



*Missouri's Guide to Creating a Comprehensive*

# **Tobacco & Vape-Free School District**

*Healthy Schools. Healthy Students.*

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# 1

## Definition

### **Comprehensive Tobacco-Free School Policies**

A comprehensive tobacco and vape-free school policy prohibits the use of tobacco products by staff, students, and visitors, 24 hours a day, seven days a week, inside school-owned buildings or vehicles, on school-owned property, and during school-sponsored student trips and activities.

In addition, comprehensive tobacco and vape-free school policies include definitions of tobacco use, outline enforcement, include prevention, education, and treatment services for staff, students, and visitors, as well as a process for policy management (see Model Policy, page 24).

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to: a cigarette, an electronic smoking device, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. “Tobacco product” also means electronic smoking device and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.





*Missouri's youth are precious  
and need to be protected from the  
harmful effects of tobacco use.*

# 2

## Why Tobacco & Vape-Free Schools?

### Background

School professionals who work with youth strive to make schools safe and healthy environments that promote learning, healthy behavior choices, and overall well-being. They recognize that young people have to be healthy in order to be effective learners and grow into successful young adults. They focus much of their time on educating and intervening with youth who are participating in risky behavior such as alcohol use, marijuana, methamphetamine, opioid, and other substance use. It is critical that tobacco use is addressed alongside these other substances.

Although tobacco use is legal for adults over age 21, it is the only product that if used as intended, will ultimately kill half of the people who use it. Experimentation with tobacco (cigarettes, spit tobacco, electronic cigarettes) and nicotine addiction almost always begin by the time a young person graduates from high school. This early exposure and addiction to nicotine can negatively impact brain development and have big implications for future tobacco use and smoking-related harms.<sup>1</sup> Nicotine addiction can occur as quickly as a few days after experimental smoking.<sup>1</sup> Preventing youth from ever starting can greatly decrease the chance of a life of nicotine addiction and resulting chronic illness. Missouri's youth are precious and need to be protected from the harmful effects of tobacco use.<sup>1</sup>

School programs designed to prevent tobacco product use could become one of the most effective strategies available to reduce tobacco product use in the United States. The following guidelines summarize school-based strategies most likely to be effective in preventing tobacco use among youth. They were developed by the Centers for Disease Control and

Prevention (CDC) in collaboration with experts from 29 national, federal, and voluntary agencies and with other leading authorities in the field of tobacco use prevention to help school personnel implement effective tobacco use prevention programs. These guidelines are based on an in-depth review of research, theory, and current practice in the area of school based tobacco use prevention.

#### The guidelines recommend that all schools:

- Develop and enforce a school policy on tobacco use.
- Provide instruction about the short- and long-term negative physiologic and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use, and refusal skills.
- Provide tobacco use prevention education in kindergarten through 12th grade.
- Provide program-specific training for teachers.
- Involve parents or families in support of school-based programs to prevent tobacco use.
- Support cessation efforts among students and all school staff who use tobacco.
- Assess the tobacco use prevention program at regular intervals.

Missouri schools have the opportunity to help protect youth from the harmful effects of tobacco use and exposure. Setting a comprehensive tobacco and vape-free school policy that prohibits all tobacco and vaping product use is one step in building a healthier future for youth, shielding them from the chronic and deadly diseases associated with tobacco use. School policies that include a 100% tobacco and vape-free environment prepare students for an ever-increasing tobacco-free world, where tobacco and vaping products are prohibited in worksites, restaurants, airplanes, malls, college campuses, and more.

This toolkit provides the details and tools to assist in instituting a comprehensive tobacco and vape-free school policy. It contains helpful information about adopting, communicating, and enforcing a comprehensive tobacco and vape-free school policy.

## Schools' Positive Influence on Youth

Schools are in a uniquely powerful position to play a major role in reducing the use of tobacco and vaping products by youth.

- Children spend almost a third of their waking time in school, and much of the peer pressure they feel regarding whether or not to use tobacco and vaping products occurs in schools.
- Using tobacco products can be a “gateway” to illegal drug use. Studies show that nicotine addiction often precedes the use of other drugs and is a risk factor for future use of drugs and alcohol.<sup>3</sup> Several studies have also shown that smoking and vaping raises the risk of opioid use and can also increase the smoker’s chances of having chronic pain.<sup>5,6</sup>
- A school environment emphasizing health gives children a lifetime advantage in avoiding the risks of cancers, lung disease, and cardiovascular disease caused by tobacco use.
- A school environment that encourages anti-tobacco beliefs and behaviors can effectively prevent and reduce youth tobacco and vaping product use among students.<sup>3</sup>

## Supporting the Need for Tobacco and Vape-Free Schools

- **CDC Guidelines for School Health Programs to Prevent Tobacco Use and Addiction** – The guidelines in this report have been developed to help school personnel plan, implement, and assess educational programs and school policies to prevent tobacco use and the unnecessary addiction, disease, and death tobacco use causes.
- **The Whole School, Whole Community, Whole Child Model** – Emphasizes the relationship between educational attainment and health by putting the child at the center of a system designed to support both through coordination among schools, health agencies, parents, and the community. Research shows that the health of students is linked to their academic achievement.<sup>7</sup>
- **The School Health Index** – Developed by the CDC and partners help school personnel, parents, and health professionals, to improve school health and safety policies. This self-assessment and planning tool enables schools to identify strengths and weaknesses, develop action plans, and engage teachers, parents, students, and the community in promoting health-enhancing behaviors and better health.





# Benefits of a Tobacco and Vape-Free School Policy



## Improving school attendance

Research shows that tobacco use affects student attendance and academic performance. Policies and procedures that provide positive support for remaining tobacco and vape-free, or that help students quit, actually help learning.<sup>8</sup> Helping students with health-related needs, such as tobacco and vaping product use, allows them to become better academic students. If the school can offer help to solve non-academic problems, students will be in class more often, have fewer health problems, and feel more connected to their peers.<sup>9</sup>



## Positive role modeling by faculty, staff, and visitors

Implementation of a comprehensive tobacco and vape-free school policy represents a firm commitment by school administration, teachers, and parents to prohibit tobacco and vaping product use by students, employees, and visitors.

All school staff members have the responsibility to serve as positive role models for students by not using any tobacco or vaping products at school or any school-sponsored events, including off-site events. For this reason, it is important that all school staff serve as positive role models for students and do not use any tobacco or vaping products in their presence. Enforcement of the tobacco and vape-free policy confirms this commitment and provides opportunities for adults and peers to serve as role models for living tobacco and vape-free.



## Deterring youth from using tobacco

The U.S. Food and Drug Administration classifies nicotine, found in tobacco products and e-cigarettes, as a drug. School policies do not allow the use of other drugs, such as alcohol, marijuana, or cocaine on school grounds or at school-sponsored events – no exception should be made for nicotine and tobacco or vaping products.

Almost 90% of adult smokers started smoking before they turned 18.<sup>10</sup> If we can keep youth tobacco-free until age 18, most will never start using tobacco.



## Preparing students for smoke-free workplaces and communities, and tobacco and vape-free college campuses

One hundred percent tobacco and vape-free school policies prepare students for an ever-increasing tobacco-free world, where tobacco products are prohibited in worksites, restaurants, airplanes, malls, college campuses, and more. Employers are becoming more reluctant to hire smokers or vapers due to increased absenteeism, healthcare costs, and disability.<sup>11</sup> In a competitive job market it is important that all students live their school years as non-tobacco users.



## Reducing risk of fires

“Smoking material” fires are the leading cause of fire deaths in the United States.<sup>13</sup> Lighted tobacco products can be easily tossed into school trash cans, especially in bathrooms, placing schools and school children at increased risk of injury due to fires.



## Protecting everyone from secondhand smoke and aerosol from electronic cigarette devices

There is no risk-free level of exposure to secondhand smoke, and children often become the involuntary victims of secondhand smoke exposure.<sup>10</sup> Children are especially sensitive to the effects of secondhand smoke, whether the smoke is indoors or outdoors. Even limited exposure can be harmful.<sup>12</sup> Secondhand smoke causes acute and chronic respiratory disease and ear and upper respiratory infections, which are primary causes of school absences.<sup>12</sup>

Smoking or vaping outside near building entrances or fresh air intakes (vents that pull air to the inside of the building) often results in smoke/vape migrating indoors. Clusters of employees or visitors smoking or vaping at entrances and smoking or vaping at school-sponsored events can make it difficult for students who do not wish to have smoke on their clothes and in their hair. Passing through the smoke/vape may trigger an asthma attack or exacerbate respiratory problems in students. These hazards do not meet the standard of a safe school environment.

Litigation related to secondhand smoke is growing. Individuals have recovered damages in lawsuits because their employers failed to provide a safe, smoke-free work environment.



## Changing social norms regarding tobacco product use

Children and youth spend most of their days at school. Tobacco and vape-free school grounds support the message students receive in the classroom, creating consistency between what is taught and what is experienced in the rest of the school environment. Prohibiting tobacco and vaping product use at all times on school grounds reinforces the norm that most people do not use tobacco products and do not want to breathe secondhand smoke or aerosol from electronic cigarette devices.

## Federal Law on Tobacco Use in Schools

In 1994, the United States government passed a law called the *Pro-Children Act of 1994*. This federal mandate states, *"No person shall permit smoking within any indoor facility owned, leased, or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children."*



## Missouri Law on Tobacco Use in Schools

In 1993, Missouri revised Title XII Public Health and Welfare statute 191.775. The revised statute states, *"No person shall smoke or otherwise use tobacco products in any indoor area of a public elementary or secondary school building or educational facility, excluding institutions of higher education, or on buses used solely to transport students to and from school or to and from any place for educational purposes. Any school board of any school district may set policy on the permissible uses of tobacco products in any other non-classroom or nonstudent occupant facility, and or the school grounds or outdoor facility areas as the school board deems proper. Any person who violates the provision of this section shall be guilty of an infraction."*

Individual schools and districts have the authority to implement more restrictive policies, including the CDCs best practice guidelines that prohibit tobacco and vaping product use (including e-cigarettes) on the entire campus at all times.

