

DEVELOPING COMPREHENSIVE TOBACCO-FREE SCHOOLS POLICY

Legal Requirements

Policy Language Examples from Colorado School Districts

The following policy language examples are consistent with Colorado’s Tobacco-Free Schools Law (C.R.S. 25-14-103.5) and the Teen Tobacco Use Prevention Act (TTUPA) (C.R.S. 25-14-301).

The written policy: Prohibits use of all tobacco products on all school property, including grounds, buildings, parking areas and school vehicles, and at any school-sponsored event (on or off-campus)	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. The use of tobacco by students, teachers, staff, and visitors in or on school property or at any student activity sponsored by the district is prohibited. School property includes, but is not limited to, any building used for instruction, administration, support services, maintenance, or storage, the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds, and all vehicles used by the school for transporting students, workers, visitors, or other persons.</p> <p>A. The use of tobacco by students, teachers, staff, and visitors in or on school property or at any student activity sponsored by the district is prohibited. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:</p> <ul style="list-style-type: none"> a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences. b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas. c. All vehicles used by the district for transporting students, staff, visitors or other persons.
B. Use of Tobacco by Students (JICG)	<p>B. In compliance with federal and state laws, the use or the conspicuous possession or display of tobacco products by students while in or on school properties, or under the school’s jurisdiction, or while participating in a school-sponsored event is prohibited. For purposes of this policy, the following definitions shall apply: "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following: a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas. c. All vehicles used by the district for transporting students, visitors or other persons.</p>

The written policy: Defines tobacco to mean all forms of tobacco and tobacco use.	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. For purposes of this policy, the following definitions shall apply: "Tobacco product" means:</p> <ul style="list-style-type: none"> a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin on an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe. c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product. <p>"Use" shall mean lighting, chewing, smoking, ingesting, vaporizing, or application of any tobacco product.</p>
B. Tobacco Free Schools (ADC)	<p>B. For purposes of this policy, the following definitions shall apply: "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, vaping by electronic nicotine device, or any combination. "Tobacco" shall include cloves or any other product utilized for tobacco or nicotine. "Use" shall mean lighting, chewing, inhaling smoking, vaporizing, or displaying any tobacco product.</p> <p>Use means the lighting, chewing, smoking, inhaling, vaporizing, ingesting or application to the skin of any form of tobacco, other than food and drug administration approved devices.</p> <p>"Tobacco" does not include any product approved by the appropriate federal agency for use as a tobacco use cessation product. Due to the wide range of nicotine levels available in tobacco cessation products, and the potential for abuse or toxicity, the school must receive a note from a medical provider for anyone under 18 with dosage recommendations in incidences of tobacco cessation product use.</p>
C. Tobacco Free Workplace (GBED)	<p>C. "Tobacco" means all kinds and forms of tobacco suitable for chewing, smoking, vaporizing, and any other product that is packaged for nicotine and tobacco use. Use means the lighting, chewing, smoking, or vaporizing of any tobacco product. "Tobacco" does not include any product approved by the appropriate federal agency for use as a tobacco use cessation product.</p>

The written policy: States that tobacco possession by a person under age 18 is against the law.	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	A. Possession of any tobacco product by a person under the age of 18 is also prohibited on school property.
B. Tobacco Free Schools (ADC)	B. Possession of any tobacco products by a person under the age of 18 and/or by students is prohibited on school property or at any student activity sponsored by the district.
C. Tobacco Free Schools (ADC)	C. Possession of any tobacco product by a person under the age of 18 or by any student, regardless of age, is prohibited on school property.

The written policy: Requires the posting of signs informing students, staff and visitors of the law and consequences of violations.	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	A. Signs regarding this prohibition and the consequences of a violation shall be displayed prominently on all school property. It is recommended that, at a minimum, signage should be posted at all designated school entrances, parking lot entrances, main walkways, outside of main offices, auditoriums, gymnasiums, and athletic fields (particularly spectator areas). Schools are asked to display signs that prohibit the use of tobacco in school parking lots and throughout the campus.
B. Tobacco Free Schools (ADC)	B. Signs will be posted in prominent places on all school property to notify the public that smoking, chewing, vaporizing, or other use of tobacco products is prohibited in accordance with state law and district policy. Signs regarding the prohibition shall be displayed prominently on all school property.
C. Tobacco Free Workplace (GBED)	C. Signs shall be posted in prominent places on all District property or premises to notify the public that use of tobacco is prohibited in accordance with state law and Board policy. Notification shall be accomplished by other appropriate means where signage is impracticable.

The written policy: Applies to all students, staff and visitors and applies to all federally funded pre-K-12 schools, including nursery schools, childcare centers and Head Start programs.

