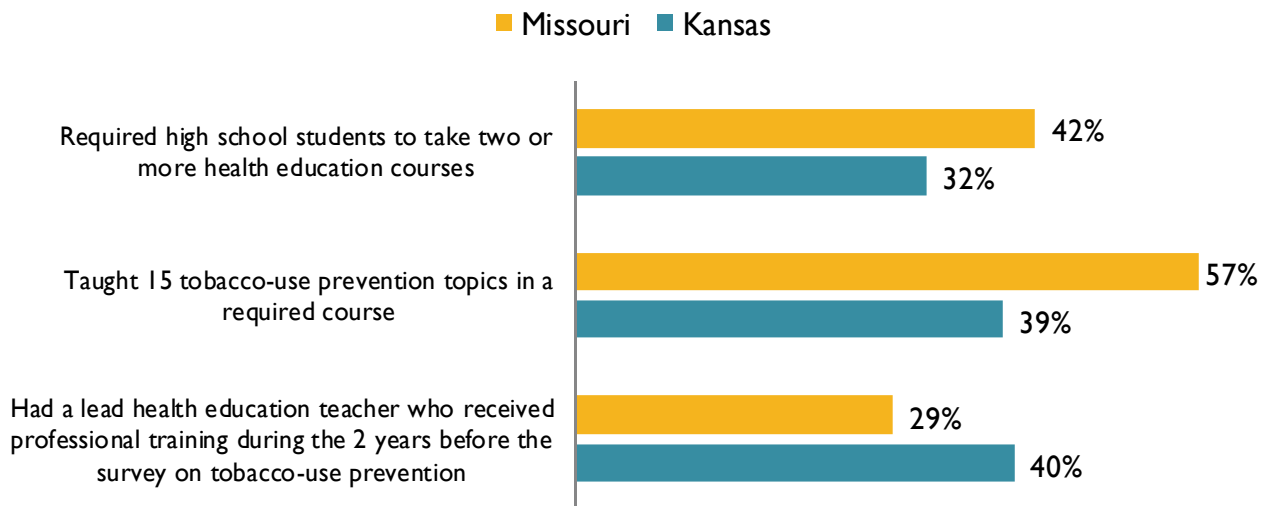
**Profile Status on Tobacco in Kansas and Missouri High Schools**

The following data and statistics was collected from School Health Profiles on the website for Healthy Youth!—National Center for Chronic Disease Prevention and Health Promotion. The Profiles is a system of surveys assessing school health policies and practices. Profiles are conducted biennially by education and health agencies among middle and high school principals and lead health education teachers.