# 3

## Adopting a Comprehensive Tobacco & Vape-Free School Policy

The following five-step roadmap was developed for policy change and adapted from North Carolina Department of Health and Human Services, 100% Tobacco and Vape-Free School Project.<sup>14</sup>

### 1 Collect Data

STEP

#### Assess Current Tobacco Policy

A good place to start is by reviewing your school's and the school district's current tobacco use policies using the assessment tool in **Appendix A**. This tool will help community and school leaders determine what is needed to achieve a comprehensive tobacco and vape-free school district. The questions are designed to identify policy strengths, gaps in services, areas for improvement, and strategies needed to strengthen current policies. School districts can also compare their policy language to the model policy language to determine if any improvements are needed.

#### **Assessment Tool**

For assistance with the assessment tool, contact the Department of Health and Senior Services Comprehensive Tobacco Prevention and Control Program at:

MoTobaccoProgram@health.mo.gov  
or 573-522-2820.

#### Assess Environment

Although it is not easy to develop new policies and programs to protect others from the negative effects of tobacco and vaping products, it is very rewarding. Assessing staff's, students', visitors', and school board members' knowledge, attitudes, and beliefs about tobacco and vaping product use and the current tobacco policy can increase insight and identify issues that need to be addressed. Assessment results can also be used to help support policy improvement efforts during school board meetings. **Appendix B - Tobacco and Vape-Free School Survey**, provides an example of an environmental assessment, which can be modified for individual use. For example, districts that already have a 100% tobacco and vape-free school policy that does not include strong enforcement or address cessation services might eliminate the tobacco and vaping product use related questions and focus more on the enforcement and cessation services related questions.



## 2 STEP

# Enlist Support

Forming a committee with a variety of stakeholders who support a comprehensive tobacco and vape-free school policy can help ensure the policy is passed. Partners may include community members such as parents, students, and staff.

## Community Partnerships

Include the wider community in discussions about the development and implementation of a comprehensive tobacco and vape-free policy. School districts can partner and coordinate with local tobacco use prevention and control coalitions. Explore partnerships with local hospitals, nonprofits, and behavioral or public health-related programs, or public health departments to offer programs such as cessation services.

## Student Involvement

Involve students in advocating for, developing, implementing, and enforcing a comprehensive tobacco and vape-free policy. The planning and implementation of promotional activities, through student clubs, peer educators, or the district wellness committee, is another way to involve students. Include students on the team that establishes standards for enforcement. **Appendix C - The Power of Youth**, provides rationale.

## Staff Involvement

Staff are also very important in developing, implementing, and enforcing a comprehensive tobacco and vape-free policy. Since staff may have to implement and enforce the policy, getting their support and input early in the process could prevent problems later.

## 3 STEP

# Educate Community Members

Once the data and supporters are identified, it is time to educate the school, youth, and community members on why a comprehensive tobacco and vape-free school is important. This can be done by setting up booths at school-sponsored events, holding activities, and talking to school organizations to help build support for a 100% tobacco and vape-free school policy. Links to fact sheets to use with educational efforts are included in **Appendix H**.

## 4 STEP

# Draft the New Policy

Review the assessment and the perceptions survey results to determine how the school district's current policy can be improved and how the policy is perceived by the community. Updates to the policy can be approached in one of two ways. The existing tobacco and vape-free policy can be updated, or the existing policy can be replaced by a new policy. The school district model tobacco and vape-free school policy presented in this toolkit is comprehensive and evidence-based. School districts planning to develop their own policies might want to review the components of the model policy (sample policy on page 24), and keep the policy simple and specific.

Essential elements of a comprehensive tobacco and vape-free school policy:

- Require a school environment that is free of tobacco and vaping product use at all times, including at off-site school events. The policy should apply to everyone who attends, works or volunteers at, or visits the school district.
- Include a rationale for the policy. Use scientific data about secondhand smoke, adolescent nicotine use and addiction, social norms, etc. to explain the purpose for adopting the policy and the benefits and protection it will deliver to the school environment and the students.
- Include definitions of products, school events, personnel, etc. in order to assure a common understanding of the policy, the products, and people involved.
- Include a strong enforcement component, including how violations are to be reported and consequences for violations specific to the group to which the violator belongs.
- Identify a meaningful date, such as the start of the new school year, to implement the policy or begin policy changes.

## 5 STEP Present New Policy to School Board Members

After support from stakeholders is obtained and a policy drafted, it is time to seek support from the school board.

- It is helpful if all school board members are knowledgeable about the importance and the benefits of a comprehensive tobacco and vape-free policy.
- Identify any school board members who strongly support the issue and enlist their support in advocating for approval from other members.
- Meet individually with the superintendent and each member of the board and find out what concerns they have so those issues can be addressed during school board presentations.
- If needed, provide information packets to the board members prior to meetings. Include materials that address the specific issues discussed during the individual meetings.
- Be well prepared for the presentation. Know what forms need to be completed, how many readings or votes are required before the policy is adopted, and if the policy must be approved by a subcommittee prior to presentation to the school board.
- Make the presentation brief. Include the benefits about 100% comprehensive tobacco and vape-free schools, personal stories from students, and recognition of supporters. Inviting stakeholders and supporters to the meeting helps to show support.



## If at First You Don't Succeed...

Recognize that policy change takes time. If the first attempt is not successful, regroup, analyze the reasons it did not pass, strategize, and try again next year.

Reasons the policy might not have been adopted and strategies to address them:

- **There was opposition from a person or group.** Take time to learn the reason for the opposition and find ways to overcome their issue. For example, board members might be afraid of what community members would say about the new policy. Empower the board members with responses that would counteract any negative thoughts.
- **There is another serious issue that is perceived to have more urgency in the school district.** Next year, begin with some education about the lifetime toll of tobacco addiction that begins in adolescence.
- **There was not sufficient interest among the decision makers.** A vote or survey might emphasize the importance of this policy. Letters from or presentations by students at a school board meeting tend to be very effective. Consider whether sufficient education was done among the student body, the faculty, and staff for them to be able to advocate for the policy, and if not, plan more educational activities next year.
- **Everyone was so busy that it was not brought before the school board.** If it was tabled at the end of the school year because of the number of issues before the school board, plan to introduce it at a less busy time of year.



*Enforcing tobacco and vape-free school policies consistently and fairly strengthens a culture of respect and caring at a school.*

# 4

## Implementing the Policy

Policy Passed – Congratulations! The hard work paid off. The next steps include communicating the policy requirements and ensuring it is enforced.

### Communication Tips

Tobacco and vaping use policy implementation can be challenging. Without effective communication, the policy will be difficult to enforce. Knowing how to communicate the policy effectively will go a long way toward relieving any stress school staff may have regarding enforcement and will help to avoid negative confrontations with parents, workers, and other school visitors.

The best way to communicate the new policy is with positive messages reinforcing that comprehensive tobacco and vape-free schools are in the best interest of everyone. Even with signs, written materials, and event announcements, some school visitors may not realize that the school district has a comprehensive tobacco and vape-free school policy in place.

No matter what stage the district is in, just getting started, implementation, or dealing with enforcement issues, experience shows that ongoing and consistent communication between school and community members is most effective in identifying the best strategies for the school district.



The following tips include communication ideas and strategies to ensure that all members of the school and community are aware of the policy, understand the rationale behind it, and are clear about the consequences if the policy is violated.

## Everyone

- Post tobacco and vape-free signs at all entrances to school buildings, school grounds, parking lots, in athletic facilities, and school buses. **Appendix D** gives examples of signage.
- Provide at least three announcements – at the beginning of the event, at half time/ intermission, and at the end at all athletic events, meetings, concerts, and plays. Have students develop and/or deliver announcements. Include written reminders in event programs. **Appendix G** includes sample announcements to use at school events.
- Include information in all newspapers and school district websites.

## Students

- Print policy details in student handbooks and orientation guides.
- Review and discuss the policy at student orientation meetings, including meetings with new and transfer students.
- Share the information through student organizations and events.
- Make announcements over morning broadcasts at school and over loudspeaker systems at school events. Tell students about opportunities for tobacco cessation support programs and provide information about how students can access these programs.
- Encourage, support, and empower students to appropriately confront (approach and inform) other students and visitors who are violating the policy.

## Faculty/Staff

- Provide every school district employee with a copy of the policy and a letter of explanation from the school board.
- Discuss the policy at staff meetings, at new staff orientation, and during interviews.
- Conduct an in-service presentation on tobacco and vaping product use-related school policies for all staff, including teaching staff, bus drivers, aides, food service workers, and maintenance staff.
- Post information, along with a copy of the policy, in staff lounges and offices.

- Tell staff about opportunities for tobacco cessation support programs and provide information regarding how staff can access these programs.
- Include a statement that the school district is tobacco and vape-free on all job applications.

## Parents/Guardians

- Provide information at open houses at the start of the new school year.
- Send a letter (see sample in **Appendix E**) to each parent or guardian that explains the policy change; provides the health, academic, and social reasons for the change; outlines the consequences for violators; and asks for support with enforcement.
- Ask parents to sign student-school contracts that address the tobacco and vape-free policy for participation in extra and co-curricular activities.

