

## **TOBACCO FREE SCHOOLS PROCEDURE**

### **DISSEMINATION**

To promote compliance with this policy, students, staff and the public shall be notified of the school district's tobacco-free schools policies and regulations.

Notification procedures shall include, but are not limited to:

1. Summaries of this policy and relevant regulations shall be placed in the student and staff handbooks.
2. Sufficient signage shall be placed in appropriate locations throughout the district's buildings and grounds.
3. Event programs and similar documents that are often viewed by visitors shall contain a notification of the policy.
4. When appropriate, announcements about the school's policy will be made prior to or during school events.

### **ENFORCEMENT**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy.

Tobacco-free policy enforcement is designed to educate students, staff and others about the health risks associated with tobacco. Appropriate measures, in accordance with district policy, will be used for repeat offenders.

1. **Students.** Students found to violate this policy shall be subject to the discipline action matrix and referred to the tobacco cessation program when appropriate.
2. **Employees.** Any district employee found in violation of this policy may be provided with tobacco cessation information and will be encouraged to participate in a tobacco cessation program. Employees found to repeatedly violate this policy shall be subject to disciplinary action pursuant to district policy.
3. **Visitors.** Other adults observed to be in violation of this policy shall be asked to refrain from the behavior. Repeated violations of this policy will be handled on a case-by-case basis by an authorized district official and may result in a directive to leave school property.

## DEFINITIONS

For the purposes of this policy, tobacco means any substance or item, in any form, containing tobacco. The administration will treat the use, possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the product or device is not part of an individual's cessation program.

Adopted 05/06/10  
Reviewed 02/22/16

Cross Reference:  
AEA – Tobacco-Free Schools

Legal References:  
SDCL 22-36-2 - Smoking in public place or place of employment prohibited  
SDCL 13-8-39 - Management of schools by board - general powers