**Figure 3**

**Health Education**

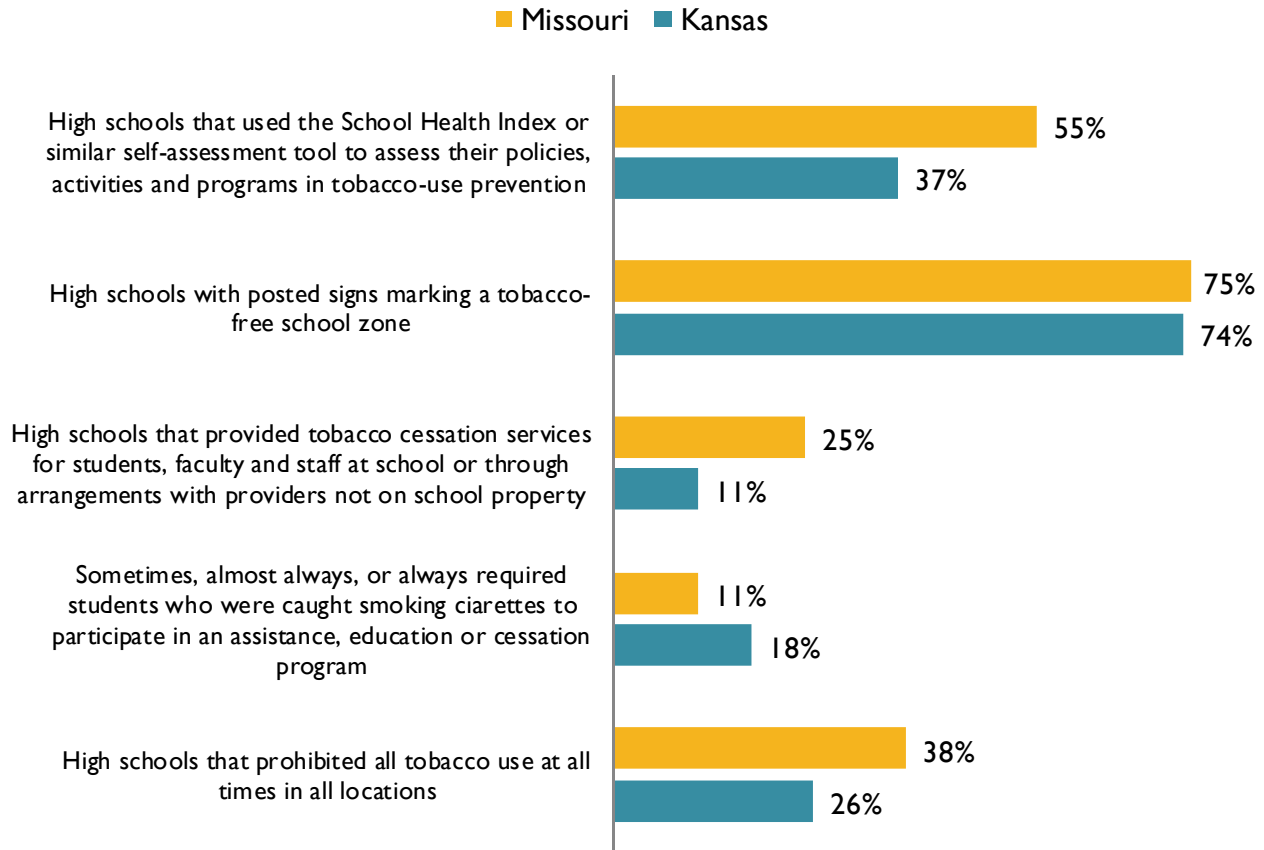
Source: 2008 School Health Profiles



**Figure 4**

**School Environment**

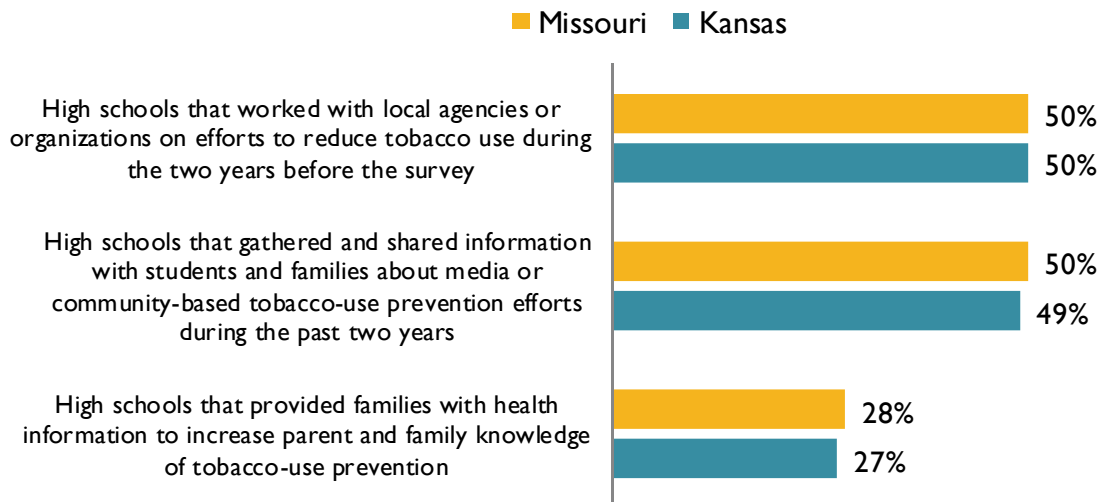
Source: 2008 School Health Profiles



**Figure 5**

**Family and Community Involvement**

Source: 2008 School Health Profiles





# ENFORCEMENT

## Challenges and Strategies for Enforcement

A written policy is only effective if it is communicated and enforced. Several common challenges exist in enforcing school policies against tobacco use. This document provides a range of strategies for schools and districts to consider as they decide on the best way to overcome the following challenges of enforcement. Please consider the following challenges for tobacco-free schools:

1. **Visitors using tobacco on school grounds.**
2. **Students using tobacco on school property.**
3. **Students leaving campus to smoke in surrounding neighborhoods.**

### CHALLENGE I

#### Visitors Using Tobacco on School Grounds

A tobacco-free environment means no use by anyone, including smoking by visitors on school grounds or at school-sponsored event. Enforcement with visitors can be a common challenge as norms around tobacco use differ within the community. Several factors can contribute to this situation:

- ♥ **Lack of awareness**  
Adult visitors who violate the tobacco-free policies usually do not knowingly do so. Many of the tobacco-free schools policies are new and visitors may not be aware of the changes.
- ♥ **Difficulties in suppressing the urge to use tobacco at events**  
Heavily addicted users may find it difficult to refrain from tobacco use for extended periods of time – such as at athletic events or at school plays or concerts. However, they can still adhere to school policy by walking off the grounds to use tobacco. That’s more than what is possible on long airline flights.
- ♥ **Hesitancy to confront violators**  
School district personnel are sometimes hesitant to confront violators. Some fear that violators who are confronted may cause trouble for the schools within the larger community. Others feel that “it is



### STRATEGIES FOR ENFORCEMENT

*Communication: 16, 18*

*Tactful, Non-Confrontation*

*Approach: 17*

*Law Enforcement Personnel: 17*

*Monitoring Student Behavior: 19*

*Selected Approaches to Discipline: 19*

*Involve Others: 20*

*Expand Policies: 21*

*Close the Campus: 21*

*Physical Boundaries: 21*

### STRATEGIES

#### Visitors Using Tobacco on School Grounds

#### Communicating the Policy Effectively

The first step in a successful tobacco policy enforcement is communication. Communicating that tobacco use is not acceptable through a variety of channels sends clear, consistent messages. The more awareness through highly visible, positive messages, the fewer problems there will be with enforcement.

- ✎ Post adequate signage in prominent locations, particularly in areas where tobacco use occurs. Use positive, health-promoting messages. *(See page 26 for more information on free tobacco-free signage.)*
- ✎ Send notifications in parent newsletters or information packets to publicize the tobacco-free schools.
- ✎ Continue to publicize ongoing reminders in parent newsletters throughout the year.
- ✎ Discuss policy at PTA, PTA or similar meetings.
- ✎ Place a written notification in programs for events.
- ✎ Send a letter to each parent or guardian that:
  - 1) explains the policy
  - 2) provides reasoning for the policy (i.e. health, academic, and social reasons)
  - 3) outlines the consequences of violation
  - 4) asks for support in enforcement
- ✎ Announce the policy at all athletic events, meetings, concerts, dances, and plays. *(See page 23 for Sample Announcements for Theater or Athletic Events.)*
- ✎ Post an announcement about the policy on district and school web pages, including the athletic schedule page.