## The Public

- Send local press a news release, announcing the new policy. **Appendix F** includes a sample press release.
- Place an ad in the newspaper thanking the school board for its decision to adopt a comprehensive tobacco and vape-free policy district wide.
- Ask other community agencies such as local public health agencies; tobacco-free coalitions; alcohol, tobacco, and other drug prevention coalitions; parent teacher associations or organizations; and asthma coalitions to include an article about the new tobacco and vape-free school policy in their newsletters.
- Remove all ashtrays from school property.
- Communicate the policy to parents and business volunteers who assist in supervising youth during off-campus activities, including field trips, job shadowing, or community service.







## Enforcement

Enforcing tobacco and vape-free school policies consistently and fairly strengthens a culture of respect and caring at a school. A major nationwide study of school tobacco control policies found that middle schools that closely monitor students have significantly lower rates of student cigarette use than middle schools that monitor less rigorously. Schools that enforce this policy do not accept or allow violations to occur without appropriate action. Enforcement helps to maintain a safe and healthy environment in which authority is respected and rules are followed.<sup>15</sup>

Considerations about enforcement might be woven into all phases of policy development, communication, implementation, and monitoring. Below are strategies for solving enforcement problems that other school administrators have found helpful.

### Enforcement Strategies

- **Soft roll-out** - Some schools may choose a “soft rollout,” with the emphasis on education and communication of the policy in the first weeks of implementation. During this time, violations of the policy are addressed directly with anyone who is not complying, informing them of the existence and terms of the policy. During this period, the full disciplinary

sequence would not be invoked but there should be a publicly stated date when the soft enforcement ends. If this approach is taken, full enforcement could begin a month to six weeks after the policy is implemented.

- **Group accountability** - Consider including everyone in enforcement responsibilities: students, staff, principals, teachers, and others. Encourage members of student organizations, PTA/PTO members, and other groups with members attending events to remind spectators of the policy. When using volunteers, especially students, let them know that most people want to comply with the rules and they should approach anyone violating the policy in a friendly, helpful manner, focusing on informing them about the policy. **Appendix G** includes examples of tactful ways to approach those who are not complying.
- **Enforcement officers** - Use the same monitors used for aggressive behavior and truancy to monitor tobacco and vaping product use on school grounds. Monitors should be trained on the enforcement protocol. If police officers or school resource officers currently monitor the school grounds for compliance with laws and other school regulations, they should be responsible for tobacco monitoring as well. Visibility of law enforcement personnel may reduce visitor policy violations.

- **Enlist student help** - Students can be encouraged to support the tobacco and vape-free school policy as a form of pride in their school and support for the good health of the entire school body. Groups such as the Student Council can be trained to remind their peers and visitors about the policy if they observe someone using tobacco or vaping products at school. They can encourage anyone interested in quitting to talk to a teacher or school nurse.
- **Consistency** - Enforcement is more effective when it is consistent and fair. Students, staff, and visitors need to follow the rules consistently. When the policy and enforcement process are communicated to all staff and students, everyone will know what to expect. Schools can also ask students and staff to help educate visitors to the school property about the tobacco and vape-free policy. Expect some people to test enforcement of the new policy. Remember that consistent enforcement sends a clear message about the importance of the policy.

students to make responsible decisions about the health of their bodies and to have respect for other students and staff by not using tobacco or vaping products on campus.

- **Focus on behavior** - Focus on the use of tobacco as an unhealthy behavior, not on the user. For example, teachers who use tobacco or vaping products may still be great role models for youth but their use of tobacco or vaping products promotes an unhealthy behavior. It is important not to criticize adults who use tobacco or vaping products outside the school setting and it may be assumed that they also are supportive of making the campus tobacco and vape-free.
- **Written enforcement procedures** - As with all school policies, it is important to establish written enforcement procedures that are fair, clear, and consistently implemented. Procedures can be developed for all potential violators: students, staff, and visitors. Many schools find that developing a written checklist outlining these procedures facilitates consistent implementation.

## Clear Communication on Enforcement

- **Proactive, clear, and consistent communication** - This is a very important part of enforcement. Communication through a variety of channels sends clear, consistent messages that the use of tobacco and vaping products are not appropriate or acceptable in the school environment. Communication should be continual and highly visible. Post the written policy and signage around campus for visitors and students to read. Announce the policy at athletic events, plays, dances, and concerts. Put information about the policy in programs and student and staff newsletters. Place contracts in student handbooks that detail the tobacco and vape-free policy to be signed and returned by both students and parents. Mention tobacco and vape-free policies at new student orientations beginning in middle school. Point out the tobacco and vape-free policies during the employee hiring or contracting process.
- **Positive message** - The more positive the messages, the fewer problems there will be with enforcement. While presenting the policy in a positive light, acknowledge that students, staff, and visitors may find it challenging initially. Emphasize the health, academic, and social benefits of a tobacco and vape-free school to staff and students. Encourage





## Consequences for Tobacco or Vaping Product Use

School administrators are encouraged to develop restorative rather than exclusionary discipline procedures for students that emphasize education and positive alternatives as opposed to suspension. The main purpose of consequences for violations is for students and others to learn from their mistakes and make healthier decisions in the future. Through required education, cessation support, and parent communication, students can be supported to honor the policy and make positive changes in their tobacco or vaping product use.

In addition to a graduated approach to discipline, it is recommended that education and referral to cessation be included in disciplinary consequences. Tobacco or vaping product use is often more than a disciplinary issue; in many cases, it is also an addiction issue. Research shows that adolescents can quickly become dependent on nicotine. Because nicotine dependence can start early in an adolescent's use of tobacco or vaping products, cessation resources should be offered to the student beginning at the first offense. Research has shown that most teen smokers/vapers do want to quit but have been unsuccessful in their previous attempts. School staff, such as the school nurse, counselor, or resource officer, can assist adolescents with quitting by using an evidence-based curriculum or resources such as Adolescent Cessation in Every School (ACES) identified in **Appendix H**.

There are many disciplinary strategies that can be utilized in a progressive discipline approach. The right combination can be determined at the district level to match the district's unique needs.

The following is a list of suggested disciplinary actions for every student violation:

1. Search for tobacco or vaping products, including electronic cigarette devices.
2. Confiscation of those products and related equipment.
3. Notification of parents.
4. Offer student information on cessation services.

Below is a list of strategies that can be incorporated into a progressive discipline plan. Schools/districts need to decide how quickly to heighten the consequences for students in violation of the school tobacco policy. Schools can consider modifying their discipline policy depending on the nature of the violation.

### Recommended consequences for each violation by a student

#### 1st violation:

- confiscation of tobacco or vaping products, including electronic cigarette devices,
- notification of parents or guardians,
- student participation in tobacco and vaping education program, and
- offer the student information about cessation programs and resources.

#### 2nd violation:

- confiscation of tobacco or vaping products, including electronic cigarette devices,
- notification of parents and/or guardians,
- offering the student information about available cessation programs, and
- student meeting and individual student assessment with a substance use educator or designated staff with parents and/or guardians to discuss tobacco or vaping product use and school policy.

#### 3rd and any subsequent violation:

- confiscation of tobacco or vaping products,
- notification of parents and/or guardians,
- offering student information about available cessation programs, and student participation in a tobacco and vaping education program, and
- educational community service.

### Faculty & Staff

Recommended consequences for each violation by faculty and staff:

- **1st violation:** verbal warning to the staff member and an offer of a referral to cessation services.
- **2nd violation:** written warning to the staff member with a copy placed in his or her district personnel file, and an offer of referral to cessation services.
- **3rd violation:** considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

### Parents & Visitors

Recommended consequences for each violation by parents and visitors:

1. Parents and visitors who are observed violating the school district's policy should be asked to comply with the school district's tobacco and vape-free policy.
2. If the parent or visitor fails to comply with the request, his or her violation of the policy may be referred to the building principal or other available school district supervisory personnel.
3. The supervisor should make a decision on further action that may include a directive to leave school property including forfeiture of any fee charged for admission to a school-sponsored event.
4. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If they refuse to leave, the police may be called.

### A Note About Suspension

School years are a critical time for the physical and educational development youth need for success later in life. Research shows penalties like expulsion and suspension result in negative educational and life outcomes. The U.S. Department of Education and U.S. Department of Justice recognize the connection between exclusionary discipline policies and practices and an array of serious educational, economic, and social problems, including increased likelihood of involvement with the criminal justice system, and have noted that high rates of school suspensions are related to lower school-wide academic achievement and standardized test scores.<sup>16</sup>



## Tobacco Prevention & Cessation

### Prevention

As part of a comprehensive tobacco use prevention program, tobacco and vaping product use prevention should be integrated within the health education program and be taught at every grade level, pre-kindergarten through grade 12. The educational program should be based on theories and methods that have been proven effective by published research and consistent with the Department of Elementary and Secondary Education health education standards. Instructional activities can be designed to accomplish the [Guidelines for School Health Program to Prevent Tobacco Use and Addiction](#).

### Cessation

Research shows that half of all young people who use tobacco want to quit. Offering cessation classes or helping to link students and staff who violate the policy to cessation programs will motivate them to quit and introduce skills, techniques, and support they can use to be successful. It will also help them develop coping methods to prevent relapse. Cessation services can be offered in a variety of settings, including but not limited to in-person, online, texting, and phone calls.

### Tobacco Industry Youth Prevention Programs

Tobacco companies have created their own youth “prevention” programs; however, research finds that these programs are ineffective and therefore should not be used.

The 2012 Surgeon General’s Report, Preventing Tobacco Use Among Youth and Young Adults, states, “The tobacco companies’ activities and programs for the prevention of youth smoking have not demonstrated an impact on the initiation or prevalence of smoking among young people.”

