

## Missoula County Public Schools

### NONINSTRUCTIONAL OPERATIONS

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#### Tobacco Free Schools Procedures

##### Background:

The health hazards of tobacco use have been well established. This policy is established to:

- 1) reflect and emphasize the hazards of tobacco use;
- 2) be consistent with state and federal laws;
- 3) protect the health and safety of all students, employees and the public; and
- 4) set a non-tobacco use example by adults.

Tobacco is the number one killer and leading cause of preventable death in Montana. Missoula County Public Schools' Board of Trustees established the tobacco-free policy to support and model a healthy lifestyle for our students.

The Missoula County Public Schools Health Curriculum has tobacco prevention benchmarks woven throughout K-12 lessons. Curriculum materials sent directly to schools or teachers from tobacco companies are banned.

##### Communicating to Staff and Public

This policy will be printed in the employee handbooks. It 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. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

##### Definitions

For the purpose of this policy, "public school building or public school property" means:

- ✓ Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- ✓ Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms and school buses.

For the purpose of this policy "tobacco" is defined to include:

- ✓ Any lit or unlit cigarette, cigar, pipe, clove cigarette and any other smoking product.
- ✓ Spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For the purpose of this policy "tobacco use" includes:

- ✓ Smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke,

and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

- ✓ The term “use” means the chewing, lighting and smoking of any tobacco product.

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 school’s tobacco-free policy. If the visitor does not comply, he/she will be asked to leave. If the person refuses to leave, the police may be called.

Procedure History:

To PN&P Committee on October 25, 2006

Approved on: November 14, 2006