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. In order to promote the general health, welfare and well-being of students and staff, smoking, chewing, vaporizing, or any other use of any tobacco products by staff, students and members of the public is banned from all school property.</p> <p>For purposes of this policy, the following definitions apply: "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following: a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.</p>
B. Tobacco Free Schools (ADC)	<p>B. Visitors observed violating this policy shall be asked to comply with the Tobacco Free School Policy. Repeat violators may be asked to leave the school property or school sponsored event (if not occurring on site at the school) to finish their tobacco product or extinguish/dispose of the tobacco product if they wish to remain on the property or at the event. Visitors who leave the premises in order to comply with the district policy will be allowed back on the property/to the event once the tobacco product is disposed of/extinguished/finished.</p>

The written policy: Identifies specific enforcement procedures and consequences for violating school policies.

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action. Disciplinary measures for student who violate this policy may include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspensions from school. In accordance with state law, no student will be expelled solely for tobacco use.</p>
B. Tobacco Free Schools (ADC)	<p>B. Students who violate this policy shall be disciplined according to district policy. Disciplinary measures may include in school alternatives, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student shall be expelled solely for tobacco use.</p>
C. Tobacco Free Schools (ADC)	<p>C. The use or possession of any delivery mechanism or device that could be used for the consumption, ingestion, inhalation or application of tobacco or nicotine products or controlled substances is prohibited on school grounds. Offenses and consequences for tobacco policy violations will be cumulative for a period of 3 calendar years. Offenses confirmed from schools prior to enrollment in the district may apply toward this cumulative total. In accordance with state law, no student shall be expelled solely for tobacco use.</p> <p>For all violations staff members shall confiscate the tobacco product(s) and notify parents of the violation. Law enforcement may be notified at administrator discretion. The typical progression of violations of this policy is:</p> <ul style="list-style-type: none"> 1st Offense – Education about the policy should be provided and student may be suspended out of school for up to one (1) day. Alternative to suspension opportunities may be considered by school administration. The device will be confiscated and will only be returned to parents upon request. 2nd Offense – Student may be suspended for up to three (3) days in or out of school. Alternative to suspension opportunities may be considered by school administration. The device will be confiscated. 3rd Offense – Student may be suspended up to five (5) days.
D. Tobacco Free Workplace (GBED)	<p>D. Any employee who violates this policy may be subject to appropriate disciplinary action. Any member of the general public, including any visitor, who violates this policy may be instructed by the Superintendent or his/her designee to leave the property or activity at which the violation occurs.</p>

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Best Practices

Policy Language Examples from Colorado School Districts

The following policy language examples exceed the minimum requirement of Colorado's Tobacco-Free Schools Law (C.R.S. 25-14-103.5) and the Teen Tobacco Use Prevention Act (TTUPA) (C.R.S. 25-14-301) and are recommended as best practices.

The written policy: Includes a rationale for being tobacco-free.	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	A. The Board believes that tobacco in the school and work environment is not conducive to good health. As an educational organization, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.
B. Tobacco Free Schools (ADC)	B. Tobacco is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.
C. Tobacco Free Schools (ADC)	C. This policy is a result of the documented dangers of tobacco products combined with the school district's educational role in the community

The written policy: Establishes a protocol for communicating both the policy and the rationale to all students, staff and visitors.

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. It is recommended that, at a minimum signage should be posted at all designated school entrances, parking lot entrances, main walkways, and athletic fields (particularly spectator areas). At a minimum, other communication about the policy should include:</p> <ul style="list-style-type: none"> • Announcements over the PA system and during intermissions at sporting events, theater performances and other extra- curricular events. • Reminders on parent permission slips and other written materials regarding off campus field trips. • Written details in athletic participation contracts, as well as building (property) use contracts shall specify that tobacco use is prohibited at any and all school sponsored events. • This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.
B. Tobacco Free Schools (ADC)	<p>B. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.</p>
C. Tobacco Free Schools (ADC)	<p>C. Patrons of public functions will be prohibited to use any tobacco products while on school grounds. Announcements of school policy according to state law to maintain the outside of buildings, grounds, and stadium as tobacco-free will be made through printed programs, PA announcements, and signs. Any member of the general public considered by the Superintendent or designee to be in violation of this policy shall be instructed to leave school district property.</p>

The written policy: Includes language restricting items from school property that might contribute to tobacco use and acceptability (such as lighters, clothing with logos).

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Student Dress Code (JICA) and Staff Dress Code (GBEBA)	<p>A. Unacceptable Items that are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities. Examples of these are: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:</p> <ul style="list-style-type: none"> • Refer to drugs, tobacco, alcohol, or weapons.
B. Student Dress Code (JICA)	<p>B. Unacceptable Items The following items are deemed disruptive and are not acceptable on school grounds, in school district vehicles, or at school functions or activities. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that are or contain any words, symbols, or pictures that:</p> <ul style="list-style-type: none"> • Refer to drugs, tobacco, alcohol, or weapons.