Read the [full report](#)<sup>3</sup> for more information.

## On-Going Advocacy Efforts & Policy Evaluation

Periodic evaluation of the policy enables the district to deal with any glitches. Ask schools in the district to report any problems with compliance and address the problems right away. Periodically ask students, staff, visitors, and community members for feedback and review for possible policy improvements.

Suggested ways to gather ideas include:

- Collect stories of positive effects of the policy.
- Solicit comments from parents and community members and publicize these comments and stories in school newsletters sent home to parents.
- Develop recognition events for students and staff who quit tobacco or vaping product use.
- Orient new administration, employees, and board members to the policy.
- Identify problems with policy implementation and make necessary corrections.
- Hold tobacco and vape-free events each year to celebrate and reinforce the policy.



*Schools have the authority to develop, adopt, and implement policies that are in the best interest of the students and staff.*

# 5

## Frequently Asked Questions

### **Will we risk losing our adult supporters at athletic events?**

It is highly unlikely that the school district will lose adult supporters at athletic events. Administrators in school districts that have adopted a comprehensive tobacco and vape-free policy have noted that the vast majority of adults have willingly complied with the policy during athletic events. These adults are school supporters and often have children attending the school. They understand and appreciate that school policies, such as ones prohibiting tobacco use and alcohol/drug use on campus, are designed to protect the safety of youth and offer a positive environment for students and families.



Furthermore, the expectation that an event or a facility is tobacco and vape-free has become more common in many social situations as society has become more aware of the health risks of secondhand smoke. There has not been a reduction in patronage of indoor spaces such as movie theaters, restaurants, and air travel since they have become smoke/vape-free. The school policy does not require people to quit using tobacco; it simply asks them to refrain from tobacco use on school property and at school-sponsored events.

### **What about the argument that it is legal for adults to use tobacco?**

Schools have the authority to develop, adopt, and implement policies that are in the best interest of the students and staff. A tobacco and vape-free school policy restricts tobacco use on the school campus and at school-sponsored events only. Tobacco is a legal product for adults to purchase and use. Adult tobacco users have the option of going off-campus to use tobacco or other nicotine products.

### **Whom should I contact if I have more questions on tobacco and vape-free schools in Missouri?**

Contact the Department of Health and Senior Services Tobacco Prevention and Control Program at [MoTobaccoProgram@health.mo.gov](mailto:MoTobaccoProgram@health.mo.gov) or 573-522-2820.

# 6

## Model Policy

### Sample K-12 Comprehensive Tobacco and Vape-Free School District Policy

#### I. Findings

- A. Commercial tobacco use is the single most preventable cause of death in the United States.<sup>4</sup>
- B. In the United States, smoking causes 480,000 deaths annually and is responsible for nearly \$170 billion in excess medical care costs.<sup>5</sup>
- C. Nicotine is found in all commercial tobacco products, including electronic smoking devices.<sup>6</sup> Exposure to nicotine during adolescence and young adulthood can cause addiction and harm the developing brain.<sup>7</sup>
- D. The use of commercial tobacco products by children in the United States is a pediatric disease of considerable proportions that results in new generations of nicotine-dependent children and adults.<sup>8</sup>
- E. In 2018, 27.1 percent of U.S. high school students were current users of commercial tobacco products, totaling 4 million. Overall commercial tobacco use by high school students increased in the United States by 38 percent during 2017–2018, which reversed recent declines in commercial tobacco use by youth in the United States. This increase was driven by the use of electronic smoking devices (also known as e-cigarettes, vapes, Juul), which rose 78 percent during 2017–2018.<sup>9</sup> By 2018, an estimated 3.05 million (20.8 percent) of high school and 570,000 (5.7 percent) of middle school students were current users of e-cigarettes, the majority (67.8 percent) of whom use flavored e-cigarettes.<sup>10</sup>
- F. In Missouri, smoking causes 11,000 deaths annually and is responsible for \$3.03 billion in health care costs. Each year, 2,600 Missouri children become new daily smokers.<sup>8</sup>
- G. Children are exposed to tailored, targeted, substantial, and unavoidable tobacco industry marketing and advertising that leads young people to (1) hold favorable beliefs about, (2) overestimate the prevalence and undermine the health harms of, and (3) become more likely to begin to use commercial tobacco.<sup>11</sup>
- H. Electronic delivery smoking devices create and increase nicotine addiction among young people. In 2018, the U.S. Surgeon General declared use of electronic delivery smoking devices as an epidemic among young people.<sup>12</sup> Using these products may also encourage youth to try other combustible tobacco products that are known to cause disease and lead to premature death.
- I. Imitation tobacco products, such as candy cigarettes and smokeless chew, may lead youth to use commercial tobacco by desensitizing them to the dangers of tobacco and by advancing the idea that commercial tobacco use is socially acceptable.<sup>13</sup>
- J. Evidence has shown anti-tobacco use campaigns sponsored by the tobacco industry (including electronic smoking device manufacturers and retailers) do not prevent youth from using commercial tobacco products and may encourage youth to smoke and create positive associations with the tobacco industry.<sup>14</sup>



## II. Purpose

**This is a comprehensive policy designed to ensure a safe learning and work environment free of commercial tobacco.**

- A. [The [district name] Board of Education] / [school name] recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of commercial tobacco products, including electronic smoking devices, to users and non-users. The [board/ school] believes that the use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.
- B. The [board/school] also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.
- C. The [board/school] embraces that adult staff and visitors serve as role models for students. The board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other commercial tobacco use for the students, staff, and visitors.

THEREFORE, the [board/school] adopts the following commercial tobacco-free policy:

## III. Definitions

- A. "Administrator" means any person who has disciplinary and managerial authority to enforce school policies in [district/school name], including but not limited to principals, vice-principals, and office personnel.
- B. "Any time" means 24 hours a day, seven days a week, 365 days a year.
- C. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. "Electronic smoking device" includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.
- D. "Imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. "Imitation tobacco product" includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- E. "Off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, dances, or theatrical productions.
- F. "Parent/Guardian" means any person that has legal guardian status over a student enrolled in [district/ school name].
- G. "School" means [name of school/any public nursery, day care center, child care facility, Head Start program, kindergarten, elementary, secondary school, alternative learning center or adult education center] operated under the control of [district name].
- H. "School property" means all facilities and property, including land, whether owned, rented, or leased by [district/school name], and all vehicles owned, leased, rented, contracted for, or controlled by [district/ school name] used for transporting students, staff, or visitors.
- I. "Signage" means signs declaring that all [district/school name] school property is tobacco-free.
- J. "Smoking/Vaping" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

- K. "Staff" means any person employed by [district/school name] full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by [district/school name], or anyone working on a volunteer basis. This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for [district/school name].
- L. "Student" means any person enrolled in [district/school name]'s educational system.
- M. "Tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria). This includes parent companies and subsidiaries.
- N. "Tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.
- O. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco.
- P. "Tobacco products shop" means a retail establishment that derives more than 90 percent of its gross revenue from the sale of tobacco products, as defined in this policy.
- Q. "Tobacco-related devices" means ashtrays, rolling papers, wraps, or pipes for smoking and any components, parts, or accessories of electronic smoking devices.
- R. "Visitor" means any person subject to this policy that is not a student, staff, or administrator as defined above.

#### IV. General Statement of Policy

- A. [district/school name] students are prohibited from possessing, using, consuming, displaying, promoting, or selling any tobacco products, tobacco-related devices, or imitation tobacco products at any time on school property or at any off-campus, school-sponsored event.
- B. Administrators, staff, or visitors of [district/school name] are prohibited from using, consuming, displaying, activating, promoting, or selling any tobacco products, tobacco-related devices, or imitation tobacco products at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.
- C. It shall be a violation of this policy for [district/school name] to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products shop. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for [district/school name].
- D. It shall be a violation of this policy for any person to promote, or for [district/school name] to promote or allow promotion of tobacco products, tobacco-related devices, or imitation tobacco products on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.
- E. [district/school name] shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.
- F. Instruction to discourage the use of tobacco products shall be included in the education provided for all students. Staff responsible for teaching tobacco use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned. The curriculum for this instruction will not be paid for or developed by the tobacco industry or its subsidiaries.

## V. Exceptions

- A. It shall not be a violation of this policy for a person to possess or provide tobacco, tobacco-related devices, or imitation tobacco products to any other person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice. It shall not be a violation of this policy to use tobacco or tobacco-related devices as part of an educational experience related to indigenous tobacco practices that has been approved by administrators.
- B. It shall not be a violation of this policy for tobacco products, tobacco-related devices, or imitation tobacco products to be included in an instructional or work-related activity in [district/school name] school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.
- C. It shall not be a violation of this policy for non-students 21 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

## VI. Opportunities for Cessation Programs

- A. Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.
- B. Administrators shall identify and offer evidence-based programs and services for staff that use tobacco products to support them in complying with this policy.

## VII. Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the whole [district/school name] community. All individuals on school premises, including students, staff, administrators, and visitors are responsible for adhering to and enforcing this policy. Members of the [district/school name] community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

### A. Students

1. The first violation shall result in the following:
  - i. confiscation of tobacco or vaping products, including electronic cigarette devices,
  - ii. notification of parents and/or guardians,
  - iii. student participation in tobacco and vaping education program, and
  - iv. offering the student information about available cessation programs and resources.
2. The second violation shall result in the following:
  - i. confiscation of tobacco or vaping products, including electronic cigarette devices,
  - ii. notification of parents and/or guardians,
  - iii. offering the student information about available cessation programs, and
  - iv. student meeting and individual student assessment with a substance abuse educator or designated staff with parents and/or guardians to discuss tobacco or vaping product use and school policy.
3. The third and any subsequent violation shall result in the following:
  - i. confiscation of tobacco or vaping products, including electronic cigarette devices,
  - ii. notification of parents and/or guardians,
  - iii. offering student information about available cessation programs, and student participation in a tobacco and vaping education program, and
  - iv. educational community service.