#### BASIC ENFORCEMENT STRATEGIES

- ☑ *Clearly post tobacco-free signs on school grounds*
  - *School building entrances*
  - *Parking lots*
  - *Athletic field and indoor facilities*
  - *Buses*
  - *School vehicles*
  - *Entrance to school grounds*
  - *Gathering places like restrooms, loading areas and stair wells*
- ☑ *Remove all ashtrays on and around school property, especially those outside the entrances to school buildings*
- ☑ *Make sure messages are tobacco-free vs. smoke-free to include chew tobacco and other tobacco-derived products*
- ☑ *Provide easily accessible information on the Kansas Quitline (1-800-QUIT-NOW or 1-800-784-8669) to help those who are ready to quit.*



# ENFORCEMENT

## Challenges and Strategies for Enforcement

### STRATEGIES

#### Visitors Using Tobacco on School Grounds

##### Tactful, Non-Confrontation Approach

Enforcement with visitors can be intimidating for district personnel because it requires approaching someone outside the school system and requesting them to follow a school policy. Most often when violations occur, visitors are unaware of the policy or have forgotten about it. Rather than being angry, visitors are more likely to be embarrassed about the violation and happy to comply. Some of the following strategies may be useful:

- 📌 Politely remind visitors to stop using tobacco by:
  - Verbal request by an administrator, parent, staff or community member.
  - Non-verbal gesture or pointing at tobacco-free signage.
  - Printed request using a small card, shown here.
- 📌 Frame requests with goal of acceptance. Emphasize adherence to the policy by stating that:
  - Not using tobacco sets an important example for students.
  - The purpose of the policy is a children's health issue.

*(See page 22 for sample statements to say when enforcing a tobacco policy.)*

***“For the safety and sake of our children, we ask that you not smoke on school property. This is a tobacco-free campus. Thank you.”***

***All students, staff and visitors are reminded that our school is considered a Tobacco-Free Zone. For that reason tobacco use of any kind inside or outside is prohibited and will be enforced.***  
***Thank you for your cooperation & support!***

***Promotional cards (shown here) informs the visitor of the TFS policy on the front and the Kansas tobacco quit line—KanQuit! phone number on the back.***

##### Visibility of Law Enforcement Personnel

Violations of tobacco-free school policies are usually unintentional. In those rare instances when visitors refuse to comply, the visibility of law enforcement may be a useful deterrent to violation. Here are some additional tips to use if visitors will not comply:

- 📌 Remind the visitor of the consequences of violation
- 📌 If visitor refuses after the requests to stop using tobacco, ask them to leave the premises.
- 📌 If the visitor will not leave, contact law enforcement. If the school resource officer (SRO) or other security is present, ask him/her to assist.







# ENFORCEMENT

## Challenges and Strategies for Enforcement

### CHALLENGE 2

### STRATEGIES

#### Students Using Tobacco on School Property

#### Students Using Tobacco on School Property

Despite the existence of school policies prohibited tobacco use, there are various reasons why students are smoking and/or chewing smokeless or “spit” tobacco on school property. They include:

#### Communicating the Policy Effectively

Effectively and proactively communicating with student about the tobacco policy can significantly help prevent the problem of student violations. Delivering positive and consistent messages on an ongoing basis can also prevent negative confrontations and denials of the policy’s existence.

##### ♥ Fitting in

Desire to “fit in,” or belong and conform to a group, will often prompt students to smoke on school grounds.

##### ♥ Rebellion

Students also may be violating the policy out of rebellion or a desire to challenge authority. Tobacco use may be perceived by teens as a way to assert their independence. Not only does this increase immediate health risk, but, unfortunately can be a precursor to underage drinking and use of other drug such as marijuana and cocaine.

##### ♥ Lax enforcement

Problem behaviors are only exacerbated when districts do not strictly enforce policies with students. In order to change unacceptable behaviors, consequences must be immediate and consistent. Progressive discipline is the key recommendation when it comes to enforcement of tobacco use violations.

*(See next page for more information on Adopting Select Approaches to Discipline.)*

##### ♥ Addiction to nicotine

Nicotine is a highly addictive drug. Adolescents can quickly become addicted to its effects and some students will risk violating policies to satisfy their addiction. Districts with tobacco policies that include cessation services to assist smokers in overcoming addic-

#### Communicating the Policy Effectively

Effectively and proactively communicating with student about the tobacco policy can significantly help prevent the problem of student violations. Delivering positive and consistent messages on an ongoing basis can also prevent negative confrontations and denials of the policy’s existence.

- ✎ Put the policy in student handbooks and orientation materials.
- ✎ Verbally review the policy at orientations, especially for new or transfer students.
- ✎ Require students to sign and return a contract stating they have read and understand the policy.
- ✎ Reinforce policy information through student organizations, activities and newspapers.
- ✎ Involve or create student groups to advocate for a tobacco-free environment
- ✎ Have students design posters, banners, and signs to communicate the policy and promote a tobacco-free environment
- ✎ Include policy consequences in writing and should:
  - Be clear and concise
  - Elaborate on expected behaviors
  - Explicitly state consequences
- ✎ Provide reasoning for policy as part of any communications, including benefits for:
  - Health/wellness
  - Academic success
  - Social norms
- ✎ Establish district-wide events in honor of tobacco prevention, such as Great American Smoke Out or National Kick Butts Day.
- ✎ Provide information to students about how they can access cessation programs and online resources.



