

**Department of Health and Human Services  
Office of Education Services  
Policies and Procedures**

**100% TOBACCO-FREE CAMPUS**

**Effective Date:** January 1, 2008 (Revised)  
**Original Effective Date:** October 1, 2007  
**Reference:** G.S. 115C-407; Session Law 207-193;  
Federal Pro-Children's Act; Title X of Public  
Law 103-227 and The No Child Left Behind  
Act

**Purpose:**

To establish a uniform policy regarding tobacco-free campuses for all Office of Education Services residential schools.

**Target Group:**

All students, DSB adult residential clients\*, employees, campus visitors, contractors, or any persons occupying campus space owned, leased, or rented by OES schools.

**Statement:**

OES recognizes the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. OES believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. OES acknowledges that adult employees and visitors serve as role models for students. OES recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, OES recognizes that it has a legal authority and obligation pursuant to G.S. 115C-407 *Policy prohibiting Tobacco Use in School Buildings* as well as Session Law 2007-193, the federal *Pro-Children's Act*, *Title X of Public Law 103-227* and the *No Child Left Behind Act*.

**Tobacco Use Prohibited:**

No student, staff member, campus visitor, contractor, or any person occupying campus space owned, leased, or rented by OES schools is permitted to use any tobacco product at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, or rented by the OES Schools;
- on any school grounds and property – including athletic fields and parking lots – owned, leased, or rented by OES or
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, OES central employees, school volunteers, contractors or other persons performing services on behalf of the OES also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities on campus if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

**Definition of Tobacco Products and Tobacco Use:**

For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

**Signage:**

Signs will be posted in a manner and location that adequately notify students, staff and visitors of about the 100 % tobacco-free schools policy.

**Compliance for Students:**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school’s code of conduct guidelines. Students who violate the tobacco-use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral. The administration will consult with appropriate health organizations to provide student violators with access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. Repeated violations will result in suspension from school.

**Compliance for Staff and Visitors:**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

**Opportunities for Cessation:**

The school director or designee will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

**Prevention Education:**

The school director or designee will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. Per G.S. 115C-81.a3.11, the administration will insure that the North Carolina Healthful Living Education Standard Course of Study for grades K-9 be taught using sequential, age appropriate, current, accurate, evidenced based curricula and a skills based approach (involving students in active "hands-on" learning experiences).

**Procedures for Implementation:**

The school director or designee will develop a plan for communicating the policy to staff, students, parents and the public. A compliance protocol, which identifies procedures for reminding adults of the policy and outlines consequences for students, staff and visitors who repeatedly violate the policy, will be created and communicated to all students, staff, parents and the public.

\* The exception to this policy will be a designated smoking area for current adult residential clients being served by the Division of Services for the Blind. The designated smoking area will be between the Cox and Milsap dormitories. The hours of operation for this smoking area will be 4:00 p.m. until 7:00 a.m. Monday through Thursday and 4:00 p.m. on Friday until 7:00 a.m. on Monday. There will be no smoking beginning at 7:00 a.m. until 4:00 p.m. Monday through Friday. In compliance with DHHS policy, this outside designated area must have signs clearly posted and shall be at least 20 feet from any main building entrance. This policy exception does not accommodate smoking for DSB staff or visitors/guests of current adult residential clients.