## B. Faculty and Staff

1. The first violation shall result in a verbal warning to the staff member and an offer of a referral to cessation services.
2. The second violation shall result in a written warning to the staff member with a copy placed in their district personnel file, and an offer of referral to cessation services.
3. The third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

## C. Parents and Visitors

1. Parents and visitors who are observed violating this policy shall be asked to comply with [district's name] tobacco and vape-free policy. If a parent or visitor fails to comply with the request, their violation of the policy may be referred to the building principal or other available school district supervisory personnel. The supervisor shall decide on further action that may include a directive to leave school property, forfeiting any fee charged for admission to a school-sponsored event. Repeated violations may result in a recommendation that the superintendent prohibit the individual from entering school district property for a specified period of time.

## VIII. Dissemination of Policy

- A. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities indicating that [district/school name] requires an environment free of commercial tobacco.
- B. The [school/district] shall notify students and parents/guardians of this policy through student handbooks and orientations.
- C. The [school/district] shall provide notice of this policy in staff handbooks, through orientations and employee or staff trainings, and when offering employment.
- D. The [school/district] shall make reminder announcements of its commercial tobacco-free policy at [school/district] events at appropriate intervals throughout the events, when possible.

## IX. Program Evaluation

The tobacco and vape free policy shall be assessed by the school district or its designee evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

## X. Effective Date

This policy shall take effect in full on [INSERT DATE].

## XI. Endnotes

1. The Public Health Law Center recognizes that traditional and commercial tobacco are different in the ways they are planted, grown, harvested, and used. Traditional tobacco is and has been used in sacred ways by Indigenous communities and tribes for centuries. Comparatively, commercial tobacco is manufactured with chemical additives for recreational use and profit, resulting in disease and death. For more information, visit: <http://www.KeepItSacred.itcmi.org>. When the word "tobacco" is used throughout this document, a commercial context is implied and intended.
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## Last Words & References

### Last Words

If a school district follows the steps outlined in this guide, adopting, passing, implementing, and enforcing a comprehensive tobacco and vape-free school policy should result in success. Most barriers to success occur when schools are in the process of gaining support for their policies or having the policies passed by the school board. Researching potential problems, and being able to adequately address them, will help assure a smooth transition to a comprehensive tobacco and vape-free school district and potentially help reduce any issues that may arise. Compliance is enhanced when the policy is effectively communicated and consistently enforced.

Once a school district adopts or makes changes to their new school policy, contact the Missouri Department of Health and Senior Services (573-522-2820) so they can track the progress and congratulate the district's success.



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# 8

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# Comprehensive Tobacco & Vape-Free School District Checklist

Complete the following assessments to determine how comprehensive your district’s current tobacco-free policies are.

### Characteristics of Current Tobacco Policy

1. When was the tobacco policy established?
2. Does the policy specify rules for (check all that apply): Students  Staff  Visitors
3. Does the policy cover all tobacco products (including cigarettes, cigars, cigarillos, smokeless tobacco, pipes, hookahs, and electronic cigarettes)? Yes  No
4. Does the same policy apply to all schools in the school district? Yes  No
5. According to the school district policy, are students, staff, and/or visitors allowed to use any tobacco or vaping products in any of the following places **DURING** regular school hours?

Places/Events	Students	Staff	Visitors
In school buildings	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
On school grounds in designated areas	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Playing fields and spectator areas	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
School-sponsored events off campus	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
School vehicles	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Administrative/other buildings and facilities	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>

6. According to the school district policy, are students, staff, and/or visitors allowed to use tobacco or vaping products in any of the following places **AFTER** regular school hours? (ex: athletic events)

Places/Events	Students	Staff	Visitors
In school buildings	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
On school grounds in designated areas	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Playing fields and spectator areas	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
School-sponsored events off campus	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
School vehicles	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Administrative/other buildings and facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

7. Does the policy prohibit tobacco advertising in school buildings, in property leased by the school, at school functions, in school publications, and on students' clothing? Yes  No
8. Does the policy prohibit the school district from accepting funding from the tobacco industry for school supplies such as health curricula, computers, scoreboards, or anything else? Yes  No

### Communication

1. Identify how students, staff, and visitors are made aware of the school's (or school district's) tobacco policy. Check all that apply.
- Student and employee handbooks
  - Written information
  - Stipulations in contracts
  - Verbal announcements at school or school sponsored events
  - Meetings among staff or with parents
  - Signs stating the policy in visible places at school(s)
  - School district website
  - Other (specify)

### Policy Enforcement

1. What is the title of the person/persons at the school (or district) responsible for enforcing and monitoring the tobacco policy?

- Unsure  No one is in charge of enforcing and monitoring the current tobacco policy

2. How difficult has it been for your school or district to consistently enforce the current tobacco policy?

- Not at all
  Very difficult to enforce  
 Some difficulty with enforcement
  Unsure

3. Describe the primary problems your school or district faces in enforcing the current tobacco policy (ex: students smoking, chewing, vaping, or using any type of tobacco or nicotine products in the restrooms).

4. Which of the following actions are taken when students violate the policy? Check all that apply.

Action taken	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Referred to school administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal or written warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-school suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting with parent/guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community/school service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify parent or guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to an alternative-to-suspension program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required attendance in a tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required attendance in an alternative-to-suspension program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Which of the following actions are taken when school staff violates the policy? Check all that apply.

Action taken	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Referral to school administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal or written warning or reprimand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to a tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required enrollment in tobacco, including e-cigarette or vaping product education or cessation program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What actions are taken when visitors violate the tobacco policy?

## Tobacco Prevention Education and Cessation

1. In which grades does your school teach tobacco or vaping product use prevention/education?

2. Is tobacco education part of a comprehensive school health curriculum? Yes  No   
If yes, what curriculum is used?

3. Which staff members typically provide the instruction?

4. Does your school provide access and referral to tobacco and vaping cessation programs for students or staff?

- Students: Yes  No
- Staff: Yes  No
- If yes, what programs are offered?

5. Does your school offer any on-campus cessation programs for students or staff?

- Students: Yes  No
- Staff: Yes  No
- If yes, what programs are offered?

6. Does your school conduct or take part in activities to promote a tobacco and vape-free lifestyle such as the Great American Smoke-Out or Kick Butts Day? Yes  No

**Congratulations on completing the checklist of your school district’s tobacco policies!**

If you selected “no, unsure, or have any comments,” those answers may indicate areas where improvement is needed. Administering staff, school board, and student surveys can garner additional information, support, and suggestions to create or strengthen your district’s tobacco policies.

- 1. If your school does not have a comprehensive tobacco and vape-free policy, in your opinion, what is the primary reason?

- 2. Describe changes needed to make the current tobacco policy meet a comprehensive tobacco and vape-free policy:

- Changes needed to improve the tobacco use education and cessation services offered to your school district’s students and staff:

- Changes needed to improve communication of your school’s (or school district’s) tobacco policy to students, staff, and visitors:

- Changes needed regarding enforcement of the policy, for the tobacco policy to be effective:

- Other changes needed to meet the comprehensive tobacco and vape-free policy:

## Additional survey questions for schools without a Comprehensive Tobacco & Vape-Free Policy

Check the boxes or fill in the blanks below that most closely match your school district's policy. Your responses can help you develop a core group to work on improving your policy. Once completed, compile and review the results to assess how to garner support to assist in the development or strengthening of your policy.

### Role of Youth

1. Does your school district have any active groups or clubs run by or for students with tobacco or vaping product use prevention and reduction as one of their main goals?

Yes  No

If yes, please list or summarize activities.

2. What is the role of your school district's youth in advancing a comprehensive tobacco and vape-free school policy? What training or assistance do they receive or will they need to help them fulfill their role?

### Support for a Comprehensive (100%) Tobacco and Vape-Free School Policy

1. Are you aware of any feedback, either negative or positive, from students, staff, or the community regarding your school or district's current tobacco policy? Yes  No  If yes, please summarize.

2. Is there discussion or interest from students, staff, or the community about implementing a comprehensive tobacco and vape-free school policy? Yes  No  If yes, please summarize.

3. Have there been previous efforts to develop or propose a comprehensive tobacco and vape-free school policy?

Yes  No  If yes, please summarize.

4. In your opinion, what proportion of students, staff, community, and school board members would support a comprehensive tobacco and vape-free school policy?

	None	Few	Some	Most	All
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Describe the strategies needed to increase student, staff, community member, and school board support of a comprehensive tobacco and vape-free school policy.

### Partnerships & Collaborations

1. With which of the following tobacco prevention resources do you work? Check all that apply.

- Asthma Coalition
- American Cancer Society American
- Lung Association
- American Heart Association
- Local Health Department
- Local Law Enforcement
- Other
- Not working with any others

2. To develop, adopt, and implement a comprehensive tobacco and vape-free school district policy, what community organization(s) and stakeholder(s) should be involved?



## Background

To help determine the perceptions of staff, key stakeholders, and students regarding your district's tobacco policies, ask them to complete the following survey. Although you do not need to survey everyone, the more input you receive, the more informed your decisions about the policy will be.

## Instructions

The survey can be copied and distributed individually, posted online, or shared at an in-service meeting. Have each participant check the box or fill in the blanks.

Once completed, compile and review the results to determine how to garner support, and suggestions to create or strengthen your district's tobacco policies.