# ENFORCEMENT

## Challenges and Strategies for Enforcement

### STRATEGIES

#### Students Using Tobacco on School Property

##### Monitoring Student Behavior on School Grounds

Staff should monitor hallways and school grounds by utilizing similar plans to monitor aggressive behavior and truancy. When violations do occur, monitors should be trained to act in accordance with the district's or school's enforcement protocol or discipline approach, which should be referenced in the tobacco-free schools policy.

##### Adopting Selected Approaches to Discipline

There are many discipline strategies that can be utilized along with progressive discipline. Progressive discipline includes disciplinary procedures begin with less punitive consequences and gradually elevate with each violation. Ideally, part of the discipline plan involves prevention education and cessation opportunities as consequences for first violations. The progressive discipline approach is a highly recommended procedure to disciplinary action because tobacco use is more than a discipline issue; it is an addiction issue.

### LIST OF DISCIPLINE APPROACHES

These strategies can be combined to create a progressive discipline policy. The right combination should be decided upon at the district or school level to match the schools' philosophy, climate and unique needs.

- Verbal warning
- Confiscation of tobacco
- Parent/guardian notification
- Guidance counselor or school nurse referral
- Conference with school administrator
- Alternative to suspension tobacco education program
- Academic assignments on tobacco use
- Referral to student court (if available)
- Restorative justice practices
- School/community services

Cessation Program	Educational Alternatives to Suspension	Support/Education/Community Services	Zero-Tolerance
<p>The purpose is to help students to quit smoking and should be voluntary. Cessation programs should <u>not</u> be used in lieu of alternative to suspension programs or other consequences. Cessation resources should be offered to the student beginning at the first offense and be made available at all levels of the discipline progression.</p>	<p>Tobacco alternatives to suspension programs focus on preventing future suspension by:</p> <ul style="list-style-type: none"> <li>• educating students on the negative effects of tobacco</li> <li>• helping students move towards their decision to quit by examining their own tobacco use</li> <li>• getting compliance with the school policy by helping student manage his/her tobacco use</li> </ul>	<p>Tobacco use is often an indicator of other issues in the student's life. Students who use tobacco are more likely to engage in other risky behaviors and struggle academically. Be prepared to refer students to a nurse or counselor. Tobacco-related community service activities such as cleaning up cigarette butts or volunteering to educate younger students can offer positive contributions and support change.</p>	<p>Zero-tolerance refers to immediate suspension for violation and is <u>not</u> recommended. Alternative to suspension programs and community service are the suggested steps to take before suspension. Evidence indicates that tobacco users rarely benefit from suspension—it merely allows the child to stay away from school and continue their tobacco use.</p>



# ENFORCEMENT

## Challenges and Strategies for Enforcement

### CHALLENGE 3

#### Students Leaving Campus to Smoke in Surrounding Neighborhoods

Once tobacco use has been eliminated or enforcement is more consistent on school grounds, the next concern for school districts is when students leave school property to use tobacco. Often the use occurs where it is visible from the school or in close proximity to school grounds. In turn, this poses very challenging issues for schools, including:

##### ♥ Lack of authority to address use outside of school grounds

The school does not have any legal authority to address tobacco use off school grounds. Although the behavior is out of the school's control, accountability still rests on the school for the student's attendance, health and no-use messages being sent.

##### ♥ Complaints from local residents and businesses

Businesses and local residents frequently blame schools for students throwing trash, leaving cigarette butts, trampling shrubbery, and vandalizing their yards and parking areas. Businesses report that loitering teenagers deter other customers from patronizing their stores. As students' impact on the surrounding communities escalate, school's are left responsible for solving the problem.

##### ♥ Student's safety hazard to themselves and drivers

Safety is another concern for some districts, especially those in urban areas. Students crossing streets, sometimes in places other than at crosswalks, pose a hazard to themselves as well as to drivers. Often students leave school property to use tobacco during lunch breaks or passing periods. Drivers won't be expecting to take caution in school zones, during

### STRATEGIES

#### Students Leaving Campus to Smoke in Surrounding Neighborhoods

##### Involve Others in Decision-Making and Enforcement of Policies

Work with local partners to coordinate community concerns with school needs. A critical part of policy development is including students, parents, and the wider community in the discussion about implementation and how to confront the issue of students leaving school grounds to smoke in adjacent neighborhoods. All parties affected by the issue need a way to express their concerns to school administrators, board members and students. All those concerned can develop a joint and mutually agreeable plan to address problems. Here are some additional options:

- ✎ Work with local law enforcement including the school resource officer (SRO) on option for actions off school grounds that are effective, not just punitive.
- ✎ Use the support of community groups and neighborhoods.
- ✎ Create a forum for business and community residents to express their concerns.
- ✎ Get involved with the local tobacco coalition on youth access issues.
- ✎ Follow up grievances with consistent communication, whether or not any action was taken.







### STRATEGIES

#### Students Leaving Campus to Smoke in Surrounding Neighborhoods

##### Expand Policies to Discourage Tobacco Use

Expanding on existing tobacco policies can significantly improve school's ability to address the issue of students leaving to smoke just outside of school property. It is possible to discourage tobacco use by implementing the following measures:

- 🔗 Prohibit possession for students under the age of 18
- 🔗 Clearly determine in the policy who will monitor school grounds and who will deal with violations. Sometimes use is overlooked due to a lack of defined procedure for monitoring and enforcement.
- 🔗 Expand the reach of the policy by including words like “proximity to school” (i.e. within view of the school) or “door-to-door” when writing the policy.