The written policy: Includes provisions against accepting tobacco industry funds.

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. The district may seek and accept gifts, donations, sponsorships or grants of any kind, from any private or charitable sources or any government agency excluding tobacco companies and their subsidiaries, to meet the expenses required by this policy. Such funds shall be accounted for separately, and, to the extent that such funds are available, the district shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.</p>
B. Tobacco Free Schools (ADC)	<p>B. The district may seek and accept gifts, donations, or grants of any kind, from any private or charitable sources or any government agency excluding tobacco companies, to meet the expenses required by this policy. Such funds shall be accounted for separately, and, to the extent that such funds are available, the district shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.</p>

The written policy: Includes a requirement for tobacco prevention education for all students.	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	A. As an educational organization, the District will discourage students from using tobacco by providing positive adult examples and effective anti-tobacco educational programs.
B. Teaching about Drugs, Alcohol and Tobacco (IHAMA)	<p>B. The objectives of this program, as stated below, are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol and tobacco.</p> <p>In accordance with state and federal law, the District shall provide age-appropriate, drug, alcohol and tobacco education and prevention programs from early childhood (preschool) through grade 12, with an emphasis on abstinence from substance use/abuse by school-age children. The drug, alcohol and tobacco education program shall address the legal, social and health consequences of substance use and abuse. Instruction shall include the effects of drugs, alcohol and tobacco on the human system, and the emotional, psychological, social and legal implications. Effective techniques and skills will be practiced for making healthy decisions and resisting pressures to use drugs, alcohol or tobacco. The objectives of this program are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol and tobacco.</p>
C. Use of Tobacco by Students (JICG)	C. Certificated personnel should carry out intensive programs of education designed to fully inform students about the hazards of tobacco use.

The written policy: Includes consequences for violating school tobacco policy that are non-punitive as well as progressively punitive elements (such as an education program versus suspension).	
Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. Addressing Student Policy Violations - Schools should make every effort to provide comprehensive interventions for student tobacco policy violators, which may include educational alternatives to suspension. At a minimum, schools should provide to students:</p> <ul style="list-style-type: none"> • Educational information regarding the tobacco-free schools law. • The district tobacco-free schools policy. • Educational information on hazards of tobacco • Resources for cessation.
B. Tobacco Free Schools (ADC)	<p>B. Disciplinary measures for students who violate this policy may include non-punitive measures, such as referral to tobacco education as well as progressively punitive elements such as, in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.</p>
C. Tobacco Free Schools (ADC) and Use of Tobacco by Students (JICG)	<p>C. Students who violate the Tobacco Free Policy will receive notification (written communication) at the time the violation occurs and will be subjected to the following disciplinary plan:</p> <p>1st Violation: Warning/written communication: A letter containing the policy and consequences of further violations will be sent home to the parent(s).</p> <p>2nd Violation: The parent(s) will be notified by letter of the student's violation and the student will be given the choice to complete one of the following within 24 hours of violation:</p> <ul style="list-style-type: none"> a) Student will attend a tobacco education class as an alternative to suspension; and/or b) Referral to cessation service; and/or c) Disciplinary action <p>3rd Violation: The parent(s) will be notified of the student's violation by a letter and a telephone call. The student will be given the choice to complete one of the following disciplinary actions within 24 hours of the violation:</p> <ul style="list-style-type: none"> a) Student will attend a tobacco education class as an alternative to suspension; or b) Disciplinary action <p>4th Violation: Disciplinary action will be determined by school administration.</p>

The written policy: Includes provisions for students to have access to programs to help them quit using tobacco.

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Tobacco Free Schools (ADC)	<p>A. Additionally, information available and provided from safe and drug free schools and other community based prevention initiatives will be made available at schools and through newsletters etc. About how to:</p> <ul style="list-style-type: none"> • Help children resist tobacco. • Reduce exposure to secondhand smoke. • Quit using tobacco.
B. Use of Tobacco by Students (JICG)	<p>B. In support of the District's tobacco prohibition, the District will:</p> <ul style="list-style-type: none"> • Promote tobacco cessation campaigns and classes. • Encourage and offer individual support for students in their efforts to quit using tobacco and eliminate use of all tobacco products.

The written policy: Includes language prohibiting distribution of tobacco products.

Policy Title (CASB Code)	Policy Language Examples from Colorado School Districts
A. Public Conduct on School Property (KFA)	<p>A. Persons using or upon School District property for any purpose shall not engage in:</p> <ol style="list-style-type: none"> a) Unlawful use, possession, distribution or sale of drugs and other controlled substances, or other illegal substances on School District property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. b) Any use of tobacco.