# Staff Survey

## Assessing the Perception/Opinion of Policy Support & Enforcement

We would like your opinion about the use of tobacco or vaping products, and the school district’s tobacco-related policies. Your input will help inform any potential revisions to the existing tobacco-related policies.

1. What is your position in the school district?

- Teacher
- Custodial Staff
- Administrative Support Staff
- Teacher’s Aide
- Volunteer
- Transportation
- Food Service Staff
- Administrator
- Other (please list position)

2. Please answer each question below:

	Yes	No	Neutral
Do you believe that school staff are important role models for youth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should the school district do more to prevent youth tobacco, including e-cigarette, or vaping product use and exposure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe that secondhand smoke and aerosol from an electronic smoking device or vape is harmful to nonsmokers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you support a comprehensive 100% tobacco and vape-free school policy covering students, teachers, and visitors including at all on and off-campus events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think other school staff would support adopting a comprehensive tobacco and vape-free policy covering students, teachers, and visitors including at all times on and off-campus events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think that school administrators would support creating a policy to go tobacco and vape-free at all events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think that students would support adopting a comprehensive tobacco and vape-free policy covering students, teachers, and visitors, including at all on and off-campus events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should the school district’s current tobacco-related policies be more strongly enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	Unsure
Are you aware of which person or group is responsible for enforcing the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the policy for students who violate the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the policy for staff who violate the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the policy for visitors who violate the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the school provide any education to prevent youth tobacco and vaping product use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the school provide any access and/or referral to tobacco and vaping cessation programs for staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the school provide any access and/or referral to tobacco and vaping cessation programs for students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. If you currently smoke, vape, chew, or use other tobacco products, would you like help to quit?

Yes  No  N/A

4. Do you have a health condition that makes it difficult to be around cigarette smoke or aerosol from an electronic smoking device?

Yes  No  If yes, please describe:

5. Additional comments:

Thank you for completing this survey!

Reference: North Carolina Department of Health and Human Services. (2018). N.C. tobacco-free schools. Retrieved September 12, 2018 from <https://www.nctobaccofreeschools.org/>.

# Key Stakeholder Survey

## Assessing the Perception/Opinion of Policy Support & Enforcement

We would like your opinion about the use of tobacco or vaping products, and the school district’s tobacco-related policies. This will help inform any potential revisions to the existing tobacco-related policies.

1. Please answer each question below:

	Yes	No	Neutral
Do you believe that adults are important role models for youth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe that secondhand smoke and aerosol from an electronic smoking device or vape is harmful to nonsmokers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you concerned that our youth are exposed to secondhand smoke and aerosol from an electronic smoking device or vape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you support a comprehensive 100% tobacco and vape-free school policy covering students, teachers, and visitors including at all on and off-campus events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should the school district’s current tobacco-related policies be more strongly enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	Unsure
Are you aware of which person or group is responsible for enforcing the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the policy for students who violate the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the policy for staff who violate the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the policy for visitors who violate the school district’s tobacco policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the school provide any education to prevent youth use of tobacco or vaping products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the school provide any access and/or referral to tobacco and vaping cessation programs for staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the school provide any access and/or referral to tobacco and vaping cessation programs for students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you have a health condition that makes it difficult to be around cigarette smoke or aerosol from an electronic smoking device? Yes  No

3. Additional comments:

Thank you for completing this survey!

Reference: North Carolina Department of Health and Human Services. (2018). N.C. tobacco-free schools. Retrieved September 12, 2018 from <https://www.nctobaccofreeschools.org/>.

# Student Survey

We would like to know what you think about your school’s rules around using tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes (vaping). Your thoughts can help us make better rules.

1. Please answer each question below:

	Yes	No	Not sure
Do you think that teachers are important role models for kids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should your school do more to keep kids from smoking, chewing or vaping tobacco?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think smoke from cigarettes or aerosol from vape is harmful to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you support a 100% tobacco and vape-free school policy that covers students, teachers, and visitors including not smoking, chewing, or vaping tobacco at any event on or off -campus events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think teachers and other school workers would support a 100% tobacco and vape-free school policy that covers students, teachers, and visitors including not smoking, chewing, or vaping tobacco at any event on or off-campus events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think the school’s rules around smoking, chewing, and vaping tobacco should be more strongly enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think your school administrators would support a no smoking, chewing or vaping allowed at all events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know who is responsible for enforcing your school’s tobacco rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what happens if a student breaks the no smoking, chewing, or vaping tobacco rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what happens if a teacher or other school worker breaks the no smoking, chewing, or vaping tobacco rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what happens if a visitor breaks the no smoking, chewing or vaping tobacco rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your school teach you how to not start smoking, chewing, or vaping tobacco?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your school help teachers or other school workers to quit smoking, chewing, or vaping tobacco?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your school help students to quit smoking, chewing, or vaping tobacco?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If you smoke, chew, or vape tobacco, would you like help to quit?

Yes  No  N/A

3. Are there places on the school’s property where you have seen people smoking, chewing, or vaping tobacco? Have you ever smelled smoke or vapor during or after school? Yes  No  If yes, where:

4. Does your school have any groups working to help stop smoking, chewing or vaping tobacco? Yes

No  If yes, please name:

5. Do you have any health problems that makes it hard to be around tobacco smoke or electronic cigarette (vaping) aerosol? Yes  No

If yes, please describe:

6. Other comments:

Thank you for completing this survey!

Reference: North Carolina Department of Health and Human Services. (2018). N.C. tobacco-free schools. Retrieved September 12, 2018 from <https://www.nctobaccofreeschools.org/>.

Youth can be a strong asset in the school district's efforts to adopt and implement a comprehensive tobacco and vape-free policy. They have the power to influence the school board, teachers, parents, and other youth in creating a healthier and safer learning environment. Youth can:

**Advocate for policy change:** Young people can be effective at garnering support for policy development and change. Youth capture the attention of political leaders, including school administrators, and the media, making them important partners in policy advocacy.

**Project a powerful voice:** Youth have credibility with peers and community members. This allows them to help educate the community to reduce pro-tobacco influences and increase healthier norms and behaviors.

**Expose tobacco industry tactics:** Young people can be effective partners in the fight against the tobacco industry by exposing its manipulative tactics and undermining efforts.

**Offer energy and vitality:** Youth bring energy to activities and events. Schools should work to channel this energy into action, resulting in increased awareness and policy change.

**Reflect genuine concern:** Youth generally volunteer their time to be involved in tobacco control efforts. They do this because of the stake they have in their own future.

**Bring diverse representation and provide generational insight:** Youth can provide important insight about their generation; involving youth in tobacco control efforts ensures more effective, population-specific policies.

**Invoke creativity and innovation:** Young people naturally challenge traditional attitudes and norms that may restrict and limit how adults think and act. They add innovation and creativity to any activity, making it more attractive to other youth and policy makers. Their novel ideas for policy advocacy strategies help push efforts forward.

**Mobilize their peers:** Youth have the ability to mobilize their peers for activities and facilitate access to many arenas. These actions add strength to tobacco control policy efforts while also broadening the type and number of venues involved in message delivery.

Reference: Centers for Disease Control and Prevention, *Best Practices User Guide: Youth Engagement-State and Community Interventions*, pg. 2, 2010.



Source: [https://www.google.com/search?q=tobacco+free+school+sign+images&tbm=isch&source=univ&safe=active&sa=X&ved=2ahUKEwiFjY3\\_hcvhAhUNOK0KHWC2A5YQ7Al6BAgJEBE&biw=1920&bih=934#imgrc=GjaWhZiHsML-M:&spf=1555089010272](https://www.google.com/search?q=tobacco+free+school+sign+images&tbm=isch&source=univ&safe=active&sa=X&ved=2ahUKEwiFjY3_hcvhAhUNOK0KHWC2A5YQ7Al6BAgJEBE&biw=1920&bih=934#imgrc=GjaWhZiHsML-M:&spf=1555089010272)



Dear Parents:

On [date], the [name of school district] School Board adopted a comprehensive tobacco and vape-free school policy. This policy prohibits all tobacco use by everyone, everywhere on campus, at all times – including school events after regular school hours. This policy also prohibits students from bringing tobacco and vaping products, including electronic cigarettes, on campus. A copy of the new policy is attached. The School Board adopted this policy for three reasons:

1. *To support families in keeping their children tobacco and vape-free*

Tobacco use is the leading cause of preventable death and disease in our state and nation. Ninety percent of adults who are addicted to tobacco began using it before the age of 18, with the average age of initiation between 12 and 14 years old. Most parents, even those who use tobacco, do not want their children to become addicted. Youth spend a great deal of time at school and school-related events. Allowing the use of tobacco, including electronic cigarettes or vaping products on campus implies school approval of such use. Keeping tobacco off campus means students have less opportunity to see others using tobacco, less access to tobacco products, and less exposure to secondhand smoke and aerosol from an electronic smoking device. This means they will be less likely to try, and possibly become addicted to, tobacco.

2. *To provide a safe environment for students and staff*

We have an obligation to provide a safe learning and work environment for students and staff. Exposure to secondhand smoke can trigger an asthma attack or make respiratory problems worse. Clusters of adults smoking outside near building entrances during school-sponsored events place others at risk.

3. *To provide a cleaner campus*

Discarded smoking, vaping, and spit-tobacco materials litter school grounds, parking lots, and vehicles. Cleaning or replacing items damaged by smoke or discarded smoking/vaping/spit-tobacco materials is costly. Prohibiting tobacco from campus will mean a cleaner environment for students, staff, and visitors.