##### Close the Campus So Students Don't Leave School Grounds

Closed campuses do not allow students to leave school grounds during the day without being granted a leave of absence for certain activities such as to attend field trips or to take classes off-site.

##### Erecting Physical Boundaries That Disperse Students

In districts with large populations the essence of the problem is the large size of a group that leaves all at once. The group mentality can lead to fighting, loitering, and trashing business parking lots. As a resource effort, some school have erected high fences along the edge of their property. Fencing will not prevent some students from trying climbing over, but most students will avoid that effort. For this reason, fencing can provide a way to disperse students in controlled directions, which reduces student traffic to area businesses and neighborhoods.

#### ENFORCING YOUTH POSSESSION

*Districts and schools with policies restricting possession of tobacco by minors, although not required, ensures compliance with state laws on school property. A checklist of possession points to consider:*

- ☑ *School tobacco policy should indicate that it is against the law for youth under 18 to use and possess tobacco.*
- ☑ *If districts or schools enforce a tobacco policy, it is recommended that they implement a progressive disciplinary strategy, utilizing educational options for first and second time offenders.*
- ☑ *The policy may indicate that schools will only enforce policies regarding “visible” possession of tobacco to prevent students from being searched.*
- ☑ *If lockers are being searched for other purposes and tobacco is found, the consequences should be outlined in the policy.*
- ☑ *The school/district should be aware of local ordinances on youth possession.*

#### Advantages of Having a Closed Campus

Administrators with closed campuses report fewer students leaving campus to use tobacco & fewer neighbor complaints about safety.

Parents in favor of closed campuses prefer the feelings of security knowing that their children are not permitted to wander freely in adjacent neighborhoods.

Local business people report reduced theft and vandalism problems.

#### Disadvantage of Having a Closed Campus

Shortage of indoor facilities are not able to accommodate all students during lunch hours or class breaks.

**Solution**—Some districts have dealt with this issue by staggering lunch hours, the school day, or even the school year.



# SAMPLE STATEMENTS

## Sample Statements for Enforcing Tobacco Policy

### Don't know what to say?

Try some of these statements...



"I need to ask you to put away your chewing tobacco/cigarette. We have a tobacco-free policy, which includes staff and visitors. Thank you for your understanding."



"We need to ask visitors to comply with our school's tobacco-free schools policy. Our goal is to role model healthy behaviors to our students and to protect students, staff and visitors from secondhand smoke. Thank you for your help."



"Our tobacco-free school policy is working well for us. Allowing adults to use tobacco on campus makes it more difficult for us to enforce a no-tobacco use policy for students. Thank you for your cooperation."



"Our students, staff and the PTA agree that the best way to create a healthy, positive environment for our students is to ask everyone to comply with our tobacco-free policy. We appreciate your help."



"You may not have noticed our signs indicating that the school is tobacco-free. If you wish to smoke/chew, you are welcome to leave the grounds and come back when you are finished. Thank you."



"Our tobacco-free schools policy extends to school events off school property. To keep our message consistent, please do not use tobacco of any kind during this event. Thanks for your cooperation."





# ANNOUNCEMENTS

## Sample Announcements for Theater or Athletic Events

- ⓧ For the health and safety of our students, \_\_\_\_\_ (name of school district), is proud to be tobacco-free. At this time we would like to remind our home fans and visitors that the use of any tobacco products by students or adults during tonight’s game is strictly prohibited. We appreciate your support and would like to thank you for keeping our school and stadium tobacco-free. Enjoy the game!
- ⓧ We would like to remind our visitors and fans that smoking or chewing tobacco is prohibited on school grounds—including in and around the stadium. Thank you for your support and enjoy the game!
- ⓧ Thank you for attending to tonight’s performance. We would like to remind our audience that (name of school/district) \_\_\_\_\_ is tobacco free. Tobacco use of any kind is prohibited in and around the theater. Thank you for your cooperation.
- ⓧ Thank you for keeping our school tobacco-free. We would like to remind everyone that tobacco use of any kind is not permitted on school grounds.
- ⓧ To promote the health and safety of our students and community, we ask that you please not use tobacco of any kind while on school grounds. Thank you for your cooperation.
- ⓧ Did you know in Kansas 3800 adult smokers die each year from smoking and another 380 non-smoking adults die from exposure to secondhand smoke? For the health and safety of our students and community please refrain from tobacco use while on school grounds. (Source: Campaign for Tobacco-free Kids)
- ⓧ Did you know that the nicotine found in tobacco products is highly addictive and that most smokers would like to quit? For more information on how to quit smoking or chewing tobacco contact the Kansas Tobacco Quitline (1-800-QUIT-NOW or 1-800-784-8669).

