



**I. Policy Statement**

The Board of Education of Howard County recognizes that smoking is a leading cause of death in the United States and recognizes the serious health problems associated with smoking and the use of smokeless tobacco. The Board also recognizes that tobacco smoke poses a health risk to non-smokers. To this end, the Board desires to maintain a tobacco-free environment in the Howard County Public School System (HCPSS).

**II. Purpose**

The purpose of this policy is to establish that the HCPSS maintains a tobacco-free environment.

**III. Definitions**

Within the context of this policy, the following definitions apply.

- A. School Buildings – Facilities owned or leased by the HCPSS. This includes schools, central office, warehouses, garages, or other buildings belonging to the school system regardless of whether or not students are present.
- B. School Bus Stops – A designated location where students board and are discharged from a school bus.
- C. School Property – Any property owned or leased by the Howard County Public School System. The concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, proms, etc. This means that when a facility is scheduled by the school system for school system use, it will be considered an extension of school property.
- D. School Vehicles – Any vehicle owned or leased by the school system.
- E. Tobacco – Products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed. This does not include nicotine replacement therapy.
- F. Tobacco Use Cessation Program – An intervention program provided through a public health agency or private provider to assist the employee in stopping the use

of tobacco products. This includes an initial assessment and follow up treatment consisting of individual and/or group counseling.

#### **IV. Standards**

- A. The sale or use of tobacco in any form is prohibited in school buildings, in school vehicles, on school property, and at school bus stops at all times.
- B. The tobacco prohibition applies to all school property and all school activities such as field trips, the use of parks and recreation facilities, proms, school trips to other areas or countries, etc. The concept also extends to the entire time students attend the activity, including during transport. This means that when a facility is scheduled by the school system for school system use, it is an extension of school property.
- C. Notification will be posted to inform students, staff, and the general public that school buildings and school property are tobacco-free. Schools will post the notifications in clearly visible locations.

#### **V. Compliance**

- A. The Superintendent/school administrators are responsible for communicating that the sale or use of tobacco in any form is prohibited in school buildings, in school vehicles, on school property, and at school bus stops at all times.
- B. The Superintendent/school administrators are responsible for informing students, staff and the general public that school buildings and school properties are tobacco-free.

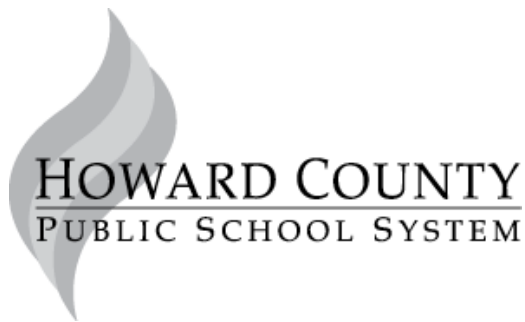
#### **VI. Delegation of Authority**

The Superintendent is authorized to develop appropriate procedures to implement this policy.

#### **VII. References**

- A. Legal  
COMAR 13A.02.04, Tobacco-Free School Environment
- B. Other Board Policies  
Policy 9240 Student Use and Possession of Tobacco Products  
Policy 10020 Use of School Facilities by Non-School Groups

ADOPTED: June 24, 1993  
AMENDED: April 16, 2009  
EFFECTIVE: July 1, 2009



**POLICY 1050-PR**  
IMPLEMENTATION PROCEDURES  
**TOBACCO-FREE ENVIRONMENT**

Effective: July 1, 2009

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**I. Notifications**

The HCPSS communicates the policy and procedures regarding its tobacco-free environment and its benefits to staff, parents, community, and new employees.

- A. A sign will be clearly posted in the entryway of all school system buildings to inform students, staff, and the general public of the tobacco-free environment.
- B. School Administrators will inform their staff, students, parents, and community of this policy and its benefits using varied channels of communication.
- C. New employees will be informed of this policy during orientation sessions.
- D. Policy 10020, Use of School Facilities by Non-School Groups, will include information regarding maintaining a tobacco-free environment.

**II. Responsibility**

All HCPSS employees must share in the responsibility of adhering to and informing others of this policy. All employees share the responsibility of bringing this policy to the attention of visitors.

**III. Consequences, Employees**

An employee found to be in noncompliance with this policy:

- A. Will meet with the supervisor/principal who will review the Tobacco-Free Environment Policy and who may recommend further remedial action by referring the employee to the Employee Assistance Program for counseling and for referral to a tobacco use cessation program
- B. May be disciplined in accordance with Policy 7040, Abuse of Alcohol and Other Noncontrolled Substances by Employees.

**IV. Consequences, Other Persons**

Other persons, not employed with the HCPSS, found to be in noncompliance with this policy shall be subject to the following:

- A. First be given a verbal warning and review of policy
  - B. Be asked to leave the premises if noncompliance continues
  - C. Will receive a no trespass letter if additional non-compliance occurs.
- V.** Groups that lease school buildings or offices will be informed that their contract will be at risk of non-renewal if their users do not comply with Board policy.
- VI.** Procedures related to student use of tobacco products are found in Policy 9240, Student Use and Possession of Tobacco Products.

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