Over the next few months, we will be placing signs promoting the new policy on all school campuses, and making announcements at all school-sponsored events. We also will be letting you know of upcoming tobacco education and cessation classes for students who use tobacco or vaping products and want to stop. If you have questions or comments about the policy or if you want more information about these programs or services, please call your child's school principal.

Thank you for your support.

Sincerely,

[Name of Superintendent or Board Chair]

*(your school logo and address here)*

NEWS RELEASE - FOR IMMEDIATE RELEASE

(date)

**Contact:** *(name)*

*(contact title)*

*(contact phone)*

*(contact e-mail)*

\_\_\_\_\_ School District Adopts a Comprehensive Tobacco and Vape-Free School Policy

*YOUR TOWN* – The \_\_\_\_\_ Board of Education recently adopted a new Comprehensive Tobacco and Vape-Free School Policy to protect the health and safety of students, school personnel, and visitors. All forms of tobacco are now prohibited by students, staff, and visitors in school facilities, on school and athletic grounds, and in parking lots. The use of tobacco or vaping products is prohibited at all times, including during school-sponsored events that are held off-campus.

“Adopting the Comprehensive Tobacco and Vape-Free School Policy in the \_\_\_\_\_ School District will help protect the health of our students, and hopefully help prevent them from starting to use tobacco products,” said \_\_\_\_\_, \_\_\_\_\_.

The following messages can be used to announce the policy changes to students, school personnel, parents, and visitors.

- “To protect the health of our students, staff, and visitors, we would like to remind you that our school is 100% tobacco and vape-free. Please refrain from using tobacco, electronic cigarette, or vaping products anywhere on campus. Thank you for your cooperation.”
- “For the safety of our students, (name of school district) is proud to have a 100% tobacco and vape-free school policy. At this time, we would like to remind our home fans and visitors that the use of tobacco or vaping products during tonight’s event (sporting, theater, musical etc.) is strictly prohibited. We appreciate your support and thank you for keeping our school and campus tobacco and vape-free. Enjoy the event (game, show, musical, etc.)!”
- “About 3,500 Missouri kids under 18 become new smokers each year. That is one reason why (name of school district) has a 100% tobacco and vape-free school policy. The use of tobacco, including e-cigarette, or vaping products of any kind, is strictly prohibited on all school property – including in and around the stadium and parking lots. Thank you for your support and for helping us keep our students tobacco and vape-free.”
- “Hey, fans! Did you know that tobacco use is the number one cause of preventable death in Missouri? Every year more than 11,000 people in our state die from the use of tobacco products – more than those who die from AIDS, alcohol, traffic accidents, illegal drugs, murder, and suicide combined. This is one reason why (name of school district) is 100% tobacco and vape-free. This means no tobacco, including e-cigarette, or vaping product use anytime, by anyone, anywhere on campus – including stadiums and parking lots. We appreciate your support, and thank you for keeping our school and stadium tobacco and vape-free. Enjoy the game!”



**Example #1: You see a person using tobacco, an electronic cigarette, or vaping products on school property.**

Response: "Hello, my name is \_\_\_\_\_, and I am an (employee, student) at this school. I want to make you aware that we are a tobacco and vape-free campus. This means that the use of tobacco or vaping products are prohibited on our grounds. We would appreciate if you would not use tobacco products while on campus. Thank you for your cooperation."

**Example #2: Someone asks where they are allowed to smoke or vape.**

Response: "If you need to smoke, vape, or use tobacco products, you will need to leave the campus grounds. Smoking, vaping, and the use of all tobacco products are not allowed anywhere on school property. This policy is meant to promote respect for all members of the campus community and better health for our students and staff."

**Example #3: You see a vendor or visitor using tobacco products on school property.**

Response: "I'd like to let you know in advance that the (your school) campus is a tobacco and vape-free environment. The use of tobacco or vaping products is not permitted on any property, grounds, or parking areas. Thank you for respecting our policy."

**Example #4: Tobacco smoker or vaper asks for an explanation.**

Response: "(Your school) implemented this policy because we are committed to providing a healthy, safe, and productive working and learning environment for the entire campus community. Thank you for helping us keep our school campus tobacco and vape-free."



## National Resources

- **Campaign For Tobacco Free Kids** - [www.tobaccofreekids.org](http://www.tobaccofreekids.org) - Federal and state initiatives, research, factsheets, special reports, and state specific data.
- **Taking Down Tobacco** - <https://www.takingdowntobacco.org/> - Empowers middle and high school youth to create change in their schools, communities, and states, and help achieve the first tobacco-free generation. Find Taking Down Tobacco middle school classroom activities: <http://ymiclassroom.com/lesson-plans/takingdowntobacco/>
- **Centers for Disease Control and Prevention (CDC) - Tobacco Information and Prevention Sources (TIPS)** - [www.cdc.gov/tobacco](http://www.cdc.gov/tobacco) - Offers a variety of tobacco-related materials. Download youth prevention materials at: [https://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/youth\\_data/tobacco\\_use/index.htm](https://www.cdc.gov/tobacco/data_statistics/fact_sheets/youth_data/tobacco_use/index.htm)
- **CDC Division of Adolescent and School Health** - <https://www.cdc.gov/healthyyouth/> - Data and statistics; evidence-based strategies; and national, state, and local program information, publications, and links.
- **CDC Healthy Schools** - <https://www.cdc.gov/healthyschools/shi/index.htm> - School Health Index, an online self-assessment and planning tool to help schools improve their health and safety policies and programs. More information about tobacco prevention through schools, guidelines, and strategies: <https://www.cdc.gov/healthyschools/tobacco/strategies.htm>.
- **American Lung Association** - [www.lungusa.org](http://www.lungusa.org) - Publications, data, cessation information, state, and community links.
- **National Spit Tobacco Education Program (NSTEP)** - <https://www.rwjf.org/en/library/research/1999/01/to-improve-health-and-health-care-1998-1999/the-national-spit-tobacco-education-program.html> - Smokeless tobacco prevention and cessation program sponsored by Oral Health America.
- **The Foundation for a Smokefree America** - [www.notobacco.org](http://www.notobacco.org) - Anti-smoking site for teens.
- **Food and Drug Administration (FDA)** - <https://www.fda.gov/TobaccoProducts/PublicHealthEducation/HealthInformation/ucm454411.htm> - Offers a variety of tobacco-related materials. Download youth prevention materials from: <https://www.fda.gov/TobaccoProducts/PublicHealthEducation/ProtectingKidsfromTobacco/default.htm>

## Missouri Specific Resources

- **BJC School Outreach and Youth Development** - <https://www.bjcschooloutreach.org/Home> - Provides health information and skills for youth to make informed decisions around health behaviors. Topics include smoking cessation, education, and conversation starters.

## Evidence-Based Cessation Resources

- **Missouri Tobacco Quitline** - <https://www.quitnow.net/mve/quitnow?qnclient=missouri> - 1-800-QUIT-NOW (784-8669). Free phone and web coaching services to help adolescents quit smoking, vaping, or chewing, tobacco or other nicotine products.
- **Adolescent Cessation in Every School (ACES)** - <http://www.cessationineveryschool.com/> - Free online training and resources for professionals who work with adolescents, especially in a school-based setting. Many of the tools provided in the toolkit focus on helping young people quit tobacco through behavioral interventions and would not be considered a medical treatment requiring permission from parents and guardians. By focusing on changing behaviors around tobacco use, school nurses and professionals are able to provide effective and evidence-based assistance to student tobacco users, while respecting the young person's need for confidentiality.
- **Smokefree Teen** - <https://teen.smokefree.gov/> - Free online support for youth who want to quit using tobacco products.
- **Smokefree TXT** - <https://smokefree.gov/become-smokefree/smokefreeteen-signup> - Free text service for youth who want to quit using tobacco products.
- **QuitStart** - <https://smokefree.gov/tools-tips/apps/quitstart> - Free mobile app for youth who want to quit using tobacco products.
- **My Last Dip** - <https://mylastdip.com/> - Free online service for youth who want to quit using smokeless tobacco.
- **Truth app** - <http://www.thisisquitting.com/> - Free online service for youth who want to quit using tobacco products.
- **DITCHJUUL** - Free text-to-quit vaping service to help adolescents quit using electronic cigarettes. Text DITCHJUUL to 88709.

## Research-Based Education Programs for Tobacco, Electronic Cigarette, and Vaping Products

- **The Virginia Foundation for Healthy Youth (VFHY) Compendium of Programs** - [https://www.vfhy.org/sites/default/files/pdf/vfhy\\_compendium\\_2014\\_v5.pdf](https://www.vfhy.org/sites/default/files/pdf/vfhy_compendium_2014_v5.pdf) - This resource provides a comprehensive list of rigorously evaluated programs recognized by federal and other national organizations as model, promoting, or effective tobacco prevention programs. Schools, faith based, and other community organizations can use these programs to help youth under the age of 18 refrain from or discontinue tobacco use.
- **CATCH My Breath Youth E-Cigarette Prevention Program** - <https://catchinfo.org/modules/e-cigarettes/> - Youth e-cigarette prevention curriculum with the objectives to increase knowledge about e-cigarettes and their associated harms, decrease susceptibility and intentions to experiment with e-cigarettes, and reduce the initiation of e-cigarette use by young people.
- **Stanford's Tobacco Prevention Toolkit** - <http://med.stanford.edu/tobaccopreventiontoolkit.html> - Youth tobacco prevention curriculum developed to prevent middle and high school students' use of cigarettes, cigars/cigarillos, chew, hookah, and electronic cigarettes. Modules can be adapted to fit the individual needs of educators and students in all types of settings.