### Customize!

*These are just a few sample announcements that can be printed in programs or said over the loudspeaker. Use these samples as starting points and change them to make them fit for your school or community!*



# ENFORCEMENT

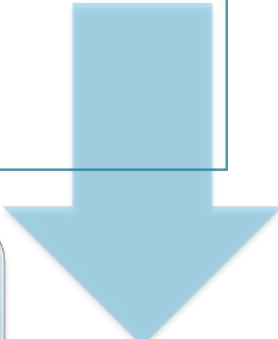
## Progressive Discipline Example for Students

### Instructions for Use

*This is one example of a progressive discipline policy. Schools/districts must decide how quickly to escalate the consequences for students caught violating the school's tobacco policy.*

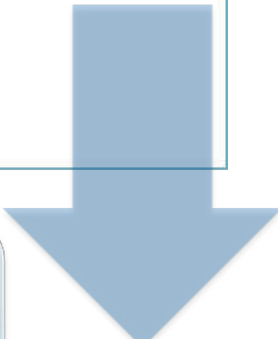
### First Offense

- Confiscate tobacco
- Notify parent/guardian of infraction
- Hold conference with school administrator
- Refer to school counselor or nurse
- Offer cessation resources



### Second Offense

- Confiscate tobacco
- Notify parent/guardian of infraction
- Hold conference with school administrator
- Refer to school counselor or nurse
- Offer cessation resources
- Recommend alternatives to suspension program



### Subsequent Offenses

- Confiscate tobacco
- Notify parent/guardian of infraction
- Hold conference with school administrator
- Offer cessation resources
- Community services or in-school suspension



# TOBACCO LAWS

## State Laws on Smoking & Tobacco Use/Possession

### FAQ's FREQUENTLY ASKED QUESTIONS ABOUT TOBACCO LAWS IN KANSAS

#### WHAT DOES KANSAS LAW COVER?

<p><b>Possession by Minors</b></p>	<p>Kansas law prohibits possession of cigarettes or tobacco products by any person who is under the age of 18.</p> <p style="text-align: right;">KAN. STAT. ANN. §§ 79-3321 and 79-3322 (2000)</p>
<p><b>Sample Distribution Near Schools</b></p>	<p>It is unlawful in Kansas to distribute tobacco product samples within 500 feet of any school being used primarily by persons under the age of 18; unless, the distribution area denies access to persons under 18.</p> <p style="text-align: right;">KAN. STAT. ANN. §§ 79-3321 and 79-3322 (2000)</p>
<p><b>Use of Any Tobacco Product in School Building</b></p>	<p>Kansas law prohibits use of any tobacco product in school buildings at all times.</p> <p style="text-align: center;"><i>“School building” is defined as an enclosed area used for pupil attendance purposes. Not included are buildings or portions thereof used for residential purposes or leased from the school district for non-school sponsored activities.</i></p> <p style="text-align: right;">KAN. STAT. ANN. §§ 72-53, 107 (1988)</p>
<p><b>Clean Indoor Air</b></p>	<p>Effective July 1, 2010, smoking is prohibited in the following locations in Kansas:</p> <ul style="list-style-type: none"> <li>• Indoor places open to the public including, but not limited to, educational facilities, libraries, restrooms, cafeterias, school buses, auditoriums, and recreational facilities.</li> <li>• Any public building owned or operated by the state, county or municipality and any other corporate unit of the state, county or municipality.</li> <li>• Any place of employment of a public or private employer.</li> <li>• Within a ten foot radius outside of any doorway, open window or air intake leading into a building or facility.</li> </ul> <p style="text-align: right;">KAN. STAT. ANN. §§ 21-4010</p>

#### WHAT ARE THE PENALTIES FOR BREAKING KANSAS LAW?

<p><b>Tobacco Infraction Fine</b></p>	<p>Possession of tobacco by any person under 18 is a tobacco infraction punishable by a fine of \$25.</p> <p>Penalty to schools and/or smokers is a tobacco infraction punishable by a maximum fine \$100 for the first violation, \$200 for the second violation, and \$500 for subsequent violations.</p> <p style="text-align: right;">KAN. STAT. ANN. §§ 21-4012</p>
---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



# TOBACCO LAWS

## State Laws on Smoking & Tobacco Use/Possession

### FAQ's FREQUENTLY ASKED QUESTIONS ABOUT TOBACCO LAWS IN KANSAS

#### WHAT IS NOT COVERED BY KANSAS LAW?

<b>Outdoor Smoking</b>	Kansas law does not prohibit smoking in outdoor areas of schools.
<b>Minimum Distance</b>	Kansas law does not require minimum distance away from school property.
<b>Tobacco Education</b>	Kansas law does not require tobacco education in a school's curriculum.
<b>Enforcement Authority / Type of Enforcement</b>	Kansas law does not require an enforcement authority or type of enforcement at schools.

#### HOW WILL KANSAS LAW BE ENFORCED?

<b>Tobacco Infraction Fine</b>	Local law enforcement (police or sheriff) have the authority to enforce the Kansas law. Violators will be guilty of a cigarette or tobacco infraction (see fines above).
--------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### HOW SHOULD TOBACCO VIOLATIONS BE REPORTED?

<b>Contact Law Enforcement</b>	Reports or complaints of violations should be directed to your local law enforcement officer (police or sheriff).
--------------------------------	-------------------------------------------------------------------------------------------------------------------

#### ARE NO SMOKING SIGNS REQUIRED BY LAW?

<b>Yes</b>	<p>According to the Indoor Clean Air Act, administrators in charge of school buildings are required to post no smoking signs in conspicuous places. The signs must also display the international no smoking symbol and clearly state smoking is prohibited by state law. This law will be enforced by local law enforcement.</p> <p style="text-align: right;">KAN. STAT. ANN. §§ 21-4011</p> <p>Free no smoking signs are available from the Tobacco Free Kansas Coalition. More information, including free downloads and mail request, at <a href="http://www.KSsmokefree.org/no_smoking_sign.html">www.KSsmokefree.org/no_smoking_sign.html</a> -OR- e-mail <a href="mailto:KSsmokefree@kdheks.gov">KSsmokefree@kdheks.gov</a>.</p>
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### WHAT ABOUT LOCAL CLEAN INDOOR AIR LAWS?

