

## **FACILITY TOBACCO FREE SCHOOLS PROCEDURE**

The Missoula County Public School District, inclusive of all its building and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school.

Use of tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation) by school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times. Exceptions to this include:

- ✓ In a classroom or on other school property as part of a lecture or demonstration or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with use of a tobacco product or involving Native American use of traditional tobacco for ceremonial purposes under the supervision of a faculty member or other responsible adult.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

### **Communicating to Staff and Public:**

Notice will be posted in highly visible places in all schools of the District. Signs will be posted at all entrances of school buildings, school properties and athletic facilities.

### **Enforcement and Cessation:**

The following guidelines will be used when staff or visitors are in violation of the policy:

- A. Faculty/Staff (To include administrators, teachers, janitors, paraprofessionals, secretaries, clerks, teacher assistants, playground monitors, bus drivers, cafeteria workers, crossing guards)  
Will result in written warning, formal reprimand, letter in personnel file by the appropriate administrator/supervisor. Refer to cessation program at own expense.
- B. Visitors

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on District property. The visitor will be informed of the schools tobacco-free policy. If the visitor does not comply, he/she will be asked to leave. If the person refused to leave, the police may be called.