

**NEW GUIDELINE - VOL. 26, NO. 2**

**TOBACCO-FREE ENVIRONMENT**

**[NOTE: If this optional language was included in the policy, it should be included in this guideline.]**

[ ] Curriculum and Resources

The \_\_Principal\_\_\_\_\_ is tasked with the responsibility to evaluate the Corporation's efforts to discourage the use of tobacco by students and staff and formulate recommendations annually to the Superintendent regarding improvements to the in-school and after-school programs.

The \_\_\_ Principal \_\_\_\_\_ shall be responsible for the annual evaluation of resources available to support the Corporation's curricula whereby students are educated about the health hazards inherent in the use of tobacco and tobacco products. Resources selected for this purpose shall be evidence-based and, as such, shall be endorsed by the U.S. Department of Health and Human Services, the United States Centers for Disease Control and Prevention (CDC), the National Institute of Health, the National Cancer Institute, the American Cancer Society, or similar organizations.

Communications Plan

The \_\_Director of Operations\_\_\_\_\_ is responsible for posting signs that display the international symbol for "No Smoking" as well as the phrase "No Smoking" at the entrances to all facilities owned or leased or contracted for by the Board and at other locations within those facilities that are deemed appropriate by the Superintendent, and on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas on those campuses or grounds.

Each principal or site administrator shall include a link to the Board's policies that prohibit smoking by students, staff, and visitors on the home page of the website for their school or ancillary facility, and shall include either a link to the policies or the policies verbatim in handbooks that are published for students, parents, and staff. Copies of the policies shall be provided by staff in the office of that facility upon request of visitors, vendors, or parents.

The \_\_\_Technology Director\_\_\_\_\_ shall include a link to the Board’s policies that prohibit smoking by students, staff, and visitors on the home page of the Corporation’s website and shall include the link where these policies can be accessed in any publication that includes reference to the Board’s prohibition of smoking by students, parents, staff, visitors, and vendors.

The \_\_\_Transportation Director\_\_\_\_\_ shall post signs that display the international symbol for “No Smoking” as well as the phrase “No Smoking” in school buses owned or leased by the Corporation and in other Corporation vehicles of any type.