<b>Prevailing Law Local vs. State</b>	In some instances, the local clean indoor air law is stricter than the state law. It is recommended that you are aware of any local ordinances with stricter provisions than the state law.
---------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------





# CHECKLIST

## Checklist for Developing a Comprehensive Policy

### BASIC

#### MEETS STANDARDS OF KANSAS TOBACCO LAWS

These statements will assess whether the written policies are consistent with Kansas' Smoking & Tobacco Use/Possession laws.\*

The written policy:	Yes	No
Prohibits use of all tobacco products in facilities and all indoor areas, including school buildings, buildings used for non-pupil attendance purposes, school buses, auditoriums and recreational facilities. The policy must mention any of the following: facilities, buildings, or at school.		
Defines tobacco and tobacco use to mean all forms of all tobacco products, not only smoking cigarettes by using smokeless tobacco as well.		
States that tobacco possession by a person under age 18 is against the law.		
Applies to all students, staff and visitors and applies to all schools in the Unified School District, including nursery schools and child care centers.		
States that the policy is in effect at all times (24 hours a day and/or 365 days a year).		

Notes:

### Tips for Completing Checklist

- ✓ Obtain all tobacco-related written policies and procedures from the district and the school (board policies, district & facility policies, student and staff handbooks, athletic contracts and others if applicable).
- ✓ Read the questions regarding policy content and place an ✓ in the proper box based on the written policies and procedures.

\*Although there is no penalty for policies not meeting the standards of Kansas tobacco laws, the laws support policies that are in the best interest of the students, staff and the community of the school district.



# CHECKLIST

## Checklist for Developing a Comprehensive Policy

### ADVANCED EXCEEDS STANDARDS OF KANSAS TOBACCO LAWS

#### Tips for Completing Checklist

- ✓ Obtain all tobacco-related written policies and procedures from the district and the school (board policies, district & facility policies, student and staff handbooks, athletic contracts and others if applicable).
- ✓ Read the questions regarding policy content and place an ✓ in the proper box based on the written policies and procedures.

These statements will assess whether the written policies incorporates all guidelines for the Basic level, plus additional best practices.

Additional best practices for written policy content:	Yes	No
Tobacco use is prohibited on all school property, including grounds, parking areas, and outdoor athletic fields/stadiums.		
Includes vehicles or any form of transportation while on school property, transporting students, or attending school-sponsored events. The policy must mention any of the following: vehicles in general, district or school owned, leased or rented vehicles such as school buses, or personal vehicles.  -OR- Prohibits tobacco use while at any school-sponsored event, activity or meeting (on or off-campus).		
Includes language prohibiting sponsorship from tobacco companies. Sponsorship meaning any form of financial contributions, resources or materials paid for or produced by the tobacco industry for use in the school districts or schools.  -OR- Dress code prohibits the wearing or carrying of clothing or accessories that display tobacco industry brand names, logos or other identifiers on school property.		
General enforcement is mentioned in the policy but specific consequences for violations are not outlined.  -OR- Specific enforcement for students, employees and visitors is identified for violation(s) to the policy.  -OR- Designates individual(s) for enforcement by identifying person or person(s) (by name or job title).  -OR- Mention of cessation and/or education, not just punitive measures for violation(s).		





# CHECKLIST

## Checklist for Developing a Comprehensive Policy

### ADVANCED

EXCEEDS STANDARDS OF KANSAS TOBACCO LAWS, CONTINUED

### Tips for Completing Checklist

- ✓ Obtain all tobacco-related written policies and procedures from the district and the school (board policies, district & facility policies, student and staff handbooks, athletic contracts and others if applicable).
- ✓ Read the questions regarding policy content and place an ✓ in the proper box based on the written policies and procedures.

Additional best practices for written policy content:	Yes	No
<p>General prevention curriculum mentioned.</p> <p>-OR-</p> <p>Specific tobacco prevention curriculum addresses at least one of the following: 1) specific grade level(s); 2) curriculum format; or 3) specific topic covered by curriculum,</p>		
<p>General cessation mentions counseling or support (e.g., encourage or recommend cessation) for students and employees, but no specific strategies are identified.</p> <p>-OR-</p> <p>Referral to outside cessation services and/or cessation programs offered to students and employees. The policy explicitly identifies at least one of these strategies (i.e., services, programs, or referral) to assist smokers (either staff or students) with quitting.</p>		
<p>General communication of the policy is stated without any specific channels of communication identified (e.g., printed materials or signage).</p> <p>-OR-</p> <p>Printed materials are distributed to students, employees, parents and/or visitors including handbooks and newsletters.</p> <p>-OR-</p> <p>Signage with no smoking or tobacco use are placed at entrances to school buildings and/or various campus locations.</p>		
<p>A rationale for the development of the policy addressing health and/or environmental consequences of tobacco must be included in the policy.</p>		
<p>Applicable enforcement or adoption date of the policy must explicitly define at least a month and year.</p> <p>-OR-</p> <p>Individual(s) identified to review and/or update the policy.</p>		



# CHECKLIST

## Checklist for Developing a Comprehensive Policy

### EXEMPLARY

MEETS ALL ADDITIONAL BEST PRACTICES

### Tips for Completing Checklist

- ✓ Obtain all tobacco-related written policies and procedures from the district and the school (board policies, district & facility policies, student and staff handbooks, athletic contracts and others if applicable).
- ✓ Read the questions regarding policy content and place an ✓ in the proper box based on the written policies and procedures.