- **Get Smart About Tobacco – Grades 3-5 and Grades 6-7** - <https://health.mo.gov/living/wellness/tobacco/smokingandtobacco/tobaccocontrol.php#ecigs> - A health and science education program for teachers with student worksheets, and parent resources that teach students the facts about the dangers of tobacco and related products.
- **Taking Down Tobacco Online Advocacy Training** - <https://www.takingdowntobacco.org/> - Taking Down Tobacco is a comprehensive youth advocacy training program. The program educates and engages youth through free online and in-person trainings. It provides introductory training for youth new to the fight against tobacco and advanced training to help young leaders take their advocacy to the next level.
- **smokeSCREEN** - <https://www.smokescreengame.org/> - smokeSCREEN is a highly interactive videogame involving role-play in which players “travel” through life, facing challenges and testing their decision-making skills, with a dedicated focus on youth decision-making about tobacco use.
- **INDEPTH™** - <https://www.lung.org/stop-smoking/helping-teens-quit/indepth.html> - The American Lung Association’s INDEPTH program is an alternative to suspension or citation program that is offered as an option to students who face suspension for violation of school tobacco or nicotine use policies.
- **ASPIRE** - <https://www.mdanderson.org/about-md-anderson/community-services/aspire.html> - ASPIRE is an interactive videogame involving story told from the perspective of teen characters. It teaches social pressure refusal skills, provides tips on dealing with stress, and equips students with advocacy and media literacy skills. The curriculum also addresses nicotine addiction, environmental consequences of tobacco-related products, and financial burdens.
- **The Real Cost of Vaping: Understanding the Dangers of Teen E-Cigarette Use** - [http://www.scholastic.com/youthvapingrisks/?eml=snp/e/20181116////FDA/////&ET\\_CID=20181116\\_SNP\\_FDA\\_ACQ\\_24449&ET\\_RID=1414772458](http://www.scholastic.com/youthvapingrisks/?eml=snp/e/20181116////FDA/////&ET_CID=20181116_SNP_FDA_ACQ_24449&ET_RID=1414772458) - The Real Cost of Vaping is a curriculum to guide students in a research project with their peers, exploring youths’ attitudes and knowledge of e-cigarettes. Students evaluate multiple sources of information as they synthesize data and translate it into a presentation about the effects of vaping.

## Research-Based Alternatives to Enforcement Resources

- Public Health Law Center, Tobacco Control Legal Consortium. Addressing Student Tobacco Use in School: Alternative Measures. Retrieved from: <https://www.publichealthlawcenter.org/sites/default/files/resources/Addressing-Student-Tobacco-Use-in-Schools-2019.pdf>.
- The School Discipline Consensus Report: Strategies from the Field to Keep Students Engaged in School and Out of the Juvenile Justices System. Council of State Governments Justice Center, New York, 1005, (2104) by the Council of State Governments Justice Center.

# Tips for Safe Disposal of E-Cigarettes and Nicotine Waste



E-cigarettes, including rechargeable batteries and the cartridges and bottles that contain e-liquids (liquid nicotine mixtures), can pose a threat to human health and to the environment if they are not disposed of properly. E-cigarette and e-liquid waste should not be thrown in the regular trash or flushed down a sink. Instead, these items should be taken safely to a hazardous waste facility. This article provides tips for schools and others about safe e-cigarette and nicotine waste disposal.

## Nicotine Is an Acute Hazardous Waste

Nicotine, including nicotine salt, is listed by the Environmental Protection Agency (EPA) as an acute hazardous waste.<sup>1</sup> Discarded or neglected vaping products may contain harmful substances, including unused liquid nicotine.<sup>2,3</sup> Improper storage and disposal of these items may lead to unintentional exposure and accidental nicotine poisoning. Poison control centers receive thousands of calls per year about exposures to liquid nicotine, which can be fatal to small children involved in accidental exposures.<sup>4-6</sup>

Improper disposal of e-cigarettes and e-liquid products can hurt the environment. If thrown in the trash or flushed into the sewer system, the nicotine solution in an e-liquid product can seep into the ground or water and become a danger for wildlife and humans.<sup>7,8,9</sup> As e-cigarette batteries degrade, the compounds in them can also seep into nearby water. Additionally, lithium ion batteries have been linked to explosions in recycling trucks when batteries are not properly disposed of.<sup>10</sup>

## Best Practices for Safe Disposal

**The following are best practices and information compiled from state departments of health and public health nonprofit organizations:**

- Schools and other institutions should first check with their state and local environmental agencies for rules and guidance about e-cigarette and nicotine product waste disposal.
- When confiscating a device, make sure the user of the product has turned off the battery. Some e-cigarette devices with a “push button” could be activated when placed against other items in a pocket or storage container. If the e-cigarette appears to be rechargeable, then also ask the user to remove the rechargeable battery.

### CONTACT US

1.877.CTP.1373 | [AskCTP@FDA.hhs.gov](mailto:AskCTP@FDA.hhs.gov) | [www.fda.gov/tobacco](http://www.fda.gov/tobacco)

FDA Center for Tobacco Products | 10903 New Hampshire Avenue | Silver Spring, MD 20993-0002



# Tips for Safe Disposal of E-Cigarettes and Nicotine Waste



- Collect all e-cigarette-related products, including devices and filled or unfilled nicotine cartridges. Store these items in a cool, temperature-controlled environment, in a safe, sealed, clearly labeled container for hazardous waste. Take care that any items containing rechargeable batteries are stored in a temperature-controlled environment.
- If possible, store rechargeable batteries in a separate container for hazardous waste. Though rechargeable batteries may be recyclable, do not attempt to remove the battery on your own. It may be best to allow trained workers at a hazardous waste facility to remove the batteries from the nicotine-containing devices.
- Regularly deliver the sealed container of e-cigarette waste to a local hazardous waste facility. Since rechargeable batteries have been linked to explosions, delivering the waste at least every 90 days may be a good safety guideline.
- Always be careful handling confiscated or discarded e-cigarettes, e-liquid products, and batteries. Liquid nicotine can be absorbed through the skin and cause accidental poisoning.
- Used and discarded pods often contain unused nicotine. Handle these items carefully to avoid unintentional exposure and do not throw them away in the regular trash.
- Do not throw rechargeable batteries into the trash.
- Do not rinse e-cigarette items, such as spent cartridges, to remove the liquid nicotine residue. That water will become hazardous waste, and you will need to store and dispose of the water properly.

## E-Cigarettes Might Not Be Hazardous Waste If Recycled

The EPA published an opinion letter in 2015 stating that if nicotine products like e-cigarettes were legitimately recycled, they would not be subjected to hazardous waste regulation.<sup>1</sup> Organizations such as Call2Recycle may be able to recycle lithium ion batteries. If items could be recycled, that waste would no longer be subject to the same hazardous waste regulation requirements for safe disposal.

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# Tips for Safe Disposal of E-Cigarettes and Nicotine Waste



## Additional Information to Help Schools and Others

As sales of e-cigarettes have increased significantly in the past few years, institutions face a burden to dispose of e-cigarette waste in a way that protects human health and the environment. Schools face challenges both with confiscated e-cigarettes and with waste littered by students on school property. The most important step is to contact state and local environmental agencies to learn of specific guidelines. Please also review these additional resources:

- Disposing of E-Cigarette Waste: FAQ for Schools and Others:**  
<https://www.publichealthlawcenter.org/sites/default/files/resources/Disposing-of-E-Cigarette-Waste-FAQ-for-Schools-and-Others.pdf>
- Minnesota Pollution Control Agency: Vaping Liquids, E-cigarettes and Nicotine Wastes:**  
<https://www.pca.state.mn.us/sites/default/files/w-hw4-65.pdf>
- Colorado Department of Public Health & Environment: Vaping Liquids, E-cigarettes and Nicotine Wastes: Guidance for businesses, government agencies and schools handling nicotine-containing wastes:**  
<https://environmentalrecords.colorado.gov/HPRMWebDrawerHM/RecordView/434101>

**References:** (1.) EPA opinion letter on e-liquid as hazardous waste: <https://rcrapublic.epa.gov/files/14850.pdf>; (2.) Krause MJ, Townsend TG. Hazardous waste status of discarded electronic cigarettes. *Waste Manag.* 2015;39:57-62; (3.) Hendlin YH. Alert: Public health implications of electronic cigarette waste. *American journal of public health.* 2018;108(11):1489-1490; (4.) Wang B, Liu S, Persoskie A. Poisoning exposure cases involving e-cigarettes and e-liquid in the United States, 2010-2018. *Clin Toxicol (Phila).* 2019;1-7; (5.) Bassett RA, Osterhoudt K, Brabazon T. Nicotine poisoning in an infant. *The New England journal of medicine.* 2014;370(23):2249-2250; (6.) Eggleston W, Nacca N, Stork CM, Marraffa JM. Pediatric death after unintentional exposure to liquid nicotine for an electronic cigarette. *Clin Toxicol (Phila).* 2016;54(9):890-891; (7.) World Health Organization. *Tobacco and Its Environmental Impact: An Overview.* 2017. <https://www.who.int/tobacco/publications/environmental-impact-overview/en/>; (8.) Krause MJ, Townsend TG. Hazardous waste status of discarded electronic cigarettes. *Waste Manag.* 2015; 39:57-62; (9.) Hendlin YH. Alert: Public health implications of electronic cigarette waste. *American journal of public health.* 2018;108(11):1489-1490; (10.) EPA presentation on lithium ion battery explosions in the solid waste system: [https://www.epa.gov/sites/production/files/2018-03/documents/timpana\\_epa\\_li\\_slides312\\_ll\\_1.pdf](https://www.epa.gov/sites/production/files/2018-03/documents/timpana_epa_li_slides312_ll_1.pdf).

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