These statements will assess whether the written policies incorporates guidelines for Basic & Advanced levels, plus all additional best practices.

Additional best practices for written policy content:	Yes	No
Tobacco use is prohibited on all school property, including grounds, parking areas, and outdoor athletic fields/stadiums.		
Includes vehicles or any form of transportation while on school property, transporting students, or attending school-sponsored events. The policy must mention any of the following: vehicles in general, district or school owned, leased or rented vehicles such as school buses, or personal vehicles.		
Prohibits tobacco use while at any school-sponsored event, activity or meeting (on or off-campus).		
Includes language prohibiting sponsorship from tobacco companies. Sponsorship meaning any form of financial contributions, resources or materials paid for or produced by the tobacco industry for use in the school districts or schools.		
Dress code prohibits the wearing or carrying of clothing or accessories that display tobacco industry brand names, logos or other identifiers on school property.		
General enforcement is mentioned in the policy but specific consequences for violations are not outlined. -AND- Specific enforcement for students, employees and visitors is identified for violation(s) to the policy.		
Designates individual(s) for enforcement by identifying person or person(s) (by name or job title).		
Mention of cessation and/or education, not just punitive measures for violation(s).		



# CHECKLIST

## Checklist for Developing a Comprehensive Policy

### EXEMPLARY

MEETS ALL ADDITIONAL BEST PRACTICES, CONTINUED

### Tips for Completing Checklist

- ✓ Obtain all tobacco-related written policies and procedures from the district and the school (board policies, district & facility policies, student and staff handbooks, athletic contracts and others if applicable).
- ✓ Read the questions regarding policy content and place an ✓ in the proper box based on the written policies and procedures.

Additional best practices for written policy content:	Yes	No
<p>General prevention curriculum mentioned.</p> <p>-AND-</p> <p>Specific tobacco prevention curriculum addresses at least one of the following: 1) specific grade level(s); 2) curriculum format; or 3) specific topic covered by curriculum,</p>		
<p>General cessation mentions counseling or support (e.g., encourage or recommend cessation) for students and employees.</p> <p>-AND-</p> <p>Referral to outside cessation services and/or cessation programs offered to students and employees. The policy explicitly identifies at least one of these strategies (i.e., services, programs, or referral) to assist smokers (either staff or students) with quitting.</p>		
<p>General communication of the policy is stated (e.g., printed materials or signage).</p> <p>-AND-</p> <p>Printed materials are distributed to students, employees, parents and/or visitors including handbooks and newsletters.</p> <p>-AND-</p> <p>Signage with no smoking or tobacco use are placed at entrances to school buildings and/or various campus locations.</p>		
<p>A rationale for the development of the policy addressing health and/or environmental consequences of tobacco must be included in the policy.</p>		
<p>Applicable enforcement or adoption date of the policy must explicitly define at least a month and year.</p>		
<p>Individual(s) identified to review and/or update the policy.</p>		



# 100% TOBACCO-FREE SCHOOLS TOOLKIT

## Citations

<sup>1</sup>Substance Abuse and Mental Health Services Administration. Results from the 2008 National Survey on Drug Use and Health. Rockville, MD: US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration; 2009. <http://www.oas.samhsa.gov/2k8nsduh/2k8results.pdf>

<sup>2</sup>U.S. Department of Health and Human Services. Tobacco Use and the Health of Young People. Atlanta, GA: U.S. Department of Health and Human Services, CDC, National Center for Chronic Disease Prevention and Health Promotion; March 2011. [http://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/youth\\_data/tobacco\\_use/index.htm](http://www.cdc.gov/tobacco/data_statistics/fact_sheets/youth_data/tobacco_use/index.htm)

<sup>3</sup>Healthy Main Partnerships. Health Effects of Tobacco. Maine Partnership for a Tobacco-Free Maine, CDC Main, Maine Department of Health and Human Services; 2008. [http://www.tobaccofreemaine.org/channels/parents/learn\\_more\\_about\\_health\\_effects.php](http://www.tobaccofreemaine.org/channels/parents/learn_more_about_health_effects.php)

<sup>4</sup>Rocky Mountain Center for Health Promotion and Education. Tobacco-Free Schools Policy Checklist Toolkit. Colorado Department of Health and Environment, State Tobacco Education & Prevention Partnership, Creative Media Solutions; 2010. <http://rmc.org/K12/Docs/TFSToolkitF.pdf>

## Acknowledgements

**“Enforcement,” “Progressive Discipline,” “Sample Statements,” “Announcements” and “Checklist” information was adapted from:**

### **Tobacco-free Schools Policy: Checklist Toolkit**

Rocky Mountain Center for Health Promotion and Education. Colorado Department of Health and Environment, State Tobacco Education & Prevention Partnership, Creative Media Solutions, 2010.

**“10 Reasons,” “Fact Sheet,” and “Enforcement” information was adapted from:**

### **100% Tobacco-Free Schools: Healthy Policy for Healthy Learning**

Tobacco Prevention and Cessation Program. Kentucky Department for Public Health, Kentucky Department of Education, KY Tobacco Prevention Enhancement Site, Kentucky ACTION, 2010.

**“Checklist” information was adapted from:**

### **CPPW Evaluation, Public School District: Baseline Policy Assessment**

Communities Putting Prevention to Work (CPPW) Evaluation. Center for Tobacco Policy Research at Washington University in St. Louis, Saint Louis University School of Public Health, Saint Louis County Department of Health, September 2010.